

CITY OF BILOXI
REQUEST FOR PROPOSALS
FOR PROFESSIONAL ADMINISTRATIVE SERVICES

The City of Biloxi is requesting proposals from experienced community development consultant firms or individuals to provide administrative services in assisting the City in preparing and submitting its One-Year Annual Action Plan (Program Year 2022) in compliance with all applicable regulations, policies and requirements of the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Entitlement Program. Services also will include providing assistance, as requested, to implement CDBG Program Year 2021 projects in a timely manner, prepare the 2020 Consolidated Annual Performance and Evaluation Report, prepare amendments to HUD plans and environmental assessments for public service projects in HEROS software.

Proposals for these professional services will be rated according to the following criteria:

1. **EXPERIENCE** with developing CDBG Entitlement Program Consolidated and Action Plans or with similar planning/strategy documents and action plans for federal block grant programs. The proposal must identify the primary individual to perform the administrative functions; his/her experience working with CDBG, or a similar federal program, regulations, policies and requirements; and provide three (3) public agency references. The proposer must identify experience using the HUD Econ Planning Suite, as the subject documents must be prepared and submitted through that system.
2. **QUALIFICATIONS** as they pertain to knowledge and technical expertise developing CDBG Entitlement Program Action Plans or similar planning/strategy documents and action plans for HUD or similar federal block grant programs. The proposer must specifically identify the qualifications of each individual to perform administrative services by function.
3. **CAPACITY FOR PERFORMANCE** to perform required services in a timely manner according to the City's deadlines, given the current workload and staff.

All proposals will be rated on the following system to determine the offer most advantageous to the City. Description and maximum points: Qualifications – 40; Experience – 40; Capacity – 20; Total: 100 Points.

Proposals are requested in accordance with 24 Code of Federal Regulations Part 85.36 "Competitive Proposals" and HUD CPD Notice 96-05. A contract may be awarded to the qualified proposer whose proposal is determined to be most advantageous to the City, price and other factors considered. The City reserves the right to reject any and all proposals and to waive any irregularities in the proposal process and to modify this RFP at any time. The City of Biloxi is an equal employment opportunity employer that

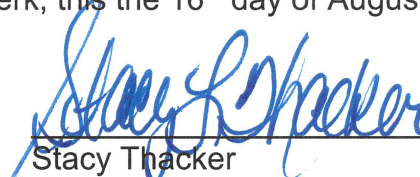
encourages Minority-Owned Business Enterprises (MBEs) and Woman-Owned Business Enterprises (WBEs) to submit proposals. The City also encourages Section 3 eligible businesses to submit proposals.

For the full RFP, including scope of work and proposal content requirements, please contact Susan Pickich, Federal Programs Manager, at (228) 435-6269 or spickich@biloxi.ms.us.

Please submit one (1) original and three (3) copies of the proposal in a sealed envelope labeled with NAME OF FIRM OR INDIVIDUAL: CDBG Administration Proposal to Mayor's Office 140 Lameuse Street Biloxi, MS 39530 if hand delivered or mail to City of Biloxi P. O. Box 429 Biloxi, MS 39533-0429. Bidders have the option of submitting their bids in a sealed envelope or through the City's electronic bid submission link at www.biloxiplans.com.

The City reserves the right to reject any and all proposals and to waive any informality in the proposal accepted. Sealed proposals will be received until 10:00 a.m., Wednesday, September 15, 2021. Proposals will be opened at 10:00 a.m. September 15, 2021 in the City Hall Council Chambers, 2nd floor, 140 Lameuse Street Biloxi, MS 39530.

Published by order of the Municipal Clerk, this the 16th day of August, 2021.



Stacy Thacker
Municipal Clerk

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