

DIAMONDHEAD, MISSISSIPPI REQUEST FOR PROPOSALS

The City of Diamondhead will accept sealed proposals from qualified firms for professional services required for application preparation and subsequent implementation of their 2016 Community Development Block Grant Public Facilities Program.

The City is seeking funding from the Community Development Block Grant (CDBG) Program. A Project Administrator, Project Engineer and Project Attorney will be selected to oversee this project.

Information packages concerning the request for proposals are available at City Hall, 5000 Diamondhead Circle, Diamondhead, MS, 39525 between the hours of 8 o'clock A.M. and 5 o'clock P.M., Monday through Friday.

The services required for this project are:

ADMINISTRATIVE: Assist the City and its agents in the application preparation and subsequent program administration including management accounting, required reports to HUD and the State, implementation of applicable State and Federal laws, regulations and requirements, establishment and maintenance of filing system; and serve as liaison between the City and the State. Firms or individuals proposing to perform administration services should submit a list of their qualifications, experience, and capacity for performance.

ENGINEERING: Engineering design for construction of the proposed improvements including: all design surveys, preliminary design work, final design phase, preparation of plans and specifications, and construction inspection. Firms or individuals should submit a list of their experience, qualifications, and capacity for performance.

LEGAL: Consultation services as required for the implementation of the proposed improvements as outlined in the CDBG application in accordance with State and Federal laws and regulations. Legal services shall include, but not be limited to, consultation services, the evaluation of all contracts and land acquisition, etc. Offerors should submit a list of their experience, qualifications, capacity for performance, along with an hourly rate charged for consultation services. Other services include examination of property records related to any easements that might be required.

Proposals for this project will be rated according to the following criteria:

1. EXPERIENCE with similar Community Development Block Grant projects;
2. QUALIFICATIONS, knowledge, and technical expertise in this and similar projects; and
3. CAPACITY FOR PERFORMANCE to perform required services in a timely manner, given current workload, and staff.

All proposals will be rated on the following system to determine the best offeror: Description and Maximum Points: Qualifications – 40; Experience – 40; Capacity– 20; Total – 100 Points.

Proposals are being requested in accordance with OMB Circular A-102, Attachment O, Paragraph 11C, “Competitive Negotiations”. Contracts will be awarded to the qualified bidders whose proposal is determined to be most advantageous to the City, cost and other factors considered. The Mayor and

Councilmen reserve the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process. The City is an equal opportunity employer.

Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that the City and contractors participating in CDBG projects give opportunities for job training and employment to lower income residents of the Section 3 area that is described as the City of Diamondhead, Hancock County limits.

Section 3 also requires that “to the maximum extent feasible” contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned in substantial part by persons residing in the Section 3 area.

WBE/MBE Businesses

Positive efforts will be made by the City of Diamondhead to utilize Minority-Owned and Women-Owned Business in the participation of Community Development Block Grant (CDBG) projects. All qualified MBE/WBE bidders are highly encouraged to submit proposals for this project.

Proposals should be sealed and properly labeled as

**NAME OF FIRM OR INDIVIDUAL
2016 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROPOSAL FOR ADMINISTRATIVE, ENGINEERING OR LEGAL SERVICES
(whichever is appropriate)**

and may be delivered or mailed to:

City Clerk
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

by **10:00 A.M. Tuesday, February 23, 2016** after which time they will be opened by the Selection Committee. The Selection Committee will then review each proposal and select a qualified firm or individual.

Publish One Time in Legal Section on

Wednesday, February 10, 2016

Send Invoice and Proof of Publication to:

City Clerk
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525