

**INFORMATION TO ADMINISTRATIVE CONSULTANTS  
REQUEST FOR CONSULTING SERVICES**

The City of Diamondhead, Mississippi is requesting proposals from qualified individuals or firms for preparation of its 2016 Community Development Block Grant (CDBG) application and subsequent administration funded through the CDBG Public Facilities Program. All services will be provided in accordance with applicable state and federal program rules and regulations under the Community Development Block Grant Program.

The project will involve, but not be limited to, application preparation and subsequent administrative services for the Administration of the City's 2016 Community Development Block Grant Public Facilities Program, if funded by the Community Service Division.

Said proposals will be received in the City Clerk's office, City of Diamondhead, 5000 Diamondhead Circle, Diamondhead, MS 39525, until 10:00 A.M., Tuesday, February 23, 2016, after which time they will be opened by the Selection Committee.

The Consultant Selection Committee will then review each proposal and select a qualified individual or firm.

All proposals should be submitted in a sealed envelope clearly identified as follows:

**NAME OF CONSULTING FIRM OR INDIVIDUAL  
2016 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
PROPOSAL FOR ADMINISTRATIVE SERVICES**

**Scope of Work**

The selected administrator shall be responsible for application preparation and the complete administrative services of the funded project in accordance with applicable state and federal laws, regulations and procedures.

Activities will include insuring compliance with all applicable state and federal laws, regulations, and procedures, particularly those of the Community Development Block Grant Program.

**Contract Type**

The City desires to enter into a contract with the selected consultant on a lump sum basis with a mutually agreeable predetermined maximum upset code.

**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.

**Proposal Content and Evaluation Criteria**

In order for your proposal to be properly evaluated, you must submit a Statement of Qualifications and Experience in sufficient detail to be evaluated.

Proposals will be reviewed by the Selection Committee, using the following selection criteria. Each member of the committee will assign points to each criteria based on the content of the proposal. Negotiations will be conducted initially with the firm receiving the highest number of points, as rated by the Selection Committee. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer, in writing, and if a contract cannot be reached after the best and final offer, negotiation with that firm will be terminated. Negotiations then will be initiated with the subsequently listed firm in the order of rating, and this procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a fair and reasonable price for required work, the objective of negotiations will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements.

	<b><u>Maximum Points</u></b>
1. <b><u>Qualifications</u></b> – Information reflecting qualifications of persons to be assigned to provide services.	40
2. <b><u>Experience</u></b> – Information regarding the experience of the firm, particularly Community Development Programs. The information submitted should, as a minimum, include: (1) type of Federal Program, (2) the amount of Federal funds, (3) types of project activities undertaken, and (4) status of program. The Request for Proposal requests detailed information with regard to the experience in specific areas pertinent to Federally assisted projects.	40
3. <b><u>Capacity for Performance (Work Force)</u></b> Identify number and title of staff available to provide services. As evidence of capacity, the City will consider previous records with regard to performance in Federally assisted programs.	<u>20</u>
<b>Total Points</b>	<b>100</b>

Proposals may be held by the City for a period not to exceed thirty (30) days from the date of opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the administrator, prior to awarding the contract. The City is an equal opportunity employer. MBE/WBE and Section 3 Businesses individuals/firms are encouraged to submit proposals.

**Funding Available**

The amount of administrative funds to be allocated for the project is not known at this time; consequently, proposals will be received on the basis of qualifications, experience and capacity to perform as set forth above.