

HANCOCK COUNTY, MISSISSIPPI REQUEST FOR PROPOSALS

Hancock County, Mississippi (the "County") is requesting proposals from qualified individuals or firms for preparation of its Katrina Community Development Block Grant (CDBG) application and subsequent administration for a proposed improvements project at Port Bienville funded through current allocations from the Mississippi Development Authority. All services will be provided in accordance with applicable state and federal program rules and regulations under the Katrina CDBG program.

ADMINISTRATIVE: Assist the County 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 County and the State. Firms or individuals proposing to perform administrative services should submit a list of their qualifications, experience, capacity for performance, and Section 3 compliance.

Said proposals will be received in the Hancock County Board of Supervisors Office, 854 Highway 90, Suite A, Bay St. Louis, Mississippi 39520 no later than 10:00 A.M., May 15, 2017 at which time they will be opened by the Selection Committee.

This project is covered by the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) ("Section 3"). Section 3 requires that when employment or contracting opportunities are generated by HUD-funded projects, preference is given to Section 3 businesses and low to very low-income persons residing in the community where the project is located. Section 3 businesses are encouraged to submit a proposal as any responsive, responsible respondent that qualifies as a Section 3 Business Concern will be given a preference during evaluation. A respondent selected for this Project will be responsible for ensuring compliance with all Section 3 requirements including, but not limited to, the hiring and contracting decisions made on the Project.

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

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

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. Each respondent is cautioned to carefully review the Proposal Content requirements as set forth below in Section D to ensure that all responsibilities and obligations are properly addressed. The Consultant Selection Committee will then review each proposal and select a qualified individual or firm. 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 votes, 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.

Proposal Content: To be considered, the proposal must include the following:

A. Qualifications – Statement of Qualifications of each person to be assigned to the project.

- B. Experience – Information reflecting the experience of the bidder as related to the scope of work outlined above. The information which should be submitted as a minimum should be types of related work, size and funding level of projects, and experience with CDBG and other federal projects.
- C. Capacity of Performance – Ability to perform the work in a timely manner. Proposal shall contain information regarding staff and other resources to be used in the implementation of the project.
- D. Section 3 Compliance: Please see Information to Consultants packages available at the County.

Proposals may be held by the County 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. Hancock County is an equal opportunity employer. MBE and/or WBE individuals/firms are encouraged to submit proposals.

FUNDING AVAILABLE

The amount of funds to be allocated for the project have not been awarded at this time; consequently, proposals will be received on the basis of qualifications, experience, capacity, and Section 3 compliance as set forth above. The County is an equal opportunity employer. MBE and/or WBE individuals/firms are encouraged to submit a proposal.

One (1) original and ten (10) copies of the proposal should be packaged, sealed, and properly labeled as follows:

NAME OF FIRM OR INDIVIDUAL
PROPOSAL FOR ADMINISTRATIVE SERVICES
KATRINA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM PROJECT

and delivered or mailed to: the Hancock County Board of Supervisors Office, 854 Highway 90, Suite A, Bay St. Louis, Mississippi 39520 no later than 10:00 A.M., May 15, 2017, 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.