REQUEST FOR PROPOSALS FOR ADMINISTRATION SERVICES

The City of Lucedale, Mississippi, requests proposals from qualified firms or individuals for the preparation of FY 2015 Community Development Block Grant (CDBG) project(s). You are invited to submit a proposal, in accordance with this request, to the Office of the City Clerk, City of Lucedale; 5126 Main Street; Lucedale, MS 39452 until 4:00 p.m., on Monday, March 2, 2015.

The Administrative Consultant will be responsible for preparing the CDBG application(s) and for implementing the City’s CDBG project(s) through closeout, pending award(s) by the Mississippi Development Authority. The Administrative Consultant must carry out all activities in accordance with federal and state laws, regulations, and procedures of the CDBG Program. The contract will be on a lump sum basis, and the amount of funds is not known at this time.

 The City of Lucedale is an Equal Opportunity Employer. The City 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. 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 low and very low-income persons and businesses residing in the Section area. Any firm 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 must be submitted in a sealed envelope and marked with the following language: **“Proposal for CDBG Administrative Services.”** Proposals will be evaluated on the following factors: Qualifications (40 points), Experience (40 points), and Capacity For Performance (20 points). To be evaluated properly, the following must be addressed in detail: **Qualifications** - List of qualifications of persons to be assigned to project, **Experience** - Information regarding the firm’s experience and the projects previously undertaken, including the type and amount of grants awarded, the project activities, and the status of the projects. **Capacity for Performance** - Identify the number and title of staff assigned to provide services.

The City will designate a selection committee to evaluate each proposal. The selection committee may hold proposals for a period of not to exceed thirty (30) days for the purpose of reviewing the content of the proposals and investigating the qualifications of the firms and assigned individuals. The City reserves the right to reject any and/or all proposals.

The City will award a contract with the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the City, price and other factors considered. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed for each application prepared and each awarded project that is administered. The City has the authority to terminate the selection at any time.

*(Please publish in the* ***LEGAL*** *section of the newspaper on*  ***February 12, 2015****.)*