

CITY OF BILOXI
REQUEST FOR PROPOSALS

The City of Biloxi will accept sealed proposals from qualified firms for professional services required for development and publication of a city wide driving and biking tour featuring historic, cultural and environmentally significant sites throughout the City of Biloxi.

The Scope of Work will include but not limited to the following:

1. In consultation with City of Biloxi staff, identify and research approximately 40 historically, culturally and environmentally significant sites throughout the City of Biloxi.
2. Develop a short narrative about each site and collect current and historic images of the site that support the narrative.
3. Organize sites to develop driving and biking directions between sites with the tour designed to begin at the Biloxi Visitors Center.
4. Scheduling and conducting meetings with City staff, partner agencies and interested groups to review work and collect public feedback in the development of the tour.
5. Coordinate with city web site developer and graphic design artist to develop brochure and web based application for tour.

Proposals will be rated according to the following criteria:

1. EXPERIENCE with local historical, cultural and environmental research and writing
2. QUALIFICATIONS, knowledge, and technical expertise in this and similar programs
3. CAPACITY FOR PERFORMANCE to perform required services in a timely manner, given current workload and staff
4. COST provide a lump sum cost to perform scope of work for up to 40 sites.

Proposals will be rated on the following system to determine the best offeror: Description and maximum points: Qualifications - 30; Experience - 30; Capacity - 20; Cost - 20 Total: 100 Points. Proposals must contain information and documentation in sufficient detail which address the three rating criteria.

Proposals will be reviewed by a selection committee using the above referenced selection criteria. A written contract will be awarded to the firm whose proposal is determined by the selection committee to be most advantageous to the City. The contract will include scope and extent of work and other essential requirements.

The City of Biloxi reserves the right to reject any and all proposals and to waive any informality in the proposal accepted. The City of Biloxi is an equal opportunity employer.

Please forward one (1) original and four (4) copies in an envelope marked as "PROPOSAL TO DEVELOP BILOXI DRIVING AND BIKING TOUR" and may be delivered or mailed to the Mayor's Office, Second Floor, City of Biloxi, City Hall, 140 Lameuse Street (39530) P.O. Box 429, Biloxi, MS 39533-0429 to be received on or before 10:00AM, March 8, 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.

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Municipal Clerk

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