

***To be published in the legal section of the Sun Herald on Friday, March 8, 2019.***

### **Professional Services for the Preparation of the FY2019 Action Plan**

The City of Pascagoula is requesting proposals from experienced community development consultant firms or individual consultants to provide administration services in assisting the City in preparing and submitting the Annual One-Year Action Plan (FY2019). The proposer must use the HUD Econ Planning suite.

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

1. EXPERIENCE with similar Community Development Block Grant Projects; proposal must identify the primary individual performing the administrative functions; experience with HUD requirements; and provide three (3) public agency references.
2. QUALIFICATIONS, knowledge, and technical expertise with action plans and CDBG administration, specifically identifying qualifications of each individual performing administrative functions;
3. CAPACITY FOR PERFORMANCE to perform required services in a timely manner according to the City's deadlines, given current workload and staff.

All proposals will be rated on the following system to determine the best offer. 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, and "Competitive Negotiations". Contracts will be awarded to the qualified proposers whose proposal is determined to be most advantageous to the City. The City reserves the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process and to modify this RFP at any time. The City of Pascagoula is an equal opportunity employer.

#### **Section 3 Requirements**

Section 3 of the Housing and Urban Development Act of 1968 requires that the City and contractors participating in CDBG project give opportunities for job training and employment to lower income residents of the Section 3 area that is described below:

1. 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.
2. The Section 3 area is defined as follows: The city limits of Pascagoula.

All proposals shall be submitted in a sealed envelope labeled with NAME OF FIRM OR INDIVIDUAL: CDBG Administration Proposal. If a proposal is submitted by mail, the post office address of the City Clerk is P.O. Drawer 908, Pascagoula, Mississippi 39568. If a proposal is hand-delivered, the street address of the City Clerk is 603 Watts Avenue, Pascagoula, Mississippi 39567. Proposals must be submitted no later than Monday, April 8, 2019 at 4PM, after which time they will be opened by the Selection Committee.

Inquiries: All inquiries should be submitted in writing to Aleta Raley at [araley@cityofpascagoula.com](mailto:araley@cityofpascagoula.com).

This information is available in Spanish or any other language upon request. Please call (228) 372-6997 for accommodations for this request.

Esta informacion esta disponible en espanol o en cualquier otro idioma bajo peticion. Por favor, pongase en contacto (228) 372-6997 de alojamiento para esta solicitud.