

**To be published in the legal section of The Sun Herald on February 22, 2022.**

CITY OF PASCAGOULA  
REQUEST FOR PROPOSALS  
FOR PROFESSIONAL ADMINISTRATIVE SERVICES

The City of Pascagoula is requesting proposals from experienced community development consultant firms or individuals to provide administrative services to the City to assist in preparing and submitting its 2022 One-Year Annual Action Plan in compliance with applicable regulations, policies and requirements of the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Entitlement Program. Services also may include assistance, as requested, in preparing Environmental Review and Release of Funds.

Proposals for these professional services will be rated according to the following criteria:

1. EXPERIENCE with developing CDBG Entitlement Program Consolidated and Action Plans or with similar planning and strategy documents and action plans for federal block grant programs. The proposal must identify the primary individual to perform the administrative functions; his/her experience working with CDBG, or similar federal programs, regulations, policies and requirements; and provide three (3) public agency references. The proposer must identify experience using the HUD Econ Planning Suite, as HUD requires the subject documents be prepared and submitted through its system.
2. QUALIFICATIONS as they pertain to knowledge and technical expertise developing CDBG Entitlement Program Consolidated Plans and Action Plans or similar planning and strategy documents and action plans for HUD or similar federal block grant programs. The proposer must specifically identify by function the qualifications of each individual to perform administrative services.
3. CAPACITY FOR PERFORMANCE to perform required services in a timely manner according to HUD's deadline and the City's document development deadlines, given the current workload and staff.

All proposals will be rated on the following system to help determine the offer most advantageous to the City. Description and maximum points: Qualifications – 40; Experience – 40; Capacity – 20; Total: 100 Points.

Proposals are being requested in accordance with 24 Code of Federal Regulations Part 85.36 "Competitive Proposals" and HUD CPD Notice 96-05. A contract may be awarded to the qualified proposer whose proposal is determined to be most advantageous to the City, price and other factors considered. The City reserves the right to reject any and all proposals and to waive any irregularities in the proposal process and to modify this RFP at any time.

EXTENSION

The City reserves the option to extend this Agreement with the Consultant for twelve months following HUD approval of both plans to assist the City of Pascagoula in amending the 2022 One-Year Action Plan as may be needed. The specific period of performance for said amendment(s) shall be mutually agreed upon by the City and Consultant. Compensation for said extension shall be a fixed, "not to exceed" fee, based on Consultant's hourly rate at the time of execution of this Agreement and upon the estimated

number of hours mutually agreed upon by the City and Consultant at such time as the extension option may be exercised.

The City of Pascagoula is an equal employment opportunity employer that 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.

All proposals shall be submitted in a sealed envelope labeled with NAME OF FIRM OR INDIVIDUAL: CDBG ADMINISTRATIVE SERVICES PROPOSAL. If a proposal is submitted by mail, the post office address of the City Clerk is P.O. Drawer 908 Pascagoula, MS 39568. If a proposal is hand delivered, the street address of the City Clerk is 603 Watts Avenue Pascagoula, MS 39567. Proposals must be submitted no later than 4 p.m., March 25, 2022, after which time they will be opened by the Review Committee.

All inquiries regarding this request for proposals shall be submitted in writing no later than 4 p.m., March 22, 2022 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.