

REQUEST FOR PROPOSALS

PROFESSIONAL FEDERAL GRANT ADMINISTRATIVE SERVICES

The City of Bay St. Louis, Mississippi is requesting proposals for Grant Administrative services to assist in a proposed project to be financed in whole through the Flood Mitigation Assistance Swift Current (“Swift Current”), which provides funding to mitigate buildings insured through the National Flood Insurance Program (“NFIP”) after a major disaster declaration following a flood-related disaster event to reduce risk against future flood damage. This project may include property acquisition and structure demolition/relocation; structure elevations; dry flood proofing of historic residential structures or non-residential structures; non-structural retrofitting of existing structures and facilities; mitigation reconstruction; and structure retrofitting of existing structures. Administrative services shall include, but are not limited to, the implementation of the project in conformance with Federal compliance areas, including, but not limited to: environmental review (if applicable), financial management, procurement, contract management, labor standards, equal opportunity/civil rights, citizen participation, acquisition/relocation, and close-out.

Information provided to the City of Bay St. Louis shall include:

- 1) The specialized experience and technical competence of the firm with respect to administration and related work on projects funded with Flood Mitigation Assistance Swift Current and other federally funded projects (0-50 points);
- 2) The past record of performance of the firm with respect to such factors as accessibility to clients, quality of work, and ability to meet schedules (0-20 points);
- 3) Capability of carrying out all aspects of grant related activities (0-20 points);
- 4) Cost of services (0-5 points);
- 5) References from previous clients of related work with the firm within the past five years (0-5 points); and,

Documentation of compliance with E-Verify requirements must be submitted with proposal. Minority and women business enterprises are solicited to submit a bid on this contract.

Submittals sent through the U.S. Mail are done so at the risk of the prospective vendor and should be addressed to the City of Bay St. Louis, in care of the City Clerk’s Office, 688 Highway 90, Bay St. Louis, Mississippi, 39520. The city is NOT responsible for submittals that arrive in the mail after the designated opening time. Submittals may also be delivered in-person to the City Clerk’s Office.

All submittals must be on file with the City Clerk no later than 10:00am on July 12, 2024. All submittals must be sealed and clearly marked on the outside of the envelope as “RFP FOR GRANT ADMINISTRATOR”.

Responses submitted by “Express/Overnight” services must be in a separate inner envelope/package sealed and identified as stated in the previous sentence. Envelopes not so marked are submitted at the risk of the prospective submitter, and the city assumes no responsibility for the premature opening of same by any city employee.

The City Clerk or Authorized Representative will meet at the City Hall Conference Room at 10:00am on July 12, 2024 and will then and there open, read aloud the proposals. The administration will then take the proposals for review and consideration to make a final recommendation to the city council at the meeting on July 16, 2024. The governing body reserves the right to reject any and all proposals and to waive informalities.

For more information, please contact Mike Reso, City Clerk for the City of Bay St. Louis, MS at 228-466-5457 or mreso@baystlouis-ms.gov.

Publish Dates: Thursday, June 13, 2024 and Thursday, June 20, 2024.