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Downtown Hattiesburg Request for Qualifications (RFQ): Downtown RoadMap/ Vision Plan for Downtown Development and Mixed-Use Strategy

Deadline for Submissions: 5:00 p.m. CST, Thursday, Dec. 14, 2023

Overview

Downtown Hattiesburg is soliciting responses to this request for qualifications for grant compliance services regarding Mississippi Main Street Revitalization Grant Program funds from the Department of Finance and Administration from an allocation received by the State of Mississippi under the American Rescue Plan Act of 2021.

All responses to this request should be submitted by email to:

Andrea Saffle, Downtown Hattiesburg Association Executive Director
at andrea@downtownhattiesburg.org with the subject: "RFQ: Downtown Roadmap Vision Plan" by Thursday, Dec. 14, at 5:00 p.m. CST.

This project will span from December 2023 to June 2024. The allocated budget for this project is up to \$65,000 and aims to develop a comprehensive strategy focusing on retail gap analysis, retail recruitment, streetscape design, and economic vitality strategies for the commercial business district in downtown Hattiesburg, Mississippi.

Note: Applicants should provide a detailed understanding and strategic analysis of the demographics of Hattiesburg, Miss., including national and/or regional trends on successful strategies for similar sized locales where applicable.

Scope of Services

The selected agency will collaborate with Downtown Hattiesburg to provide:

- Retail Gap Analysis
- Retail Recruitment Strategy
- Streetscape and Design Facades Strategy and Concepts
- Communication, Branding, and Promotions Strategy that focuses on brand enhancement to elevate the downtown district as an attractive locale for commercial and residential investment
- Any supplementary services based on best practices in downtown development and mixed-use projects

Billing

Invoices will be accepted once per month, should be on agency letterhead, and include a detailed summary of work completed for that month. Funding for this project will be sourced from federal ARPA dollars for Downtown Development and Mixed-Use Strategy.

Submittal Requirements & Deliverables

Your proposal must include the following components, in this order:

A. Statement of Qualifications

Provide a written statement of your firm's ability to meet the Scope of Work outlined.

B. Experience in Downtown Development and Mixed-Use

Brief history of the company, especially as it relates to work in the downtown development and mixed-use sectors. Detail your involvement in downtown development and mixed-use sector projects, especially with Main Street clients and industry affiliations.

C. Organization, Ownership, and Management

Name, address, and contact information for the entity, including identification of the key individuals and important qualifications of the firm.

D. Organization's Structure and Experience

Qualifications of all persons offered or expect to perform services under this contract. Include education, experience, and other relevant information.

E. Project Approach / Methodology

Provide a narrative describing your agency's approach to downtown development projects.

F. Client Information

Provide a summary of your clientele and maximum of four creative samples. Notate any downtown development and mixed-use clients.

G. References

Three current account references with contact names, email, and phone numbers.

H. Budget

Provide the agency's hourly rate and/or estimated project fees up to \$65,000.

I. Conflict(s) of Interest

Declare and provide details of any actual, potential, or perceived conflict(s) of interest. If there are none, state this clearly in the proposal. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Downtown Hattiesburg Association may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, Downtown Hattiesburg Association may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.

J. Miscellaneous

1. Required Contract Terms. All contracts awarded pursuant to these procedures shall contain the applicable required contract terms described in Code Federal Regulations, Title 2, Part 200, Appendix II. (Attachment "A" hereto.)
2. Compliance with Applicable Requirements. All contracts awarded pursuant to these procedures shall comply with the other applicable requirements contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Evaluation & Selection

A committee will evaluate and rate all proposals based on prescribed criteria:

- Experience in Downtown Development and Mixed-Use [15%]
- Qualifications to Execute the Plan of Work, including Cost of Services [60%]
- References from Past Clients [10%]
- Evaluation of Prior Work [15%]

Delivery Requirements

All proposals should be in PDF format and sent electronically to Andrea Saffle, Downtown Hattiesburg Association Executive Director at andrea@downtownhattiesburg.org with the subject: "RFQ: Downtown Road Map" by Thursday, Dec 14, at 5:00 p.m. CST.

Submittals received after the deadline will not be considered. It is the respondent's responsibility to ensure timely delivery.

Questions

Email questions to Andrea Saffle at andrea@downtownhattiesburg.org. No phone calls, please.