

Hattiesburg Comprehensive Plan Request for Proposals

Background and History

Hattiesburg is the 5th most populous city in the U.S. state of Mississippi, located primarily in Forrest County (where it is the county seat and most populous city) and extending west into Lamar County. The city population was 45,989 at the 2010 census, with the population now being 48,730 in 2020.

Hattiesburg is the principal city of the Hattiesburg Metropolitan Statistical Area, which encompasses Covington, Forrest, Lamar, and Perry counties. The city is located in the Pine Belt region.

Founded in 1882 by civil engineer William H. Hardy, Hattiesburg was named in honor of Hardy's wife Hattie. The town was incorporated two years later with a population of 400. Hattiesburg's population first expanded as a center of the lumber and railroad industries, from which was derived the nickname "The Hub City".

Hattiesburg is home to the University of Southern Mississippi and William Carey University. South of Hattiesburg is Camp Shelby, the largest US National Guard training base east of the Mississippi River, which hosts up to 100,000 National Guardsmen and Reservists annually. [1]

Plan Development [2][3]

The plan will aim to balance the vision of city leadership, citizens, and stakeholders through an assessment of needs, desires, economic sustainability, best management practices, and innovation.

Guiding Principles

1. Interwoven Equity

Ensure fairness and equity in providing for the housing, services, health, safety, and livelihood needs of all citizens and groups.

- a. Provide a range of housing types.
- b. Plan for a jobs/housing balance.
- c. Plan for the physical, environmental, and economic improvement of at-risk, distressed, and disadvantaged neighborhoods.
- d. Plan for improved health and safety for at-risk populations.
- e. Provide accessible, quality public services, facilities, and health care to minority and low-income populations.
- f. Upgrade infrastructure and facilities in older and substandard areas.
- g. Plan for workforce diversity and development.
- h. Protect vulnerable populations from natural hazards.
- i. Promote environmental justice.

2. Resilient Economy

Ensure that the community is prepared to deal with both positive and negative changes in its economic health and to initiate sustainable urban development and redevelopment strategies that foster business growth and build reliance on local assets.

- a. Provide the physical capacity for economic growth.
- b. Plan for a balanced land-use mix for fiscal sustainability.

- c. Plan for transportation access to employment centers.
- d. Promote green businesses and jobs.
- e. Encourage community-based economic development and revitalization.
- f. Provide and maintain infrastructure capacity in line with growth or decline demands.
- g. Plan for post-disaster economic recovery.

3. Livable Built Environment

Ensure that all elements of the built environment, including land use, transportation, housing, energy, and infrastructure, work together to provide sustainable places for living, working, and recreation, with a high quality of life.

- a. Plan for multimodal transportation.
- b. Plan for transit-oriented development.
- c. Coordinate regional transportation investments with job clusters.
- d. Provide complete streets serving multiple functions.
- e. Plan for mixed land-use patterns that are walkable and bikeable.
- f. Plan for infill development.
- g. Encourage design standards appropriate to the community context.
- h. Provide accessible public facilities and spaces.
- i. Conserve and reuse historic resources.
- j. Implement green building design and energy conservation.
- k. Discourage development in hazard zones.

4. Healthy Community

Ensure that public health needs are recognized and addressed through provisions for healthy foods, physical activity, access to recreation, health care, environmental justice, and safe neighborhoods.

- a. Reduce exposure to toxins and pollutants in the natural and built environments.
- b. Plan for increased public safety through reduction of crime and injuries.
- c. Plan for the mitigation and redevelopment of brownfields for productive uses.
- d. Plan for physical activity and healthy lifestyles.
- e. Provide accessible parks, recreation facilities, greenways, and open space near all neighborhoods.
- f. Plan for access to healthy, locally grown foods for all neighborhoods.
- g. Plan for equitable access to health care providers, schools, public safety facilities, and arts and cultural facilities.

5. Harmony with Nature

Ensure that the contributions of natural resources to human well-being are explicitly recognized and valued and that maintaining their health is a primary objective.

- a. Restore, connect, and protect natural habitats and sensitive lands.
- b. Plan for the provision and protection of green infrastructure.
- c. Encourage development that respects natural topography.
- d. Enact policies to reduce carbon footprints.
- e. Comply with state and local air quality standards.

- f. Encourage climate change adaptation.
- g. Provide for renewable energy use.
- h. Provide for solid waste reduction.
- i. Encourage water conservation and plan for a lasting water supply.
- j. Protect and manage streams, watersheds, and floodplains

6. Responsible Regionalism

Ensure that all local proposals account for, connect with, and support the plans of adjacent jurisdictions and the surrounding region.

- a. Coordinate local land-use plans with regional transportation investments.
- b. Coordinate local and regional housing plan goals.
- c. Coordinate local open space plans with regional green infrastructure plans.
- d. Delineate designated growth areas that are served by transit.
- e. Promote regional cooperation and sharing of resources.
- f. Enhance connections between local activity centers and regional destinations.
- g. Coordinate local and regional population and economic projections.
- h. Include regional development visions and plans in local planning scenarios.
- i. Encourage consistency between local capital improvement programs and regional infrastructure priorities.

Required Processes

7. Authentic Participation

Ensure that the planning process actively involves all segments of the community in analyzing issues, generating visions, developing plans, and monitoring outcomes.

- a. Engage stakeholders at all stages of the planning process.
- b. Seek diverse participation in the planning process.
- c. Promote leadership development in disadvantaged communities through the planning process.
- d. Develop alternative scenarios for the future.
- e. Provide ongoing and understandable information for all participants.
- f. Use a variety of communication channels to inform and involve the community.
- g. Continue to engage the public after the comprehensive plan is adopted.

8. Accountable Implementation

Ensure that responsibilities for carrying out the plan are clearly stated, along with metrics for evaluating progress in achieving desired outcomes.

- a. Indicate specific actions for implementation.
- b. Connect plan implementation to the capital planning process.
- c. Connect plan implementation to the annual budgeting process.
- d. Establish interagency and organizational cooperation.
- e. Identify funding sources for plan implementation.
- f. Establish implementation indicators, benchmarks, and targets.
- g. Regularly evaluate and report on implementation progress.

- h. Adjust the plan as necessary based on the evaluation.

Required Attributes

9. Consistent Content

Ensure that the plan contains a consistent set of visions, goals, policies, objectives, and actions that are based on evidence about community conditions, major issues, and impacts.

- a. Assess strengths, weaknesses, opportunities, and threats.
- b. Establish a fact base.
- c. Develop a vision of the future.
- d. Set goals in support of the vision.
- e. Set objectives in support of the goals.
- f. Set policies to guide decision-making.
- g. Define actions to carry out the plan.
- h. Use clear and compelling features to present the plan

10. Coordinated Characteristics

Ensure that the plan includes creative and innovative strategies and recommendations and coordinates them internally with each other, vertically with federal and state requirements, and horizontally with plans of adjacent jurisdictions.

- a. Be comprehensive in the plan's coverage.
- b. Integrate the plan with other local plans and programs.
- c. Be innovative in the plan's approach.
- d. Be persuasive in the plan's communications.
- e. Be consistent across plan components.
- f. Coordinate with the plans of other jurisdictions and levels of government.
- g. Comply with applicable laws and mandates.
- h. Be transparent in the plan's substance.
- i. Use plan formats that go beyond paper.

Plan Content

A complete plan should provide these sections at a minimum [3]:

1. Goals and Objectives

A twenty (20) year long-range plan of development for the City. Goals and objectives shall address, at a minimum, residential, commercial, and industrial development; parks, open space, and recreation; street or road improvements; public schools and community facilities.

2. Land Use Plan

A map and policy for the proposed general distribution and extent of the uses of land for residences, commerce, industry, recreation/open space, public/quasi-public facilities, and lands. Background information shall be provided concerning the specific meaning of land use categories depicted in the plan in terms of the following: residential densities; intensity of commercial uses; industrial and public/quasi-public uses; and any other information needed to adequately define the meaning of such

land use codes. Projections of population and economic growth for the area encompassed by the plan may be the basis for quantitative recommendations for each land use category.

3. Transportation Plan

In map form, show the proposed functional classifications for all existing and proposed streets, roads, and highways for the area encompassed by the land use plan and for the twenty (20) year plan. Functional classifications shall consist of arterial, collector, and local streets, roads, and highways, and these classifications shall be defined on the plan as to minimum right-of-way and surface width requirements; these requirements shall be based upon traffic projections. All other forms of transportation, including bike lanes and pedestrian ways, shall be addressed as appropriate. The transportation plan shall be a basis for a capital improvements program.

4. Community Facilities Plan

A basis for a capital improvements program includes, but is not limited to, the following: housing; schools; parks and recreation; public buildings and facilities; and utilities and drainage.

5. Implementation Plan

Include an implantation plant that provides a timetable and positions responsible for goals and objections. Tasks should be actionable and measurable.

6. Data Analysis

Provide a summary of all data sources, public involvement summaries, department contacts, and other information to be used to develop the plan and its component parts.

Deliverables

1. Digital map files that are compatible with the city's GIS software.
2. Professional, print-ready material in a standard word-processing program in a format consistent with the Land Development Code.
3. Twenty (20) color print copies for distribution to the Planning Commission, City Council, and select staff.
4. Copies sufficient for all public engagement activities.

Project Timeline

January 16 th , 2024	RFP Publication
February 6 th , 2024	Question Period Ends
February 20 th , 2024	Response in Writing to Questions
March 7 th , 2024	Proposals Due
March 15 th , 2024	Proposal Evaluation, Discussions, Negotiations if Needed
April 2 nd , 2024	Anticipated Notice to Proceed
March 5 th , 2025	Final Plan Presentation to Planning Commission
March 17 th , 2025	Final Plan Presentation to City Council (Date subject to change based on Planning Commission outcome)

Evaluation Criteria [4]

Company Profile

1. Include a Letter of Transmittal that introduces the company and includes an expression of the company's ability and desire to meet the requirements of the RFP: An original signature by an authorized individual able to bind the company to all items in the Proposal, as well as the contact person for the company and that person's contact information is required.
2. Include an Executive Summary that briefly describes the company's approach to meeting the City's requirements as outlined in the RFP, indicates any major requirements that cannot be met, and highlights the major features of the Proposal.

Project Team

1. Provide a narrative describing the role of each project team member assigned.
2. Provide resumes for all personnel who will have major project responsibilities. Each resume must include the following:
 - a. Name and title
 - b. The project's assignment or role that the person will fulfill in relation to this project,
 - c. The years of relevant experience with the Company,
 - d. The academic degree(s) achieved as well as the discipline covered and the year degree achieved,
 - e. Professional registrations including the field of registration and year acquired,
 - f. A synopsis of work experience, training, or other experience which reflects upon the individual's potential contribution to this project,
 - g. An estimate of the percentage of work that each team member will contribute over the course of the project.
 - h. Identify whether any team member firms are, or will become, a qualified DBE firm, and describe the percentage of the overall project that will be assigned/subcontracted to said DBEs. Additionally, pursuant to City of Hattiesburg Resolution 2020-326, bidders are encouraged to include in their bid whether they are an Emerging Business Enterprise (EBE) or if they intend to
3. Include an organizational chart of all members on the team.
 - a. During negotiations, it is possible for the City to amend the team members by requesting substitutes or recommending additional subcontractors.

Related Project Experience and References

1. Describe experience working with municipalities to develop comprehensive plans within the last five years. For each project client include a contact name, phone number, and e-mail address.
2. Provide a portfolio of five to eight references of projects with similar requirements to those outlined in this RFP. At least one reference should include a contract with a city similar in size and population to Hattiesburg.

Project Plan

1. Describe the company's general approach and philosophy to comprehensive plan projects. What is a typical sequence of work for a project of this nature? What are the typical milestones, key dates, and number of meetings?
2. Recommended list of items you plan on delivering with a list of additional alternative options.

3. Describe the communication methods that your company will use to ensure project expectations are met.
4. Explain what distinguishes the company from others in the field and what makes the company a good candidate to work with the city.

Proposed Innovations

1. The company may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the city with better service delivery. Discuss any ideas, innovative approaches, or specific new concepts included in the proposal that would provide benefit to the city.

Project Cost Estimate

1. An estimate for the total project cost and breakdown by phases based on the proposed project elements and staffing needs.
2. Identify any other potential project costs such as subscriptions, programs, printing, etc.

Scoring Criteria

<i>Evaluation Criteria</i>	<i>Weight</i>
<i>Demonstrated Capacity (Past performance of firm on similar projects, as well as project manager and other team members; availability of consultant team members; extent of other completed projects of similar scope and magnitude).</i>	25
<i>Experience and qualifications of personnel assigned to perform the services</i>	20
<i>Proposed Scope of Work and Deliverables (Understanding of the assignment; quality of response to proposed work program deliverables, and public/stakeholder engagement).</i>	30
<i>Communications (Organization/completeness of response; writing skills, as shown through referenced work examples).</i>	10
<i>Work Product Examples (Quality, appearance, presentation, and applicability of referenced work examples).</i>	10
<i>DBE and/or EBE participation commitment (weighted by commitment level to DBEs/EBEs)</i>	5
<i>Total</i>	100

Questions

The deadline to submit written questions for information and/or clarification is 5:00 PM on February 6th, 2024. Questions should be made in writing to planning@hattiesburgms.com with email titled RFP – Hattiesburg Comprehensive Plan. All written questions received by this deadline will be answered in writing, and posted as an accompanying document on the City’s website beside the publication of this RFP. Answers will be posted by the close of business, February 20th, 2024.

Submission

Final sealed proposals must be received by the City of Hattiesburg office of the City Clerk no later than 10:00 a.m. (Central Standard Time) local time on March 7th, 2024. Late proposals will not be accepted nor considered. All proposals must be sealed and clearly marked with the Proposer’s name and labeled with “Hattiesburg Comprehensive Plan”. Proposers must allow sufficient lead-time to ensure receipt of their proposals by the time specified. The City of Hattiesburg will not be responsible for a carrier’s failure

to deliver. Seven (7) copies of the complete proposal response plus one (1) PDF version on a flash drive must be delivered to the following:

Physical Address

Office of the City Clerk – 2nd Floor City Hall
City of Hattiesburg
Hattiesburg, MS 39401
200 Forrest Street

OR

Mailing Address

Office of the City Clerk – 2nd Floor City Hall
City of Hattiesburg
P.O. Box 1898
Hattiesburg, MS 39403-1898

[Disclaimer](#)

The City of Hattiesburg reserves the right to reject any or all Proposals, or any parts thereof, waive formalities, negotiate terms and conditions, and to select the consultant and service options that best meet the needs of the City of Hattiesburg. The project objective is to develop a corridor district covering the Broadway Drive and West Pine Street corridor. It is expected that all vendors will be able to furnish satisfactory evidence that they have the ability, experience, and capital to enable them to complete this project.

[Sources](#)

1. Wikipedia
2. Sustaining Places: Best Practices for Comprehensive Plans PAS 578
3. MS Code on 1972 Annotated Chapter 17-1-1
4. Town of Brookline, MA Comprehensive Plan RFP dated October 11, 2023
5. City of Webster Groves, MO Comprehensive Plan RFP dated November 15, 2023