

# Request for Proposals - Public Notice

## 25-26 Master Plan

Planners, architects, engineers and other related professionals are requested to submit a proposal to provide professional services authoring a Master Plan for the future development of portions of N 25th and N 26th Avenues.

### **Overview**

The City of Hattiesburg is requesting qualifications, pricing information, and availability of a consultant to author a Master Plan for the future development of an area generally bound on the south by Hardy Street, on the west by Highway 49, on the east by N 25<sup>th</sup> Avenue, and on the north by the Longleaf Trace. The Master Plan should describe a vision for the future development of the area in terms of both public infrastructure and private development expectations. The area is uniquely situated with proximity to one of the busiest intersections in the state (Hardy Street and Hwy 49), is in immediate proximity to the University of Southern Mississippi, connects directly to a regionally impactful recreational trail in the Longleaf Trace, and serves as an important buffer between a busy US highway and an established 1940's era single-family residential neighborhood.

### **25-26 Master Plan**

This project requests sufficient analysis of the current economic development impact, land use of the project area, transportation planning, and through robust community engagement, establishes a Master Plan to achieve the community's vision. The Master Plan will lay out the future development character of the area, phases for public infrastructure investment, and strategies to execute the plan. Strategies should not only spur development within the area, but plan to buffer and protect the established neighboring residential neighborhood in order to enhance quality of life for all. Considerations include but are not limited to: existing conditions; feasibility of walkable, functional neighborhoods and mixed-use districts; redevelopment opportunities that support an economically viable and sustainable community; character and history; design guidelines; implementation language and robust public participation.

### **Outcome/Goal**

The intended outcome of the project is to engage the public and key stakeholders and work with the Planning Division staff to create a master plan for the project area reflective of the City's Comprehensive Plan 2008-2028 and to promote Smart Growth principles, urban design standards, economic revitalization and/or enhancement; reduce conflicts of incompatible land uses; stabilize and improve property values; promote more transportation options; and encourage safe, convenient, attractive, sustainable, healthy neighborhoods and districts. Strategies in the plan should include potential phasing of public infrastructure based on possible development scenarios.

### **Meeting / community input format**

Responses should include proposed strategies for public engagement including area residents and business stakeholders at a minimum. Firm involvement should include at a minimum 1 kickoff/public engagement type workshop, 1 presentation to Planning Commission, which may be virtual, and 1 in-person presentation to City Council.

### **Deliverables**

The deliverables for this project are:

1. Master Plan document including development vision for the project area; suggested development standards if any should differ from the Land Development Code; strategies for

any re-zoning, overlay district, Planned Unit Development concept or other mechanism that may be necessary; cost estimations associated with proposed public infrastructure investments; and maps and other visuals sufficient to communicate the vision of the Master Plan product.

2. Digital/Electronic copies of all new databases, studies, and documents prepared for the completion of the final project
3. Professional, print-ready material in a standard word-processing program (In-Design preferred) in a format consistent with the Land Development Code
4. Professional-looking graphics consistent with the scope of services outlined in the RFP
5. Web-ready versions of any of the above
6. Deliverables formatted as Shapefile layers for GIS
7. All materials and sufficient copies for distribution and presentation to Planning Commission and City Council and all public engagement activities

**Project Timeline and Budget:**

The City prefers no more than a 12-month process that would begin on or about February 1, 2022. This timeframe would include public review of the final draft and the public hearing process to adopt the Master Plan as a component/appendix to the Comprehensive Plan as well as any immediate changes to the Official Zoning Map that may be necessary. A final schedule will be mutually determined by the City and selected firm. This project is not funded in whole or in part by any federal or state grant monies.

**Submittal Requirements:**

Responses must conform to the requirements set forth in this RFP, and include as follows:

- Cover letter identifying all firms proposed for the team, including contact information, such as mailing address, email address and phone number;
- Project understanding;
- Statement of Qualifications: Team organization, including professional resumes and identification of the lead consultant and project manager, key personnel, and the roles and responsibilities of all sub-consultants. Also designate who will be directly working with the City's Department of Urban Development staff;
- Statement of Relevant Work/Experience with referral contact information and links to published product(s).
- Project approach;
- Scope of Work; (*Important elements: Public participation plan; digital content for website*)
- Proposed deliverables;
- Proposed timeline, not to exceed 12 months from project initiation;
- Proposed project budget;
- 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 utilize EBE's as described in Resolution 2020-326, and if so, the extent of such participation proposed by EBEs.
- Clearly identify any term of proposal that may deviate from submitted requirements and the benefits thereof.

*All proposals, exhibits, responses, attachments, reports, charts, schedules, maps, and illustrations shall become the property of the City of Hattiesburg upon receipt.*

**Selection Criteria Process:**

All proposals received will be reviewed by designated City staff from the Department of Urban Development according to the selection criteria set forth in this RFP.

The following criteria will be the basis on which responses will be considered (in no particular order):

<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 3:00 PM on Thursday, December 30, 2021. Questions should be made in writing to [planning@hattiesburgms.com](mailto:planning@hattiesburgms.com). All written questions received by this deadline will be answered in writing, posted as an accompanying document on the City’s website beside the publication of this RFP. Answers will be posted by close of business, January 3, 2022.

**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 **January 13, 2022**. Late proposals will not be accepted nor considered.

**All proposals must be sealed and clearly marked with the Proposer’s name and labeled with “RFP: 25-26 MASTER 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. **Five (5) 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 – 2<sup>nd</sup> Floor City Hall  
City of Hattiesburg  
200 Forrest Street  
Hattiesburg, MS 39401

**OR**

**Mailing Address**

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

## Schedule of Activities

Please note that dates are subject to change based on City of Hattiesburg needs.

<u>Item</u>	<u>Date</u>
RFP Issue Date	December 9, 2021
Deadline for Questions	December 30, 2021
Response in Writing, to Questions	January 3, 2022
Closing Date for Receipt of Proposals	January 13, 2022, 10:00 am, CDT
Bid Openings	January 13, 2022, 10:00 am, CDT
Discussions/Negotiations as Needed	January 24, 2022
Anticipated Notice to Proceed	February 15, 2022

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 two areas. 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.

**PUBLIC NOTICE**  
**REQUEST FOR PROPOSALS**

The City of Hattiesburg is issuing a Request for Proposals for a Master Plan from planners, architects, engineers and other related professionals for an area bound (generally) by Hardy Street, N 25<sup>th</sup> Ave, the Longleaf Trace, and N 26<sup>th</sup> Avenue. The goal of this Master Plan is to further guide the future development from both the public infrastructure and private investment perspectives. Considerations include but are not limited to: existing conditions; feasibility of walkable, functional neighborhoods and mixed-use districts; redevelopment opportunities that support an economically viable and sustainable community; character and history; design guidelines; implementation language and robust public participation. The intended outcome of the project is to adopt the Master Plan as a component/appendix of the City's Comprehensive Plan.

Proposals are due no later than 10:00 a.m., Thursday, January 13, 2022. Any proposals received after this deadline may be returned to the offeror unopened. The City reserves the right to reject any and all proposals, and/or divide any project into sections. The full RFP can be found on the City of Hattiesburg's website at [www.hattiesburgms.com/planning](http://www.hattiesburgms.com/planning).

Inquiries and requests for proposal packets should be addressed to:  
Dept. of Urban Development  
City of Hattiesburg  
P.O. Box 1898/200 Forrest Street  
Hattiesburg, MS 39403-1898  
601-545-4599  
[planning@hattiesburgms.com](mailto:planning@hattiesburgms.com)

PUBLISHED by the Order of the Council on the 7<sup>th</sup>  
day of December, 2021.

CITY OF HATTIESBURG, MISSISSIPPI

BY: Kermas Eaton /s/  
CITY CLERK

(SEAL)

Publish (1) in the Legal section: Thursday, December 9, 2021  
Also Publish (1) in the Legal section of the Clarion Ledger as soon  
thereafter as possible.

Return PROOF to  
City of Hattiesburg  
City Clerk's Office  
P.O. Box 1898  
Hattiesburg, MS 39403-1898