

Request for Proposals
Lessees for the City of Gulfport's
Historic Centennial Depot

Proposals from lessees for the City of Gulfport's Centennial Depot, located at 1419 27th Avenue, Gulfport, MS are hereby solicited by the City of Gulfport (the "City") and the Gulfport Redevelopment Commission (the "GRC"). The Tenants shall enhance and stimulate the economic viability of the central business district.

One (1) original, five (5) copies and one (1) digitally converted copy of the completed proposal must be received at the Purchasing Department, 1410 24th Avenue, Hardy Bldg. 2nd Floor, Gulfport, MS 39501, no later than 2:00 o'clock p.m. local time on May 18, 2012, after which time they will be delivered to the Selection Committee.

Information packages concerning the request for proposals are available from the Purchasing Department, 1410 24th Avenue, Gulfport, MS 39501, between the hours of 8 A.M. and 5 P.M., Monday through Friday.

Inquiries – all inquiries shall be in writing and directed to the following person. No questions or request for clarifications will be addressed within 10 days of the due date of the proposal.

Connie Debenport – Purchasing Manager
Hardy Bldg., 1410 24th Avenue
Gulfport, Ms. 39501
Email: cdebenport@gulfport-ms.gov

Direct contact with City departments other than Purchasing, on the subject of this proposal is expressly forbidden.

Site visits will be held on Tuesday, May 1, 2012 & Wednesday, May 2, 2012 at the below listed times. Interested parties are strongly encouraged to schedule a walk-thru of the building and can do so by contacting Connie Debenport, 228-868-5705.

9:00 am – 9:30 am
9:45 am – 10:15 am
10:30 am – 11:00 am

A selection committee will review each proposal based on the below listed grading criteria and will assist the City's governing authority in evaluating the proposals and assessing the most qualified proposal. The governing authority retains the ultimate authority in making these determinations.



Request for Proposals

Lessees for the City of
Gulfport's Historic
Centennial Depot

City of Gulfport
Date: March 8, 2012



**Purchasing Department
1410 24th Avenue
Gulfport, MS 39501**

March 8, 2012

**Request for Proposals
For
Lessees for the City of Gulfport's
Historic Centennial Depot**

The City of Gulfport, (the "City") and the Gulfport Redevelopment Commission (the "GRC") are soliciting proposals from Lessees for the City of Gulfport's Historic Centennial Depot. The tenant shall enhance and stimulate the economic viability of the central business district in Gulfport, MS.

I. INTRODUCTION

The Centennial Depot property is a historic building with a footprint of 8400 square feet which may be leased to one tenant or subdivided for multiple tenants. The building is currently undergoing renovation with an estimated completion date of April 1, 2012.

There is adjoining parking on the East side of the building and a lot on the Southwest side of the building which are both leasable, either in part or in whole. On-street parking on 14th Street and the surrounding area is available to the public as well. See attached site plan and floor plan for additional information.

II. CRITERIA FOR SELECTION

The City of Gulfport and/or the Gulfport Redevelopment Commission will establish a selection committee who will evaluate the proposals and make recommendations to the governing authority based upon the following set of criteria which is listed in order of importance:

- A. Lease/rate terms
- B. Proposer's related business experience and history
- C. Proposers financial capacity to fund build-out and business operation
- D. Business compatibility with the City of Gulfport's downtown revitalization strategy
- E. Quality and responsiveness of proposal.

III. CONTRACT ADMINISTRATION

A. Project Manager

The City of Gulfport will designate a Project Manager to coordinate this project for the City. The successful responder will perform all work required pursuant to the contract under the direction of and subject to the approval of the designated Project Manager.

B. Expenses of Preparing Responses to this RFP

The City of Gulfport accepts no responsibility for any expenses incurred by the responders to this RFP in the preparation of their responses. Such expenses are borne exclusively by the responders.

C. Submittal Instructions

Proposals must be submitted to the Purchasing Office, 1410 24th Avenue, Gulfport, MS 39501, no later than 2:00 pm on May 12, 2012, after which time they will be delivered to the Selection Committee. Any proposal submitted after the date and time as noted will be returned unopened.

Each proposal will be evaluated for full compliance with the RFP instructions to the offeror and the mandatory terms and conditions set forth within the RFP document. The objective of the evaluation will be to recommend the firm who is most responsive to the herein described needs of the City.

Proposals submitted pursuant to this RFP shall be brief and to the point. An original and five (5) hard copies as well as one (1) digitally converted copy of the provider's proposal are to be furnished containing the following information:

NOTE: DO NOT INCLUDE ANY COSTS OF ANY KIND IN THIS SECTION

IV. Technical Proposal

A. Each participating firm shall submit as an integral part of its proposal, the following information:

- 1. Business profile

Proposals submitted pursuant to this RFP shall be brief and to the point. An original and five (5) hard copies as well as one (1) digitally converted copy of the provider's proposal are to be furnished containing the following information:

NOTE: DO NOT INCLUDE ANY COSTS OF ANY KIND IN THIS SECTION

IV. Technical Proposal

A. Each participating firm shall submit as an integral part of its proposal, the following information:

1. Business profile
2. Project Management - describe how the project will be organized and managed. Include the anticipated use of subcontractors and/or vendors. Describe the resources necessary to accomplish the purpose of the project.
3. Demonstration of financial capacity to complete and operate the proposed business, including identification of funding and/or lending sources.
4. Current business Plan for proposed business and a description of the proposed building usage to include the anticipated methodology, approach and timeline for completion of project.
5. Personnel - Identify the individuals who will be part of the project team, include any outside personnel such as subcontractors. Include resumes of key personnel directly involved in the management of this property and business.
6. Organizational Qualifications - Describe your experience, capabilities and other qualifications for this project. Include a current Financial Statement and references (include name of project, point of contact, phone number).

All proposals submitted under this RFP shall become the property of the City of Gulfport and will not be returned.

B. Proposal Duration

Proposals submitted in response to this RFP must be valid for a period of ninety (90) days from proposal submission deadline, and must be so marked.

C. Acknowledgement of Addenda

Addenda may be issued in response to changes in the Request for Proposals. Addenda must be acknowledged by signing and returning the addenda form. Acknowledgements must be received no later than the proposal due date. If acknowledgments are returned with the proposal, they must be submitted with the technical proposal only. Failure to properly acknowledge any addendum may result in a declaration of non-responsiveness by the Governing Authority.

V. AWARD OF CONTRACT

A selection committee will review and rate all proposals and may determine an interview list of the firms whose proposal are highest rated based on qualifications and information provided in Section II., Criteria for Selection and Section IV., Technical Proposal.

The City of Gulfport is an equal opportunity affirmative action contractor. Each proposal will receive consideration without regard to race, color, religious creed, handicap, ancestry, age, sex or national origin.

VI. CONTRACT NEGOTIATIONS:

The City and the GRC reserve the right, in their sole discretion to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a written agreement. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the City and the GRC may negotiate a contract with the next highest scoring proposer.

This solicitation for RFP is not a contract or commitment of any kind. The City and the GRC are not liable for costs or expenses incurred in the preparation of the respondent's RFP. It reserves the right to issue supplementary information or guidelines related to this RFP.

Interview listed firms will be scheduled for oral presentation to the selection committee, not to exceed one hour's duration, responding to questions from the selection committee relevant to the firm's proposal.

The selection committee will then rescore all interview-listed firms based on the information submitted and oral interview, and will compile a new list ranking those firms. After all ratings have been completed, the committee will open cost proposals of only the final short listed firms and will include the cost proposal information along with its recommendation to the Administration and City Council, who will make the final decision as to award of Contract.

Authorizations

Proposals are to be signed by those officials and agents duly authorized on behalf of their respective institutions to sign proposals and contracts.

Contract Period

The contract period shall be from the date of award (anticipated to be , 2012) through (insert date), with options to renew, at the Governing Authority's discretion, for up to three (3) additional years in one (1) year increments (four years total). At the time of renewal, the Governing Authority and the Lessee may negotiate fees. Written notice of intent to renew shall be required.

Cancellation

The City may terminate this contract at any time without cause, in whole or in part, upon giving the (insert firm/individual) a thirty (30) day written notice. Upon such cancellation, the (insert firm/individual) shall immediately cease services at the conclusion of the thirty (30) day notice period. The City shall be liable and responsible to the (insert firm/individual) only to the extent of work already performed. Should services be unsatisfactory or untimely, the City shall have the right to cancel the services immediately pursuant to a written notice that identifies the failure to the (insert firm/individual). Cancellation shall not release the OFFEROR from legal remedies available to the City.

The Contractor may not cancel the award during the initial contract term, but may, upon sixty (60) days written notice to the City, cancel the contract during subsequent terms.

Disqualification of Proposer

Although not intended to be an inclusive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proposer and the rejection of his proposal:

1. Evidence of collusion among proposers.
2. Lack of competency as revealed by either financial statements and/or experience as submitted or other factors.
3. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
4. Default or termination on a previous contract for failure to perform or otherwise.

Questions

Questions regarding this RFP should be directed to the Purchasing Office by email: cdebenport@gulfport-ms.gov or facsimile (228) 868-5705, *not less than ten (10) business days* prior to the proposal due date. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

Direct Contact

Direct contact with any City employee, including the Governing Authority, on the subject of this proposal, is strictly forbidden. Violation of this paragraph will result in disqualification of your proposal.

Trade Secrets/Proprietary Information

Trade Secrets or Proprietary information submitted by an offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Mississippi Freedom of Information Act; however, the offeror or contractor must

invoke the protections of this section prior to or upon submission of data or other materials to be protected and state the reasons why protection is necessary. *Price quotations in proposals submitted to the City are not "proprietary" or "confidential".* They are considered public information.

Please mark one:

() **No**, the submittal I have turned in does not contain any trade secrets and/or proprietary information.

() **Yes**, the submittal I have turned in does contain trade secrets and/or proprietary information. If **YES**, please list the *page numbers* **and** the *reasons* why the information is considered a trade secret and/or proprietary information. These pages shall be conspicuously labeled "PROPRIETARY INFORMATION" in red ink at the top and bottom center of each page.

Do Not Mark the Whole Proposal Proprietary

The contractor will be and state that he is an equal opportunity employer in all solicitations or advertisements.

For the purposes of this subsection, "A drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Complete the following information and return the form with your package.

1) If you are a SBE, MBE or WBE, please check one of the following boxes:

SBE

MBE

WBE

2) In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if a contract is awarded to your firm. (If you do not intend to subcontract any work to others, even if you are a S/M/WBE, put zeros in the spaces below).

Total **SBE** Dollars to be Sub-contracted \$ _____

Total **MBE** Dollars to be Sub-contracted \$ _____

Total **WBE** Dollars to be Sub-contracted \$ _____

3) If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract, please state your reasons:

VENDOR INFORMATION

Please provide the following information:

Company/Firm Name	
Authorized Representative	
Address (Primary Office)	
Address (Other Office(s))	
Phone Number	
Facsimile Number	
Email	
Website (if available)	

Proposer acknowledges receipt of the following addenda:

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Example of Standard “Projected Timetable”

Description	Date
Advertisement	March 8, 2012 & March 22, 2012
Pre-proposal/Site Walk-thru	May 1, 2012 & May 2, 2012
Questions in writing cut-off	May 4, 2012 @ 2:00 pm
Proposals due	May 18, 2012 @ 2:00 pm
Distribute to selection committee	May 21, 2012
Grading by selection committee	Week ending 05-25-2012
Contract negotiations and placement on agenda for council approval	June 19, 2012

COST PROPOSAL
THIS PAGE MUST BE SUBMITTED IN A SEPARATE, SEALED
ENVELOPE

VII. Cost Proposal

The cost proposal **must be** submitted in a **separate, sealed envelope** with the responder's name and the title of the RFP clearly identified on the outside of the envelope.

Place: Office of Procurement, 1410 24th Avenue, Gulfport, Mississippi, 39501

Date: _____

Proposal of: Lessees for the City of Gulfport's Historic Centennial Depot
(_____), organized and existing under the laws of the
Company/Firm name

State of _____, doing business as _____.

To: City of Gulfport
1410 24th Avenue
Gulfport, MS 39501

Gentlemen, in compliance with your invitation for proposals for:

Lessees for the City of Gulfport's Historic Centennial Depot

Having examined the proposal documents, and scope of work, we do hereby propose to provide professional services and meet and satisfy all requirements and duties in accordance with the contract documents and at the price stated below. This price is to cover all expenses incurred in adequately and properly performing the work and services required under the contract documents, of which this proposal is a part.

Proposed lease rate and terms and plan/budget for build-out. In addition the costs proposals must include terms for payment of utilities, insurance, maintenance and repairs, janitorial, etc. (attach additional page if necessary).
