Legal Notice

Request for Expressions of Interest

Real Estate Appraisal Services and/or Review Appraisal Services

Dedeaux Road Improvements Project – Three Rivers Road to SR 605/Lorraine Road

The City of Gulfport (LPA), utilizing a Cost plus Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract, intends to employ individuals and/or firms to provide commercial and residential property appraisals and/or review appraisals for condemnation purposes on an as needed basis to acquire properties for the Widening of Dedeaux Road from Three Rivers Road to SR 605/Lorraine Road. The project is designed to widen Dedeaux Road from two (2) lanes to four (4) lanes from the intersection of Three Rivers Road eastward to SR 605/Lorraine Road, Project No. STPD-9370-00(004)/FMS 104866-81100, Harrison County, Mississippi. This will include improvements such as a adding a raised median, sidewalks, curb, gutter, street lighting, drainage improvements, and utility adjustments.

Expressions of Interest (proposals) should be sealed and properly labeled "**PROPOSAL FOR APPRAISAL SERVICES, and/or PROPOSAL FOR REVIEW APPRAISAL SERVICES,** whichever is applicable. Proposals shall be delivered or mailed to Connie Debenport, Purchasing Manager, City of Gulfport, 1410 24th Avenue, Gulfport, MS 39501, no later than 5:00 pm, on November 1, 2012. Any proposals submitted beyond this date and time will be returned unopened.

Delivery of expressions of interest - One (1) original, three (3) copies and one digitally converted copy (disc) shall be submitted in a sealed envelope,clearly indentified as **Request for Expressions of Interest for Real Estate Appraisal Services and/or Review Appriasal Services in connection with Dedeaux Rd. Improvements Project.**

Those firms interested in providing an expression of interest can obtain a "Scope of Work" from the Office of Procurement, 1410 24th Avenue, Gulfport, MS, (228) 868-5705, between the hours of 8:00 am and 5:00 pm 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 5 days of the due date.

Connie Debenport
Hardy Bldg., 1410 24th Avenue
Gulfport, MS 39501
cdebenport@gulfport-ms.gov

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

Section 3 Requirement
Section 3 of the Housing and Urban Development Act of 1968 requires that the City and contractors participating in CDBG projects give opportunities for job training and employment to lower income residents of the Section 3 area. Section 3 also requires that "to the maximum extent feasible" contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned in substantial part by persons residing in the Section 3 area.

COUNCIL
OCT 0 2 2012
APPROVED

12-3417-R

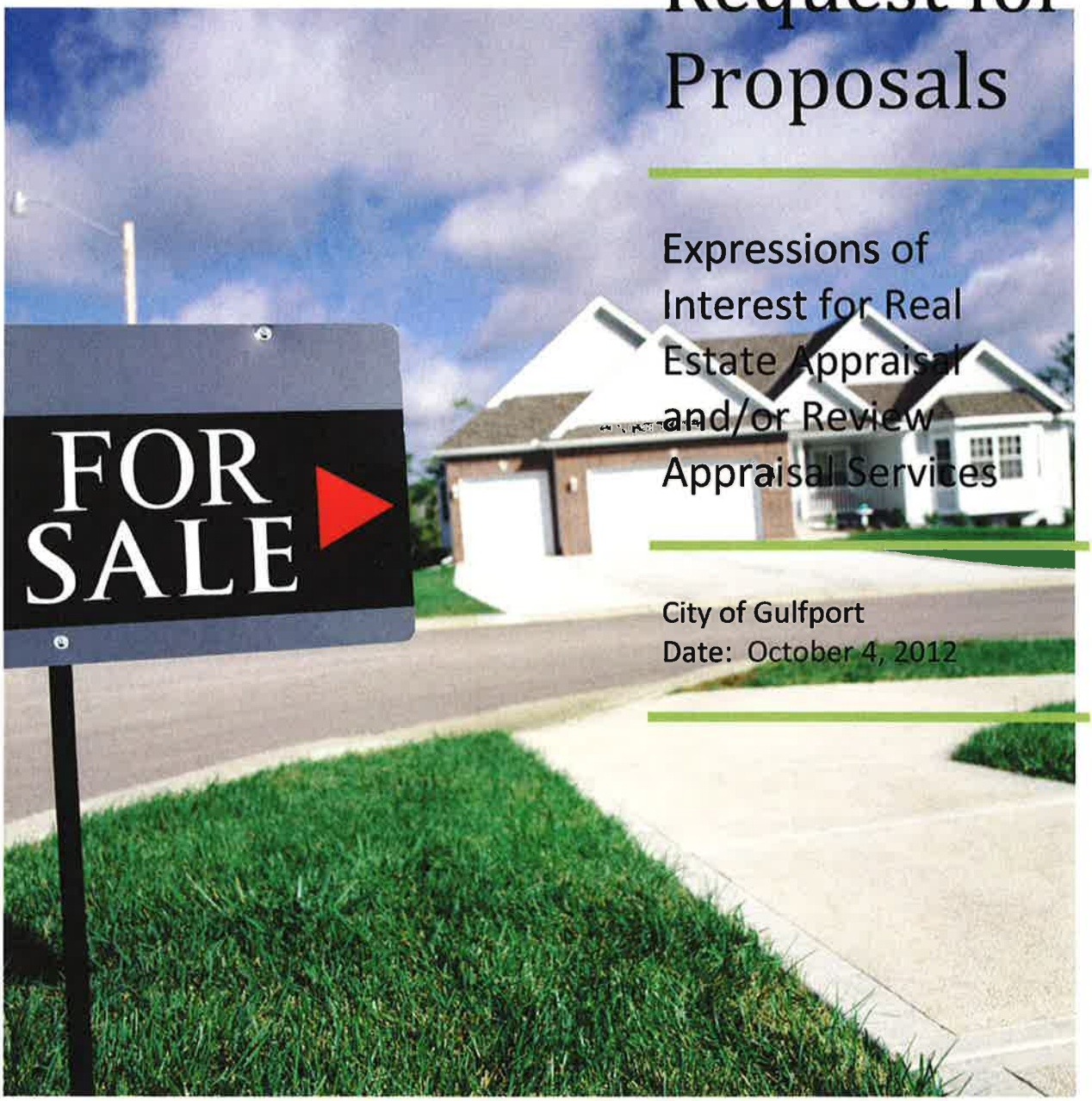
The LPA will evaluate the Expressions of Interest based on the following factors listed in their relative order of importance:

1. The experience in performing the type of work outlined in the Scope of Work;
2. Qualifications of the principals and professionals to be assigned;
3. The consultant's experience in working with projects involving public funding;
4. The extent of in-house capabilities of the firm; and
5. The consultant's size and capability of staff to perform this work in accordance with an expedited progress schedule, considering the firm's current and planned workload.

The LPA reserves the right to reject any and all Proposals and/or to discontinue contract execution with any party at any time prior to final contract execution. The LPA is an equal opportunity employer.

This Legal Notice will appear in The Clarion Ledger and Sun Herald on 10-3-12 and 10-10-12.

Request for Proposals



Expressions of Interest for Real Estate Appraisal and/or Review Appraisal Services

City of Gulfport
Date: October 4, 2012

Purchasing Department
1410 24th Avenue
Gulfport, MS 39501

October 4, 2012

Request for Expressions of Interest
For
Real Estate Appraisal and/or Review Appraisal Services

The City of Gulfport, MS requests qualified individuals and/or firms with experience in real estate appraisal and/or review appraisal services to submit proposals for the Dedeaux Road Improvements Project – Three Rivers Road to SR 605 / Lorraine Road

I. INTRODUCTION

The City of Gulfport (LPA) utilizing a Cost plus Fixed Fee, Labor Hour/Unit Price or Lump Sum/Firm Fixed Price contract, intends to employ individuals and/or firms to provide commercial and residential property appraisals and/or review appraisal services for condemnation purposes on an as needed basis to acquire properties for the Widening of Dedeaux Road from Three Rivers Road to SR 605/Lorraine Road. The project is designed to widen Dedeaux Road from two (2) lanes to four (4) lanes from the intersection of Three Rivers Road eastward to SR 605/Lorraine Road, Project No. STPD-9370-00(004)/FMS 104866-81100, Harrison County, Mississippi. This will include improvements such as a adding a raised median, sidewalks, curb, gutter, street lighting, drainage improvements, and utility adjustments.

This RFP is the means for prospective Service Providers to submit their qualifications, provide a detailed description of various types of appraisal reports that could be written to address various needs, which may include full reports for prospective land acquisitions; and provide their pricing.

A. The Appraiser is required to complete the acquisition process in accordance with the Uniform Relocation Assistance and Real Estate Property Acquisition Policies Act of 1970 (URA) as amended, for all acquisitions as well as relocations if necessary

II. STATEMENT OFWORK

The Service Provider is expected to perform appraisals of approximately 200 sites throughout the City of Gulfport. Appraisal reports may be ordered at various points throughout the Dedeaux Road Widening Project. The selected Service Provider will be allowed to use subcontractors as it wishes, however, the Service Provider will itself remain the sole point of contact with the City of Gulfport, shall be completely responsible for the supervision and the acts of said subcontractors, and shall warrant the work of such subcontractors as if it were the Service Provider's own work.

III. PROPOSED FORMAT

A. Technical Proposal

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

1. A cover letter specifying the name and complete description of project, the name of the project manager, and the location and address of the office to be assigned the majority of the work;

2. A resume for each Mississippi Licensed Appraiser, the project manager, and employee(s) of the firm anticipated to be assigned to the project. Also, provide an organizational chart and list each person's experience and qualifications, including proof that the Appraisers are licensed to complete appraisal work in the State of Mississippi and that the individual/firm has met state licensure and certification requirements;

3. A description of similar type work completed during the past five (5) years which qualifies the consultant for this work; the cost and schedule completion (or actual completion) of this work; and,

4. Technical Approach – Proposers are required to describe the procedures and methods that will achieve the required outcome of this project.

5. 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.

6. Personnel – Identify the individuals who will be part of the project team. Include any outside personnel such as subcontractors.

7. 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).

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

B. 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: Professional Services to provide Appraisal Services for the Dedeaux Road Project

(_____), 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:

PROFESSIONAL SERVICES for Real Estate Appraisal Services

FOR THE CITY OF GULFPORT, MISSISSIPPI

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.

$_____

Proposer acknowledges receipt of the following addenda:

Addendum No. _____ dated _____ Addendum No. _____ dated _____

Addendum No._____ dated _____ Addendum No. _____ dated _____

IV. CRITERIA FOR SELECTION

The following selection criteria are examples of areas that can be used as the basis for the evaluation of proposal.

1. The experience in performing the type of work outlined in the Scope of Work;
2. Qualifications of the principals and professionals to be assigned;
3. The consultant's experience in working with projects involving public funding;
4. The extent of in-house capabilities of the firm; and
5. The consultant's size and capability of staff to perform this work in accordance with an expedited progress schedule, considering the firm's current and planned workload.

V. 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.

C. 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.

D. Submittal Instructions

One (1) original, three (3) copies and one (1) digitally converted copy of the Expression of Interest must be submitted to the Purchasing Office, 1410 24th Avenue, Gulfport, MS 39501, no later than 5:00 pm on November 1, 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.

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

A. 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.

B. 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.

VI. 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 III., Proposal Format and Section IV., Criteria for Selection.

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 may then rescore all interview-listed firms based on the information submitted and oral interview, and may compile a new list ranking those firms. After all rating is 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.

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 five (5) 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**

Minimum Insurance Requirements

Professional Liability:	$1,000,000	Each Person
	$2,000,000	Total Aggregate
Workers Compensation:	$500,000	Each Accident
	$500,000	Each Employee Disease
	$500,000	Policy Limit Disease

VENDOR INFORMATION

Contact 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)	