CITY OF GULFPORT

DEPARTMENT OF LEISURE SERVICES
RFP FOR
MASTER PLAN CONSULTANT

The City of Gulfport, Department of Leisure Services will accept sealed proposals from individuals and/or firms to serve as Consultant to develop its Master Plan.

Delivery – **One (1) original, Three (3) hard copies and one (1) digitally converted copy** of the proposal shall be submitted. All proposals must be submitted to the Office of Procurement, Attn: Connie Debenport, CPPB, 1410 24th Avenue, Gulfport, MS 39501, no later than **4:00 o'clock p.m. local time, June 11, 2019,** after which they will be delivered to the selection committee for consideration. Any proposal submitted after the above stated date and time will be returned unopened.

Questions – All questions regarding this Request for Proposals should be directed to Connie Debenport by e-mail: cdebenport@gulfport-ms.gov or facsimile (228) 868-5704, *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.

The selection committee will review and rate all proposals and may determine an interview list of the responders whose proposals are highest rated based on qualifications and information provided. After interviews and evaluations are complete, the selection committee will make its recommendations to the City of Gulfport's governing authority, who will collectively make the final decision as to award of contract. The City of Gulfport will have final authority to negotiate the terms and provisions of the contract with the successful responder. The form of the contract shall be determined by the City.

The successful firm(s) must adhere to the City and GRC's policy concerning non-discrimination without regard to race, creed, color, age, sex, national origin or handicap.

The City of Gulfport reserves the right to reject any and all proposals, in whole or in part, and to discontinue contract execution with any party at any time prior to final contract execution. The City of Gulfport is an equal opportunity employer.

Direct contact with any City employee, GRC Commissioners, including the Administration and City Council on the subject of this proposal is strictly forbidden. Violation of this paragraph will result in disqualification of your submission.

Publish Two (2) Times in Legal Section: **05-09-2019**
05-16-2019

Send Invoice and Proof of Publication to:

Procurement Office
Attn: Connie Debenport, CPPB
1410 24th Avenue
Gulfport, MS 39501
Email: cdebenport@gulfport-ms.gov