



City of Diamondhead, Mississippi

REQUEST FOR PROPOSAL

Visitor Center Design

and Development Services

August 21, 2018

- PURPOSE:** The purpose of the Diamondhead Visitor Center is to welcome travelers into the area and serve as a relay station providing access to and information about businesses, activities, events, amenities and residential and commercial real estate properties available in Diamondhead.
- VISION:** The vision for the center will be tempered and refined throughout the planning, design and build process, based on partner commitments, programming decisions and the extent to which the center will serve various market segments (i.e., local residents, new resident prospects, commercial investors, in-state visitors, out-of-state visitors).
- PROJECT MANAGEMENT:** The Hancock Chamber of Commerce, an economic development and marketing partner of the City of Diamondhead, has been charged with the management and oversight of this RFP process for the City of Diamondhead.
- PURPOSE OF RFP:** The Hancock Chamber, on behalf of the City of Diamondhead, invites the submittal of responses to this Request for Proposal (RFP) from qualified firm(s) interested in providing services in connection with the design, planning and construction of a new Diamondhead Visitor Center.
- SITE DESCRIPTION:** The new Diamondhead Visitor Center will be located in an area near the main entrance to Diamondhead.
- SCOPE OF WORK:** This RFP's scope of work will include, at a minimum, the following components:
- Analysis of the site where the new Diamondhead Visitor Center will be built;
 - Development of a design plan, including interior and exterior schematic designs and renderings of a proposed new Diamondhead Visitor Center;
 - Provide complete design services under his/her contract including plumbing, mechanical, electrical, heating, ventilation and air conditioning engineering services plus any other necessary sub-contract services.
 - Construction administration to include meeting facilitation and regular site observations of the contractor and subcontractors during the construction phase;

- Sign offs on construction to assure work has been completed;
- Obtaining approvals of governmental agencies having jurisdiction over the project. i.e., Fire Marshal inspections, Diamondhead City Council and all other applicable federal, state and local laws and regulations;
- The design of a project plan that allows for any and all additional phases necessary for this project; and
- Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

**PROJECT DONATION
VIA MARKETING
PARTNERSHIP:**

RFP responses should propose a donation of the scope of services listed above and a donation of the construction of the visitor center building to the City of Diamondhead. The RFP response should also include any visitor center marketing partnership requirement and/or visitor center space utilized by responder and any terms for said co-occupancy.

The selected firm will be required to perform the services to be specified more fully in a contract agreement to be negotiated and executed after selection.

The City of Diamondhead anticipates a contract which will include schematic design and production of computer generated renderings, however, the City of Diamondhead reserves the right to include additional project elements in the initial or subsequent agreements as the City of Diamondhead may deem appropriate. The selected firm will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape services, parking spaces, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The firm is also required to identify and select the appropriate sub-consultants; however, the City of Diamondhead reserves the right to approve proposed sub-consultants that will be associated with the project.

OTHER REQUIREMENTS: In order to qualify for the award of this contract, the following information should also be included in the RFP response.

- Firm should be incorporated in the State of Mississippi with a principal business address located in Hancock or Harrison County.
- Firm should be a licensed contractor in the State of Mississippi.
- Firm should show any current or future investment in Diamondhead, MS.
- Qualifications of firm: specifically as they relate to this project.
- Firm's experience on similar projects: related project experience of the firm and the individuals who would be assigned to the project.
- Available resources to complete the project: this criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project category.
- Responsiveness to the RFP: this could include any documents such as concept plans, space planning, and design concepts and other related items.
- Professional references: provide names and contact information for three professional references.

**ADDITIONAL
INSTRUCTIONS,
NOTIFICATIONS
AND INFORMATION:**

- All information true: by submitting a response, respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
- Cost of responses: The Hancock Chamber and the City of Diamondhead will not be responsible for the costs incurred by anyone in the submittal of responses.

- Contract negotiations: This RFP is not a contract or a commitment of any kind. If this RFP results in a contract offer by the City of Diamondhead, the specific scope of work and other contractual matters will be determined during contract negotiations.
- Professional liability insurance: the respondent shall have the appropriate liability insurance certificate by an insurer authorized to transact insurance in the State of Mississippi.
- No obligation: The City of Diamondhead reserves the right to evaluate responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all responses should it be deemed in the City of Diamondhead's best interest; or cancel the entire process.

SELECTION PROCESS: The Hancock Chamber of Commerce and City of Diamondhead intend to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for the project. The City of Diamondhead reserves the right to make a selection based solely on statements of qualifications.

**SUBMITTAL
INSTRUCTIONS:**

One (1) electronic copy of the response is due no later than 5 pm CT on Friday, September 21st, 2018. Responses should be emailed to Linda McCarthy, Assistant Director, Hancock Chamber of Commerce via email address linda@hancockchamber.org

Hard copies, not required, may also be mailed or delivered to Linda McCarthy, Hancock Chamber of Commerce, 100 South Beach Blvd., Suite A, Bay St. Louis, MS 39520.

QUESTIONS: Email Linda McCarthy, linda@hancockchamber.org or call 228-467-9048.