

**REQUEST FOR
QUALIFICATIONS/PROPOSALS
FOR
HOTEL AND PARKING GARAGE
FEASIBILITY/MARKET ANALYSIS IN THE
CENTRAL BUSINESS DISTRICT OF
DOWNTOWN JACKSON, MISSISSIPPI**

Prepared by:
City of Jackson, Mississippi
200 South President Street
Jackson, MS 39201

PUBLIC NOTICE

REQUEST FOR PROPOSALS

The City of Jackson is seeking submission of proposals from qualified professional firms for professional assistance with the following project: A Hotel and Parking Garage Feasibility/Market Analysis in the Central Business District of Downtown Jackson, Mississippi. Services needed include Inventory and Analysis of Existing Conditions, Conceptual Site Plans, and Market Feasibility reports of general uses.

Detailed information pertaining to the submission of a response to this request for proposals may be obtained from the Department of Planning and Development, Suite 229, Warren Hood Building: 200 South President Street, Jackson, Mississippi 39201, or by contacting Chloe Dotson at 601-960-1993 or email: cdotson@city.jackson.ms.us.

One (1) original and eight (8) signed copies of the proposal must be received **no later than 3:30 P. M., on Tuesday, April 25, 2023**, at the City Clerk's Office, 219 S. President Street, Jackson, Mississippi 39201. Mailed proposals should be addressed to the Office of the City Clerk, P.O. Box 17, Jackson, MS 39205-0017. Packets should be sealed and clearly marked "Proposal for The Hotel and Parking Garage Feasibility/Market Analysis in the Central Business District of Downtown Jackson, Mississippi."

The City of Jackson is committed to the principle of non-discrimination in public contracting and professional services. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City.

Chloe Dotson BUPD. MURP., Director
Department of Planning and Development
City of Jackson, Mississippi

**REQUEST FOR QUALIFICATIONS/PROPOSALS FOR:
The Hotel and Parking Garage Feasibility/Market Analysis in the Central Business District
of Downtown Jackson, Mississippi**

A. INTRODUCTION

The City of Jackson, Mississippi Department of Planning and Development ("City") is requesting this Request for Qualifications/Proposals (RFQ/RFP) for a Hotel and Parking Garage Feasibility/Market Analysis in Downtown Jackson, Mississippi. The study area for this RFQ/RFP includes the City of Jackson and its Central Business District (CBD) and includes the generally accepted Downtown Area as a whole.

B. PROJECT DESCRIPTION

The selected consultant will enter into an agreement with the City to provide a Parking Garage Marketing Analysis, Feasibility Study, and Economic Impact Analysis for the Development of City-owned land across from the Jackson Convention Complex within the Downtown Area of Jackson, Mississippi. Further, said deliverables shall also include an in-depth transportation analysis that addresses traffic flows in and out of the area to major thoroughfares and parking concerns associated with anticipated venues. It is also understood that a comprehensive Pro Forma shall be executed with projections of possible revenues and expenses. The scope of services shall be (Attachment "A") strictly adhered to as a minimum of the required deliverables.

C. TIME FRAME

Work is scheduled to begin within 30 days of selection with a deliverable date of six months (180 days) later.

D. SCOPE OF SERVICES

Respondent proposals should address the preliminary scope of services and applicable specifications provided in Attachment A and as may be further clarified by the City. The preliminary scope of services is to be understood as a minimum and is subject to change at the discretion of the City.

E. GENERAL PROVISIONS

The procurement process is subject to applicable provisions of federal, state, and local laws and ordinances.

1. The City will not be liable for any costs incurred in preparing, submitting, or presenting a respondent's submittals or any associated travel costs.
2. Although discussions may be conducted with respondents submitting acceptable proposals, consultant selection may be made without any discussion.

3. The City reserves the right to postpone the opening and/or review of respondent submittals for cause or convenience. The City also reserves the right to reject any and all proposals, in whole or in part, and to waive any information therein.
4. If only one qualified respondent responds by the due date, the City may enter into contract negotiations with that firm.

F. CONTENTS OF RESPONDENT SUBMITTALS

Each respondent must include in their submission the following documents so that each respondent can be effectively evaluated in a similar manner. Each submission is limited to no more than 50 letter-size sheets.

1. A Letter of Interest is required and should display a clear understanding of the project, including a positive commitment to complete the work in the specified time period, and explain why the respondent should be selected in no more than three pages. Address and contact information for each party in a proposed joint venture should be included.
2. Qualifications: Respondent submittals must include a statement of qualifications and all required certifications. Information must be included summarizing and documenting the qualifications of the respondents in relation to the contractual services anticipated.
3. Experience and Competence of Firm(s): Information must be included summarizing and documenting the experience and competence of the respondents in relation to the contractual services anticipated. Respondents are encouraged to include, at a minimum, the names and addresses of a representative list of clients/references with which the responding firms have contracted with for similar work.
4. Personnel Qualifications and Availability: Respondents must identify and summarize the relevant experience of any personnel that would actually coordinate with the project and provides any technical assistance. The qualifications of these individuals will be considered. The use of locally based personnel and any relevant local knowledge will also be considered.
5. Project Proposal: Respondents must provide a project proposal which is in accordance with the information provided in this RFP/RFQ. Respondent proposals must include the following elements:
 - a) A detailed service plan that is in accordance with the preliminary scope of services provided in Attachment A, and
 - b) An organization chart showing key personnel by name, and
 - c) A proposed work schedule.

G. SELECTION PROCEDURE

The objective is to select the highest qualified firm for the services to be rendered at a compensation determined as fair and reasonable to the City. To accomplish this objective, respondents will be evaluated on the following basis:

	<u>Evaluation Criteria</u>	<u>Maximum Points</u>
1.	Letter of Interest	10
2.	Qualifications	25
3.	Experience and Competence of Firm(s)	25
4.	Personnel Qualifications and Availability and Work Schedule	25
5.	Project Proposal	15
	Maximum Total Points	100

Before assigning final scores, the City may, at its discretion, schedule face-to-face interviews or telephone conferences with each respondent. Each member of the Committee will then assign up to the maximum points noted above to each criterion based on the respondent's submittals and any other information obtained through interviews and/or telephone conferences. Respondents will be ranked according to their total cumulative points.

Following the completion of the evaluation, the City will enter into contract negotiations with the top-ranked firm. If a mutually satisfactory agreement cannot be negotiated with the top-ranked firm, said firm will be asked to document a final offer in writing before terminating negotiations. Negotiations will then be initiated with the second-ranked firm, and so forth, until a contract has been negotiated with a qualified consultant or halted at the discretion of the City.

The City reserves the right to reject any and all applicants if the requirements as set forth herein are not met or if the City deems a respondent unqualified on the basis of the overall analysis of the criteria outlined above. The City further reserves the right in its sole discretion to select the consultant it considers most favorable to the interest of the City.

H. CLARIFICATION OF SPECIFICATIONS

Requests for clarification of any items, requirements, or specifications contained in this RFP/RFQ must be received in writing at the City offices no later than **3:30 P. M., on Tuesday, April 11, 2023. Please fax, email, or deliver all RFP/RFQ clarification requests to:**

Attention: Chloe Dotson BUPD. MURP
 Department of Planning and Development,
 200 South President Street, Suite 229
 Jackson, MS 39201
 Phone: (601)-960-1993
 Fax: (601) 960-2192
 Email: cdotson@city.jackson.ms.us

I. RESPONDENT SUBMITTALS

To be considered, one (1) original and eight (8) copies of the required submittals must be received at the City Clerk's Office, 219 S. President Street, Jackson, Mississippi 39201, by **3:30 P. M., on Tuesday, April 25, 2023.** Respondent submissions will be opened by the City on the due date

after 3:30 p.m. As soon as possible thereafter, the City shall review the documents that include each respondent's letter of interest, qualifications, and required certifications and assurances.

Respondent submittals should be securely sealed in one or more parcels and clearly marked "Proposal for a Hotel and Parking Garage Feasibility/Market Analysis in the Central Business District of Downtown Jackson, Mississippi."

Respondent submissions not in compliance with the instructions contained in this section and/or not containing the information requested may be declared "non-responsive" and disqualified from consideration.

J. MISCELLANEOUS PROVISIONS

Proposals received after the due date and time will not be considered. Modifications received after the due date will not be considered. No responsibility will be attached to the City for the premature opening of a package not properly addressed and identified and/or delivered to the wrong office. The City may reject any and all proposals and reserves the right to waive any technicalities, irregularities, or informalities in any proposals or in the proposed procedure.

Documents. This RFP/RFQ comprises the following documents (all of which are herein collectively referred to as the "Documents"):

- PUBLIC NOTICE - REQUEST FOR PROPOSALS
- REQUEST FOR QUALIFICATIONS/PROPOSALS
- ATTACHMENT A - PRELIMINARY SCOPE OF SERVICES

Contract Award. It is anticipated that if one or more proposals are accepted, the City may enter into one or more contracts for said services or may enter into one Contract with a sub-contract for one or more of the specific elements under the Preliminary Scope of Services provided in Attachment A.

Owner's Representative. It is understood that the City will designate an Owner's Representative to provide oversight and administration during the performance of the professional services covered by any contract that is awarded.

ATTACHMENT A
PRELIMINARY SCOPE OF SERVICES

The Contractor shall perform all the necessary services to properly carry out the activities in the proposed scope of work, as outlined below and in accordance with prescribed rules, regulations, policies, and State law. The project includes the following activities:

Market Analysis

1. Develop a Demographic Analysis of the Jackson Metro Area.
2. Conduct a Market Study to estimate the demand for various uses.
3. Evaluate the viability of developing the site.
4. Address transportation access and parking concerns.

Feasibility Study

1. Develop a conceptual Facility Program to identify types and sizes of spaces.
2. Estimate construction costs, including site preparation, infrastructure improvements, and others.
3. Estimate non-construction costs, including pre-opening budget (staff, legal, start-up, advertising, marketing, utilities, supplies, insurance) and furniture/fixtures and equipment costs.
4. Identify funding options, including public and private sector funding.
5. Develop demand and operating projections based on the Market Analysis and the performance of other comparable facilities.
6. Identify potential facility users, stakeholders, and development partners.

Economic Impact Study

1. Project the economic impact on the City of Jackson tax base.
2. Project the economic impact on the Jackson Metropolitan Area.
3. Estimate the number and type of direct and indirect jobs to be created.
4. Identify potential private investments to be made in the area.
5. Development of a comprehensive Pro Forma that adequately addresses future revenues and expenses of operation.

ADDENDUM NO. 1

March 30, 2023

TO: ALL BIDDERS

RE: REQUEST FOR QUALIFICATIONS/PROPOSALS FOR:

The Hotel and Parking Garage Feasibility/Market Analysis in the Central Business District of Downtown Jackson, Mississippi

THIS ADDENDUM AMENDS:

SECTION B. PROJECT DESCRIPTION

SECTION B. PROJECT DESCRIPTION: The selected consultant will enter into an agreement with the City to provide a Parking Garage **and Hotel Market** Analysis, Feasibility Study, and Economic Impact Analysis for the Development of City-owned land across from the Jackson Convention Complex within the Downtown Area of Jackson, Mississippi. Further, said deliverables shall also include an in-depth transportation analysis that addresses traffic flows in and out of the area to major thoroughfares and parking concerns associated with anticipated venues. It is also understood that a comprehensive Pro Forma shall be executed with projections of possible revenues and expenses. The scope of services shall be (Attachment "A") strictly adhered to as a minimum of the required deliverables.

SECTION E. COST: The cost of conducting the outlined scope of services should be included in the proposal. Alternative shall be considered as spare cost available to the City upon negotiations.

SECTION H. SELECTION PROCEDURE:

	<u>Evaluation Criteria</u>	<u>Maximum Points</u>
1.	Letter of Interest	5
2.	Cost Proposal	5
2.	Qualifications	25
3.	Experience and Competence of Firm(s)	25
4.	Personnel Qualifications and Availability and Work Schedule	25
5.	Project Proposal	<u>15</u>
	Maximum Total Points	100

Updated:

SECTION B. PROJECT DESCRIPTION and

SECTION E. COST

SECTION H. SELECTION PROCEDURE

Received: _____

Company: _____

Name: _____

Signature: _____

Title: _____