

**CITY *of* GAUTIER, MISSISSIPPI**

**REQUEST FOR PROPOSAL  
CONSULTING SERVICES FOR PRELIMINARY MATTERS  
RELATED TO THE 2010 U.S. CENSUS, INCLUDING ANY  
NECESSARY REDISTRICTING**

**INTRODUCTION**

***Purpose***

The City of Gautier operates under the Council-Mayor form of Municipal Government. The City is comprised of five wards, with each ward having representation on the City’s Council. With the current population shift throughout the State of Mississippi, the City of Gautier also anticipates that it will need to redistrict the City in order to keep each Ward within the required population percentage requirements.

Gautier intends to hire a Consultant with knowledge and experience in the redistricting process to assist the City. Further, the selected Consultant must have a comprehensive knowledge of the requirements of the Voting Rights Act of 1965 (42 U.S.C. §1973 et seq.) and subsequent reauthorization and extension, including, but not limited to Public Meetings and Preclearance requirements through the United States Department of Justice.

All interested, qualified companies and individuals are encouraged to submit a proposal to the City. The specific scope of services and final fee schedule shall be developed in connection with an Agreement for Services offered to the selected company.

***Timeline***

All Proposals must be returned to the City’s Purchasing Department no later than 2:00 p.m. on January 3rd, 2012, after which time they will be opened and reviewed.

The City shall then make a determination, in conjunction with the contracted Consultant, as to whether redistricting will be necessary, and if so, shall formulate a final operational timeline for completion of proposed services.

***Guidelines***

All Proposals must be submitted in writing. Responders shall strive to complete the requested information in as close to the format and structure provided, but are not required to submit information on this form.

Award of an Agreement for Services resulting from this RFP shall be based on the most responsible and Company who presents the offer most advantageous to the City. The City of Gautier reserves the right to reject any and all proposals or to waive any informality. The City of Gautier is an equal opportunity employer.

**VENDOR INFORMATION**

***Contact Information***

Please provide the following information:

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

1. Identify each member of your company expected to participate in this process, providing position, relevant experience, minority status (if applicable) and any potential conflict with the City of Gautier.
2. Please provide a short biography for each individual listed above.

***Qualifications***

1. Provide a brief description of the Company/Firm’s history.
2. Describe the range of services your Company/Firm provides for clients. Identify any particular areas you consider to be areas of special emphasis or expertise.
3. Describe your Company/Firm’s practice, experience, and expertise in the area of redistricting.
4. Describe any work your Company/Firm has done for or adverse to our City, involving redistricting or otherwise.

***Technological Capabilities***

1. Describe your Company/Firm’s technology structure used to serve its clients.
2. Identify all programs which may be associated with redistricting, including mapping software, etc.

***References***

1. Provide a list of representative clients, specifying any client who has received redistricting services from your company.
2. Identify at least three client references we may contact regarding the company’s integrity, quality of work, quality of service, cost-consciousness, and overall performance.

## **PROJECT REQUIREMENTS/PROPOSAL FOR REPRESENTATION**

The City anticipates that any Agreement for Services entered into shall require a consultant to schedule and conduct the required public meetings and compile data received from both the public meetings and the City. The City anticipates having at least one public meeting in each of the five wards. Additionally, the City expects the Consultant to schedule any additional required meetings and/or any meetings with any public interest groups that may provide helpful information with respect to boundary lines and public concern.

The Agreement for Services shall also require the Consultant to design the redistricting plan(s), identify and prepare the legal boundary descriptions and possibly prepare the City's final submission to the United States Department of Justice. Please describe your Company/Firm's experience and proposed plan and processes for each of the items listed below. Responses shall include how your Company/Firm will focus on the City's needs and ultimate successful completion of the City's overall redistricting responsibilities, specifying how you will satisfy Federal and State guidelines. Responses shall also include the number of personnel and respective roles in the Company or Firm expected to participate in each area, as well as the overall estimated hours needed to complete each task. Please include any additional information you deem appropriate to illustrate your Company/Firm's qualifications for providing these services to the City of Gautier.

If you intend to use a sub-consultant and/or operate as a Joint Venture, you must specify each additional entity's name and proposed involvement.

### ***Public Meetings***

### ***Data Compilation***

### ***Design/Creation of Plan(s)***

### ***Identification and Preparation of Legal Boundaries***

### ***Preparation of Preclearance Submission***

## **FEES AND EXPENSES**

1. Describe the Company/Firm's fee structure (hourly, fixed, blended, etc.) and rate ranges for each position that may participate in a Services Agreement with the City.
2. Describe the Company/Firm's practices with regard to rate increases.
3. Describe the Company/Firm's practices with regard to billing for copies and document reproduction.
4. Describe any arrangements the Company/Firm has with third-party vendors to reduce client expense.
5. Identify your anticipated costs for services, identifying specifically the cost for creation of the initial plan and your anticipated cost for preparing any subsequent and/or modified or amended plan.