

NOTICE OF REVISED REQUEST FOR PROPOSALS

This Revised Request for Proposals supersedes and replaces the prior version of the solicitation for the Hancock County Comprehensive Plan Update in its entirety. Hancock County, Mississippi, acting through the Hancock County Board of Supervisors, is the issuing and lead agency for this solicitation. Proposers should rely only on this revised document in preparing and submitting proposals.



REQUEST FOR PROPOSALS

HANCOCK COUNTY, MS

COMPREHENSIVE PLAN UPDATE

Proposal Due: June 1, 2026, at 10:00 a.m. CST

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REQUEST FOR PROPOSALS (RFP)

Hancock County Comprehensive Plan Update

Issued by:
Hancock County Board of Supervisors

INTRODUCTION

The Hancock County Board of Supervisors (the “County”) is issuing this Request for Proposal (RFP) to solicit proposals from qualified planning and consulting firms to provide professional services for the update of the Hancock County Comprehensive Plan. The purpose of this RFP is to identify a responsive and responsible consultant capable of delivering high-quality planning services in accordance with applicable public procurement requirements. The scope of the contracted services may include within the County’s discretion the addition of amendments to or drafting of other related ordinances, including without limitation those related to zoning and subdivisions.

The comprehensive plan was last updated in 2010. The County seeks to create a new, implementable, comprehensive plan that will serve as a guide for policy changes, land-use planning, budget preparation, zoning and related ordinance updates, and capital improvements.

The purpose of this plan is to communicate a community vision through the year 2045 and establish specific goals, policies, and actions needed to achieve that vision.

COMMUNITY BACKGROUND

Hancock County is on the Mississippi Gulf Coast. The County includes a mix of incorporated municipalities, unincorporated communities, working waterfronts, residential areas, industrial and commercial development, and significant natural and environmental resources. The County desires to now have reviewed for purposes of updating its comprehensive plan and ordinances any evolution and development changes, including of housing demand, economic and infrastructure developments or needs, and any and all related development factors pertinent to Mississippi Code Section 17-1-11 planning purposes.

The comprehensive plan review and update may also take into account the Hancock County Port & Harbor Commission—which is a public entity that was created by the Hancock County Board of Supervisors as the county’s economic development authority—and its needs. The Commission is tasked with operating and maintaining the strategically important Port Bienville Industrial Park, Port Bienville Short Line Railroad, and the Stennis International Airport. The Commission works in coordination with local, county, state, and federal partners to promote

commerce, industrial development, aviation and aerospace initiatives, and infrastructure investments inside the industrial parks.

Hancock County's currently adopted Comprehensive Plan was prepared and adopted in 2010, during the post-Hurricane Katrina recovery and rebuilding period.

The Hancock County Board of Supervisors seeks to update the Comprehensive Plan to reflect current conditions and to establish a clear, coordinated framework to guide future planning for development and investment in Hancock County. The analysis may include review of changes in demographic trends, economic conditions, land use patterns, infrastructure systems, environmental considerations, and regulatory requirements, as well as planning best practices and review of available data.

PROJECT OVERVIEW

The selected consultant will collaborate with the Hancock County Board of Supervisors to facilitate and complete a comprehensive update to the **2010 Hancock County Comprehensive Plan**. The updated plan will establish a clear, actionable vision for Hancock County through the year **2045**, guiding growth, development, and policy decision-making over the next twenty years.

The planning process will include within the County's discretion a comprehensive review of existing plans, policies, ordinances, development regulations, infrastructure systems, and related documentation. The updated Comprehensive Plan shall be grounded in recognized planning best practices and informed by current data, stakeholder input, and meaningful public engagement, and fulfill obligations consistent with applicable Mississippi statutes and codes pertaining to comprehensive plans, and comply with all state, federal and local laws. The consultant shall ensure the plan is clearly written, visually accessible, and suitable for adoption by the Hancock County Board of Supervisors.

The Comprehensive Plan will address the following items:

- 1. Land Use:** Evaluation of the existing Land Use Regulations and Zoning Map as tools to understand current development patterns and integrate current best practices into the approach for the Comprehensive Plan update. In particular, the County has highlighted several items for consideration: future land-use ordinance and zoning maps, lot size and subdivision patterns, coastal hazard vulnerability and risk, and environmental and natural resource protections. This Comprehensive Plan update will provide additional guidance on related regulation changes.
- 2. Housing:** Hancock County has not completed a standalone housing study. As part of the Comprehensive Plan update, the consultant will conduct a Housing Needs Assessment appropriate for a countywide comprehensive planning effort. This assessment shall

analyze current demographic, household, and housing data; evaluate the characteristics and condition of the existing housing stock; and identify current and projected housing needs and gaps, including workforce housing, housing affordability, senior housing, and special-needs populations. The assessment shall also consider housing resilience in a coastal environment, including vulnerability to flooding and storm impacts, and shall evaluate how existing land-use patterns, infrastructure, and policies influence housing availability and development. Findings from the housing needs assessment shall be integrated into the Comprehensive Plan's land use, infrastructure, and implementation strategies and are intended to inform policy development and future decision-making rather than produce a separate, standalone housing study.

- 3. Transportation:** As part of the Comprehensive Plan update, the consultant shall evaluate existing and future transportation and mobility needs within Hancock County. This analysis shall consider roadway networks, freight and goods movement, access to port, industrial, and employment areas, evacuation routes, transit services, bicycle and pedestrian facilities, and connectivity between incorporated and unincorporated areas. The consultant shall assess transportation system performance, safety considerations, and infrastructure constraints, with particular attention to coastal conditions, storm impacts, and emergency preparedness. Transportation findings shall be integrated with land use, housing, and economic development policies and shall inform long-range recommendations to support mobility, resilience, and coordinated infrastructure investment through the year 2045.
- 4. Economic Development:** Align with the mission of the Hancock County Port & Harbor Commission and regional partners to advance a diversified and resilient economy that leverages existing manufacturing and aerospace strengths, encourages local entrepreneurship and tourism, and supports innovation in emerging technology sectors.
- 5. Government & Community Facilities:** The consultant shall evaluate existing and future community facility needs within Hancock County, including public safety facilities, storm shelters, community centers, government buildings, and other essential public service systems. The consultant shall identify existing conditions, service demands, capacity needs, and investment priorities, and develop recommendations that support coordinated growth, efficient service delivery, capital improvement planning, emergency preparedness, and long-term community resilience through the year 2045.
- 6. Parks & Recreation:** The consultant shall evaluate existing and future parks and recreation needs within Hancock County, including campgrounds, parks, trails, boat launches, beaches, athletic fields, and other public recreation assets. The consultant shall assess existing conditions, geographic access, facility capacity, service gaps, and

investment priorities, and develop recommendations that support quality of life, tourism, and outdoor recreational opportunities.

- 7. Implementation:** Create a practical implementation framework that serves as a shared project road map for all Hancock County departments. Convert plan goals into coordinated actions with clear responsibilities, timelines, and measurable outcomes. Identify lead and supporting departments, key partners, funding tools, and priority sequencing across capital projects, policy updates, and service delivery. Organize actions into short-, mid-, and long-term horizons, and establish a simple monitoring process that supports annual work programs, budgeting, and capital improvement planning. The roadmap should be easy to use, reinforce cross-departmental coordination, and guide long-term decision-making.

Public Engagement Strategy

A strategy for public engagement will need to be developed to ensure that the plan reflects the voices of Hancock County Residents. The consultant will design and implement a citizen-led process that includes communication and information to keep the public engaged and informed as provide a variety of opportunities for meaningful input. Public engagement should include the following:

- Community workshops and pop-up events
- Stakeholder interviews and/or focus groups
- Online engagement tools and surveys
- Outreach to residents in the unincorporated communities of Hancock County
- Outreach to municipalities of Bay St. Louis, Diamondhead, and Waveland

The county will assist the consultant with organizing stakeholder outreach and public engagement throughout the project.

Project Schedule:

The County anticipates that the comprehensive plan will be completed within 12-18 months of the Notice to Proceed. The County recognizes that the consultants may structure their process differently; however, the County expects a clear project schedule, milestone dates, and a plan that ensures all deliverables will be completed within 18 months of the Notice to Proceed.

PRICING AND FEES

The proposals shall provide a breakdown of all potential costs (i.e., applicable hourly rate, travel, and per diem, etc.). The proposal shall include a fee schedule for additional services that are recommended but not already specified in this RFP.

This RFP does not commit the County to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs in preparing for, traveling to, and attending interviews.

The County reserves the right to negotiate the final fee prior to recommending any firm for a contract. The County reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that might affect the County's judgment as to the appropriateness of an award to the best evaluated proposer. For the avoidance of doubt, the County is not bound and shall not be bound by the prices submitted by any proposer, but may evaluate the price as indicated below and also negotiate any fee with any proposer within its discretion.

RFP SUBMISSION REQUIREMENTS

By submitting a proposal, the proposer acknowledges that it has received, reviewed, and relied upon this Revised Request for Proposals in preparing its submission. The proposer further acknowledges that this Revised Request for Proposals supersedes and replaces the prior version of the solicitation in its entirety.

All proposals must be received before **10:00 a.m. on June 1, 2026**. Proposals received after the deadline will not be accepted.

Formal submissions must include five (5) hard copies of the completed proposal and an electronic copy in PDF format sent via email. The required hard copies of the proposal can be mailed or hand-delivered to the Hancock County Board of Supervisors' Board Secretary. The proposal shall be a document (minimum font size 10) of not more than ten (10) double-sided pages or twenty (20) single-sided pages, placed between covers. An additional ten (10) single-sided, or five (5) double-sided pages will be allowed for previously completed projects. Cover letter, dividers, resumes, and references do not count toward the page limit.

The email subject line shall be clearly marked "PROPOSAL FOR HANCOCK COUNTY COMPREHENSIVE PLAN." Submitters will receive a confirmation email upon successful delivery of the proposal. Submissions shall be sent to the staff member below:

Email:

Valerie Fitts
Hancock County Board of Supervisors
Valerie.fitts@co.hancock.ms.us

228-467-0172

Mail:

Hancock County Board of Supervisors
Attn: Valerie Fitts
854 Highway 90

Bay Saint Louis, MS 39520

Hand Delivery:

Hancock County Board of Supervisors
854 Highway 90, Suite A
Bay Saint Louis, MS 39520

All proposals shall include the following:

1. **Cover Letter:** Of interest, including a narrative description of the project proposal. Include information on the qualifications of the consulting firm and why your team is best qualified. The successful firm is expected to have a high level of familiarity with the community.
2. **Project Team Makeup and Qualifications:** Provide a list of team members who will be directly involved in the project, including sub consultants, and provide a statement of qualifications for all individuals to include credentials such as education, area of expertise, years of service, and relevant work experience. Include an organizational chart that identifies the project manager and the roles of each team member, including sub-consultants.
3. **Previous Experience with Projects Similar in Scope and Community Size:** Include descriptions of at least three projects that were completed by your team in other communities. Please include the following related to the previous projects:
 - Name and location of project
 - Name of team members involved in the project
 - Sample content from the project
 - References: client name, contact person, title, phone number, and email address
 - Range of contract dollar value
 - Links to work products completed
4. **Project Plan and Timeline:** Provide a detailed breakdown for each phase of the project that includes benchmarks, deliverables, community and staff engagement, and a timeline from contract execution to final comprehensive plan delivery.
5. **Project Budget:** Include an overall budget and breakdown of work tasks with clear descriptions of how the money will be allocated for this project.

Emphasis will be placed upon selecting a qualified firm under the procedures outlined below. Please include the price and recommendation of additional services or products that your firm would recommend as part of this process.

Questions may be submitted to Valerie.fitts@co.hancock.ms.us no later than 5:00 PM on May 13, 2026. Please include the following submit line: "Hancock County – Comprehensive Plan RFP – Question".

The County reserves the right to conduct interviews with some or all proposers within its discretion. The County reserves the right to not answer questions in its sole discretion, and to waive any and all formalities pertaining to the request and/or proposals, and to reject any and all proposals. The County further reserves the right to negotiate with multiple proposers simultaneously, irrespective of the total scores of the evaluation below, and to contract with multiple proposers.

FINAL WORK PRODUCT DELIVERY

The final comprehensive plan report and related work materials from the selected consultant must be delivered to the County as both an electronic PDF file and in a hard copy consisting of ten (10) bound copies. In addition, access to any background information, data, and results compiled during the development of this comprehensive plan must be provided without restriction.

Once completed and delivered to the County, the final report and related work materials, documents, files, data, information, etc, become the property of the County. The County may, at its sole discretion, copy, post electronically, distribute, disseminate in any means, and/or share the final report and any associated data, files, documents, and information with any interested parties and partners as the County determines acceptable and feasible, and may do so in any form of media as available to the County and the requesting parties. Work products must be provided to the County in formats compatible with applicable Microsoft Suite software and Adobe PDF software. All GIS data must be delivered in industry-standard, fully editable formats compatible with ESRI software.

PROPOSAL EVALUATION AND SELECTION PROCESS

Proposals that comply with the instructions set forth in this RFP will be evaluated by the Hancock County Port & Harbor Commission and the Hancock County Board of Supervisors. The County reserves the right to reject any and all proposals. At its sole discretion, the County may choose to waive non-material irregularities or deviations from the RFP instructions.

Evaluation Criteria

Proposals will be evaluated using a weighted scoring method. The evaluation process may include interviews and additional information meetings.

Project Understanding and Technical Approach: 30 Points

- **Understanding of Project Goals:** Clarity of the consultant's proposed approach, methodology, and ability to translate the RFP priorities into a cohesive planning process.
- **Project Management Approach:** Schedule control, communication methods, and ability to meet project milestones.

Public Engagement Strategy: 20 Points

- **Quality of Public Engagement Strategy:** Emphasis on inclusive outreach, consensus-building tools, and the ability to work effectively in both rural and municipal areas.

Project Team and Firm Qualifications: 20 Points

- **Project Team Qualifications:** Expertise and availability of key personnel, and the project manager's direct involvement with County staff.
- **Technical Capabilities:** Land use analysis, policy development, housing needs analysis, etc.

Relevant Project Experience: 15 Points

- **Past performance:** Demonstrated success in completing a comprehensive plan for Hancock County or a comparable-sized county. The consultant may include other relevant county-level projects for consideration.
- **Quality of Delivered Products**
- **References From Previous Clients Regarding Performance:** Communication, responsiveness, and quality of work

Budget: 15 Points

- **Estimated Fee Proposal:** Evaluated for reasonableness relative to scope, approach, and required staff capacity.

Total Available Points: 100 Points

CONDITIONS AND LIMITATIONS

The County reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items.

The County assumes no responsibility or liability for costs incurred by Proposers in response to this RFP or in responding to any further request for interviews, additional data, etc.

CONTACT INFORMATION

Questions regarding this RFP can be directed to the following staff member:

Valerie Fitts
Hancock County Board of Supervisors
Board Secretary
Valerie.fitts@co.hancock.ms.us
228-467-0172

Interested parties are encouraged to promptly notify the County of any apparent inconsistencies or errors. Thank you for your interest in the Hancock County Comprehensive Plan Update.