

## Request for Qualifications-Consultant Services

Cultural Heritage Tourism Specialist  
FY2007 Preserve America Grant Program  
Regional Tribute to the 150<sup>th</sup> Anniversary of the Vicksburg Campaign  
**Submittal Deadline: March 15, 2010**

The Mayor and Aldermen of the City of Vicksburg, partnering with the Cities of Raymond and Port Gibson, the Mississippi Development Authority's Division of Tourism, the Vicksburg National Military Park, the Vicksburg Warren School District and the Vicksburg Convention and Visitor's Bureau were awarded a FY2007 Preserve America grant from the National Park Service to plan, develop and implement a series of cultural heritage programs and activities that lead to the 150<sup>th</sup> anniversary of the Vicksburg Campaign, scheduled for July, 2013. The project utilizes a regional approach to cross promote and encourage regional tourism. This project involves Federal funds; therefore, compliance with all applicable Federal, State, and local laws, rules, and regulations is required.

The City of Vicksburg is requesting statements of qualifications (RFQ) from individuals and/or firms that are qualified through professional knowledge, experience and expertise to work directly with collaborating partners for the day-to-day administration of the project for a twelve (12) month contract period.

### **SCOPE OF WORK**

The City is seeking an individual and/or firm to provide the following professional consultant services: The selected consultant will be expected to travel throughout the State of Mississippi to promote the project during the 12 month project period.

- Coordinate immediately with the Vicksburg Warren School District, Port Gibson School District, and Raymond School District to incorporate heritage education classes pertaining to the Vicksburg campaign into their school curriculums for the 2010-2011 school year;
- Plan and organize a Cultural Tourism and Heritage Education Conference for up to forty (40) credentialed travel writers/photographers during spring, 2011. The Contractor will provide a listing of recommended conference participants for final approval by the local Preserve America Steering Committee. The Contractor will issue invitations to prospective participants, develop the conference schedule to provide the best photographic and story opportunities, provide all roundtrip travel arrangements and transportation, including but not limited to airfare, rental car and/or mileage reimbursement, lodging and any special requests upon approval by the Preserve America Steering Committee. The Contractor's proposal shall include the cost per travel writer/photographer for the above services performed in connection with the Conference. Specifically, the selected Contractor is expected to implement the following tasks related to the Cultural Tourism and Heritage Education Conference:

1. Plan and organize Cultural Tourism and Heritage Education Conference agenda and activities for participants;
  2. Secure and schedule keynote speakers for the Cultural Heritage Tourism Conference;
  3. Plan and coordinate adjunct tours of selected historic resources in Port Gibson, Raymond and Vicksburg for cultural tourism conference participants;
  4. Plan and develop a schedule of events planned for the sesquicentennial celebration of the Vicksburg Campaign in 2013 that will be revealed at the conclusion of the conference;
- Design and print walking tour maps in each of the three (3) communities; design and deliver camera-ready advertisements to be placed in state and national publications for the project; and develop and deliver other audio visuals as needed to promote heritage tourism activities proposed in Port Gibson, Raymond and Vicksburg.
  - Coordinate and schedule a Statewide Luminary Memorial at historic cemeteries throughout Mississippi to honor fallen war heroes that will set the stage for a National Luminary Memorial planned for 2013;
  - Contractor shall report to the Preserve America Steering Committee either by attending scheduled meetings and/or conference calls to update members on progress made on at least a monthly basis throughout the project period; and
  - Perform other work as necessary related to this scope of work and all Federal Grant Requirements.

#### **SUBMITTAL INFORMATION**

The Statement of Qualifications should include:

- ▶ Description of the individual and/or firm's expertise in the areas of marketing and tourism;
- ▶ List of recent relevant projects;
- ▶ Three or more references from those who can attest to the success of similar projects; and
- ▶ Example of a work product noted in the scope of work.

## **PROJECT TIMELINE**

The schedule for this project is as follows:

Request for Qualifications issued

February 16, 2010

Deadline for submission: March 15, 2010.

The City of Vicksburg is glad to respond to inquiries. The City reserves the right to ask respondents to provide supplemental information. The City will invite qualified consultants to submit proposals and participate in an interview process.

In the event that this RFQ is withdrawn or the City determines not to enter into an agreement with any of the respondents, the City assumes no liability whatsoever for any costs or expenses incurred in connection with this effort.

Those interested in submitting a Statement of Qualifications should either mail or hand deliver eight (8) copies of the submittal information by 9:00 a.m., Monday, March 15, 2010, to the City Clerk's Office, located at 1401 Walnut Street, P.O. Box 150, Vicksburg, Mississippi 39180 and will be publicly opened and read aloud in a board meeting at 10:00 a.m., Monday, March 15, 2010.

Those submitting Statements of Qualifications are cautioned that the City Clerk does not receive the daily U.S. Mail on or before 9:00 a.m. Statements will be time-stamped upon receipt according to City Clerk's time clock.

For more information, please contact Marcia Weaver, Special Projects Director, at (601)634-4509.

The City of Vicksburg is an equal opportunity employer.

Walter W. Osborne, Jr., City Clerk

Published:

Saturday, February 20, 2010

Wednesday, February 24, 2010

Wednesday, March 03, 2010