

REQUEST FOR PROPOSALS **PARISH OF TANGIPAHOA, LOUISIANA**

The Parish of Tangipahoa, La. (“Parish”) is accepting proposals from planning consultants (“Consultant”) for professional preparation and Codification of Land Development Regulations.

The Consultant should be able to express their expertise and experience in this area and be able to provide such services on a reasonable fee cost basis for the Scope of Services summarized below.

INTRODUCTION

One of the Parish’s biggest needs is for an update of land development regulations as approved by recently adopted ordinances. The Parish of about 130,000 persons desires to have sustainability principals woven into all of its community planning. Therefore, the concept of sustainability & resilience should be written into the Parish’s planning, land development, and building regulations that would become a part of the overall community’s Codified Land Development Regulations. The Parish will be procuring professional planning services for a revision to its subdivision regulations to become a Unified Land Development Code of regulations. A consultant or firm is needed to assist the Parish with updating local planning codes while coordinating with any other selected consultants working on updating any other aspects of the parish’s land use plans.

As a quickly growing community, The Parish’s vision for this project is to use it to *“Provide standards that help create community resilience and sustainability as evidenced by a healthy and safe natural environment, as well as a by a vibrant and diverse local economy”*. The guidance and standards established through this process must contribute to the health and improved management of comprehensive land development for the parish. Any regulations created by this process should address the oversight and management of the parish’s watersheds, stream flow restoration, stormwater prevention for clean and sufficient drinking water, greater open space standards and minimization of development footprint on the natural environment.

When considering the concept of sustainability and how it will increase the Parish’s response to storms and to natural resource concerns, it uses a United Nations definition of the term “sustainability” in that “sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.” When addressing resilience, the parish looks to the meaning of coastal resilience in regards to having the ability to "bounce back" after hazardous events such as hurricanes, coastal storms, and flooding – rather than simply reacting to impacts. Resilience is our ability to prevent a short-term hazard event from turning into a long-term community-wide disaster. Our present actions and policies for land development should be considered in light of future impacts and the ability of future generations to thrive.”

PART ONE: SCOPE OF SERVICES

The level and scope of services needed will be determined by the Parish of Tangipahoa. It is the intention of the Parish to award a fixed fee contract to the selected proposer in relation to pre-determined outcomes and deliverables required by the Parish. The scopes of services that the consultant must be prepared and qualified to provide are as follows:

- **Updating of the existing Subdivision Regulations that have been by adopted by Ordinance to create a Unified Land Development Code, along with the Planning review procedures and Building/site review procedures** to reflect the information provided at public meetings, growth and development analysis, and future land use plans being provided by other Parish

planning consultants during the land use and planning process. The Scope of this work consists of the updating of the Parish's land development and subdivision regulations that have been adopted by ordinances. The Deliverable is an updated written code that includes land development, subdivision procedures, and development review procedures that reflect the findings, objectives, and goals of local sustainable development, as adopted by ordinance.

PART TWO: PROPOSALS

The following information should be included under the title "Request for Proposals for Community Planning Services":

1. Name of proposer
2. Proposer address
3. Proposer telephone number
4. Proposer federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the proposer and the primary name that can answer questions about the proposal.

Contents of Proposal

Proposers should letter and number responses exactly as the questions are presented herein.

Interested proposers are invited to submit proposals that contain the following information and organized as below:

1. Introduction (transmittal letter)
2. Background and Experience (Qualifications & Specialized Knowledge)
3. Approach (Time Schedule) and Capacity (Availability)
4. Proposed Compensation

1. Introduction (transmittal letter)

By signing the letter and/or offer, the Proposer certifies that the signatory is authorized to bind the Proposer. The letter should include:

- a. A brief statement of the proposer's understanding of the scope of the work to be performed;
- b. A confirmation that the proposer meets the appropriate state registration requirements to practice in the State of Louisiana if applicable;
- c. A confirmation that the proposer has not had a record of substandard or unethical work within the last five years;
- d. A confirmation that, if awarded the contract, the Proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- e. Any other information that the Proposer feels appropriate;
- f. The signature of an individual who is authorized to make offers of this nature in the name of the proposer submitting the proposal.

2. Background and Experience

Proposers must:

- a. Describe Proposer's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.

- b. Describe any prior engagements in which Proposer's firm assisted a non-profit or governmental entity in dealings with planning projects and any other contracts relating to writing of municipal codes and local ordinances pertaining to land use. Proposer should include all examples of work on similar projects as described in Part One. Proposer should provide a list of completed planning or similar studies or projects. Proposer should provide the names and contact information for contact persons in the organizations for whom any projects referenced in this section were conducted.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Proposer's firm to handle the proposed contract. Describe any knowledge or background with the Parish of Tangipahoa.
- d. Describe professional licensing or registration that may be applicable.
- e. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to this proposal, specifically related to community planning, and/or land use on which they have worked.
- f. Describe their knowledge of writing municipal regulations pertaining to Louisiana State law regarding land use and development.
- a. Describe their knowledge of community planning issues, environmental and disaster related concerns in community planning.
- b. Describe any specialized knowledge of the region, area, or land use work that may be beneficial to the community.

3. Approach and Capacity

Proposers must:

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services, including how the public will be engaged to participate in the planning input process.
- b. Present proposed project timelines, concepts, approaches, and methodologies, if any, not discussed in the Scope of Work for consideration.
- c. Clearly identify staff or contacts available to quickly respond to the Parish or to attend local meetings.
- d. Outline how Scope of Services will be completed in a timely manner and within the budget available

4. Proposed Compensation

For each separate task shown in the Scope of Services, or for each deliverable, proposer shall provide the following cost component details:

- a. For each separate task, the proposer may provide a total price per task or deliverable; consisting of the quantity of units and price per unit as applicable. Any final price per task will be subject to a cost reasonableness determination and final negotiation with the Parish.

Proposals will be considered by the project selection committee of the Parish. In order to be considered, proposals must be received by the Parish prior to 3 p.m. on the 8th day of July, 2019. The Parish reserves the right to reject any or all proposals. Before final award, the Parish selection committee will interview the top proposers in order to solicit responses to oral questions and discuss compensation. All proposals will be scored and ranked with a person or firm being awarded a contract, after successful interview with the Parish selection committee and contract negotiations. Two copies of the proposal and the required supplemental information should be provided. The general selection criteria is outlined below. All proposals should be sealed and identified on the outside as; **Development Ordinance Preparation and Coordination Services-Parish of Tangipahoa**

PART THREE: SELECTION CRITERIA

All responses to the proposal will be evaluated according to the following criteria and corresponding rating system. The proposals will be evaluated on the basis of written materials and final oral interview. Sufficient information must be included in the proposal to assure the correct rating. Incomplete or incorrect information may result in a lower evaluation.

Selection Process. The Parish of Tangipahoa has established the following procedures for selecting the consultant for the project, which includes the following steps in the selection process. The purpose of this is to ensure that consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in the disciplines required, and to ensure that every qualified consultant has the opportunity to be considered for providing professional services for the Project. The process for selection involves three stages:

Stage One: Qualifications

A Request for Proposals will be sent to all firms that express interest and request a copy of the Request for Proposals that has been advertised in various local newspapers and on the Parish's website. Upon receipt of the proposal packages from respondents, the Community Development Director and assigned selection committee will review the proposals and select the top two firms scoring the most points to interview.

Stage Two: Review and Interview

The Selection Committee will jointly schedule presentations/interviews with the short-listed one to two planning firms. Based on the interview/presentation results, the Committee will submit its recommendation of a final firm to the Parish President for agreement and approval. The Parish President and Community Development Director will then begin contract negotiation with the recommended firm.

Stage Three: Contract Negotiations.

Following the selection and approval to negotiate with the selected consulting firm, the Community Development Director and Parish President will negotiate specific contract terms, conditions and fees approved for the firm. If the negotiation is unsuccessful, then the Parish will begin negotiation with the second firm selected for the interview process. If successful, the Parish President will award a contract based upon successful negotiations to the proposer with the highest points, and most beneficial to the needs of the Parish for contract.

a. Selection Criteria and Points:

Background and Experience: (up to 25 points): Firm or person's experience and training needed to adequately complete the project in a satisfactory manner. This will include experience working with small communities such as The Parish that have limited staff resources. What is the firm's experience with the area and region and with high growth areas? Does the person or firm have references for other similar jobs completed? What type of specialized training does the firm or its staff have that may help in the Parish's revising and codifying land development regulations? Can the person or firm successfully work with others?

Approach and Capacity: (up to 25 points): Person or firm's capacity to complete the project in a timely manner and within the budget available. Does the firm have staffing or contacts available to quickly respond to the Parish or to attend local meetings? What type of staffing has expertise needed to complete the project? Does the firm have the ability to coordinate the project partners? How soon can the person or firm be available for the project? What is the person or firm's proposal as to how they will complete this project and ensure a quality updated ordinance and project completion? How do they plan to engage the various socio-economic groups in the area? How will they take into account the uniqueness of The Parish and does the firm seem to understand the uniqueness of The Parish? What existing local and state plans or studies will be incorporated into the project?

Proposed Compensation: (up to 10 points) Cost reasonableness of the proposal in relation to the scope of services and in comparison to the other proposals submitted. Do the hourly personnel rates, travel and project production rates appear to be reasonable and within the project budget available?

b. **Rating System:** Proposal evaluation will be conducted using a numerical rating system and personal interviews with the selection committee.

Questions concerning this proposal should be addressed to Donna Domiano, at (985) 748-3211 between the hours of 8 a.m. and 4 p.m., Monday through Friday. Proposals must be received by 3 PM on July 8, 2019 to the Parish of Tangipahoa Parish, located at 206 East Mulberry Street, Amite LA. Applications can also be mailed to P.O. Box 215, Amite, La. 70422.