

**REQUEST FOR PROPOSALS
FOR
COMPREHENSIVE PLAN UPDATE**

Tangipahoa Parish Government is accepting proposals from consultants for services for an update to the Tangipahoa Parish Comprehensive Plan. The successful Proposer must supply Tangipahoa parish with required documentation, as specified with the Comprehensive Plan Update Proposal. All responses received will be evaluated in accordance with the selection criteria identified in the request for proposals. The response to this request must be hand-delivered or mailed to our Purchasing Agent Donna Domiano, P. O. Box 215, Amite, La. 70422. Please email any questions to Mrs. Domiano at ddomiano@tangipahoa.org . Responses should be received no later than 3:00 P.M. on Friday, March 18, 2022.

All responses received will be evaluated in accordance with the selection criteria identified in the request for proposals packet. The Parish will award the contract to the respondent obtaining the highest recommendation based upon a parish selection committee review of the written Request for Proposals.

Interested parties are invited to secure a proposal package from Donna Domiano, Tangipahoa Parish Government, 206 E. Mulberry Street, Amite, La. 70422 (985) 748-3211.

Tangipahoa Parish Government is an Equal Opportunity Employer.

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NOTICE
REQUEST FOR PROPOSALS FOR
COMPREHENSIVE PLAN UPDATE

I. OVERVIEW

Tangipahoa Parish Government is accepting proposals from consultants for services for an update to the Tangipahoa Parish Comprehensive Plan. All responses received will be evaluated in accordance with the selection criteria identified in the request for proposals. The response to this request must be hand-delivered or mailed to our Purchasing Agent Donna Domiano. Six hard copies and one digital copy of proposals must be provided either by hand-delivery to 206 E. Mulberry St. Amite, LA or mailed to P.O. Box 215, Amite LA 70422. Responses should be received no later than 3:00 p.m. on Friday, March 18, 2022. Tangipahoa Parish Government is an Equal Opportunity Employer.

□ INTRODUCTION

Tangipahoa Parish, Louisiana [county] adopted a Comprehensive Plan on June 9, 2008, then amended July 8, 2008 intended to guide the parish for the next 20-25 years for growth. The process for an update will be critical to its success and must ensure that the final document reflects the desired vision for the community as determined by citizens, developers, landowners, business leaders, appointed and elected officials, and other stakeholders through community participation. The Comprehensive Plan will be a guiding document that reflects the community's unique natural character and provides a clear process, together with specified objectives and policies, of how the Parish can build upon its strengths while becoming more economically resilient.

□ OBJECTIVE

The Parish would like to assess how the stated goals of the current plan have been met thus far and provide an update directing the Parish forward with specified objectives and suggested policies over the plan's remaining years.

□ BACKGROUND

The plan was completed with a unanimous recommendation of approval by the Steering Committee on April 24, 2008, a recommendation of approval by the Parish Council on May 12, 2008, and adoption by the Planning Commission on June 9, 2008. The Planning Commission subsequently adopted minor amendments to the plan on July 8, 2008.

This document is the first-ever comprehensive plan for Tangipahoa Parish, Louisiana. It is designed to provide policy guidance for the Parish as it grows and develops over the next 20 to 25 years. The plan was developed over the course of approximately one year and reflects and responds to extensive input from a broad cross-section of Parish residents about their vision for the future and their choices about how to get there.

The plan was adopted in the context of significant events affecting the Parish specifically including Hurricanes Katrina and Rita. The vision presented by this comprehensive plan was that of a Parish maintaining its “small-town way of life, scenic natural beauty, and unique heritage and community identity” and “exceptional livability, strong sense of community and distinctive character”. The plan can be downloaded here:

<https://tangipahoa.org/government/community-development>

II. PROJECT DETAILS

□ QUALIFICATIONS

Consultants should demonstrate experience and capacity in the following areas:

A. Comprehensive Plans that support environmental sensitivity, economically viable, community-oriented, and sustainable resiliency for planned growth in suburban, and rural communities.

B. Long-term visioning through public participation in preference surveys.

C. Consensus building, particularly working with diverse interest groups.

D. Experience in integrating land use, transportation, floodplains, environmental conservation, affordable housing, economic development, and implementation strategies.

E. Experience with implementing Comprehensive Plans in both local and regional contexts.

F. Develop long-term implementation systems with measurable benchmarks.

G. Background in the creation and/or revision of subdivision regulations, land use and zoning ordinances.

□ SERVICES

The chosen consultant is expected to provide a wide range of services related to the plan update. Those services include, but are not limited to, the following:

A. A thorough evaluation of the Parish’s existing Comprehensive Plan and any other Parish-plans that guide and/or impact development. This will include a progress report on each recommendation in the Summary Action Plan matrix.

B. Vision, Goals and Policies- A statement of goals, objectives, principles, policies, and standards to serve as a guide for the future growth and development. A thorough evaluation of and recommendations for modifications to the existing plan, including its vision statement, guiding principles, goals, policies and elements.

C. Update Trends -An analysis and incorporation of relevant data and trends related to population, employment and housing forecasts.

D. Land Use -This element should:

- Provide innovative ideas to address the future trends in land use and community development.
- Evaluation of existing land use map, categories, and recommendation on a revised/new map and categories.
- Identify opportunities for development and redevelopment that will strengthen the Parish's housing, industrial, and commercial developments.
- Recommendation on an updated/new Comprehensive Plan that will guide the community's vision for the Parish's development over the next 20 years.
- E. Create a new simplified implementation matrix with measurable benchmarks.
- F. Recommendations for amendments to Land Development Code Regulations.
- G. Recommendations for Capital Projects Plan based upon the implementation matrix.
- H. Coordinate a minimum of 4 public participation events for plan review and public feedback with the Comprehensive Plan Steering Committee, Parish Council, Planning Commission, and parish administrative staff.

□ **PRODUCTS AND DELIVERABLES**

Some of the deliverables to be included with the update are expected to be but not limited to the items below. Other areas of emphasis may be identified during the Plan Update process.

Project deliverable final products should include, but are not limited to:

A. Comprehensive Plan Document: A completed Plan Update document that incorporates the required information outlined under the Services of this document. Consultant shall provide one (1) unbound copy and 25 bound copies of the final Plan document to the Parish, including graphics. The consultant shall also provide (1) electronic submission of the Plan document, including attachments and other graphics, in an editable format commonly used by the Parish.

The Parish will also require that drafts of the Plan be provided for review at the completion of various key phases of the project. The timing and number of copies to be submitted will be mutually agreed upon between the consultant and Parish staff as the project moves forward.

B. Meetings and Presentations: The consultant is expected to attend key meetings with staff, citizens, developers, landowners, business leaders, appointed and elected officials, and other stakeholders. The consultant will prepare and conduct key presentations as appropriate.

C. GIS Data: Relevant GIS data and digital map documents used in the creation of maps and other supporting documentation in the Plan Update shall be provided at the end of the project.

D. Background Analysis Data

1. Population Analysis

2. Land Use Analysis
3. Transportation Analysis
4. Sustainability and Resilience Analysis
5. Economic Analysis
6. Other existing infrastructure capacities as below:
 - Drainage
 - Water Services
 - Sewer Services
 - Broadband
 - Power Utilities
7. Community Engagement Data

These are general requirements for the update and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the Parish with more specific recommendations for approaches, tasks and deliverables based on their experience and expertise from past work on comprehensive plan projects.

III. SUBMISSION DETAILS

POINT OF CONTACT

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 or by email to ddomiano@tangipahoa.org

Information obtained from any other source is not official and should not be relied upon.

CLOSING DATE

Proposals must be received by **3 PM on March 18, 2022** 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 or hand delivered to the Tangipahoa Parish Government located at 206 East Mulberry St. Amite, LA 70422. Packages must be sent to the attention of the point of contact. Email submissions for the required digital copy must be sent to the email address provided for the point of contact.

Late submissions will not be reviewed. The Parish reserves the right to accept or reject proposals that do not contain all elements and information requested in this document.

PACKAGE INFORMATION

The respondent must provide 7 hard copies and one electronic copy of their submission package. Hard copies should be submitted in an envelope clearly marked with the name and address of the respondent and the project or program title.

Packages should include the following information:

A. **Statement of Interest:** The statement letter, written on the firm's letterhead, shall cite who will be the primary point of contact for the Parish for matters relating to the proposal and shall be signed by an individual with the authority to commit the firm to the project. The letter shall include a narrative description of the strengths brought by each team component. The letter should also include full contact information (name, address, telephone, email).

B. **Experience and Expertise:** Include qualifications and experience of those team members who will be assigned to the project. Provide resumes giving the experience and expertise of the principals and key professional members of the consultant team that will be involved in the project. Highlight their experience with similar projects and specific planning issues relevant to this project. Highlight Louisiana-based team members or members with experience in Louisiana-based planning initiatives. Provide the number of years members have worked with the prime firm and/or other years of experience. The consultant team shall include a Louisiana-based firm component.

C. **Project Team:** Provide an organizational chart showing the roles of the prime firm and each consultant firm or individual. Describe the proposed project assignments and structure of authority and communication for principals and key professional members of the lead firm and sub-consultant(s). Indicate the estimated percent of time these individuals will be involved in the project.

D. **Representative Projects:** List a maximum of five (5) projects performed by the prime firm that are most similar and relevant to this project completed within the last seven (7) years. List the projects in priority order, beginning with the most related project. Include at least three projects that have been or are being implemented. Provide the following information for each project listed:

i. Summary of the proposed project start dates and end dates, actual start and end dates, with reasons for extensions if any.

ii. Summary of the proposed project budget, actual project budget, with reasons for increases if any.

iii. Current stage of implementation.

iv. Enclosure of a comparable Comprehensive Plan created by the prime applicant firm(s) that has been implemented is encouraged, but not required. The sample Comprehensive Plan may be submitted electronically.

E. **References:** Provide references for any three (3) of the projects listed in response to the Representative Projects section. At least one reference should be in the implementation stage or beyond. The references shall include:

i. Owner's name, owner's representative who served as the day-to-day liaison during planning, design, and construction of the project, and that representative's current telephone number.

F. **Management Plan:** Include a scope of work that provides a methodology for deliverable content.

G. Proposed Timeline: Include a timeline. Additionally, state the firm's and/or team's present workload.

H. Budget: Include a budget proposal that is sufficient for the level of work.

IV. SELECTION PROCESS

□ SELECTION COMMITTEE

A six-member Selection Committee will be established by the Parish Administration with input by the Parish Planning Commission and Parish Council. The committee will review and discuss the content of the submissions, short-list up to three firms (which will be invited to take part in phone or video interviews), and finally submit a recommendation to the Parish Council. This committee will dissolve upon the selection of a consultant team.

□ SELECTION CRITERIA

The Selection Committee will evaluate submissions based on the Submission Requirements detailed in this document.

Professional services are procured in accordance with Louisiana Law. Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by the Parish based upon the proposal submitted in response to this RFP, any supplement requested by the Parish, and any subsequent meetings with finalists. The Parish reserves the right to accept or deny specific team members and may require the prime firm to re-select team members based on the Selection Committee recommendation.

Tangipahoa Parish reserves the right to reject any and all submissions, to waive any and all formalities outlined in the RFP and in the selection process and generally to make the award that, in its judgment, will best meet the objectives stated in this RFP. The Parish reserves the right to request additional information and/or clarifications from any or all respondents to assist in its evaluation process. The Parish reserves the right to request changes to consultant team composition. All dates in the RFP are subject to change at the discretion of Tangipahoa Parish and notice of any changes will be provided to all respondents.

Conflicts of interest should be disclosed, in writing, to the Selection Committee who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

All responses to this solicitation will be evaluated according to the following criteria and will be evaluated on the basis of any written materials submitted, and references contacted. Incomplete or misleading/incorrect information may result in disqualification of a submittal. Referral information will be verified by the Parish. After initial review and final selection, the highest scoring firm will be interviewed for reasonable pricing considerations and final contract negotiations.

Expenses incurred by the respondents in replying to the RFP or in making any appearance before the Selection Committee are the respondents' alone. There will be no compensation for these expenses provided by Tangipahoa Parish.

□ EVALUATION CONSIDERATIONS. (GRADING)

1. Experience and familiarity of the consultant in successfully providing planning and study services in the review of other similar projects, particularly concerning comprehensive planning and related project cost estimating. *(up to 20 points)*
2. Knowledge, training, and background of particular staff members that will be involved with the proposed project. *(up to 20 points)*. Include a listing and background of which staff members will be involved with this project.
3. Availability and Timeliness in being able to quickly review and complete the project tasks in less than 12 months from contract start date, and ability to meet regularly with Parish/Committee officials, based upon a proposed schedule to be included by the respondent. *(up to 20 points)*
4. Approach: Indicate the manner which the proposer will follow in collecting the required information, project prioritizing, and summarizing methodology. Identify how the consultant will facilitate committee meetings and public engagement events, along with frequency of both. *(up to 20 points)*
5. Overall cost reasonableness and fees proposed in relation to the provision of requested scope. *(up to 20 points)*

□ SELECTION CONDITIONS

If two or more respondents receive close or equal points, an interview virtual or in person will be conducted by the Parish with each of the top respondents. The final selection will be based on the project scoring the highest and considered most advantageous to Tangipahoa Parish.

The Parish of Tangipahoa, Louisiana reserves the right to reject any and all proposals, waive formalities, technical requirements, and/or deficiencies and irregularities, or solicit new proposals, if such actions are deemed reasonable and in best interest of the Parish of Tangipahoa.

A contract will be negotiated with the highest ranked firm based upon the written RFP submittal and cost reasonableness considerations for such preliminary studies.

Tangipahoa Parish is an Equal Opportunity Employer. A copy of the current Comprehensive Plan can be downloaded at:

<https://tangipahoa.org/government/community-development>