

REQUEST FOR QUALIFICATION  
TECHNICAL PLANNING SERVICES  
JULY 23, 2024

The objective of the RFQ is seeking qualification statements from firms to support the implementation of the Parish's recently adopted 2045 Tangipahoa Comprehensive Plan. The Plan includes 4 focus areas to support a targeted and focused approach to planning over the next 22 years.

Requests for Qualification will be received by the Tangipahoa Parish Government at the Tangipahoa Parish Government, 206 E. Mulberry Street, Amite, La. 70422 (P. O. Box 215, Amite, La. 70422) no later than 4:00 P. M. on Tuesday, July 23, 2024 or hand delivered. Please email any questions to Mrs. Domiano at [ddomiano@tangipahoa.org](mailto:ddomiano@tangipahoa.org) by 3:00 P.M. On Wednesday July 10, 2024 deadline for answering written inquiries is July 17, 2024 by 3:00 P.M. 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.

- Tangipahoa Parish Government reserved the right to reject or accept any proposals or waive any irregularities in any proposals deemed to be in the best interest of the Parish

Tangipahoa Parish Government is an Equal Opportunity Employer

PLEASE PUBLISH: DAILY STAR JULY 2, 2024

**REQUEST FOR QUALIFICATIONS  
FOR  
Technical Planning Services**



**Qualification Offer Submission Due: 7-23-2024 at 4:00 PM**

**206 E. Mulberry St. Amite, LA 70422**

**Issued: 7/2/24**

## **PART 1 – GENERAL**

---

### **1.1 PURPOSE**

Tangipahoa Parish is seeking qualification statements from firms to support the implementation of the Parish’s recently adopted 2045 Tangipahoa Comprehensive Plan (available online here: <https://tangipahoa.org/wp-content/uploads/2023/11/2023-11-07-final-adopted-tangipahoa-comprehensive-plan.pdf>). The Plan includes 4 focus areas to support a targeted and focused approach to planning over the next 22 years. They include:

**Focus Area 1: Infrastructure & Critical Facilities**

**Vision:** Resilient infrastructure & facilities withstand growth pressures, severe weather, and revenue fluctuations.

**Focus:** Keeping pace with and mitigating impacts of new development.

**Focus Area 2: Economic Development**

**Vision:** The Parish is celebrated as a strategic location for business development and job creation.

**Focus:** Balancing growth while preserving agricultural and small businesses that define local character.

**Focus Area 3: Land Use Planning**

**Vision:** The Parish is known for its balanced approach to growth, green space, historic agricultural sites, and resilient residential neighborhoods.

**Focus:** Managing land uses in areas experiencing growth and areas less prone to flood risk.

**Focus Area 4: Environment & Quality of Life**

**Vision:** Natural resources are valued and protected to support outdoor recreation, reduce flood risk, and improve environmental quality.

**Focus:** Increasing access to nature and managing growth, while maintaining natural resources.

The Parish desires to implement strategies outlined in Focus Area 4: Land Use Planning, including:

- 1) Incremental adoption of land use classification and management systems, such as zoning and subdivision regulations.
- 2) Promoting housing, commercial, and industrial development in areas less prone to flooding.
- 3) Minimizing conflicts between incompatible land uses.
- 4) Protecting prime farmland from being converted into other land uses.
- 5) Balancing development with protection of the natural environment.
- 6) Ensuring land suitable for industrial uses is identified on land use plans.
- 7) Increasing land use predictability and maximizing land values.
- 8) Mapping areas permitted to build missing ‘middle housing’ and improve housing choice options.
- 9) Promoting sustainable development patterns and a higher quality of life for Parish residents.
- 10) Adopting higher building standards to improve construction quality.

The Parish intends to enter into a contract with a selected firm that will provide technical planning services to advance Plan implementation, which may include upon consultation with the selected firm: (1) development and adoption of strategic land use studies, (2) updating land use regulations (including mapping), (3) updating subdivision regulations, (4) providing community outreach and education services in support of building consensus around challenging land use issues, and (5) other related

## 1.2 PARISH OVERVIEW

The Parish has a historically strong, civically engaged, local population consisting of hard-working families who have called Tangipahoa their home for generations: hunting, fishing, farming, and enjoying a more rural and small-town quality of life. Since 2010, the Parish has steadily grown at a rate of approximately 3% per year, predominantly in the South, in and around the city of Hammond and along the interstate corridors of I-12 and I-55. Recent population growth is primarily in response to lower housing costs, the Parish's regional location relative to New Orleans and Baton Rouge, and migration from coastal areas experiencing higher flood risk. Encompassing over 791 square miles, Tangipahoa Parish has land available for industrial, commercial, and residential development.

Tangipahoa Parish is at a unique crossroads, where undesirable outcomes are manifesting in the built environment for existing residents, while the Parish is very likely to continue to experience population growth. This future growth demands responsible land use management and strategic action to support achieving the 2045 Plan Vision, which reads:

“In 2045, Tangipahoa Parish is a vibrant and secure environment where residents enjoy historic connections to nature and the Parish's agricultural heritage, while also reaping the benefits of robust infrastructure, a balanced approach to growth and development, a thriving economy, and a strong and innovative education system.”

## 1.3 SCOPE OF WORK

Technical planning services should be focused on local code and mapping services that support implementation of the 2045 Tangipahoa Comprehensive Plan, which aims to steer present and future physical, social, and economic development in the Parish to achieve the 2045 Plan Vision.

The selected consultant will be expected to complete the following:

- 1) **Audit of current development code and land use map:** Work closely with Parish staff to produce an assessment of the existing codes and correlated sections of the Parish's current development code and State Statues.
- 2) **Assessment Parish plans:** Analyze the currently adopted development code against the newly adopted 2045 Tangipahoa Comprehensive Plan, including the future land use map (<https://tangipahoa.org/wp-content/uploads/2023/11/2023-11-07-final-adopted-tangipahoa-comprehensive-plan.pdf>).
- 3) **Stakeholder and Public Participation, Outreach and Education:** Work with Parish staff, Council, Planning Commission, Board of Adjustments, and other affected stakeholders such as developers, builders, architects, engineers, etc. Hold community meetings to present proposed revisions for public comment.
- 4) **Document production:** Provide draft ordinances, maps, and reports containing recommended development code (and map) updates for Commission and Council consideration along with user-friendly graphics and charts to better explain recommendations.

## **1.4 CONTRACT TERMS**

The period of any contract resulting from the RFQ is tentatively scheduled to begin following the conclusion of the evaluation and selection. This contract must be completed and paid by December 31, 2026.

## **PART 2 – ADMINISTRATIVE INFORMATION**

---

### **2.1 SCHEDULE OF EVENTS**

1. RFQ and posted to website and Central Bidding ] July 2, 2024
2. Advertisements placed in official journal July 2, 2024
3. Deadline to receive written inquiries July 10, 2024
4. Deadline to answer written inquiries July 17, 2024
5. Deadline for submitting proposals July 23, 2024
6. RFQ Evaluation Committee Meeting July 26, 2024
7. Notice of Intent to Award to be mailed July 29, 2024
8. Contract Initiation August 19, 2024

### **2.2 RFQ INQUIRIES**

Written questions regarding RFQ requirements or Scope of Work must be submitted to: Donna Domiano  
Purchasing Agent email: [ddomiano@tangipahoa.org](mailto:ddomiano@tangipahoa.org)

The Parish will consider written inquiries and requests for clarification of the content of this RFQ received from potential respondents. Written inquiries must be received by the date specified in the Schedule of Events. The Parish reserves the right to modify the RFQ should a change be identified that is in the best interest of the Parish.

## **PART 3 – PROPOSAL SUBMISSION**

---

### **3.1 SUBMITTAL PROCESS AND DELIVERY INSTRUCTIONS**

This complete and detailed RFQ is available for public inspection and downloading in electronic form on the Parish's website [add website] or on Central Bidding ([www.centralbidding.com](http://www.centralbidding.com)). It is also available in PDF format or in printed form by submitting a written request to the Purchasing Agent Donna Dominano at [ddomiano@tangipahoa.org](mailto:ddomiano@tangipahoa.org), by calling for a copy at 985-748-3211 or by requesting a copy in person at 206 E. Mulberry St. Amite, LA 70422. There are two options for submittal:

Option A: Firms shall submit one (1) signed original and three (3) copies of their proposals as requested by this invitation in an 8 ½" by 11" format, and one (1) digital copy shall be submitted in PDF format via thumb drive. No facsimile or email responses will be accepted. All proposals must be SEALED and shall be received by the Procurement Agent of the Parish no later than the date and time shown in the Schedule of Events.

Please attach a label to the outside of envelope, box, or package with the following information:

***ATTN: Purchasing Agent – Donna Domiano***

***Proposal Name: RFQ for Technical Planning Services***

***Proposal Opening Date: July 23, 2024***

**Date Received:**

**Time Received:**

**Signature of Parish Employee:**

Proposals may only be sent via certified mail, hand-delivery, or courier service to our physical location at:

ATTN: Donna Domiano, Purchasing Agent  
206 E. Mulberry St.  
Amite, LA 70422

Option B: Proposals can be submitted electronically online through Central Bidding ([www.centralbidding.com](http://www.centralbidding.com)). For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal. No faxed or emailed proposals will be accepted or considered.

## **PART 4 – PROPOSAL EVALUATION**

---

### **4.1 QUALIFICATION STATEMENT AND EVALUATION CRITERIA**

All responses to the RFQ will be evaluated according to the following criteria and corresponding rating system. Offers will be evaluated on the basis of written materials provided. Sufficient information must be included in the qualification statement to ensure the correct rating. Incomplete or incorrect information may result in a lower evaluation, disqualification, or rejection.

#### ***Firm Experience with Similar Projects – 30%***

Demonstrate the firm's history and success with zoning, land use, development codes, and building codes. List similar municipal projects that have been successfully completed.

#### ***Qualifications of Assigned Staff – 30%***

Provide the organizational structure and a detailed list of the project team, including resumes and related projects completed.

#### ***Local Involvement and Knowledge – 20%***

Demonstrate the firm's understanding of local conditions that impact development regulations, such as local drainage and traffic conditions.

#### ***Firm's Ability to Complete Work – 10%***

Demonstrate the firm's ability to complete similar projects. This includes the team's performance history, including, without limitation, competency, responsiveness, cost control, work quality and the ability to meet schedules and deadlines.

#### ***Cost or Fee Proposal – 10%***

Include proposed job classifications, hourly rates, and a proposed annual Not to Exceed for Parish evaluation.

Responding firms may be asked to provide an in-person presentation. The presentation will provide an opportunity to clarify any issues within a given proposal and explore the firm's approaches that may be used to satisfy all requirements for the Parish. The Parish will directly negotiate with the best qualified firm on final scope and fee.

The Parish may investigate the qualifications of any firm or individual under consideration, require confirmation of information provided, and require additional evidence of qualifications described in this request. The Parish reserves certain rights, including but not limited to, the right to reject any or all qualification statements, issue subsequent requests for qualifications, cancel the request for qualifications, solicit best and final offers from responding firms, waive informalities or irregularities in the request for qualifications, or award without discussion. Selection will be based upon a determination as to which proposal is in the best interest of the Parish. Any decision made by the Parish shall be final and is not subject to appeal.

This RFQ shall not, in any manner, be construed to be an obligation on the Parish to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFQ or in anticipation of any contract.



## **PART 5 – GENERAL INFORMATION**

---

- 5.1 The Parish reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ.
- 5.2 Issuance of this RFQ in no way constitutes a commitment by the Parish to award a contract. Award of the contract resulting from this RFQ will be based upon the most responsive and responsible vendor whose offer will be the most advantageous to the Parish as outlined in this RFQ.
- 5.3 The Parish reserves the right to accept or reject, in whole or part, all qualification statements submitted and/or cancel this announcement if it is determined to be in the Parish's best interest. The Parish reserves the right to accept an offer other than the lowest priced offer.
- 5.4 A proposer/respondent may withdraw a qualification statement that has been submitted and received up to twenty-four (24) hours prior to the date and time the qualifications statement is due. To withdraw a qualifications statement, a written request signed by the authorized representative of the proper/respondent must be submitted to:

Tangipahoa Parish Government  
ATTN: Donna Domiano, Purchasing Agent  
208 E. Mulberry St.  
Amite, LA 70422

- 5.5 All materials submitted in response to this request become the property of the Parish. Selection or rejection of a qualifications statement does not affect this right.
- 5.6 Only information that is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a qualifications statement identified as such must be clearly marked in the qualifications statement and shall be handled in accordance with the Louisiana Public Record Act, R.S. 44:1-44 and applicable rules and regulations. Any qualification statement marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
- 5.7 The Parish is not liable for costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract. Costs associated with developing the qualifications statement, preparing for oral presentations, and any other expenses incurred by the proposer/respondent, and shall not be reimbursed in any manner by the Parish.
- 5.8 The Parish shall not be liable for any errors in qualification statements. The Parish reserves the right to make corrections or amendments to the RFQ due to errors identified in qualification statements by the Parish or the proposer/respondent. The Parish, at its option, has the right to request clarification or additional information from the proposer/respondents; if requested, such information shall be provided within fourteen (14) days of request.
- 5.9 Proposers are responsible for determining that there shall be no conflict or violation of the Ethics Code if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.
- 5.10 Proposer agrees that it can provide evidence of insurance, attached as **Attachment B**, should Proposer receive the award.

- 5.11** All proposals and materials submitted by the proposal due date and time specified will become the property of the Parish. Selection or rejection of a response does not affect this right. All proposals opened will be retained by the Parish and not returned to the Proposers. Proposals received after the due date and time specified will not be accepted or considered for award. The Parish is not liable for any costs incurred by prospective Proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations (if requested), and any other expenses incurred by the Proposer in response to the RFQ are entirely the responsibility of the Proposers, and will not be reimbursed in any manner by the Parish.

**ATTACHMENT A**  
*Sample Evaluation Form*

Proposer/Business Name \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

<b>Criteria</b>	<b>Possible Points</b>	<b>Evaluation Points</b>	<b>Comments</b>
Firm Experience with Similar Projects	35		
Qualifications of Assigned Staff	30		
Local Involvement & Knowledge	25		
Firm's Ability to Complete Work	10		
Cost	10		
<b>Vendor Total</b>	<b>100 pts</b>		

Signature of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT B

### **PROFESSIONAL SERVICES INSURANCE REQUIREMENTS**

---

The professional firm shall procure insurance coverage against claims that may arise from, or in connection with the performance of the work hereunder by the Professional Service Provider, his agents, representatives, employees or subcontractors. The Professional Service Provider shall keep all required insurance in force continuously pursuant to their responsibility described in the professional services contract, including any and all extensions. The Professional Service Provider shall pay all costs, premiums, and charges earned and payable under the required insurance. For the purpose of this exhibit: the term "Professional Service Provider" shall also include their respective agents, representatives, employees or subcontractors; and the term "Tangipahoa Parish Government" (hereinafter called the "Parish") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

**A. Minimum Scope and Limits of Insurance:** The insurance required shall be written for not less than the scope and limits of insurance specified in this exhibit, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage is greater. It is agreed that the scope and limits of insurance coverage specified in this exhibit are minimum requirements and shall in no way limit or exclude the Parish from additional limits and coverage provided under the Professional Service Provider's policies.

**1) Commercial General Liability:** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products /completed operations and \$2,000,000 annual aggregate.

**2) Workers' Compensation:** Coverage A / Workers' Compensation: statutory limits as required by the Labor Code of the State of Louisiana. Coverage B / Employer's Liability: limits of \$500,000 each accident, \$500,000 disease/policy limit, \$500,000 disease/each employee. The Professional Service Provider agrees to hold the Parish, the Parish President, and the Parish Council, their respective boards and commissions, officers, agents, officials, employees, servants, volunteers, contractors, and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by the Professional Service Provider or the Professional Service Provider's employees during the course of the performance of this contract, however caused.

**3) Professional Liability:** \$1,000,000 per occurrence, \$2,000,000 aggregate each claim.

**B. Additional Insured Endorsement:** All liability policies (with the exception of Worker's Compensation and Professional Liability) shall have the Parish, the Parish President, the Parish Council, and their respective officers, agents, officials, employees, volunteers, boards and commissions endorsed as an Additional Insured with respect to liability arising out of or in connection with the activities performed by or on behalf of the Professional Service Provider; products and completed operations of the Professional Service Provider; premises owned, leased, or used by the Professional Service Provider; or automobiles owned, leased, hired or borrowed by the Professional Service Provider. The coverage shall contain no special limitations on the scope of protection afforded to the Parish.

**C. Acceptability of Insurers:** Must be deemed acceptable by the Parish's Director of Administration.

- D. Waiver of Subrogation:** Professional Service Provider shall provide that all insurance policies include a waiver of subrogation clause that states that it is agreed that in no event shall the insurance company have any right of recovery against the Parish. When the Professional Service Provider is self-insured, it is agreed that in no event shall the Professional Service Provider have any right of recovery against the Parish.
- E. Deductibles and Self-Insured Retentions:** Professional Service Provider must declare any deductibles or self-insured retentions to the Parish. All deductibles or self-insured retentions are the sole responsibility of the Professional Service Provider to pay and/or indemnify.
- F. Notice of Cancellation or Nonrenewal:** Professional Service Provider shall provide thirty (30) days prior written notice to the Parish when any insurance policy required by this exhibit is suspended, voided, cancelled, or reduced in coverage. Ten (10) days prior written notice shall be given for non-payment of premium.
- G.** Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Parish.
- H. Verification of Coverage:** The Professional Service Provider shall provide the Parish with certificates of insurance, declaration pages, policy endorsements or provisions confirming compliance upon request by the Parish.
- I. Failure to Purchase or Maintain Insurance:** If the Parish of the Professional Service Provider is damaged by failure of the Professional Service Provider to purchase or maintain insurance required by this exhibit, the Professional Service Provider shall bear all reasonable costs including, but not limited to, attorney's fees and costs of litigation, properly attributable thereto.

## **ATTACHMENT C**

### **CORPORATE RESOLUTION/AUTHORITY TO SIGN**

If the Respondent is a corporation or partnership, attach to bid submittal a certified copy of corporate resolutions or evidence of authority to sign authorizing an officer of the Corporation to execute the Agreement contained within this document on behalf of the Corporation.

**ATTACHMENT D  
NON-COLLUSION AFFIDAVIT**

**STATE OF LOUISIANA  
PARISH OF \_\_\_\_\_**

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED  
\_\_\_\_\_, WHO AFTER BEING BY ME DULY  
SWORN, DEPOSED AND SAID THAT HE IS THE  
FULLY AUTHORIZED \_\_\_\_\_ OF \_\_\_\_\_  
\_\_\_\_\_. (HEREINAFTER REFERRED TO AS BIDDER) THE PARTY WHO SUBMITTED A  
BID FOR \_\_\_\_\_, BID NO. \_\_\_\_\_ AND SAID AFFIANT  
FURTHER SAID:

- 1) That bidder employed no person, corporation, firm, association or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the bidder whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for bidder; and
- 2) That no part of the contract price received by bidder was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the bidder whose services in connection with the construction of the public building or project were in the regular course of their duties for bidder.
- 3) Said bid is genuine and the bidder has not colluded, conspired or agreed directly or indirectly with any other bidder to offer a sham or collusive bid.
- 4) Said bidder has not in any manner, directly or indirectly, agreed with any other person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to induce any other person to refrain from bidding.
- 5) Said bidder is not intended to secure an unfair advantage of benefit from the Tangipahoa Parish Government or in favor of any person interested in the proposed contract.

\_\_\_\_\_  
NAME OF BIDDER

\_\_\_\_\_  
NAME OF AUTHORIZED SIGNATORY OF  
BIDDER

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED  
SIGNATORY OF  
BIDDER

**SWORN TO AND SUBSCRIBED**

BEFORE ME THIS \_\_\_\_\_ DAY OF

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

