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Charlotte A. Randolph, Parish President

REQUEST FOR PROPOSALS

Lafourche Parish, Louisiana Comprehensive Plan

1. Introduction

Lafourche Parish Government (LPG), Louisiana, is issuing this Request for Proposals (RFP) to professional planning consultants, for the creation of a comprehensive plan (also known as a ‘Master Plan’ per Louisiana law, RS 33:106, hereinafter “Plan”) for the Parish. Lafourche Parish Government wishes to retain a visionary and innovative, yet realistic consultant team (hereinafter “Team”) to help develop the first Comprehensive Plan for the Parish. This team will lead the Parish in developing a plan that provides a citizen-supported vision, with clear implementation measures to achieve that vision. The Parish desires a plan that will guide future land use, future land development and redevelopment, and public capital-investment decisions with an eye toward resiliency and sustainability. The Parish understands a Comprehensive Plan to be a “blueprint” for the growth of a community, developed with the guidance of a professional planning team, but created, owned and championed by the members of the community. It will also provide guidance for all decisions regarding the physical, economic, social, and natural environment in Lafourche Parish.

The background information, Statement of Needs for the Comprehensive Plan, and the requirements for responses to this RFP are described below.

2. Client Description

Lafourche Parish Government has partnered with the Center for Planning Excellence (CPEX) for the creation of a Comprehensive Plan and its implementation. Therefore, both Lafourche Parish Government and CPEX will facilitate the Parish’s planning effort as co-clients.

2.1. Center for Planning Excellence Background

CPEX is a non-profit that coordinates urban, rural and regional planning efforts with the mission to create highly functional, equitable communities throughout Louisiana that capitalize on their unique qualities through community-driven planning and implementation. CPEX received funding through the Louisiana Office of Community Development’s Comprehensive Resiliency Pilot Program, which was designed to provide comprehensive non-structural recovery to Louisiana’s most at-risk communities. This \$10-million federal pool of funding assists in the development of forward-thinking plans related to land use, economic development, resiliency, and water management that help prevent or dramatically minimize business, housing and infrastructure damage from future storm events. Community resiliency is the capability of an at-risk community to anticipate risk, limit impact, and bounce back in the face of turbulent change. Lafourche Parish aims to create a Plan that will provide a guide for change, opportunity, resiliency and sustainability for the next 20 years.

CPEX will work closely with selected consultants to facilitate the Lafourche Parish planning process and provide the administrative and project management requirements of the grant and planning effort. Furthermore, CPEX’s planning efforts in communities throughout Louisiana have allowed the development and refinement of highly successful outreach, public participation and education methods. Because CPEX is familiar with the various ways to engage diverse groups and underserved stakeholders of Louisiana’s communities, CPEX will, with close collaboration of the consultant team and LPG, undertake the outreach, public participation and education elements of this planning effort.

2.2. Lafourche Parish Background

Lafourche Parish is located in the southeastern portion of Louisiana, approximately 50 miles southwest of New Orleans and 110 miles southeast of Baton Rouge. It is a low-lying parish of marshes, bayous, sandy ridges, and natural levees encompassing a total area of 1,472 square miles, 1,085 of which is dry land. The Parish is approximately 100 miles long and 20 miles wide. Louisiana Highway 1 (LA1) runs in a north-south direction through the entirety of the Parish and is nicknamed “The Longest Main Street” because of its 65+ continuous miles with homes and businesses spaced closely together along Bayou Lafourche. Bayou Lafourche runs through the middle of the Parish and land development patterns along Bayou Lafourche follow the Arpent system - long narrow parcels of land - thereby constraining development patterns. The Parish and its communities are protected by a levee system that parallels Bayou Lafourche on either side.

Lafourche Parish has 93,770 residents (July 2009 US Census estimates), and is expected to grow by 0.2 percent annually (Economic Development Intelligence System, 2010). The Parish has three incorporated municipalities: Golden Meadow, Lockport, and Thibodaux – the Parish seat. Additionally, there are six unincorporated communities: Raceland, Galliano, Larose, Cut Off, Chackbay, and Mathews. While this plan focuses directly on the unincorporated area of the Parish, the consultant team should coordinate with the Parish’s three municipalities in areas that naturally overlap, such as housing, roads, transportation, mobility, historic and cultural preservation, water management, etc. to receive regional support. In addition, the Houma-Thibodaux Metropolitan Planning Organization (HTMPO) is responsible for comprehensive transportation planning for the region, which includes the majority of Lafourche Parish. It is, therefore, essential that this planning effort be coordinated with the HTMPO.

The economy of Lafourche Parish is strongly tied to oil and gas production and distribution, as well as the seafood industry. For example, Port Fourchon distributes approximately 18 percent of the nation’s oil supply (www.portfourchon.com). Lafourche Parish also contributes almost 40 percent to the international seafood industry (www.louisianaspeaks.com). Hence the Parish’s motto is “Feeding and Fueling America.” In addition, the Parish is home to Nicholls State University, five hospitals, light manufacturing, support and services for the offshore oil and gas exploration industry, retail and warehousing, commercial fishing, tourism, timber production, sugar refining, boat building, cattle, and seafood canning. There is also significant acreage of land dedicated to agriculture, specifically sugar cane.

Lafourche Parish operates under a Home Rule Charter with a Parish Council form of government. Lafourche’s Parish Council is comprised of nine district representatives and the Parish President. Parish residents directly elect the council members and the Parish President.

Lafourche Parish adopted a code of ordinances in late 1970’s, with the latest amendments made in 1996. The Parish adopted land development ordinances in 1981 that include subdivision regulations and coastal zone management regulations. The Parish has a Planning and Permitting Department and a Coastal Zone Management Department that administer permitting. The Parish has a Planning Commission consisting of five members that are appointed by and work at the pleasure of the Council. The Planning Commission has approval authority over new subdivisions, re-divisions of land, and mobile home parks. The Planning Commission also makes recommendations to Council regarding variance requests involving public subdivisions. While the three incorporated cities have existing zoning regulations, the unincorporated areas of the Parish do not.

The Parish has a grant-funded Senior Planner on staff through December 2012 who is charged with long-range disaster recovery and resiliency planning efforts as a result of hurricanes Katrina and Rita. The Parish understands that these efforts need to continue long-term and, therefore, must be coordinated with this Comprehensive Plan effort (for more on this, see RFP, Section 6.1, 6.2 and <http://www.louisianaspeaks-parishplans.org/IndParishHomepage.cfm?EntID=10>).

3. Selection Process and Calendar

The Lafourche Comprehensive Plan consultant qualification/selection process is being conducted by a two-stage process:

1. This Request for Proposals (RFP) has been issued to consultants, and
2. Short-listed consultants will present their proposals to the Selection Committee in a public meeting as part of the selection process.

3.1. Selection Committee and Point-of-Contact

The Selection Committee will review all proposals based on consultant qualifications and responses to this RFP. Upon discussion of the content of the proposals, three to four firms will be short-listed. All short-listed firms will be asked to present to the Selection Committee in a public meeting. The Selection Committee will then choose a consultant based on interviews, quality of proposals, and qualifications.

Respondents must restrict all contact and questions regarding this RFP and the selection process to the person named herein. Questions concerning terms, conditions and technical specifications must be directed *in writing* via email, to:

Karen Vaughn, Senior Planner
Lafourche Parish Government
karenv@lafourchegov.org

Responses to written questions will be provided via email to all team leads.

All RFP submissions shall be *received* in hardcopy (see Section 8, below) by Lafourche Parish at the following address by the date/time shown in the schedule below. Faxed or electronically transmitted RFP responses shall not be accepted under any circumstances.

Lafourche Parish Government
Attn: Karen Vaughn, Senior Planner
4876 Highway 1
P.O. Box 425
Mathews, LA 70375

Consultants submitting responses to this RFP will be evaluated according to the following general criteria:

- Overall packet organization, balance of narrative and visual form, and ease of use
- Demonstration of clear communication in your work plan
- Thoughtfulness of work plan, team members, and distribution of responsibilities (we want to see a work plan where each team members skill set is aligned with their work scope, and the amount of time and resources are allocated appropriately)
- Demonstration of competency and focus on large-scale comprehensive plans
- Compliance with and responsiveness to all instructions in this RFP
- Demonstration of relevant qualifications in response to this RFP's Statement of Needs (Section 7.4, below)
- Demonstration of relevant Team experience, specifically detailing projects of similar type, scale, scope, and complexity executed for clients of similar size, population, planning capability/capacity, and with similar existing plans
- Applicability of the Team's project statement to Lafourche Parish and the Plan it envisions
- Demonstration of how consultant will address the unique culture of Lafourche Parish and the public education component implicit in this work
- Cost-effectiveness

- Relative allocation of budget to different project phases, deliverables, and staff

3.2. Calendar

Below is the schedule for the RFP qualification process:

- | | |
|-----------------------------------|---|
| ▪ January 12, 2012, 12:00 pm CST: | ▪ RFP issued |
| ▪ January 30, 2012, 10:00 am CST: | ▪ Pre-proposal meeting* |
| ▪ February 13, 2012, 4:00 pm CST: | ▪ Deadline for receipt of Proposals |
| ▪ Week of March 19, 2012: | ▪ Shortlist interviews |
| ▪ April 2012: | ▪ Consultant selection announced by LPG |

*The Pre-proposal Meeting will take place at 10 a.m. CST, Monday, January 30, 2012, via conference call. The purpose of the meeting will be to respond to consultant teams' questions about the project and the procurement process. Meeting minutes will be issued to consultant team leads via email and meeting attendance is not required. To participate in the conference call, e-mail Karen Vaughn at karenv@lafourchegov.org for details and phone number. Per ADA, those who need to request additional reasonable accommodations may do so via email to Karen.

Lafourche Parish Government and CPEX reserve the right to modify this schedule at their discretion. Proper notification of changes will be made to all consultant teams.

4. **Statement of Needs**

The below Statement of Needs provides a framework around which proposing Consultant Teams can design and describe a work plan and deliverables (see Section 5).

Lafourche Parish is at risk from natural hazards including sea level rise, subsidence, coastal erosion, wetland loss, hurricanes, and flooding. The amount of planning efforts currently underway (see Section 6.2) underlines the importance of mitigating the risks facing Lafourche Parish communities. The Parish also faces ongoing development in a linear and haphazard fashion based on a lack of land use regulations and controls. Adoption of this Plan and ordinance implementation will position Lafourche Parish to direct growth and address immediate and long-term needs in an appropriate and sustainable manner in an environment that is consistently changing. This change must be considered during the planning effort. In addition to the planning elements outlined specifically in Louisiana's state statute (RS: 33:106), LPG has also identified more specific and locally driven topical areas that are to be addressed within the Plan (see desired elements below). The consultant team is welcome and encouraged, however, to suggest creative or innovative additions or modifications to these elements. The Scope of Work should describe which elements would be separate sections and which might be combined. Additionally, each element described below is subject to change pending discussion with consultant(s), additional input from LPG departments, additional best practice research, or for any other reason at LPG's and CPEX's discretion.

Implementation of the Plan will depend upon public participation throughout the planning process. It is therefore vital that an educational component be incorporated into every stage of plan creation. In the context of the LPG's planning effort, outreach and education will be conducted by CPEX. CPEX will be the "boots on the ground" to help gain public input. CPEX will work with the consultant team and LPG to develop a public outreach plan to engage and inform residents about the plan. Therefore, the selected consultant team will closely collaborate with CPEX to ensure a public driven plan development process.

CPEX will be responsible for handling all logistics and public outreach. CPEX will work with the consultant to gather information using a variety of methods, potentially including, but not limited to focus groups, interviews with department directors, and meetings with civic and business leaders.

Proposals must clearly describe a process by which a strong collaborative relationship between consultant team member(s), CPEX and the Parish Leadership will be achieved. In addition, all proposals must outline a strategy for engaging and working with Parish Leadership and Council.

Desired elements of the LPG Comprehensive Plan are as follows:

a) Future Land Use Element

The Future Land Use element is defined as the compilation of goals, objectives, and policies to guide the future development and redevelopment of public and private property. In addition to usual issues considered in a Land Use element, the Land Use element of this Plan shall incorporate strong ecosystem protection and risk reduction. Any maps needed to graphically illustrate the intent of this element shall be included. Maps should include, but not be limited to, current and future land uses indicating:

- Productive agricultural soils
- Productive fishery grounds
- Natural limitations for site development
- Floodplains, wetland, and other hazard or environmentally sensitive areas
- Boundaries or areas to which services of public utilities and community facilities will be provided in the future
- General location of future land uses by net density
- Areas appropriate for future development, including residential, commercial, industrial, etc.

b) Housing

The Housing element is defined as a compilation of goals, objectives, and policies to provide an adequate supply of housing options to meet existing and future housing demand. Lafourche Parish has a high rate of home ownership and most residents live in single-family homes. The Parish is experiencing a northward migration within the Parish as residents move to their families higher ground. Increasingly, innovative types of housing will become necessary to accommodate these patterns. Therefore, this element requires that adequate and appropriate housing options be addressed, including exploring the feasibility of multi-family housing, retirement housing, workforce housing, etc. Any maps needed to graphically illustrate the intent of this element shall be included.

Lafourche Parish is also experiencing increased subdivision development permit applications. As part of the permit application, drainage and Storm Water Pollution Prevention Plans for the proposed plats are required. However, subdivisions are continuing to experience drainage issues during simple rain events. In response, the Parish has expressed the desire to immediately implement specific flood risk reducing elements in addition to existing ordinances.

c) Transportation, Circulation and Mobility

The Transportation, Circulation and Mobility element is defined as a compilation of goals, objectives, and policies to guide the future development of the various modes of transportation including highways, transit, transportation systems for persons with disabilities, bicycles, walking, railroads, air travel, trucking, and water transportation.

Lafourche Parish faces significant traffic and circulation issues. More than 1000 trucks pass daily through Lafourche Parish from Port Fourchon, and significant investments in draw bridges and elevated Highways have been made. Ferries once operated on Bayou Lafourche, but current bridges hinder potential continuous ferry operation. Large sections of Bayou Lafourche need to be dredged to facilitate boat traffic. This element of the Plan should look at existing roadways and how the bayou and waterways can be utilized. Given the relative ease

and frequency boats are used on the southern portion of Bayou Lafourche, the plan should identify how to maximize both wet and dry transit options. Additionally, the feasibility of other mobility option such as mass transportation, non-motorized transportation, and increased connectivity should be explored in detail. Any maps needed to graphically illustrate the intent of this element shall be included. This element should also directly engage innovative water management.

d) Community Facilities, Services and Utilities

The Community Facilities, Services and Utilities element is defined as a compilation of goals, objectives, and policies to guide the future development of such facilities, services and utilities whether publicly or privately owned or provided. To maintain a thriving family-oriented community, this element should address schools, child-care facilities, youth-related services and facilities as well as senior and retirement-related facilities to achieve a high standard of living. Furthermore, the expansion of existing higher education facilities throughout the parish to accommodate expected future needs should be addressed. The Community Facilities element should keep in mind the services these facilities need to provide and should also directly correlate with the Transportation, Circulation and Mobility element of the Plan.

Utilities include sanitary sewer, storm water management, water and gas supply, solid waste disposal, onsite wastewater treatment, recycling facilities, telecommunications, and power plants and transmission lines. As this specific element contributes to the overall functioning of the Parish, it must be linked to all applicable elements of the Plan. Any maps needed to graphically illustrate the intent of this element shall be included.

e) Recreation and Cultural and Historic Resources

The Cultural Resources and Recreation element is defined as a compilation of goals, objectives, and policies to guide the future development of such resources, whether publicly or privately owned or provided. Like most of coastal Louisiana residents, Lafourche Parish residents have a strong sense of their cultural heritage, as well as a strong connection to the natural environment and associated outdoor recreational activities. As a part of “Sportsman’s Paradise”, Lafourche Parish has a strong stake in preserving pristine landscapes, and protecting and expanding recreational outdoor spaces and activities. Additionally, native tribes have been residing in this part of southeast Louisiana for generations and preservation of cultural and historic resources is of importance. These attributes must be considered in and coordinated with every element of Plan development. Any maps needed to graphically illustrate the intent of this element shall be included.

f) Economic Development

The Economic Development element is defined as a compilation of goals, objectives, and policies to promote the stabilization, retention, and expansion of the economic base, as well as quality employment opportunities in Lafourche Parish.

Currently, the northern part of the Parish has an economic base that is closely tied to the City of Thibodaux, which includes hospitals, John Deere Manufacturing facilities, and Nicholls State University. The economy of the central portion of Lafourche Parish focuses on agricultural assets of cattle ranching and sugar cane industry, while the southern part is dominated by shipbuilding, fisheries, and oil and gas services, concentrated mostly at Port Fourchon. However, in light of the recent oil spill disaster and subsequent consequences for the oil and gas and fisheries industries, the Parish has identified the need to diversify and significantly expand its economic base. To this end, the Parish would like to explore a variety of suitable businesses, including alternative energy industries, as well as expanded tourism options. Any maps needed to graphically illustrate the intent of this element shall be included.

g) Conservation, Hazard Mitigation, Water Management, and Natural Resources

The Conservation, Hazard Mitigation, Water Management and Natural Resources element is defined as a compilation of goals, objectives, and policies to promote the safety of Lafourche Parish’s communities from natural and anthropogenic risks associated with living in the coastal environment as well as future stewardship of environmental resources.

More than 25-percent of Lafourche Parish’s area consists of water bodies and, like most parishes in eastern Louisiana, its coastline is receding with many communities being at greater risk from flooding as wetlands are lost. Furthermore, as low elevation and continual subsidence impair drainage and proper storm water management, new solutions to manage surface water are vital. Establishing a strong interconnectedness between the natural and built environment through the Parish’s environmental resources and best land use practices is aimed to mitigate natural and anthropogenic hazards; promote conservation, restoration and best use of water and natural resources; and allow for sustainable and resilient communities for the long term. The plan should elaborate on how the interconnectedness between the natural and built environment can be achieved and how it will affect the various elements. Furthermore, the Plan should reference and build upon the findings and recommendations of the Lafourche Parish Drainage Master Plan, currently near completion. Any maps needed to graphically illustrate the intent of this element shall be included.

h) Intra- and Intergovernmental Coordination

The Intra-/Intergovernmental Coordination element is defined as a compilation of goals, objectives, and policies to guide joint planning and decision-making efforts with other jurisdictions, including school districts, adjacent parishes, adjacent incorporated municipalities in other parishes, and incorporated municipalities within Lafourche Parish. Specifically, the element should analyze the relationship of LPG to other local governments; identify existing or potential issues between these; and describe processes to resolve these. Allocating infrastructure and public services that promote development in restricted and unsuitable areas is fundamental to land-use planning issues in Louisiana. This practice touches on issues related to regulation, costs (and who bears them), annexation, and the proper role and authority of land-use planning. This element must meaningfully engage this crucial issue, with respect and fairness to all sides. The results should include mapping, a policy framework, and tools and agreements for use by LPG and town governments related to utility and public services provisions and extensions; municipal versus package sewerage; permitting and costs of infrastructure and public services; and annexation. The Plan may also include recommendations related to organizational alignment and regulatory consistency within LPG and/or between the municipalities and parish jurisdiction.

Furthermore, development within the Coastal Zone requires permitting coordination between the State of Louisiana and LPG. However, development in “fastlands” – the area inside the levee system – does not require a Coastal Use Permit. The Plan may recommend adjustments to the regulatory framework of development within levees that reflect the interconnectedness between the built and natural environment, innovative water management, and hazard mitigation and natural resource protection standards. The Plan should closely engage with other applicable elements.

5. Deliverables

The respondent’s work plan must incorporate descriptions of all deliverables to be created during the planning process. The work plan should also describe the specific processes for creating and providing each deliverable, including necessary inputs, client/stakeholder/public review, and a proposed timeline and budget. In addition, please indicate your firm’s ability to deliver all map data in GIS format. All deliverables must be provided to LPG in their original, editable format, as well as in PDF.

A Final Comprehensive Plan document must be delivered to LPG and CPEX by December 2013, as per grant-funding requirements.

6. Integration of Other Plans, Projects, and Initiatives

The selected consultant team will be asked to review and build upon the following plans, projects, and initiatives. The work plan should describe how each of these would be incorporated.

6.1. Completed Plans, Projects, and Initiatives

The following documents reflect completed planning and implementation efforts in Lafourche Parish as well as regional and statewide economic outlook reports. These documents should be used as a reference point that will be refined, added to, improved upon, and/or updated throughout the comprehensive planning and ordinance preparation activities and include:

- Lafourche Parish Code of Ordinances
<http://www.lafourchegov.org/CodeIndex.aspx>
- Bayou Lafourche Corridor Master Plan
[http://www.lafourchegov.org/CONTENT/EcoDev/Bayou%20Lafourche%20Corridor%20Plan%20\(FINAL\)%20Aug%2007.pdf](http://www.lafourchegov.org/CONTENT/EcoDev/Bayou%20Lafourche%20Corridor%20Plan%20(FINAL)%20Aug%2007.pdf)
- Lafourche Parish Long Term Recovery Plan
<http://www.louisianaspeaks-parishplans.org/IndParishHomepage.cfm?EntID=10>
- “Listening to Lafourche” – Strategic Long Term Planning
<http://www.lafourchegov.org/CONTENT/EcoDev/Long-Term%20Community%20Recovery%20FINAL%20ESF-14%203-06.doc>
- The Economic Impacts of Port Fourchon on the National and Houma MSA Economies
<http://www.lafourchegov.org/content/oep/Lafourche%20Parish%20HMPU%20070110.pdf>
- The Louisiana Economic Outlook: 2011 and 2012

Furthermore, the following documents have been completed by CPEX and partners and should be utilized and incorporated during the development of the Comprehensive Plan and Implementation:

- Louisiana Speaks Regional Plan – Vision and Strategies for Recovery and Growth in South Louisiana
<http://cpex.org/work/louisiana-speaks>
- Louisiana Land Use Toolkit
<http://www.landusetoolkit.com/> and <http://cpex.org/downloads/louisiana-land-use-toolkit-2>

6.2. Ongoing Plans, Projects, and Initiatives

The following projects and studies are underway in Lafourche Parish and should be considered and incorporated into the development of the Comprehensive Plan:

- Lafourche Parish Drainage Master Plan
<http://www.lafourchedrainagestudy.com/>
- Larose to Golden Meadow Hurricane Protection Project
<http://www.mvn.usace.army.mil/pd/projectsList/home.asp?projectID=39&projectP2=108875&directoryFilePath=ProjectData\> ; <http://sllld.net/Maps/lvmap1.pdf>
- Hazard Mitigation Plan Update
<http://www.lafourchegov.org/content/oep/Lafourche%20Parish%20HMPU%20070110.pdf>
- Mississippi River Water Reintroduction into Bayou Lafourche Project
<http://www.restoreourbayou.org/>
- Lafourche Parish Coastal Zone Management Plan
http://www.lafourchegov.org/Departments_CZM.aspx

Furthermore, the following projects are underway at CPEX and should be utilized during Comprehensive Plan development:

- Best Practices Manual for Coastal Development
- Coastal Land Use Toolkit

7. Proposal Content Requirements

The following components will be required of all consultants responding to this RFP. In all information supplied to fulfill the below requirements, responsiveness to the Statement of Needs (See Section 4) should be explicitly emphasized. Additional information may be submitted as Appendices, at the proposer’s discretion.

7.1. Cover Page

At a minimum, the Cover Page should contain the RFP Title; Name and Point-of-Contact information for the prime consultant; and Date of Submission.

7.2. Transmittal Letter

The transmittal letter shall not exceed two pages in length and identify by name and contact information the one designated point-of-contact to represent the prime consultant. An authorized officer of the prime consultant must sign and submit the signature page of the transmittal letter. The submission and signing of the signature page indicates the intention of the proposer to adhere to the provisions described in this RFP (this signature and the designated point-of-contact do not need to be the same person). The letter may include any other information or insights the proposer deems relevant.

7.3. Corporate Profile

The prime contractor and all subcontractors shall provide the following:

- Statement of firm background, including firm history, number of employees, years in business, etc.
- Listing of any relevant firm awards or honors
- Statement of firm philosophy and/or general approach
- Statement of firm stability

7.4. Staff Qualifications and Staffing Plan

The prime contractor and all subcontractors shall provide the following:

- For key¹ personnel proposed for the work: full bios, resumes, or CVs including name, title, education, certifications, qualifications, training, areas of specialization, and years of relevant work experience.
- For non-key staff proposed for the work: short bios or a summary table describing education, certifications, areas of specialization and/or experience, years of relevant work experience, and other relevant information as determined by the proposer.
- The above should specifically detail those capabilities that will address the concerns and subject areas delineated in Section 4 of this RFP.
- Project organizational chart and reporting structure, detailing roles and staff names, including designation of a principal-in-charge and (if separate) project manager.
- A table showing project hours broken down by phase and staff member (this must be consistent with the similar table showing cost information, provided in the Cost Proposal, see Section 7.8).
- Statement of availability of all key principals and staff.

7.5. Past Experience

The prime contractor and all subcontractors shall provide the following:

¹ “Key” indicates that this person cannot be removed from the work without client pre-approval and/or approval of replacement.

- Three to five relevant case studies (prime contractor) and one to three relevant case studies (subcontractors) of a similar type, scale, scope, and complexity executed for clients of similar size, population, planning capability/capacity, and existing plans. Note that specialized subcontractors' past experience should demonstrate their capabilities in the role for which they are being proposed.
- References for prime contractor (minimally including name, position, phone and email contact information) for any three to five of the above.
- Note that case studies documenting prior collaborations between the proposed planning team's prime and subcontractor firms are encouraged.
- Note that past experience should also detail implementation experience and implementation successes for clients.
- Also note that past experience should *only* be provided if the projects cited involved principal and/or key staff that are also identified for the Lafourche Parish project team; firms are encouraged to specifically note the capacity in which staff proposed for Lafourche Parish planning efforts participated in the past projects described.

7.6. Sample work product

The proposer shall provide at least one complete Comprehensive Plan of similar scope and scale to the one described in this RFP. This should be submitted in digital format only.

7.7. Technical Approach, Work Plan, and Deliverables

The proposer shall provide:

- A succinct statement of understanding of the project.
- A detailed work plan that responds to Statement of Needs (see Section 4). The work plan should be broken out in phases and should describe all planning activities, deliverables (and client-review process for these), in-person visits and meetings, and other important elements as determined by respondent; a one-year post-adoption implementation period should be among the phases of this work plan. Lafourche Parish suggests that the work plan, at a minimum, explicitly describe the following process elements:
 - Final Definition and Refinement of Scope of Work.
 - Defined framework and process for coordination with CPEX for stakeholder involvement, including identification, outreach and communication strategy, and ongoing stakeholder engagement in implementation.
 - Methodology for development of a baseline/existing conditions assessment, including presentation of current data and modeling of relevant variables; and specific descriptions of proposed deliverables associated with these.
 - Methodology data analysis, modeling, integration, and mapping related to future conditions and/or scenarios; and specific descriptions of proposed deliverables associated with these.
 - Methodology for development of overall vision², goals and objectives.
 - Methodology for development of future land-use planning and mapping.
 - Methodology for development of each of the various Plan elements.
 - Methodology for development of implementation mechanisms, strategic planning, policies and procedures.
- A detailed timeline of the work plan, in Gantt-chart format. Please note that the Final Comprehensive Plan must be delivered to LPG and CPEX by December, 2013.

²Residents and leadership will go through a "visioning" process as part of the public outreach and education objective. Proposing firms will provide a detailed description of how to coordinate with CPEX and gather community input to outline a broad, consensus vision for Lafourche Parish. This vision will take into account the community's capacity for development and growth, based both on existing plans, projects, and background data; and projected environments.

- The work plan should include clear descriptions of tasking, including specific descriptions of *expectations regarding the client activities and contributions*, if any.
- Description of additional services to be offered (if any), beyond those described in the Scope of Work.
- Description of the proposing Team’s project management structure, plan, and/or procedures.
- Description of the proposing team’s quality assurance structure, plan, and/or procedures as it relates to *project budget, schedule, and fiscal solvency*.
- Description of the proposing team’s quality assurance structure, plan, and/or procedures as it relates to *technical excellence and overall quality of deliverables*.

Consultants are encouraged to demonstrate creativity and an ability to define a coordinated planning process that exceeds the expectations described above, and variations and/or improvements to the process elements described above are welcome.

7.8. Cost proposal

The proposer shall provide in a *separate enclosure*:

- A simple, direct proposal of the total cost for the provision of services described in the response to this RFP.
- Hourly rates for each staff member listed in the proposal (this is a lump sum fee of \$250,000 and travel, material, and other expenses must be captured in the hourly rates so that receipts are not needed for submittal to OCD).
- A proposed schedule of invoices/payments (e.g., monthly, by deliverable or milestone, upon project close-out, etc.).
- A table showing project costs broken down by phase and staff member.
- Written assurance that the cost proposal is valid for 90 days after receipt of the proposal.
- The total cost proposal may not exceed \$250,000.

8. Response Format Requirements

To be considered, interested firms should submit one (1) bound, color, signed original proposal and nine (9) bound copies (including CD-ROM enclosures containing sample work product per Section 7.5 and 7.6), plus one (1) complete copy of the proposal on CD-ROM. Font, type-size, and margins are not specified, but responses should be easily and comfortably legible. Submittals should be printed on letter-size (8 ½” x 11”) paper and assembled with spiral-type or ring-type binding. Include a Table of Contents for the proposal and give page numbers for each part of the proposal as well as any separate attachments. Although there is no overall maximum page count stated in this RFP, in an effort to promote greater use of recycled and environmentally preferable products and to minimize waste, CPEX encourages all responses submitted in hard copy be prepared simply and economically. The use of special bindings or unnecessary colored displays, and/or the inclusion of promotional materials or (printed) previous work products are neither required nor desired. Double-sided printing on recycled paper and/or the use of reusable products is preferred.

Responses to this RFP should include a work plan that includes existing conditions research and “visioning”; development of a Comprehensive Plan; a plan of action for the review and update of the Parish’s completed and ongoing plans, project, and initiatives; an ordinance preparation and implementation strategy; as well as an adoption process outline.

9. Cancellation of RFP or Rejection of Proposals

The Parish reserves the right to cancel the RFP or reject proposals at any time.

10. General Notification

Respondents and their agents are strictly prohibited from lobbying CPEX staff and CPEX board members, Lafourche Parish government officials, staff, or selection committee members at any time in the application and selection process. *Failure to comply with this clause shall be grounds for rejection of the RFP response.*

CPEX and Lafourche Parish hereby notified all possible respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminate against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or any other basis prohibited by law.

Furthermore, all proposing entities must comply with the American with Disabilities Act (ADA) and are encouraged to provide a written statement within submitted proposals and any subsequent contract in which the entity certifies that is in an equal opportunity employer, that is does not discriminate in its employment practices or delivery of services, and that it will make every effort, when economically feasible to subcontract with socially or economically disadvantaged persons and businesses (as defined in Louisiana R.S. 39:1732).

This Request for Proposals does not commit CPEX and Lafourche Parish to pay any costs incurred in the submission of a proposal or the cost incurred in making necessary studies and designs for preparation thereof, or contract for services or supplies.

The Proposer and sub-consultants shall identify any group, individual or organization that they may have worked for, or currently works for, that has had ownership, lease, development, related or similar interest in CPEX and shall disclose.

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