

REQUEST FOR PROPOSALS

NODAL DEVELOPMENT PLAN

Lafayette Consolidated Government

Posted: January 20, 2010

Submittal Deadline: February 19, 2010

The Lafayette Consolidated Government (LCG) is soliciting proposals from professional planning consultants to create a Nodal Development Plan for selected intersections that addresses urban design, land use, transportation, future growth and development, and smart growth principles.

Half of the funds for this project are provided by LCG and half by the Center for Planning Excellence (CPEX). The approximate total project budget is \$100,000.

I. INTRODUCTION

A. Project Overview: Nodal Development Plan

The final deliverable should include phased and prioritized implementation plans for land use and development, including both strategies and physical plans for the two chosen nodes. The plan should be supported by economic data. To the highest degree possible, consultants will be asked to establish a public participation process and communication strategy that engages residents, land owners, business owners, public and private interests in developing a plan for targeted nodes in the LINC Comprehensive Master Plan.

B. Planning Context

Lafayette Parish is a community of over 200,000 in south Louisiana. The governmental structure of Lafayette Consolidated Government includes the municipal limits of the City of Lafayette and the unincorporated areas in Lafayette Parish. In addition to Lafayette Consolidated Government, there are five other municipalities in the parish: Youngsville, Broussard, Duson, Carencro, and Scott. The City of Lafayette has zoning in place and the unincorporated parts of the parish have no government-sanctioned land use or development regulation, with the exception of subdivision regulations. After hurricanes Katrina and Rita, Lafayette citizens participated in the Louisiana Speaks Regional Planning effort and the Lafayette Consolidated Government/Lafayette City-Parish Planning Commission has since adopted the Louisiana Speaks Regional Plan (http://www.planningexcellence.org/louisiana_speaks_main.asp).

A focus of the land use element in the LINC Comprehensive Master Plan (lafayettelinc.net) was to concentrate density and mixed use on the intersection of major and minor arterials in order to counter the linear commercial development that is prevalent throughout the parish. Generally, nodes are a quarter mile off the actual intersection though those boundaries may be altered depending on the surrounding neighborhood, land use, points of interest, etc. Two nodes or intersections make up this proposal.

The LINC Comprehensive Master Plan recommends that commercial nodal development outside of the designated boundaries of targeted nodal developments be discouraged. The plan points to options to discourage commercial development between nodes such as requiring front yard buffers and limiting access approvals. Appropriate links (bike lanes, bus routes, greenways, etc.) between the different nodes must be considered.

The characteristics of a nodal development are as follows:

- nodal development will have a combination of land uses and higher densities,
- development will be pedestrian-friendly that prioritizes sidewalk accessibility and internal linkages, and
- parking lots between buildings and streets will be limited to encourage walking, biking, and transit use.

The two intersections chosen vary from redevelopment to development nodes. The intersections are as follows:

- Johnston Street and Camellia Boulevard
- Kaliste Saloom Road and Pinhook Road

The LCG Planning Division is looking for a planning consultant to assist in creating a nodal development plan with phased implementation items for each node. Furthermore, the consultant will identify the specific financial incentives and implementation strategies that are appropriate for the two nodes specified above. In addition, the consultant will identify financial incentives and an implementation strategy menu for all future nodal development. It is anticipated that this Nodal Development Plan will become a template for targeted nodes in Lafayette Parish and will use the Louisiana Land Use Toolkit.

II. SCOPE OF WORK AND DESCRIPTION OF DELIVERABLES

The Scope of Work (SOW) for the Nodal Development Plan for Lafayette Consolidated Government should describe how the consultant will accomplish four objectives: public participation/stakeholder input; urban and community design; menu of potential financial incentives and implementation strategies, including applying the Louisiana Land Use Toolkit; and specific incentives and implementation strategies appropriate for the 2 nodes mentioned above. Site Inventory information will be prepared by LCG and provided to the consultant.

A. Site Inventory

Planning staff will prepare a site inventory that will include a photo-documentation of building types in the study area. The consultant will use these documented building photos in a design catalog that will become a tool for architectural typologies, scale, textures, details, and materials. Staff will also prepare base drawings that will include distinct lots and existing street sections.

Additionally, the following base line data for the 2 selected nodes will be provided to the chosen consultant:

- Nodal boundaries
- Property owners
- Existing land use and zoning districts (if applicable)
- Infrastructure inventory (sewer, water, drainage, electrical, streets, sidewalks)
- Demographics
- Traffic data
- Business owners
- Historic properties
- Environmentally sensitive sites
- Utility companies
- Restrictive covenants

- Public transit services/facilities
- Existing commercial signage
- Employment
- Crime data

B. Public Participation, Stakeholder Input

The consultant is expected to outline a community engagement plan in the proposal. Please outline the method by which public comment will be received and incorporated into the final Nodal Development Plan. The LCG staff will assist with community outreach for public meetings, and LCG staff and CPEX staff will attend public meetings.

C. Nodal Plan

Using public input, the consultant will produce a development-driven design plan that is based on economic input. Although photos and illustrations are an excellent way to communicate design intent, the implementation strategies and policy recommendations are critical to this planning effort. Therefore, the consultant will produce a phased development plan with economically sound implementation strategies for each node. These implementation strategies should address how to both encourage development within the nodes and discourage development outside of the nodes.

D. Implementation Strategies

The consultant will identify the specific financial incentives and implementation strategies that are appropriate for the two nodes specified above. Furthermore, the consultant will identify a general menu of possible financial incentives and implementation strategies that encourages identified future nodal development. The consultant will suggest the application of ordinances and development standards out of the Louisiana Land Use Toolkit to address the character of each node and discourage development between nodes. It is anticipated that this Nodal Development Plan will become a template for targeted nodes identified through the LINC Comprehensive Master Plan process.

E. Deliverables

The respondents will provide full descriptions of all deliverables to be created during the planning process. The SOW should also describe the specific processes for creating and providing each deliverable to the client, including necessary inputs, client/stakeholder/public review (as appropriate), and the means for inclusion into final documents.

III. INTEGRATION OF OTHER PLANS, PRIORITIES, AND INITIATIVES

The following completed and ongoing planning efforts and documents should be incorporated and/or considering in the planning process and deliverables:

In response to Hurricanes Katrina and Rita, Louisiana citizens created a 20-year vision for growth and development of Louisiana's 35 coastal parishes, the Louisiana Speaks Regional Plan. Citizens from Lafayette Parish were very involved in the formulation of this plan and the guidelines laid out for their parish, as well as their region. Therefore, the nodal plan must adhere to the Louisiana Speaks Regional Plan. Please see http://www.planningexcellence.org/louisiana_speaks_main.asp for the plan.

Furthermore, the recommendations in the plan should support and adhere to the Louisiana Land Use Toolkit (www.landusetoolkit.com).

In addition, the Lafayette in a Century Comprehensive Master Plan (LINC) was just completed by the parish. The LINC Comprehensive Master Plan land use element recommends nodal development. This is the basis for this nodal development plan and may be found at lafayettelinc.net.

The chosen consultant must also review and incorporate recommendations from the proposed Johnston Street Corridor Redevelopment Plan and the proposed Johnston Street/Camellia Boulevard Continuous Flow Intersection Plan.

Finally, the process and deliverables must be consistent with Smart Growth best practices (see <http://www.smartgrowthamerica.org/whatisssg.html>).

IV. PROPOSAL REQUIREMENTS

Applicants must submit nine (9) identical copies of a thoughtful, clear and well-organized proposal that demonstrates consultant qualifications and achieves the goals outlined herein. Submittals should be printed on letter-size (8.5" x 11") paper and assembled with spiral- or ring-type binding. Include a Table of Contents for the proposal and provide page numbers for each part of the proposal, as well as any separate attachments. All pages in the proposal should be numbered.

The proposal should include the following items:

1. Statement of Interest/ Cover Letter: Provide a statement of interest for the project. The letter, written on the firm's letterhead, shall cite the individual who will be the primary point of contact for matters relating to the proposal and shall be signed by an individual with the authority to commit the firm to the project. It should also include full contact information such as name, address, telephone, fax, and email address. The letter shall further include a narrative summary of the strengths brought by each team component.

2. Statement of Understanding of the Work: Responding consultant teams must describe their understanding of the work being solicited and their philosophical approach. The format, content, and length of this statement are entirely at the discretion of the respondent.

3. Proposed Scope of Work/ Deliverables, with Timelines: Respondents will provide a detailed proposed SOW and timeline. The SOW should also describe the proposed work plan including: planning methodology, technology and resources to be used, public participation strategy, and implementation approaches. The SOW must fully address requirements described in Section II of this RFP.

4. Project Personnel, Bios, and Relevant Experience: Respondents will provide an organizational chart showing the roles of the lead firm and any sub-consultant firms or individuals. Proposals will describe the project assignments and system/structure of authority and communication between principals and key professional members of the lead firm and sub-consultant(s). Also provide qualifications and experience of the principals and key professional members of the consultant team that will be involved in the project. Give particular attention to the applicable experience of the lead firm, including experience with similar projects and specific issues relevant to this project. It is strongly recommended that the consultant team include at least one Louisiana-based firm.

5. Representative Projects: Respondents will provide a brief narrative for a maximum of five projects performed by the lead firm and a maximum of three projects for any sub-consultant that are most similar and relevant to this project, and that have been completed within the last seven years. Current contact information for all projects listed should be included.

6. Proposed Budget: Respondents will include a detailed budget for the proposed SOW. Each team member's hourly rate and projected hours (by task) should be noted, in addition to projected costs for project management/ administration, and expenses.

7. Work Samples: Respondents will include comparable work products for the lead firm and all sub-consultants. Sample work products may be submitted in *.pdf format on a CD-ROM. If the team submits a CD-ROM, please provide one disc per package to ensure that each member of the selection committee has access to materials on the disc.

8. Additional Information: Respondents will provide any additional information that the lead firm believes may better describe its qualifications or be of benefit to the Lafayette Consolidated Government or the Center for Planning Excellence.

V. SELECTION PROCESS

A. Important Dates

Proposals must be received no later than 4:00pm CST, February 19, 2010. Packages must be mailed or hand delivered to:

Cathie Gilbert
Public Works Building A, Routing Code 533
1515 E. University Ave. (Attn: Debbie Sonnier) P.O. Box 4017-C
Lafayette, Louisiana, 70502

Lafayette Consolidated Government will not accept any packets that are delivered by facsimile or electronic mail. Late packets will be returned to the respondent. The following dates are intended to provide a guideline for this process, and are subject to change.

RFP available: January 20, 2010
Pre-Proposal Meeting: January 29, 2010
Deadline for Proposals: February 19, 1020
Notification of short list: week of March 1, 2010
Consultant interviews: No later than March 2010
Selection announced: April 2010

A pre-response conference call will be held beginning at 11:30am CST, on January 29, 2010. The purpose of this call is to respond to consultants' questions about the project and the procurement process. Meeting minutes will not be issued and this conference call is not required. To participate in the conference call, email Haley Blakeman at haley@c-pex.org for details and phone number.

B. Point-of-Contact

Respondents shall restrict all contact and questions regarding this RFP and selection process to the individual named herein. Questions concerning terms, conditions and technical specifications shall be directed in writing to Cathie Gilbert at cgilbert@LafayetteLA.gov. Responses will be sent to consultants that request to be on the pre-response list.

Respondents and their agents are strictly prohibited from lobbying CPEX staff and CPEX board members, Lafayette Consolidated 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 their RFP proposal.

C. Evaluation of Proposals

Lafayette Consolidated Government has created a selection committee that will evaluate submissions based on the submittal requirements listed in Section IV of this document. The Center for Planning Excellence (CPEX) will help coordinate this committee and facilitate the selection process as a neutral

party.

The selection committee will short-list consultant teams to invite back for interviews. Based on these interviews and proposal responses, the selection committee will contact one consultant team to enter into contract negotiations for the production of a Nodal Development Plan for Lafayette Consolidated Government.

Upon notification of selection by Lafayette Consolidated Government, the successful respondent will be required to deliver a final Scope of Work and contract. If the successful respondent is unwilling or unable to fulfill the agreement as required by LCG, the Planning Division has the right to request another respondent to enter into the contract with LCG.

D. General Notifications

Lafayette Consolidated Government notifies all possible respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise be discriminated 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 on any other basis prohibited by law.

All proposing entities shall comply with the Americans 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 it is an equal opportunity employer, that it 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).

Lafayette Consolidated Government 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. Lafayette Consolidated Government 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 CPEX and Lafayette Consolidated Government, and notice of any changes will be provided to all respondents.

This RFP does not commit LCG or CPEX to pay any costs incurred in the submission of a proposal or the costs incurred in making necessary studies and designs for preparation thereof, or contract for service or supplies.

Lafayette Consolidated Government will not accept any submissions that are delivered by facsimile or electronic mail. Late proposals will be returned to the respondent. CPEX and Lafayette Consolidated Government reserve the right to accept or reject proposals for any reason or proposals that do not contain all elements and information requested in this document.

STANDARD FORM (SF)

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Architect-Engineer and Related Services Questionnaire

1. Firm Name/Business Address:

1a. Submittal is for: Parent Company Branch or Subsidiary Office

2. Year Present Firm Established:

4. Specify type of ownership & check below, if applicable
CORPORATION

A. Small Business

B. Small Disadvantaged Business

C. Woman-Owned Business

3. Date Prepared:

5. Name of Parent Company, if any:

5a. Former Parent Company Name(s), if any, and Year(s) Established:

6. Names of not more than Two Principals to Contact: Title/Telephone

7. Present Offices: City/State/Telephone/No. Personnel Each Office

7a. Total Personnel _____

8. Personnel by Discipline: (list each person only once, by primary function.)

- Administration
- Architects
- Chemical Engineers
- Civil Engineers
- Construction Engineers
- Draftsmen
- Ecologists
- Economists
- Electrical Engineers
- Estimators
- Geologists
- Hydrologists
- Interior Designers
- Landscape Architects
- Mechanical Engineers
- Mining Engineers
- Oceanographers
- Planners
- Sanitary Engineers
- Soils Engineers
- Specification Writers
- Structural Engineers
- Surveyors
- Transportation Engineers

- Architectural Intern
- Part Time Student

9. Summary of Professional Service Fees Received: (Insert Index number)

Direct Parish contract work, including overseas

All other domestic work

All other foreign work*

* Firms interested in foreign work, but without such experience, check here:

Last 5 Years (most recent year first)

Ranges of Professional Service Fees

INDEX

1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to \$500,000
4. \$500,000 to \$1 million
5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million
8. \$10 million or greater

10. Profile of Firm's Project Experience, Last 5 Years *						
Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code
1)		\$	11)		\$	21)
2)		\$	12)		\$	22)
3)		\$	13)		\$	23)
4)		\$	14)		\$	24)
5)		\$	15)		\$	25)
6)		\$	16)		\$	26)
7)		\$	17)		\$	27)
8)		\$	18)		\$	28)
9)		\$	19)		\$	29)
10)		\$	20)		\$	30)

11. Project Examples, Last 5 Years					
Profile Code	"P", "C", "JV", or "JE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)
	1			\$	
	2			\$	
	3			\$	
	4			\$	
	5			\$	
	6			\$	
	7			\$	

