

PUBLIC NOTICE

TERREBONNE PARISH CONSOLIDATED GOVERNMENT DEPARTMENT OF PLANNING AND ZONING

Request for Statements of Qualifications and Cost Proposals

Community Development Block Grant Floodplain Ordinance Amendment through the Comprehensive Resiliency Program

Flood Damage Prevention Ordinance Amendment Consultant Services

The Terrebonne Parish Consolidated Government, Department of Planning and Zoning, will require legal and hazard mitigation expertise in the development of its Floodplain Ordinance Amendment through the Community Development Block Grant Comprehensive Resiliency Program.

The Parish is interested in procuring the services of a consultant firm to research and develop an amendment to the Terrebonne Parish Flood Damage Prevention Ordinance, Chapter 9 of the Parish Code of Terrebonne Parish.

The procedures for the selection of the firm will be in accordance with Community Development Block Grant (CDBG) procurement requirements and the Procurement Policy of the Terrebonne Parish Consolidated Government. All responses received will be evaluated in accordance with the selection criteria and corresponding point system, which is identified in the request for statements of qualifications and cost proposals package. That package also identifies the scope of services to be performed by the selected firm. The Parish will award the contract to the firm obtaining the highest score in the evaluation process.

Interested parties are invited to secure a proposal package from Mr. Patrick Gordon, Director of Planning and Zoning, Post Office Box 2768, 8026 Main Street, Suite 401, Houma, Louisiana 70361, (985) 873-6565. The response to this request must be hand-delivered or mailed to the above named office at the above named address in such a manner that it is received no later than **4:00 p.m., Monday, November 22, 2010.**

The Terrebonne Parish Consolidated Government is an Equal Opportunity Employer. Small and disadvantaged firms are encouraged to participate in the procurement process. Persons requiring reasonable accommodation to respond to this solicitation are requested to contact the Terrebonne Parish Consolidated Government, Director of Planning at (985) 873-6565 to discuss their particular needs.

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DEPARTMENT OF PLANNING AND ZONING**

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Flood Damage Prevention Ordinance Amendment through the Comprehensive Resiliency Program**

Flood Damage Prevention Ordinance Amendment Consultant Services

PROPOSAL PACKET

INTRODUCTION

The Terrebonne Parish Consolidated Government, Department of Planning and Zoning, will require legal and hazard mitigation expertise in the development of its Flood Damage Prevention Ordinance Amendment through the Community Development Block Grant Comprehensive Resiliency Program. The Parish is interested in procuring the services of a consultant firm to carry out the work summarized below for the federal program. Hurricanes and heavy rains threaten much of the housing stock built in the last fifty years at increasing rates. Three hurricanes have damaged over 2,000 houses each in the past eight (8) years. Some of the risk is attributable to the changing coastlines and weather patterns. Other factors include building practices that do not account for the risk of flood. Terrebonne has a flood Damage Prevention ordinance in place that incorporates the International Building Code and addresses the special needs of the coastal flood zone. However, there is room for improvement to lower the risks of damage from floods and eliminate some burdens on development that may create unintended flood issues.

IMPORTANT DATES:

Bidders Q&A:	November 12 th , 2010	8026 Main Street, 7 th Floor Houma, Louisiana, 70360	10:00
Due:	November 22, 2010		4 PM
Interviews:	December 6-17, 2010		
Award:	December 23, 2010		
Period of Performance:			Two (2) years.

SUBMISSION REQUIREMENTS:

Submit one (1) original and two (2) copies of the proposal to:
Terrebonne Parish Consolidated Government
Department of Planning and Zoning
Attn: Patrick Gordon
8026 Main Street, Suite 401
Houma, Louisiana, 70360

Label the contents as: Terrebonne Parish Flood Damage Prevention Ordinance Amendment Consultant Services. A CD of the proposal is encouraged, but not required.

PART 1--MANAGEMENT AND ADMINISTRATION

I. PROJECT APPROACH

The selected offeror will work in partnership with the Recovery Assistance and Mitigation Planning Division of the Department of Planning and Zoning to develop the plan. It is anticipated that the consulting team will take the lead with regards to public outreach with Divisions advice and support. While certain routine elements will be overseen in house by Parish staff, the consultant team will be responsible for the research and the bulk of the plan narrative, including key elements for which the Parish lacks the necessary capacity and expertise, and/or where new thinking and national best practices are needed. The consultant team will be responsible for the quality and comprehensiveness of their deliverables.

II. TERMS AND CONDITIONS:

Terrebonne Parish will negotiate a fixed sum contract on a cost reimbursement basis with a qualified consultant firm with legal and hazard mitigation expertise to complement internal resources to complete an amendment to the Terrebonne Parish Floodplain Ordinance, with the actual fees for services subject to approval. The successful offeror will also meet the parish vendor requirements enclosed. Please read the vendor requirements, particularly insurance, carefully.

III. SCOPE OF SERVICES.

The goal of the floodplain ordinance amendment is to decrease the loss of natural protection from hurricanes and storm events through better land use planning in the flood zone. By changing the way Terrebonne develops and redevelops property, as will be outlined in the updated floodplain ordinance, significant storage capacity will be preserved or recaptured. Affordable, safe housing is in demand in Terrebonne Parish and this ordinance will ensure that future growth is sustainable and resilient.

To complete the above referenced elements, consulting teams should include the following disciplines:

- Legal
- Land use planning;
- Zoning, including emerging best practices such as form-based codes;
- Environmental engineering and planning, including "green" design and planning expertise;
- Public participation.

The scope of the Floodplain Damage Prevention Ordinance Amendment project includes research, public outreach, and the final drafting of the proposed ordinance amendment. The following are the tasks required for the proposal. If, based on the proposer's experience, other tasks are required to achieve a successful result, please include a statement to that effect and a separate budget if necessary.

RESEARCH

- ✓ Task 1 Compare the current ordinance to model ordinances in coastal areas
- ✓ Task 2 Consider the feasibility of a No Adverse Impact policy
- ✓ Task 3 Review the Community Rating System's recommendations including, but not limited to:
 - Freeboard
 - Reduced enclosures and non-conversion agreements
 - Limited fill
 - Moratorium on slab structure building in the floodplain but for concrete necessary for the structural integrity of an elevated structure.
 - Higher standards for critical facility construction in the floodplain
 - Pervious concrete parking or storage for commercial facilities

- Project Impact Surveys

OUTREACH

- ✓ Task 4 Hold at least 2 public hearings to glean comments on the preliminary report from the general public
Meet with stakeholder groups for feedback on the preliminary report
- ✓ Task 5 Provide educational seminars for the public, insurance, mortgage and building communities on the benefits of the proposed best management practices.

DELIVERABLES

- ✓ Task 6 Preliminary report for public vetting suggesting the field of improvements including :
 - which of the Community Rating System's recommendations should be adopted
 - best management practices or model ordinance elements that would decrease risk of harm
 - best management practices or model ordinance elements that would decrease risk of liability
- ✓ Task 7 Draft the ordinance amendment and prepare whatever revisions would be required by Council for adoption
- ✓ Task 8 Draft revisions to other ordinances in the Parish altered by the new floodplain ordinance
- ✓ Task 9 Draft checklist for permit office, floodplain management, zoning and planning commission for straightforward implementation

All work product will be delivered in paper and digital formats.

IV. PARISH RESPONSIBILITIES

The Parish has already held the first of three stakeholder meetings to introduce the project to the community.

- ✓ Provide access to materials and individuals with institutional knowledge
- ✓ Review drafts prior to delivery and provide feedback in a timely manner
- ✓ Coordinate facilities and publication notices for public hearings and other outreach
- ✓ Provide temporary work space in the parish offices if necessary not to include phone or data
- ✓ Launch an educational campaign for builders and homeowners to explain the requirements and benefits of the changes including financial prudence and savings
- ✓ Plan review which will include a checklist for the permit office, floodplain management, zoning and planning commission to ensure that all new building or substantial renovations meet the new standards in the floodplain.
- ✓ Implementation and monitoring of the resulting ordinance as amended
- ✓ Updates to the website detailing the same, an update to the permits database, and revisions for the permit forms and fees to reflect these changes.

PART 2-PROPOSALS

Proposals will be accepted by the Terrebonne Parish Consolidated Government, Department of Planning and Zoning until 4:00 p. m., Monday, November 22, 2010. In order to be considered, proposals must be received prior to the time and date specified herein. The Parish reserves the right to reject any or all responses. All responses should be sealed and the outside of the envelope marked: "Terrebonne Parish Flood Damage Prevention Ordinance Amendment Consultant Services."

All proposals will be scored and ranked with the highest rated firm being awarded a contract.

Interested proposers are to provide a thorough proposal using the following guidelines:

- 1) State the scope (or purpose) and function of the consultant services.
- 2) The standards to which the results will be subject.
- 3) Resumes of the key people involved in the consultant services.
- 4) A detailed line item budget identifying cost at category or task level including an hourly rate for each job classification.
- 5) A brief history of the firm describing prior experience, including any similar activities (in particular those funded by CDBG); work with similar size of community; work in similar or same local area with related local entities; and, if firm has done work with the Parish previously, please provide the name(s) of local official(s) knowledgeable regarding the firm's performance;
- 6) A list of similar projects and contact names, addresses, and telephone numbers for which the individual/firm has completed similar deliverables. This list will be used for reference purposes. All references must indicate the excellent program performance. Contacts without phone numbers will be considered nonresponsive.
- 7) A description of the firm's current work activities; how these would be coordinated with the project; and, the firm's anticipated availability during the term of the project;
- 8) The proposed work plan and allocation of staff resources to respond to the requested activities to be performed;

The proposal must be straightforward, concise and provide "layman" explanations of technical terms. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer.

The following documentation must be included in the bidder's response:

- A. Vendor Application and Cover Letter
- B. The firm's legal name, address, email, and telephone number;
- C. The principal(s) of the firm and their experience and qualifications;
- D. An individual authorized to bind the consultant must sign the letter.
- E. The letter must stipulate that the proposal price/s will be valid for a period of at least 180 days.
- F. Stipulate whether the proposal is fixed or if a partial award is an option should funds be insufficient or partial award is in the best interest of the Parish for reasons unforeseen at this time.
- G. A signed Statement of Assurances
- H. Documentation agreeing to the parish vendor requirements
- I. Acknowledgement that the Parish will have ownership of the final product and any data gathered in pursuit of the deliverables in any form.

One original and two (2) copies of the proposal and the required supplemental information should be provided. A digital format would also be appreciated in addition, but is not required.

PART 3--SELECTION CRITERIA

All responses to the solicitation will be evaluated according to the following criteria and corresponding point system. The proposal will be evaluated on the basis of written materials and an interview for finalists.

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the Parish, all factors considered. Unsuccessful offerors will be notified in writing as soon as possible.

Sufficient information must be included in the response to ensure that the correct numbers of points are assigned. Incomplete or incorrect information may result in a lower score.

Cost **30 Points**

The lowest price proposal will receive the maximum points for price. Higher cost proposals will receive reduced amounts of points based on the following formula:

$$\frac{\text{Lowest Proposal}}{\text{More Expensive Proposal}} \times \text{Total Price Points} = \text{Points Allocated to a More Expensive Proposal}$$

Relevant and Similar Experience **40 Points**

✓ Drafting 20 Points

Experience of assigned project staff developing flood ordinances. Flood management or coastal hazard mitigation plans can substitute for up to 2 ordinances.

No Experience	0 Points
1-3 Ordinances	10 Points
>4 Ordinances	20 Points

✓ Staff positions on advisory boards in flood hazard mitigation up to 10 points

✓ Outreach

Experience with Public Outreach 5 Points

✓ CDBG Requirements 5 Points

Availability and Capacity of the Consultant **5 Points**

Knowledge of Terrebonne Parish **5 Points**

National Recognition – 1 point each **up to 10 Points**

Number of Commendations or Awards for Planning Excellence for staff or business
Model Ordinances Adopted by a government association

Quality of Work Reported by References **up to 10 Points**

Confidence of Review Committee **up to 20 Points**

TOTAL POINTS **120 POINTS**

Questions concerning this proposal should be addressed to Ms. Jennifer Gerbasi, Recovery Planner at (985) 873-6565. This RFP may be rescinded at any time. The Parish is not obligated to award a contract should circumstances change the need for these services or the ability of the Parish to enter into the contract. The Parish may also offer a partial award should it be in the best interest of the parish. Proposals may be rejected if submitted without the required content.

Proposals may be either hand-delivered or mailed to Mr. Patrick Gordon, Director of Planning and Zoning, Post Office Box 2768, (8026 Main Street, Suite 401), Houma, Louisiana 70361, no later than **4:00 P.M., Monday, November 22, 2010.**

EXHIBIT A
DOCUMENTS OF INTEREST

Flood Damage Prevention Ordinance	
Terrebonne Parish Long Term Recovery Plan,	Date 2006
Terrebonne Parish Hazard Mitigation Plan, adopted	2010
Coastal Management Plan	
Terrebonne Parish Comprehensive Plan	
Interim Report from Phases I & II of the Update	
Downtown Development	
Zoning/Subdivision Regulations	
Capital Improvement Program	
Louisiana Speaks	
Stormwater Drainage Basin Studies and Long-Range Plans	
Redevelopment Plans	
Parks and Recreation Plans	
Transportation and Transit Plans	
Airport Plans	
Economic Development Plans	