



Request for Proposals to develop a

Comprehensive, Sustainable Integrated Water Management Strategy for St. Bernard Parish and
the east banks of Orleans and Jefferson Parishes

Issued by Greater New Orleans, Inc.
Regional Economic Alliance

Proposals are due by 5:00 p.m. CST, January 26, 2011

Comprehensive, Sustainable Integrated Water Management Strategy for St. Bernard Parish and the east banks
of Orleans and Jefferson Parishes

Schedule of Events for Proposal

Advertise for Proposals

12/17/2010

Pre-proposal Conference Call

1/5/2011, 10:00 am CST

1-888-577-0004

Pass code: 6689#

Proposals Due

1/26/2011

Deliver by 5:00 p.m. CST to:

Greater New Orleans, Inc.

365 Canal Street, Suite 2300

New Orleans, LA 70130

We expect to award contracts by April 1, 2011.

Finalists may be asked to make full presentations.

Please submit questions in writing to rbarnes@gnoinc.org (no deadline)

All applicant teams should submit a letter of intent to submit a proposal by December 31st, 2010 to rbarnes@gnoinc.org

BACKGROUND

The State of Louisiana Office of Community Development – Disaster Recovery Unit has awarded Greater New Orleans, Inc. a grant under its Comprehensive Resiliency Program to address systemic issues that exist in southeastern Louisiana’s water management system. Currently, flooding occurs during normal rainfall, much of the geographic area of St. Bernard Parish and the east banks of Orleans and Jefferson Parish are dependent on a large scale pumping system which is susceptible to failure, and existing infrastructure is costly and often divides neighborhoods and communities of southeastern Louisiana.

In order to address the issues listed above, GNO, Inc. and the State of Louisiana would like to identify and develop innovative, realistic and implementable strategies on water management and flood control based on international best practices. Southeastern Louisiana will continue to face tropical storms, extreme weather events, and hurricanes in the future. In addition, considering the sub-tropical climate in which Orleans, Jefferson, and St. Bernard parishes exist, even daily rainfall can overwhelm the existing infrastructure. Gradual threats such as subsidence and sea level rise also contribute to the need for a solutions based approach with a focus on sustainability. The combination of these factors exposes the critical need to create an integrated water management strategy which will be vital to the continued growth and development of southeastern Louisiana.

INTRODUCTION

Greater New Orleans, Inc. (GNO, Inc.), by way of this request for proposals (RFP), invites experienced, multi-disciplinary teams to submit proposals to develop a visionary, comprehensive, integrated Water Management Strategy (WMS) for the following:

- Storm water
- Waste water
- Ground water
- Flood control
- Water infrastructure
- Public rights of way
- Other public properties

The WMS will be implemented with \$1.7 million of funds granted to Greater New Orleans, Inc. from the State of Louisiana’s Office of Community Development – Disaster Recovery Unit, over a three year period beginning June 21, 2010. The WMS will employ state-of-the-art, sustainable approaches to infrastructure and development that mitigates flood risks, uses integrated water resources management, assists in securing future infrastructure funding, and seeks to yield economic value and solid return-on-investment on infrastructure investments. In this context, integrated water management is also part of the economic development strategy of Southeastern Louisiana. The focus of the Water Management Strategy is on design, engineering, and sustainable water management techniques which will increase local capacity at the parish and regional level to reduce the risk caused by southeastern Louisiana’s proximity to water, and at the same time create safety and value by integrating the resource of water into the daily lives of citizens.

GNO, Inc. will be managing the implementation of the grant with the support of an Advisory Board. The Advisory Board will consist of a diverse group of regional stakeholders from the private, nonprofit, and government sectors. The consultant team that is chosen will be expected to work closely with both the Advisory Board and GNO, Inc. throughout the process of the development of the WMS.

PURPOSE OF THE WATER MANAGEMENT STRATEGY (WMS)

The WMS will propose and define sustainable investments in flood protection and drainage infrastructure to ensure higher standards of safety, lower flood risks, enhanced quality of life, and sustainable urban and economic development for all of southeastern Louisiana. The ultimate goal is affecting systemic change in how the people of southeastern Louisiana live with water.

The Water Management Strategy will identify problems, opportunities and constraints; set goals; establish guidelines and priorities to govern all efforts related to flood, drainage, and ground water management; and develop criteria and standards for evaluating future project and program decisions and performance.

GNO, Inc., through the implementation of the WMS, has set the following goals:

- Reduce flood hazards to people and property
- Use storm water as a resource
- Increase flexibility and adaptive water management capacity
- Enable better groundwater management and minimize soil subsidence
- Reduce costs, energy use and emissions of water management infrastructure
- Protect and improve environmental quality and sustainability and well-being of open water and habitats

An effective WMS will also accrue public benefits, increase quality of life, incorporate sustainability and environmental concerns, and provide a platform for economic growth.

The Water Management Strategy will enhance integrated management of the flood protection system of levees, floodgates, flood walls, canals, waterways, drainage system pumping stations and other public works infrastructure provided by the U.S. Army Corps of Engineers, Levee Boards, Flood Protection Authorities, New Orleans Sewerage and Water Board, City of New Orleans Department of Public Works, St. Bernard Parish Public Works Department, St. Bernard Water and Sewer Department, Jefferson Parish Public Works, Engineering, Roads and Bridges, Jefferson Parish Water Department, and others.

DESCRIPTION OF THE PROJECT

By incorporating international best practices, the strategy will be formulated through five primary phases:

1. Data collection
2. Creation of an overall water system
3. District planning
4. Implementation Strategy
5. Design and Cost of Pilot Projects

The final deliverable will be an implementable strategy for water management that will include water management tools and recommendations for developing a regional and local capacity for water management. Specific deliverables are detailed on page six.

The geographic area included in the scope of the Water Management Strategy consists of St. Barnard Parish and the east banks of Jefferson and Orleans Parishes. This area is bound by the respective parish boundaries, except along the bank of the Mississippi River, which becomes the “southern” boundary for all three parishes.

SCOPE OF SERVICES REQUIRED

GNO, Inc. requests the services of an interdisciplinary team of experts to develop Comprehensive and Sustainable, Integrated Water Management Strategy for St. Bernard Parish and the east banks of Orleans and Jefferson Parish.

The selected team will work with GNO, Inc. to define, execute, and revise/refine as necessary, a ***community engagement process*** which will be implemented for the duration of the project. The selected team and GNO, Inc. will identify and define community stakeholders, create a communications and public-input strategy, and develop a timeline and action plan to implement the proposed strategies. Community engagement will be conducted throughout the duration of the project and therefore is not limited to any particular phase.

Project Phases**Phase One: Project Definition/Establishment of Baseline Metrics**

Work with GNO, Inc. to develop and state overarching goals of the Water Management Strategy, consistent with legal, zoning, and governmental frameworks, as well as existing flood protection systems such as federal, state, and local measures that are currently in place. The team will then compile and analyze existing data, assets, regulations, best management practices, regulations, zoning policies, and develop a strategy for collecting any missing information, as well as a framework for continuing to collect data through the completion of the Water Management Strategy.

- Collect and organize existing data, infrastructure assets, regulations, etc.
- Develop strategy to achieve project goals

Phase Two: Comprehensive Analysis of the Water System

The team will work with GNO, Inc. to propose a strategy for analyzing the water system as a whole, taking into account the outfall canals, salinity, existing water storage capacity, sub-basins, pumping systems, available property/green space available for retention, community use of existing water, environmental sustainability and any other aspects of the region which may be applicable.

- Develop hydraulic and hydrologic framework of regional water system
- Calculate capacity of proposed system
- Establish hydrologic planning districts

Phase Three: Design/Establishing Water Districts

Consultant will work with GNO, Inc. to propose methods of defining the area of study into sub-drainage basins. This deliverable is based on the intent of GNO, Inc. to identify the integrated parts of the larger water system, and how they interact with one another. This phase of the proposal should propose methods of integrating housing, economic development, infrastructure, and environmental concerns into the overarching goal of flood protection. All proposals should be consistent with existing plans, ordinance, and zoning laws. Please refer to "Related Studies and Resource" section for a list of recent planning efforts.

- Develop water management strategies and policies specific to district scale
- Urban design recommendations based upon water management criteria
- Establish pilot projects through community engagement

Phase Four: Implementation Strategy

This portion of the project will outline the process, and develop the necessary tools and recommendations which will enable local governments to implement the strategies have been identified during the WMS project.

Phase Five: Design and Cost of Pilot Projects

"Pilot project" for the purpose of the Water Management Strategy is a flexible term which refers to any physical/structural application of the Strategy. These may be site-specific neighborhood scale projects, smaller-scale projects that are replicable throughout the region, or other proposed projects identified throughout the planning process. The team will be responsible for preliminary design of projects and the creation of criteria upon which proposed pilot projects will be evaluated. Accordingly, the team will be responsible for the creation of a project assessment tool which will be used to measure the costs and benefits of each project; economic, environmental, and otherwise. The number and scale of projects is open to what can be completed within the allotted budget.

- Create criteria upon which pilot projects will be chosen
- Design prototypical project
- Schematic design through construction documents
- Cost benefit analysis

Deliverables

At the conclusion of the development of the WMS, the team will provide a **reproducible electronic copy of the Water Management Strategy plan** document and all reports, information, data, etc. to GNO, Inc. In some cases physical form documents may also be appropriate. Plan documents and reports will include, but are not limited to:

- Baseline Data
- Data resources
- Any and all maps that have been created
- Community Engagement Process
- Implementation Matrix
- Best management practices
- Groundwater monitoring guidelines
- Criteria for selecting pilot projects
- Preliminary designs for selected pilot projects

By the close of the contract period, the team will be required to submit a report summarizing the major activities of the recipient, best practices and specific recommendations for entities encountering similar resiliency challenges. The reports will be used by the GNO, Inc. and the State of Louisiana to develop a compendium of best practices that will be shared throughout the State.

Ongoing Activities

Other services that should be incorporated into the scope of work that is proposed include, but are not limited to:

- A method or framework through which the consultant will liaise with municipalities during the process of the project
- A strategy that will address the need for staff and resources to be integrated into the efforts of the three parish governments and GNO, Inc.
- Community engagement process, as outlined above
- The integration of environmental sustainability into all aspects of the WMS project.

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The proposal is required to address an approach on how the firm will incorporate and potentially integrate the WMS with, at a minimum, the following documents and regulations:

- The Clean Water Act
- Environmental Protection Agency's Water Quality Scorecard
- Flood Insurance Program (FIP)
- Stormwater Pollution Prevention Plan (SWPPP)
- National Pollutant Discharge Elimination System Permit (NPDES)

RELATED STUDIES AND RESOURCES

The scope of work will include understanding, and integrating, the many plans and reports that have already been prepared, or are in development, which concern water management in Southeast Louisiana. Particular planning efforts that can be considered include, but are not limited to:

1. [EPA's Stormwater program](#)
2. Various reports and research conducted by the [U.S. Army Corps of Engineers](#)
3. [Louisiana Speaks](#)
4. [Dutch Dialogues](#)
5. [Envision Jefferson 2020](#)
6. Planning Framework for St. Bernard Parish
7. Stormwater BMP Guidance Tool, a Stormwater Best Management Practices Guide for Orleans and Jefferson Parishes
8. [City of New Orleans Master Plan](#)

CDBG COMPLIANCE

The subsequent contract that will be awarded as a result of this Request For Proposals (RFP) was made possible by a Community Development Block Grant administered by the State of Louisiana Office of Community Development-Disaster Recovery Unit, in response to Hurricane's Gustav and Ike.

All activities proposed through this program must meet the requirements set forth in the Disaster Recovery CDBG Administrative Manual. To access the Disaster Recovery CDBG Administrative Manual, please go to the following website:

<http://www.doa.louisiana.gov/cdbq/dr/dradmin-manual.htm>.

INQUIRIES

GNO, Inc. prepared this RFP and has designated Robin A. Barnes as project manager. Please direct questions or comments concerning administrative requirements of this RFP to:

Robin A. Barnes
Executive Vice President
GNO, Inc.
365 Canal Street, Suite 2300
New Orleans, LA 70130
(504) 527-6900
rbarnes@gnoinc.org

SUBMISSION OF PROPOSALS

Please prepare and submit one (1) original and nine (9) copies of the proposal. Completed proposals shall be placed in a sealed envelope or box and clearly marked "RFP for GNO, Inc. Water Management Strategy" and are to be submitted no later than 5:00 P.M. (CST) January 26, 2011, to Robin Barnes, Executive Vice President, Greater New Orleans, Inc., 365 Canal Street, Suite 2300, New Orleans, LA 70130.

Please submit questions in writing to rbarnes@gnoinc.org (no deadline)

All applicant teams should submit a letter of intent to submit a proposal by December 31st, 2010 to rbarnes@gnoinc.org

Proposals received after the above date and time will be considered late and are not guaranteed consideration. GNO, Inc. is not responsible for any costs incurred in the preparation of proposals including human resources, printing, demonstration, etc.

Proposers are directed not to contact evaluating committee members, GNO, Inc. board members or staff, elected officials, or related parish department staff regarding this request for proposals until award has been made by GNO, Inc.

SIGNATURE REQUIREMENTS

Proposals must be signed by a duly authorized official(s) of the proposer. Consortia, joint ventures, or teams submitting proposals, although permitted, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for contract execution on behalf of the proposal team.

NOTIFICATION OF WITHDRAWAL OF PROPOSAL

Proposals may be modified or withdrawn by an authorized representative of the firm or entity acting as lead applicant, or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of GNO, Inc. upon submission.

CONTRACTUAL OBLIGATIONS

The entity that is awarded the contract will be required to enter into an Agreement for Professional Services with GNO, Inc. in which the firm will undertake certain obligations. The proposal submitted in response to this RFP may be incorporated as part of the Agreement for Professional Services.

SUBMITTAL REQUIREMENTS

The proposal should include, **as a minimum**, the following:

1. A cover letter signed by a principal partner of the firm submitting on behalf of the team, containing the following information:
 - A brief statement of the proposers understanding of services to be provided under this contract
 - The name, title, phone number, and email address of the person in the applicants organization who will be responsible for responding to questions about the proposal
2. Table of Contents, with page numbers.

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3. Executive Summary: Should address the highlights of the proposal, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of this project. Please limit the summary to no more than three pages.
4. Project Team: Provide a description of the qualifications and experience of the staff members that will be involved in the project. Please identify:
 - The project manager
 - The proposed project team, including any sub-consultants,
 - Key personnel and the amount of time that they will be dedicating to the project
 - A proposed organization chart
 - A highlight of the experience of the project team by individual team member
 - A description of how the project will be managed through to successful completion
5. Technical Proposal: In this section please be sure to include at least the following (not to exceed 10 pages):
 - Vision and approach for water management strategy preferably at multiple scales
 - Approach of plan implementation
 - Define the partnership with the local municipality and/or parish governments (your expectations and requirements of the respective governments). GNO, Inc. will facilitate partnerships with local governments once contract is awarded;
 - A proposed community engagement process, including an approach on how communications will be executed, both internally among the project team, and externally to the public, WMS stakeholders, GNO, Inc. staff, and the Advisory Board
6. Estimated budget and schedule - please provide the following:
 - The level of effort for each step to include the number of hours and estimated cost, all team personnel, including parish staff responsibilities.
 - Include funding amounts and sources for all proposed activities broken out by task. Applicant is prohibited from using funds for administrative costs not directly related to the WMS.

Applicant should use best estimates for consulting fees. Proposal budget should include estimated expenses for direct costs related to the scope of work and deliverables outlined in this RFP. All costs should be budgeted as an hourly rate, with the exception of printing and production which can be listed separately.

GNO, Inc. and the firm selected as a result of this RFP may agree in writing to reallocate monies between budget categories provided that it does not exceed the total program budget. The maximum award for the WMS is \$1.7 million.
7. Related Experience: Please provide a brief narrative that summarizes your experience with water management and a description of 2 projects that incorporate water management concepts, planning efforts, and practices. For each project description, please be sure to include:
 - The jurisdiction (i.e. City or County)
 - Its population
 - The role your firm played
 - Staff that were involved
 - References with current contact information for each project including

- Client name
- Address
- Phone number
- Email address

Please note that references will be contacted.

Consultant teams including MWBEs are strongly encouraged to apply. Consultants who utilize MWBEs for their sub-contracting needs are also strongly encouraged to apply.

EVALUATION PROCESS AND CRITERIA

Technical Evaluation: A technical evaluation of proposals received will be conducted and submissions that do not show strength in *resiliency planning, water management and environmental sustainability* will be rejected as non-responsive. Those proposals that are “responsive” will advance to the next step in the evaluation process. The Selection Committee will review proposals and score them based on the scoring system below.

Consultant Team Selection Committee:

A selection committee comprised of parish representatives, water management experts, and community leaders will be established by GNO, Inc. The selection committee will review and discuss the content of the proposals and short-list three to five firms based on the scoring system detailed in this RFP. Finalists will be interviewed by the selection committee. GNO, Inc. will make the final selection based on the recommendation of the selection committee. The selection committee will dissolve upon the selection of a consultant team.

Scoring System:

1. Point Factor 1: Quality of Proposed Approach (20 points maximum)
 - a. Is the approach visionary and innovative?
 - b. Does the approach increase the resiliency and environmental sustainability of region?
 - c. Does the consultant team use a holistic approach inclusive of design and engineering elements?
 - d. Is the implementation strategy feasible and effective?
2. Point Factor 2: Professional Experience of Key Team Members (20 points maximum)
 - a. How visionary is the project lead?
 - b. Team experience in water management
 - c. Examples of past performance in similar work
 - d. What special capacities does the team possess in regards to the completion of an implementable Water Management Strategy?
3. Point Factor 3: Familiarity with Region (15 points maximum)
 - a. Is the team knowledgeable of issues facing the region?
 - b. Does the team have experience within the region or in areas of similar environmental and geographic concerns?
4. Point Factor 4: Proposed Work Plan (10 points maximum)
 - a. Does the team have a reasonable methodology and schedule for completion of the Scope of Work?
 - b. Does the team have the capacity needed to accomplish the Scope of Work within the allotted time frame?
5. Point Factor 5: Regional Coordination and Outreach (25 points maximum)
 - a. Does the team have a demonstrated ability for multi-jurisdictional coordination?

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- b. How effective is the teams' plan for coordinating efforts and working with and potentially supplementing local government agencies and staff?
 - c. Does the approach ensure full public participation throughout the planning process; are there any unique approaches in soliciting public input by all sectors of the population?
 - d. Does the team have experience in consensus building with diverse groups?
 - e. Does the team have experience conducting long-term visioning through public participation?
6. Point Factor 6: Proposed project budget (10 points maximum)
- a. Do cost estimates correlate to project scope and deliverables as defined in the RFP?
 - b. Are adequate assumptions for cost estimates included?
 - c. Does budget reflect most efficient and effective use of grant dollars?

Total points possible: 100

Eligible applicants include for-profit entities, not-for-profit entities, or joint ventures. All applications must include the information requested in this RFP. Upon review, GNO, Inc. may notify that additional information or clarification is necessary.

STIPULATIONS

GNO, Inc. 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. GNO, Inc. reserves the right to request additional information and/or clarifications from any or all respondents to assist in its evaluation process. GNO, Inc. reserves the right to request changes to the consultant team composition. All dates in the RFP are subject to change at the discretion of GNO, Inc., and notice of any changes will be provided to all respondents.

CODE OF ETHICS

Applicants are responsible for determining that there will be no conflict or violation of the Louisiana Government Code of Ethics or the Louisiana Rules of Professional Conduct governing the practice of law if their organization is awarded the contract.

FUNDING SOURCES

Any organization selected from this RFP will be subject to and obligated to operate under the rules and regulations of the Community Development Block Grant program, administered by the U.S. Department of Housing and Urban Development. Organizations selected to undertake work under this agreement will be paid based on a reimbursement basis, and will be subject to the provision of supporting documentation and monthly reports. Submission of an application under this RFP in no way confers approval or acceptance of that application. This RFP does not commit GNO, INC. to pay any costs incurred in the submission of a proposal or the costs incurred in making necessary studies and designs for preparations thereof, or contract for service or supplies. GNO, Inc. may fund the listed activities with CDBG funds or other sources of financing.