



**SEALED RFP #08510 – ECONOMIC DEVELOPMENT STRATEGIC PLAN**

**CITY OF LA PORTE**

**NOTICE TO OFFERORS**

All sealed proposals shall be submitted **including one (1) marked original and four (4) duplicate on the original forms and clearly marked with RFP number and description.** Proposals will be received at the **Purchasing Office, 2963 N. 23<sup>rd</sup> Street , La Porte, TX 77571** until **2:00 p.m. Tuesday, May 27, 2008.**

Proposals will be opened and names publicly read in the Public Works upstairs training room immediately after the closing hour for the proposals on said date. An elevator is not available. Please contact Purchasing at 281-470-5126 if accommodations are needed.

**NO LATE PROPOSALS WILL BE CONSIDERED**

Forms furnished by the City of La Porte may be obtained without deposit from:

**City of La Porte  
Purchasing Division  
2963 N 23<sup>rd</sup> Street  
La Porte, TX 77571  
(281) 470-5126**

Proposals will be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals shall be open for public inspection after contract award. Trade secrets and confidential or proprietary information, so noted in proposal, shall not be open for public inspection.

The City of La Porte hereby notifies all offerors that in regard to any agreement entered into pursuant to this advertisement, minority business enterprises will be afforded equal opportunities to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, religion or national origin in consideration for an award.

The City reserves the right to reject any and/or all proposals, to waive any and all technicalities and to accept any proposal or part thereof, which in the opinion of the City Council, is most advantageous to the City. In case of ambiguity or lack of clearness in stating the prices in the bid, the City reserves the right to consider the most advantageous bid thereof or to reject the bid.

Published: April 20, 2008  
April 27, 2008

**CITY OF LA PORTE PURCHASING OFFICE  
2963 N. 23<sup>RD</sup> STREET  
LA PORTE, TX 77571**

**To drop off proposals and/or attend opening, follow these directions:**

- From Spencer Hwy., turn North on N. 23<sup>rd</sup> Street
- The Public Works facility is on the right, past the mini-storage buildings
- Turn right into parking lot and drive through the entrance gate, turn left immediately and park in the last aisle on the right.
- The Purchasing Office is located on the southwest side of the parking area. Look for the signage.

## CITY OF LA PORTE

The foregoing prices shall include all labor, materials, equipment, removal, overhead, profit, freight, insurance, etc., to cover the finished work specified in this proposal.

All items proposed and installed under this procurement must be new and unused and in undamaged condition.

The City of La Porte is tax exempt and no taxes shall be included in the pricing of this proposal.

Respondent understands that the Owner reserves the right to reject any or all offers and to waive any informalities in the proposal.

The respondent agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving proposals.

The undersigned affirms they are duly authorized to represent this firm, that this proposal has not been prepared in collusion with any other firm, and that the contents contained herein have not been communicated to any other firm prior to the official opening.

Respectfully submitted:

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Business

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Name (please print)

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Address

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Signature

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City, State, Zip Code

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E-mail

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Office Phone

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Fax Number

**CITY OF LA PORTE**  
**CERTIFICATION BY RESPONDENT**

City of La Porte Ordinance #98-2217 prohibits any expenditure for goods or services by the City of La Porte from any person, firm, or corporation owing any delinquent indebtedness to the City. The undersigned respondent further certifies that it is in compliance with the requirements of said ordinance. A copy of the ordinance may be obtained by contacting the City of La Porte Purchasing Division at 281-470-5126.

If undersigned is not in compliance with Ordinance 98-2217, it hereby assigns to the City of La Porte, the amount of its delinquent indebtedness to the City of La Porte, to be deducted by the City of La Porte from the amounts due the undersigned.

Failure to remit this certification with the proposal or non-compliance with said ordinance shall be just cause for rejection or disqualification of proposal.

\_\_\_\_\_ The undersigned hereby certifies that it is in compliance with Ordinance 98-2217.

or

\_\_\_\_\_ The undersigned assigns to the City of La Porte, the amount of its delinquent indebtedness, to be deducted by the City of La Porte from the amounts due the undersigned.

*(Initial one of the above)*

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**CITY OF LA PORTE**  
**GENERAL TERMS & CONDITIONS**

**1. RECEIPT AND OPENING OF PROPOSALS**

The City of La Porte, (hereinafter called the "Owner"), invites proposals on the form attached hereto. Sealed proposals shall be submitted **including one (1) marked original and three (3) duplicate on the original forms and clearly marked with RFP number and description.** Owner will receive proposals at the Purchasing Office, 2963 N. 23<sup>rd</sup> Street, La Porte, TX 77571. Proposals will be publicly opened immediately after the closing hour of said date. Vendor name **only** will be read aloud so as to avoid disclosure of contents.

**Any proposal received after the time and date specified shall not be considered.**

The Owner may not consider any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all proposals. Any proposal may be withdrawn prior to the scheduled time for the opening of proposals or authorized postponement thereof.

**2. PROPOSAL MODIFICATIONS**

Any offeror may modify their proposal by written communication at any time prior to the scheduled receipt of proposals, provided such communication is received by the Owner prior to closing time. The communication should not reveal the proposal price, but should provide the addition or subtraction or other modification so that the Owner will not know the final prices or terms until the sealed proposal is opened.

Owner shall not provide interpretation of the meaning of the plans, specifications or other pre-proposal documents to any responder orally. Such communication must be in writing.

Every request for such interpretation should be in writing addressed to the Purchasing Manager, 2963 23<sup>rd</sup> Street, La Porte, TX 77571 or e-mailed to [purchasing@laportetx.gov](mailto:purchasing@laportetx.gov). All requests shall be received at least five (5) days prior to the scheduled time for receipt of proposals. Any and all such interpretations and any supplemental instructions, will be in the form of written addenda to the specifications which, if issued, will be submitted to all prospective offerors not later than three (3) working days prior to the scheduled time for receipt of proposals. Failure of any respondent to receive any such addendum or interpretation shall not relieve offeror from any obligation of submitted proposal. All addenda issued shall become part of the contract documents and must be acknowledged as received on submitted document.

**3. METHOD OF AWARD**

Evaluation will be based on the criteria stated in the RFP. The best proposal submitted by a responsible offeror will be negotiated with the City of La Porte. If proposal amounts exceed the available funds to finance the contract, the Owner may reject all proposals or may award the contract on a negotiated proposal with

3. **METHOD OF AWARD (continued)**

deductible alternates applied in numerical order in which they are listed on the Form of Proposal, as produces a net amount, which is within the available funds.

The City of La Porte reserves the right to waive any informalities or technical errors, that in its judgment will best serve the interests of the City.

4. **FUNDING OUT CLAUSE**

The City of La Porte warrants that funds are available to pay for this contract until the end of its current fiscal year and warrants funds will be requested to make payment in each appropriation period from now until the end of the last renewable option year. However, if funds are not made available after such request, then the City of La Porte may terminate this agreement with thirty (30) days written notice.

5. **QUALIFICATIONS OF OFFEROR**

At the time of the opening of proposals, each offeror will be presumed to be thoroughly familiar with the plans and contract documents (including all addenda). The failure or omission of any offeror to examine any form, instrument, or document shall in no way relieve any offeror from any obligation in respect of his proposal.

The Owner may make such investigations as he deems necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any proposal if the evidence submitted by, or investigation of, such offeror fails to satisfy the Owner that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

6. **CONFLICT OF INTEREST**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any person, who seeks to contract for the sale or purchase of property, goods or services with a local government entity, shall file a completed conflict of interest questionnaire with the City Secretary within 7 business days after initial contact. The Conflict of Interest Questionnaire (Form CIQ) is available from the City of La Porte website at [www.laportetx.gov](http://www.laportetx.gov) or from the Texas Ethics Commission at [www.ethics.state.us](http://www.ethics.state.us). Completed conflict of interest forms may be mailed or delivered to the office of City Secretary, 604 W. Fairmont Pkwy., La Porte, TX 77571. Please consult your own legal advisor if you have questions regarding the statute of this form.

7. **SUPPLEMENTAL INFORMATION**

- A. All prices to be F.O.B., Destination, City of La Porte, La Porte, TX 77571.
- B. The City of La Porte is exempt from all taxes in the State of Texas, including sales tax. A tax-exempt form will be provided upon request.
- C. Use of brand names in specifications is descriptive and not restrictive, and any product of equal quality will be considered, unless noted.
- D. All exceptions to the specifications and/or brand names must be so stated on the proposal.
- E. It is requested that vendors electing not to offer a proposal, submit a **“NO OFFER”** response in order to remain on the vendor list.

## CITY OF LA PORTE

### INDEMNITY HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, Contractor, its successors, assigns and guarantors, shall pay, defend, indemnify and hold harmless the City of La Porte, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, actions, claims, including claims of patent or copyright infringement, damages, losses, expenses, including but not limited to, attorney's fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expenses, related to, arising from or out of or resulting from any actions, acts, errors, mistakes or omissions caused in whole or part by Contractor relating to work, services and/or products provided in the performance of this Contract, including but not limited to, any Subcontractor or anyone directly or indirectly employed by or working as an independent contractor for Contractor or said Subcontractors or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Contractor's and Subcontractor's employees or independent contractors.

The Contractor expressly understands and agrees that any insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City of La Porte, its Council members, officers, agents and employees and herein provided.

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Contractor

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Date

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Printed Name

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Signature

# **CITY OF LA PORTE**

## **SPECIFICATIONS**

### **RFP #08510 – ECONOMIC DEVELOPMENT STRATEGIC PLAN**

#### **Introduction**

The City of La Porte is strategically located south of the Houston Ship Channel with its eastern border on Galveston Bay. The city is at the end of a corridor defined by the Houston Ship Channel, Battleground Industrial District, and the Bayport Industrial District. It is bounded on the west side by the Cities of Deer Park and Pasadena. The City of La Porte has put together this request for proposal to prepare an economic development plan to assist the city in determining the best economic mix for the long-term and outlining a strategy for attracting that mix. The City understands that because of our location between two Port of Houston terminals we could fill all remaining land areas with port related business and be done. However, because we desire to diversify our tax base and to provide our citizens with shopping and leisure activities, in the summer of 2006 we commissioned the Buxton Community ID® Study. It was determined that from this study we could work to develop a “Retail Attraction Strategy”. Additionally in 2005 the City was officially accepted into the Texas Main Street Program and any proposed plan developed must review and incorporate the tenants of this Program.

#### **I. OBJECTIVES**

The overall objective will be to define an economic development strategy for the City of La Porte. Specific objectives within this context that must be achieved are as follows:

1. Determine the best economic mix for the City of La Porte in the future; attracting, creating & retaining jobs; improving workforce & education; and capturing emerging opportunities.
2. Develop a strategy to achieve the desired economic mix.
3. Determine the adequacy of the current development policies and regulations of the city.
4. Define the budget and organizational responsibilities for implementation of the strategy.

#### **II. SCOPE OF WORK**

While the study approach should be defined by the consultant, there are several factors that must be covered in the scope of the project. These are:

1. Identify Stakeholders/Community Input - Input from both the public and private sectors of the City of La Porte is required as part of the building blocks of the economic development plan. It is anticipated that such input will be required from the public sector at the city, county, and school district levels. Input from the City Council, Economic Development Corporation, Planning and Zoning Commission, the Redevelopment Authority/Tax Increment Refinance Zone, Zoning Board of Adjustment and the Main Street Advisory Boards along with the Chamber of Commerce and LPISD, Citizen Input and the private sector business leaders from industry, manufacturing, services and the retail sectors is required. During this phase, the consultant will work closely with the Economic Alliance Houston Port Region (a regional economic development non-profit entity) to ensure this input phase is streamlined and effective.
2. Review of Master/Comprehensive Plan - the City of La Porte has a detailed Master/Comprehensive Plan for the city that was based upon the growth potential for the area when the Plan was developed. In view of the recent changes in the economic situation in the Houston Metropolitan area, this data should be reviewed carefully to determine if the direction of the future growth has changed significantly. If there has been a change, then an analysis of the impact on the Master/Comprehensive Plan should be conducted.
3. Review of the Development Policies - A thorough review of all development policies and regulations of the City of La Porte should be undertaken. The review should contrast La Porte's policies with that of other cities that have been successful in attracting development. Also, input from the Planning and Zoning Commission, developers, and businesses within La Porte should be used to evaluate these policies and regulations.
4. Develop a strategy to enhance the City's Main Street Business District and examine the potential for redevelopment of Main Street District to include possibly South Broadway from Main Street along to its intersection with Fairmont Parkway.

The consultant shall review external forces, existing strengths and weaknesses and develop objectives and implementation strategies with clearly defined budgetary and organizational responsibilities needed to accomplish the objective.

The consultant should also review the current Main Street Program and provide recommendations to strengthen and enhance current program and evaluate effectiveness and community support.

The study should also:

- a. Consider the historical preservation element setting out plans and programs for those structures in the area having historical, architectural, scenic or similar significance. Examine potential for participating in regional heritage tourism programs in the area as well as public art venues.
- b. Examine the potential for retail shopping, specialty shopping, restaurant and entertainment opportunities. Examine the potential for festival shopping and promotion of pedestrian traffic to the area.
- c. Examine existing zoning district regulations and policies affecting development/redevelopment of the area. Prepare recommendations for revisions where necessary to provide regulations that are most suited to the targeted area.
- d. Examine the potential of the general aviation airport.
- e. Examine potential for attracting professional support services for operations at Barbour's Cut and Bayport facilities as well as the New Cruise Terminal.
- f. Examine potential funding sources, grant opportunities, in kind services, etc. How can & should the city compete to attract & retain firms in the target areas? Examine the potential for promoting assistance through Tax Policies and the preliminary economic development incentives policy which can include:
  - Property and Sales Tax Incentives
  - Tax Abatements and Tax Increment Financing
  - Public Improvement Districts
  - Freeport Exemptions
  - Foreign Trade Zones
  - 380 Agreements
  - Enterprise/Empowerment Zones

5. Assessment of the regional Houston MSA economy - movement in regional Houston economy in the last 5 years, the current situation and future direction of the Houston economy should be included as part of the overall effort. Also, an assessment as to how the changes in the Houston economy are likely to affect the southeast portion of the Gulf Coast and the City of La Porte and its plans should also be undertaken.
6. Identification of Alternative Strategies - The consultant should develop several alternative strategies for achieving the type of economic development that is desired by the City of La Porte. The positives and negatives of each strategy should be outlined carefully and a recommended strategy provided by the consultant to the city.

### **III. CONTENTS OF THE PROPOSAL**

The proposal should contain the following major sections.

1. Statement as to the objectives of the study that will demonstrate that the consultant understands the needs of the City of La Porte in regards to this particular project.
2. Study Approach – This section should outline in detail the proposed approach to preparing the economic development plan. Specific steps should be called out in detail along with a schedule for each of the tasks and a proposed set of checkpoint meetings during the course of the study.
3. Project Management – The senior people involved in the development of the plan should be identified and their role spelled out by task. The qualifications of each of the senior consultants should also be spelled out in this section and resumes for those people included in an Appendix. Also, the consultant should define a proposed method for working with the city management and reporting progress.
4. Qualifications – This section should contain a historical overview of the consulting firm described and describe other similar projects that have been undertaken. It should also identify any additional resources within the firm that are available should they be needed during the course of the project.

- a. Proposed Budgets – The proposed budget should be broken out by each major task within the study approach. The cost should be further broken into professional fees and expenses associated with each task.
- b. References – The consultant should include at a minimum three (3) references for similar type of work that has been undertaken within the last five (5) years. The name and telephone number of each reference should be provided in proposal.

#### **IV. EVALUATION CRITERIA**

City staff will use the following criteria to evaluate the proposals and make a selection:

- 35% Experience – Based on years of experience and number of studies of like kind conducted for municipalities
- 35% Qualifications – Studies conducted in areas similar to the City of La Porte, including, but not limited to, size, number of citizens, coastal region, and close proximity to metroplex the size of Houston; affiliation with professional organizations
- 30% Fee – Cost of proposal

City staff will meet with the top rated responders. Any additional information requested shall be considered as part of the proposal and evaluated as such. The City reserves the right to negotiate a best and final offer with the selected vendor.

**RFP# 08510 – ECONOMIC DEVELOPMENT STRATEGIC PLAN**

**PROPOSAL**

TO: CITY OF LA PORTE  
2963 N. 23<sup>RD</sup> STREET  
LA PORTE, TX 77571

FROM: COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
STATE/ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_

Cost of services per attached specifications \_\_\_\_\_

I, THE UNDERSIGNED OFFICIAL OF THE BELOW IDENTIFIED COMPANY, CERTIFY THAT I HAVE EXAMINED ALL OF THE MATERIALS CONTAINED IN THIS RFP AND THAT I HAVE MET ALL REQUIREMENTS AND INSTRUCTIONS, EXCEPT AS CLEARLY NOTED IN MY ATTACHED DOCUMENTS. I FURTHER CERTIFY THAT ALL COSTS HAVE BEEN SHOWN AND I AGREE TO BEAR THE BURDEN OF ANY AND ALL UNDISCLOSED COSTS.

\_\_\_\_\_  
**OFFICER** (Printed name)

\_\_\_\_\_  
**FIRM NAME**

\_\_\_\_\_  
**OFFICER** (Signature)

\_\_\_\_\_  
**DATE**

**CITY OF LA PORTE**

**TARGET DATES:**

**SEALED RFP #08510**

|                            |                     |
|----------------------------|---------------------|
| To Department for Review   | 04/17/08            |
| Department Return          | 04/18/08            |
| Send-Out RFPs              | 04/21/08            |
| Advertising                | 04/20/08 & 04/27/08 |
| Opening                    | 05/27/08            |
| Evaluation Period/Meetings | 05/28/08 – 05/31/08 |
| Agenda Deadline            | 06/02/08            |
| Council & 4B Award         | 06/09/08            |
| Award Notification         | 06/10/08            |

## OFFEROR OBLIGATION CHECK LIST

- ☐ Authorized Signature
- ☐ Duplicate Copies
- ☐ Pre-Proposal Meeting Noted, if Applicable
- ☐ Bonds, Cashier's Checks Enclosed, if Applicable
- ☐ Amendment Acknowledged and Enclosed, if Applicable
- ☐ Returned in Marked, Sealed Envelope by Due Date

***Failure to meet these obligations may cause your  
proposal to be considered non-responsive***

**CITY OF LA PORTE**  
**STATEMENT OF "NO OFFER"**  
**RFP # 08510**

In order to assist the Purchasing Division of The City of La Porte in evaluating and improving our solicitation process, we are asking that you complete this form and return by mail or fax. By submitting this form, you will assist us in evaluating all response, improve our bid solicitation process, and to maintain a positive relationship with you. Failure to respond may result in removal of your firm from our current vendor file.

Please return to:     The City of La Porte  
                              2963 N. 23<sup>rd</sup> Street  
                              La Porte, TX 77571  
                              Fax: 281-470-5127  
                              [purchasing@laportetx.gov](mailto:purchasing@laportetx.gov)

We, the undersigned have declined to bid for the following reason:

\_\_\_\_\_ Specification too "tight," or geared toward one brand or manufacturer only (explain below)

\_\_\_\_\_ We do not offer this type of product or service

\_\_\_\_\_ Unable to meet specifications (explain below)

\_\_\_\_\_ Opening date does not allow sufficient time to complete

\_\_\_\_\_ Unable to meet Bond requirements

\_\_\_\_\_ Other (explain below)

\_\_\_\_\_ Please remove us from your Vendor list

REMARKS:

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Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Signature: \_\_\_\_\_

E-mail: \_\_\_\_\_