



Planning Services Technical Assistance Request for Proposals

I. INTRODUCTION:

The Capital Region Planning Commission (CRPC) requests proposals from qualified consulting firms to: perform quarterly planning commissioner trainings; provide technical assistance and research related to the development of impact fees for transportation infrastructure; and to provide planning, zoning and land use-related technical assistance to local communities as directed by CRPC.

This Request for Proposals does not commit CRPC to award a contract or pay any costs incurred in the preparation of a response to this proposal.

II. WHO WE ARE:

The Capital Region Planning Commission (CRPC) is a regional planning commission in Louisiana for an eleven-parish area and is also the designated staff of the Baton Rouge Area Metropolitan Planning Organization (MPO), serving 5 parishes. CRPC provides technical assistance for economic development, land use planning, and zoning to all members.

As the regional MPO, CRPC focuses much of its resources on transportation planning issues and activities, which includes highway and transit planning, the regional ridesharing program, transportation safety, and air quality issues.

Programs and services provided by CRPC are funded by local member dues, set by the commission, and by contracts approved by the commission with any local, state, federal, or private agency needing the assistance of CRPC staff. The majority of the funding received by CRPC is designated for use in the MPO urbanized area. More information regarding CRPC boundaries and functions can be found at: <https://crpcla.org/>.

III. PROJECT OVERVIEW:

CRPC provides planning and land use technical assistance and training to its member agencies. This assistance may be related to the development or modifications of zoning and subdivision ordinances and the impacts therein, general training to planning commissioners, and land use planning. Because local land use decisions greatly influence the transportation and mobility needs of the region, any of this work completed within the urbanized area (MPO Boundary) is funded by Federal Highway Administration (FHWA) planning funds and is part of CRPC's Unified Planning Work Program (UPWP).

The work performed under this project will include:

- Quarterly Training for Planning Commissioners and related boards as required by Act 859 of the 2005 Louisiana Legislature.



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- On-call technical assistance to be provided in conjunction with CRPC to local parishes and municipalities. This technical assistance typically relates to zoning, subdivision, or other land use concerns as raised by the local community.

IV. OFFEROR'S MINIMUM QUALIFICATIONS & PERSONEL REQUIREMENTS

- At least one principal or responsible member of the firm shall demonstrate a minimum of five years' experience in responsible charge of, or major expertise in, the field involved in this RFP.
- Offeror must show minimum experience of three projects of similar scope.
- Offeror must include on team member with a JD degree and knowledge of zoning and land use law in Louisiana.
- Offeror must include at least one AICP certified planner or their team.
- Offeror must provide 2 local government (nationwide) references.

V. CONTRACT TYPE & DURATION

This contract will be issued as a lump sum per the cost allocations outlined in each task below. The contract time will be one year with the option for two annual extensions, unless otherwise stated in the task description below.

VI. SCOPE OF WORK

The following minimum duties will be completed under this contract. These tasks are not necessarily sequential and may be on-going throughout the contract period. The respondent should address their particular approach and pertinent experience related to these tasks in their RFP submittal.

Task 1: Planning Commissioner Training

Louisiana law requires newly appointed members of planning commissions and related boards to receive a minimum of 4 hours of training on their duties within the first year of their appointment, (*See LA RS 33.103.1- Training requirements; commission and advisory board members*).

These municipal and parish planning commissions make local land use recommendations and decision on residential and commercial developments in their jurisdiction. These land use recommendations and decisions have both a direct and cumulative impact on infrastructure (including the transportation network). This scope of the quarterly training provided by CRPC informs the board members of their duties but also teaches them about the legal framework in which they operate.



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The training covers topics such as, but not limited to: Planning History (national and Louisiana), planning law – to include Supreme Court land use decisions both nationally significant cases and specific relevant cases dealing with Louisiana law, define the role of the planning commission and the comprehensive plan, tools to implement comprehensive plans, ethical considerations of planning commissioners and Q&A. CRPC will review training materials in advance of each session.

Quarterly training sessions will be held at various locations around the CRPC region.

Task 1 Deliverables: Four training sessions per calendar year. The consultant will book venues, at no additional cost, in four separate parishes for four separate dates at the request of CRPC, provide all training materials, and teach the course. One training session per year should be tailored to “advanced” Commissioner Training. Consultant must be available to teach course on a Saturday, generally 8am-noon.

Task 1 Budget: The budget for this task is not to exceed \$20,000, annually

Task 1 Duration: one year, with 2 annual options for renewal

Task 2: On-Call Technical Assistance

Provided land use technical assistance to local parishes and municipalities, in conjunction with CRPC. This technical assistance typically relates to zoning, subdivision, or other land use concerns as raised by the local community. When local governments contact CRPC for technical assistance, the project scope will be discussed with the consultant team and level of consultant effort will be determined.

Outputs typically include zoning code amendments, zoning map amendments, and subdivision ordinance amendments. Specific research and summary documentation on best practices for specific zoning or land use questions may be required. This task may include facilitating public meetings and presenting at planning commission and council meetings. This task does not include full scale community-based comprehensive planning efforts.

Task 2 Deliverables: Various zoning and/or subdivision ordinances; basis; zoning map amendments; research associated with projects requests. Deliverables determined on a project-by-project basis.

Task 2 Budget: The budget for this task is not to exceed \$25,000, annually

Task 2 Duration: one year, with 2 annual options for renewal



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VII. PROPOSAL CONTENT

The response shall include a written proposal that presents the Consultant or Consultant Teams' qualifications and understanding of the work performed as outlined in Section IV of this RFP. Each proposal will be evaluated on the quality and creativity of the methodology presented in the response. The following information shall be provided in submittal:

COVER LETTER

The cover letter will provide a summary of the consultant team's experience and demonstrate that the minimum qualifications (RFP Section IV) are met. The letter must identify a point of contact and be signed by an executive qualified to commit the firm's resources and contain email and phone contact information for the point of contact.

FIRM BACKGROUND

This section should include a brief description of the firm who will be performing the services. Indicate whether the firm is an independent entity or part of a larger corporation. This section should include a general overview of the firm's services as well as the extent to which the firm has experience in the tasks identified in the Scope of Work.

WORK PLAN, TEAM EXPERIENCE & QUALIFICATIONS

Submit the approach and methods for implementing the Scope of Work also identifying any unique issues or departures from the draft Scope of Work that would improve the outcomes. The work plan must identify deliverables. List the personnel qualifications with regard to the minimum personnel requirements and the Scope of Work provided in this RFP. This section should highlight lead and staff per work task and identify role of any sub consultants per task.

WORK SAMPLES

As per Section IV of this RFP at least 3 work examples relevant to the outlined tasks is required. This section shall include a statement from the offeror indicating how the example relates to the proposed RFP scope of work. Any reference projects must also include dates of when the work was performed and the role of the consultant team member in the overall project. Examples should be summarized in the RFP response. Internet links can be provided in addition to the summary statement.

REFERENCES

Include two local government (nationwide) references with email and phone contact information, the project that the firm worked on and dates.



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BUDGET & HOURLY RATE SCHEDULE

The maximum allocated consultant budget for this RFP is stated above by task, which is inclusive of travel and other direct costs. The respondent must include a statement indicating that the scope of work can be completed within the budget allocation. The respondent shall include an hourly rate schedule for firm members included in the staffing plan. The percentage of the budget allocated to sub consultants (if any) must be shown.

DBE PARTICIPATION

The firm should strive to adhere to the Disadvantage Business Enterprise (DBE) goal of the Capital Region Planning Commission. CRPC has adopted a DBE goal of 8%. State the DBE participation rate in the response.

MPO STANDARD FORM

The respondent shall complete and submit the MPO Standard Form with the proposal.

VIII. CRITERIA

The general criteria to be used by CRPC in evaluating responses for the selection of a Consultant to perform these services are:

| Scoring Criteria | Maximum Score |
|--|---------------|
| Professional qualifications of team necessary for satisfactory performance: <ul style="list-style-type: none"> ○ Project manager and key team members are qualified to perform the services necessary ○ Consultant's knowledge of the communities within the CRPC MPO area ○ Demonstration of experience with similar agencies or government entities | 45 |
| Qualifications of Team Members <ul style="list-style-type: none"> ○ Experience of individual as related to scope of work tasks | 35 |
| Past performance of consultant <ul style="list-style-type: none"> ○ Has the consultant cooperated with other MPO's on past projects that are similar ○ 2 or more references provided by consultant | 5 |



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| Quality of Proposal <ul style="list-style-type: none"> o Proposal is easy to read, all elements included, firm’s direction/approach is clearly communicated both visually and in written format. | 15 |
| | 100 |

IX. PROPOSAL SUBMITTAL

Respondents shall submit **4 bound copies and 1 electronic copy** of the proposal to:
Capital Region Planning Commission

Attn: Mr. Jamie Setze, Executive Director 333
14734 South Harrells Ferry Road Suite B
Baton Rouge, LA 70816

The proposal must be **received** by noon C.S.T. on 3/10/23. An electronic submittal shall be submitted **in addition** to the four bound copies. Please direct any questions to Jamie Setze at jsetze@crpcla.org and Dana Weidman at dweidman@crpcla.org. A list of received questions and responses will be posted on our website as they are received.

CRPC will not pay for the development or submission of any proposals in response to this RFP. Furthermore, CRPC reserves the right to reject any or all proposals.

X. SCHEDULE

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|---|---------|
| RFP Distribution (Website/Email) | 2/5/23 |
| Advertise RFP (Newspaper) | 2/5/23 |
| RFP Respondent Deadline | 3/10/23 |
| Notification of Selected Consultant (Approximate) | 4/14/23 |

Note: *CRPC reserves the right to amend and/or change this schedule at their discretion*

ATTACHMENTS

MPO Standard Form

See: www.crpcla.org/publicnotices