

REQUEST FOR QUALIFICATIONS
FOR
URBAN PLANNING SERVICES

CITY OF SHREVEPORT
DEPARTMENT OF COMMUNITY DEVELOPMENT
JANUARY 31, 2012 – FEBRUARY 06, 2012

OVERVIEW

The City of Shreveport Department of Community Development (herein referred to as “City”) is seeking qualifications from urban planning professionals (herein referred to as “Respondent”) to provide planning services that include the development of plans and recommendations for special economic development related projects. Selected firms or individuals will develop strategies that are aligned with existing initiatives and goals of the department.

The City is committed to providing technical assistance, access to capital, and opportunities for growth and development to Minority-Owned Enterprises (MBEs), Women-Owned Enterprises (WBEs), and Small Business-Owned Enterprises (SBEs) within the community. The City is further committed to empowering entrepreneurs, generating jobs for low to moderate income persons, building the tax base, and providing opportunities for wealth creation.

The successful Respondent will work in conjunction with two departmental initiatives that focus on creating opportunities for communities to succeed and thrive, while stimulating economic growth:

Choice Neighborhood: The Northwest Louisiana Council of Governments, its co-applicant, the City of Shreveport, and many partners received a Choice Neighborhood Planning Grant for the West Edge of downtown, Ledbetter Heights and Allendale. This grant will be a catalyst for transforming these disinvested neighborhoods into vibrant neighborhoods of choice. This project will culminate in a Transformation Plan for economic opportunities, and revitalized housing through an infill strategy, creating a mixed-income, multifamily, and a sustainable neighborhood of choice.

In conjunction with the Choice Neighborhood plan, the successful Respondent will create an economic inclusion plan that will reduce barriers to participation in economic development activities and maximize the contribution of targeted sectors. This plan will seek to build the capacity of individual residents, through workforce training and employment and training opportunities. It will also address development and capacity building opportunities for non profits and

businesses in the Choice Neighborhood area. The completed plan must be actionable and specifically identify business, development, and workforce opportunities.

The Shreveport Community Empowerment Service Center: The center will provide technical assistance, training, business services, access to capital, and other available resources. The primary focus areas are homeownership, business creation and retention, and personal investing.

The successful Respondent will develop a technical assistance plan for businesses. They will also identify, create, and implement innovative practices that build assets and achieve lifelong financial well-being for businesses and individuals.

QUALIFICATIONS

Only Respondents who have extensive experience in economic development related activities and technical assistance to small business are eligible to apply. Preference will be given to Respondents who have credentials in urban planning.

FEDERAL, STATE AND LOCAL REQUIREMENTS

Respondents must be willing to comply with procurement requirements, relevant regulations, and any other applicable provisions of Federal, State and local law.

The Respondent must not have any interest which would conflict with the performance of services required by this RFQ. The Respondent also promises that, in the performance of this RFQ, no officer, agent, employee of the City of Shreveport or member of its governing bodies, may participate in any decision relating to this RFQ which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest.

PROJECT AWARD & COMPLETION

The project must begin within ten (10) days after the agreement has been signed. If activities cannot be done in accordance with the approved project timeline, the proposal will be awarded to the next responsive proposal. The project scope of work must be completed within six (6) months of the start date of the agreement.

INSURANCE REQUIREMENTS

- a. The **Respondent** must at its own expense provide and maintain certain insurance in full force and effect at all times during the term of this agreement and any extensions thereto. Such insurance, at a minimum, must include the following coverage and limits of liability:
- (i) Commercial General Liability Insurance in an amount not less than a combined single limit of \$1,000,000 per occurrence and \$1,000,000 annual aggregate. **This policy should be endorsed to name the City as an additional insured.** It is the intent of the **City** that the policy coverage should not be limited by an annual aggregate limitation. If this policy is to be limited by an aggregate annual limitation, the aggregate limitation shall not be less than \$2 Million otherwise **Respondent** must provide a \$1,000,000 per project aggregate applicable for the project specified in this agreement.
 - (ii) Commercial Auto Liability Insurance, including hired, rented or non-owned automobiles, in an amount not less than \$100,000 per person and \$300,000 per each accident or a combined single limit of \$300,000 per occurrence. **This policy shall be endorsed to name the City as an additional insured.**
 - (iii) Workers' Compensation Insurance as required by the laws of the State of Louisiana and Employer's Liability Insurance in a minimum amount of \$1,000,000. This policy shall contain an Other States Coverage Endorsement. When required by the **City**, this policy shall also be endorsed to include coverage required by the United States Longshoreman and Harbor Workers' Compensation Act and Maritime Coverage. The certificate of insurance required by section C, below, must have the following statement shown in the remark section: This policy for workers' compensation protects all members of the insured organization, including an employer a sole proprietor, a partner or bona fide officer of the insured organization, and all employees.
 - (iv) Fidelity Bonding: All persons employed by **Respondent** who will handle funds received or disbursed under this agreement shall be covered by a Fidelity Bond in the amount of twenty-five (25%) of the total funds provided. A statement assuring all persons handling funds received or disbursed under this agreement shall be forwarded to the **City** prior to the initial disbursement of funds to agreement. If the bond or bonds provided herein are canceled or reduced, **Respondent** shall not make any further disbursements until adequate bonding has been obtained.

REQUEST FOR PROPOSAL GUIDELINE

- I. Agency Information
- A. Name, Address, Telephone Number, Electronic E-mail, Facsimile Number, Contact Person
 - B. Type of Organization
 - C. Narrative of Qualifications or Resume
 - D. Resources (staff, equipment, materials to be committed to this project)
 - E. Strategies for Public Participation

- F. Strategies and Methodologies for Completing the Project
- II. References
- A. A list of entitles or governmental agencies for which the Respondent has been employed and/or under contract
 - B. Similar projects reference list

PROPOSAL EVALUATION

A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested. They will be scored and ranked with the highest rating being awarded a contract. In the event of a tie, the most qualified Respondent whose RFQ is deemed most advantageous to the City of Shreveport with all factors considered will be awarded a contract. The selection of finalists may require verbal presentations.

OPTION TO REJECT ANY AND ALL PROPOSALS

The City reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the City to be in the best interests of the City even though not the lowest proposal. The City reserves the right to reject incomplete proposals. At its sole discretion, the City reserves the right extend the deadline time for submission.

AFFIRMATIVE MARKETING

The City encourages MBEs, WBEs, and SBEs to apply. The City also reserves the right to enter into agreements with other governmental or quasi-governmental agencies to provide these services.

SUBMISSION INFORMATION

Complete qualification documents delineating the specifications can be obtained at the Department of Community Development, 401 Texas St, Shreveport, LA, during regular business hours, beginning January 31, 2012, Monday through Friday, 8:30 a.m. and 4:30 p.m. The Request for Qualifications is also posted on the City's website at www.shreveportla.gov

If interested in applying for these professional services, please respond no later than 5:00 p.m., February 06, 2012. All responses shall be directed to Ms. Bonnie Moore, Director, Department of Community Development, Post Office Box 31109, Shreveport, LA 71130 or hand delivered to 401 Texas St, Shreveport, LA, 71101, (318) 673-5900.

APPLICATIONS MAY NOT BE SENT BY FACSIMILE (FAX) or BY ELECTRONIC MAIL (E-MAIL).