

The City of Shreveport



2021  
REQUEST FOR  
QUALIFICATIONS  
(RFQ)

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## **Fiscal Impact Analysis**

**Start: Friday, July 2, 2021**

The submission deadline for receipt of an original and three copies of this request for qualifications is  
Monday, August 2, 2021 at 4:30 p.m.

Submit to:

City of Shreveport  
Department of Community Development  
401 Texas Street  
Shreveport, Louisiana 71101



**CITY OF SHREVEPORT**  
**2021 REQUEST FOR QUALIFICATIONS (RFQ)**  
**Fiscal Impact Analysis**

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**CITY OF SHREVEPORT**  
**2021 REQUEST FOR QUALIFICATIONS (RFQ)**  
**Fiscal Impact Analysis**

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<b>AGENCY:</b>	City of Shreveport
<b>ACTION:</b>	Fiscal Impact Analysis
<b>DATE ISSUED:</b>	Friday, July 2, 2021
<b>RFQ DEADLINE:</b>	Monday, August 2, 2021

**I. OVERVIEW**

The City of Shreveport is seeking proposals from firms to conduct fiscal impact analyses, create municipal and public presentations and visual aids, as well as prepare a fiscal impact tool (“fiscal tool”) for the City and train departments on its use.

The evaluation tool will estimate public revenues and expenditures associated with current and future land use decisions within the City of Shreveport including comprehensive plan changes, annexations, land use, specific use permits and subdivision approvals. The Fiscal Impacts Analysis should include City of Shreveport funded services including but not limited to public safety, water and sewerage, solid waste, public transportation, capital projects, public assembly, recreation, and emergency services. Analysis should also take into consideration the impact of regional services including, but not limited to education and library systems and adjacent municipalities. Shreveport ranks third in population in Louisiana.

**II. INTRODUCTION**

Shreveport ranks third in population. The City of Shreveport, population of 182,616, has seen significant decline over the past 20 years. There was a population decrease of over 9% from 2000-2020. Shreveport is the seat of Caddo Parish, situated in the northwest corner of the state near the borders of Texas and Arkansas. Shreveport extends along the west bank (of the Red River). Shreveport lies at the junction of Interstates I-20 and I-49. The City is also serviced by Interstate I-220. According to the United States Census Bureau,

the City has a total area of 122.35 square miles of which 107.14 square miles is land and 15.21 square miles is water.

The City of Shreveport is the exclusive service provider of water/wastewater, and solid waste/recycling to its residents and businesses including other services provided by the general fund. The overall FY 2020 Budget for all funds is \$212,556,400 and includes Full-Time Equivalent positions (FTEs). The General Fund reflects the City's general service operations such as public safety, roads, parks, and general government operations. The General Fund's two major revenue sources are sales and property taxes. Property Tax makes up 13% and sales tax is 59% of the General Fund's total revenue. The City uses license and permit fees as well as franchise and other fees to supplement the general fund.

As the City declines in population and we continue to add new land through annexation, these analyses and the accompanying tools should assist in facilitating conversations about the concern about the fiscal sustainability of the City and the ability to fund services.

The analysis phase will also provide meaningful inputs into the fiscal impact tool, as well as conduct planning-level cost estimates. These impacts should be looked at related to General Fund costs to the City for a proposed development but also include the expected revenues from enterprise utility funds. The analysis should build upon existing data and integrate the results into a fiscal tool. These local data and assumptions may come from a variety of sources, including the City, Caddo Parish, Caddo Parish Schools, Bossier City, Bossier Parish, North Louisiana Council of Governments, the Louisiana Department of Transportation, and other service providers. The tool development phase will result in a tool that the City can use to evaluate the fiscal impact of land use decisions within the City of Shreveport (including comprehensive plan changes, annexations, re-zonings, specific use permits and subdivision approvals), using the data gathered in the "analysis" phase.

#### **A. SCOPE OF WORK**

1. Conduct a Fiscal Impact Analysis of City revenues and expenditures based on a variety of land uses and taxation/revenue policy in the study area. The analysis should be made using real estate values, occupancy and use estimates, and municipal service costs to determine likely impacts. Fiscal impact analysis shall present annual average costs and revenues associated with existing land uses.
2. Findings for residential, commercial, and public land uses should address how impacts vary by use case, zoning diversity, lot size, street layout, neighborhood age, availability and access to crucial services (groceries, health facilities, education and financial services), access to quality of life amenities (such as parks), and other development factors that contribute to fiscal health.

3. Create a citywide GIS-based Fiscal Impact Analysis which maps revenue and expense per acre. This map should be developed to visually communicate the results of the Fiscal Impact Analysis.
4. Develop a report comparing land use patterns and decisions to City revenues, expenditures, and fiscal health.
5. Develop a list of recommendations and strategies for Shreveport government to utilize the information to develop a more equitable and fiscally stronger city.
6. Create a Fiscal Impact Tool for future use by the City. Model shall be similar to the one used to project above impacts but will allow users to enter specific data inputs to more precisely project the fiscal impacts of development in a specific place. Model should be user-friendly and accessible for use without the need of special software.

## **B. EXPECTATIONS**

To complete the work tasks, at a minimum, the following efforts should be included:

1. Review of the City's budget and any other necessary documents to prepare an analysis.
2. Develop presentations which may be required for both the Planning and Zoning Commission and City Council.
3. Provide training for the use of the tool as well as a methodology to update the tool annually as input factors change within the City.

## **C. TERM**

The contract work is anticipated to begin by September 1, 2021 and should be completed by December 15, 2021.

## **D. SELECTION CRITERIA AND TIMELINE**

The City will determine whether the Responder meets the mandatory minimum requirements. Any Responder who fails to meet the mandatory minimum requirements set forth in this RFQ will be deemed non-responsive and will not be considered further by this solicitation. A selection committee composed of City staff and Metropolitan Planning Commission staff will evaluate all proposals. Submitted proposals will be evaluated using the following key criteria:

<b>EVALUATION CRITERIA</b>	<b>SCORE</b>
Demonstrated ability to deliver high quality, innovative work. (Consultant experience with land use and development analysis, proformas, and economic analysis relevant to the study area.)	25
Ability to write and deliver clear and concise written reports and organized and intuitive proforma templates.	25
Ability to competently include analysis of factors which account for neighborhood-level decline, including underinvestment and lack availability or access to amenities and services.	25
Ability to create fiscal impact tool(s) for ease of use and ability for the City to update data as needed; Completeness and clarity of proposal; and references.	25
<b>Total Score</b>	<b>100</b>

### III. SUBMISSION REQUIREMENTS

Request for Qualifications MUST include the information below:

1. A cover letter setting forth the experience of each member of the Respondent’s team, including any sub-consultant’s experience, describing work performed on similar projects; key personnel qualifications and relevant experience; understanding of the project and the City of Shreveport’s needs.
2. *Methodology for completing the work.* The Respondent’s approach to the project; commitment and ability to perform the project; and, understanding of the project.
3. A statement detailing the Respondent’s ability to complete the project within the time limitations set forth in this RFQ and its availability during that time to periodically work and attend meetings with the City staff and Administration in Shreveport, Louisiana.
4. An organizational structure (flow chart), showing all personnel who would work on the Project, along with any alternate personnel or sub-consultants the Respondent may consider utilizing.

5. If the Respondent, or any principal therein (in his or her official capacity with the Respondent), has been engaged in any litigation as a defendant involving a sum of \$100,000 or more and/or subject to any professional disciplinary action over the last three years, provide a description of the litigation and/or disciplinary action.
6. Please identify the percentage you will have Fair Share, Minority and Women-Owned Businesses, and Disadvantaged Business Enterprise as a part of your team.

#### IV. INSURANCE REQUIREMENTS

Applicants must provide proof of insurance available upon notification of funding. Coverage must be in full force and effect at all times. Such insurance at a minimum must include the following coverage and limits of liability:

A. Commercial General Liability	
Annual Aggregate	\$2,000,000
Per Occurrence	\$1,000,000
B. Commercial Auto Liability Insurance	\$ 300,000
C. Worker's Compensation Insurance	\$1,000,000
D. Fidelity Bonding (25% of Contract Amount)	

**Subrogation Clause**, the Subrecipient and all its insurers shall, waive all rights of recovery or subrogation against the City, its officers, agents or employees and its insurance companies.

**Additional Insured Clause**, the policy must be endorsed to name the City as an additional insured.

**Note:** *These insurance limits are subject to change.*

#### V. REVIEW PROCESS AND TIMELINE

**A.** After selection of the most qualified firm, the City will negotiate a final fee for the project based on a detailed scope of service developed by the City and the selected consultant. If the City and that firm are unable to negotiate a contract, negotiations will be terminated with that firm and the next most qualified firm will be selected until a contract has been negotiated with a qualified firm.

#### **B. DEADLINE FOR APPLICATIONS**

All responses must follow the guidelines detailed below. If interested in applying, please respond no later than 4:30 p.m., **Monday, August 2, 2021**. All RFQs must be

submitted pursuant to the instructions below. It is the Offeror's sole responsibility to ensure that the RFQ is delivered in the manner required by this RFQ by the Due Date and Time. Owner has the right to reject any RFQs not properly delivered.

- C. SEND RFQ TO:** One (1) original request for qualifications plus three (3) copies must be mailed, hand-delivered or emailed to the attention of Bonnie Moore, Director, Department of Community Development.

**MAILING ADDRESS:**

PO Box 31109  
Shreveport, Louisiana 71130

**or**

**PHYSICAL ADDRESS:**

401 Texas Street  
Shreveport, Louisiana 71101

**EMAIL:** [bonnie.moore@shreveportla.gov](mailto:bonnie.moore@shreveportla.gov)

The City of Shreveport is an Equal Employment Opportunity Commission (EEOC) employer. Minorities, women, other socially disadvantaged groups, and agencies are encouraged to apply.



## VI. ATTACHMENTS

Vendor's Application Checklist

Vendor's Application

Affidavit

W-9 Form

Authorizing Resolution

Criminal Conviction Certification

Certificate of Insurance

## Vendor's Application Checklist

**Please ensure that all of the following are included with your application. Incomplete Vendor's Applications cannot be processed.**

### All Vendors

- Vendor Application ([pages 5-6](#))
- W-9 download the most recent revision here <https://www.irs.gov/forms-pubs/about-form-w-9>
- Affidavit ([page 7](#)), original notarized copy must be mailed to the address on the document.
- Proof of certification for any of the following must be provided if selected.
  - Small Business (SBE)
  - Large Business (LBE)
  - Fair Share Certified (FSC)
  - Disadvantaged Business (DBE)\*
  - Architect or Engineer (AEC)
  - Women Owned Business (WBE)

### Vendors located in Shreveport, LA

- Occupational/Business License
- Certificate of Occupancy

### Vendors Located in Caddo Parish, but outside of Shreveport, LA city limits

- Certificate of occupancy

**Information regarding obtaining or renewing an Occupational License or Certificate of Occupancy can be found here <https://www.shreveportla.gov/1607/Guidelines-for-Opening-a-Business>**



### Vendor's Application

Please email, mail, or fax completed application to:  
 City of Shreveport, Purchasing Division  
 505 Travis St, Suite 610 | Shreveport, LA 71101  
 Phone: (318) 673-5450 | Fax: (318) 673-5408 | Email: [purchasing@shreveportla.gov](mailto:purchasing@shreveportla.gov)  
[www.shreveportla.gov](http://www.shreveportla.gov)

Initial Application       Revision

Vendor/Contractor Business Name:			Federal Tax ID or S. S. Number:			Date of Application:		
Web Site Address:								
Sales (Order) Address:					Remittance Address:			
Street Address					Street Address			
City			State	ZIP	City		State	ZIP
Phone			Fax		Phone		Fax	
Email					Email			
Type of Organization: <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation DCB Ownership    % <input type="checkbox"/> Minority Ownership    %								
Type of Business or service: <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Manufacturer/Producer <input type="checkbox"/> Distributor <input type="checkbox"/> MFGR'S Agent								
(Select all that apply) <input type="checkbox"/> Retailer <input type="checkbox"/> Service Establishment <input type="checkbox"/> Wholesaler <input type="checkbox"/> Construction								
It is imperative that the commodity codes are listed on your application. These codes can be accessed on the web at <a href="http://www.shreveportla.gov/2626">www.shreveportla.gov/2626</a> . Click on the three digit code and the five digit codes will be shown. All of the 900 range commodity codes are for services & construction. Please list all commodity codes that apply. Use the back if more space is needed. When working on City property see Section 600 on the web for Insurance Requirements.								
1	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	24	
25	26	27	28	29	30	31	32	
<b>Please check all of the classifications below that apply. Please provide proof of certification with your application.</b>								
Small Business (SBE) <input type="checkbox"/>		Large Business (LBE) <input type="checkbox"/>		Fair Share Certified (FSC) <input type="checkbox"/>		Disadvantaged Business (DBE)* <input type="checkbox"/>		Architect or Engineer (AEC) <input type="checkbox"/>

Initial Below

\_\_\_\_\_ I understand that I will need to watch for the City's ads in the legal section of *The Shreveport Times* and/or on Bidsync/Periscope web site so that I will know when to contact the City for a copy of an Invitation for Bid (IFB), a Request for Proposal (RFP), or a Request for Statement of Qualification (RFS).

\_\_\_\_\_ I certify that the information supplied herein (including attached pages) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal officer, so far as is known, is in arrears on money owed to the City, is now debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services to any agency thereof.

\_\_\_\_\_  
 Signature of Person Authorized to Sign      Name and Title of Person Authorized to Sign for this Firm

\*Defined as those who are socially disadvantaged by Small Business Administration that includes Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Subcontinent Asian Americans. Place actual percentage of ownership from 0% to 100%. Women are not included in this definition of minority unless they fit into one of these categories.  
 Revised 05/17/21

Person authorized to sign bids and contracts in your name (If an agent, so specify):				Person authorized to sign bids and contracts in your name (If an agent, so specify):			
Name		Title		Name		Title	
Street Address				Street Address			
City		State	ZIP	City		State	ZIP
Phone		Fax		Phone		Fax	
Email				Email			
Person to contact on matters concerning bids and contracts:				Person to contact on matters concerning bids and contracts:			
Name		Title		Name		Title	
Street Address				Street Address			
City		State	ZIP	City		State	ZIP
Phone		Fax		Phone		Fax	
Email				Email			

Additional Contacts

Name		Title		Name		Title	
Street Address				Street Address			
City		State	ZIP	City		State	ZIP
Phone		Fax		Phone		Fax	
Email				Email			
Name		Title		Name		Title	
Street Address				Street Address			
City		State	ZIP	City		State	ZIP
Phone		Fax		Phone		Fax	
Email				Email			



**AFFIDAVIT**

**ATTESTING THAT ENTITY OR PERSON  
DOES NOT OWN ADJUDICATED OR LIEN PROPERTY AND  
DOES NOT OWE OUTSTANDING DEBT TO CITY**

**\*\* This affidavit is submitted to document compliance with Shreveport City Code 26-211. \*\***

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared

(Name) \_\_\_\_\_ authorized representative of:  
(Business Name) \_\_\_\_\_ with a Federal Tax Identification Number (EIN) of:  
(Tax ID) \_\_\_\_\_ and with a current email address of:  
(Email Address) \_\_\_\_\_ who does hereby state as follows, to-wit:

- 1 Business Entity or Person does not own any property which is adjudicated to the City of Shreveport, Louisiana or which has demolition liens, grass cutting liens, or any other Property Standards liens on it. For purposes of this subsection, the term "own" shall mean to be the last record owner of the property prior to a tax sale or adjudication.
- 2 Business Entity or Person does not own more than twenty-five percent (25%) of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other Property Standards liens on it.
- 3 Business Entity or Person has paid all taxes, licenses, fees, fines and other charges which are outstanding and due to the City. E.g. false alarm fees, property standard fines, over-due water bills.
- 4 Business Entity or Person will provide written notification to the City's Purchasing Agent no later than the next work day after any of the above statements becomes invalid.
- 5 Upon request of the Purchasing Agent the City reserves the right to require a newly dated/issued Affidavit.

BY: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**SWORN TO AND SUBSCRIBED BEFORE ME**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Identification Number or LA Bar Roll Number  
\*\*\*\*\*

Mail original affidavit via U.S. mail to: *OR* Deliver via other carrier or hand-delivery to:  
Purchasing Division Purchasing Division  
P.O. Box 31109 | Shreveport, LA 71130 505 Travis St., Suite 610 | Shreveport, LA 71101  
**Affidavit must be on file in the Purchasing Office before a contract, purchase order or check is issued.**



**AUTHORIZING RESOLUTION**

Name of Organization: \_\_\_\_\_

Be it resolved by the Board of Directors or \_\_\_\_\_ domiciled

in \_\_\_\_\_ that \_\_\_\_\_ is hereby  
,

authorized to sign any and all contracts and/or agreements with the City of Shreveport and to do any and all things necessary to execute the contracts and/or agreement on behalf of this corporation.

That I, \_\_\_\_\_ , \_\_\_\_\_  
(Name) (Position of Authority)


herby certify that the above and foregoing resolution is a true and correct copy of a resolution of the Board of Directors or Members of this organization which was passed at a meeting, duly called on \_\_\_\_\_, 20 \_\_\_\_\_ at which a quorum was present. This resolution has been entered into the records of this organization, has not been rescinded or modified, and remains in full force and effect on this date.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**WITNESSES:**

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

Federal Tax ID Number: \_\_\_\_\_

CERTIFICATE OF INSURANCE					City of Shreveport					
THIS IS TO CERTIFY THAT POLICIES OF INSURANCE ARE IN FORCE AS LISTED BELOW, SUBJECT TO THE TERMS AND CONDITIONS THEREOF										
INSURED:					COMPANIES AFFORDING COVERAGE					A. M. BEST RATING
					COMPANY A					
					COMPANY B					
					COMPANY C					
					COMPANY D					
COMPANY E										
THIS CERTIFICATE OF INSURANCE NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS, OR ALTERS THE COVERAGES AFFORDED BY THE POLICIES SHOWN BELOW, BUT THE COVERAGES SHOWN BELOW MEET THE CITY CONTRACT SPECIFICATIONS EXCEPT AS SPECIFICALLY NOTED.										
CO LTR #	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)			LIMITS			
	<b>GENERAL LIABILITY</b>						GENERAL AGGREGATE		\$	
	COMMERCIAL GENERAL LIABILITY						PRODUCTS-COMP/CP AGG		\$	
	CLAIMS MADE						PERSONAL & ADV INJURY		\$	
	OCCUR						EACH OCCURRENCE		\$	
	OWNERS' & CONTRACTOR'S PROT						FIRE DAMAGE (Any one fire)		\$	
							MED EXP (Any one person)		\$	
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE UNIT		\$	
	ANY AUTO						BODILY INJURY (Per person)		\$	
	ALL OWNED AUTOS						BODILY INJURY (Per accident)		\$	
	SCHEDULED AUTOS						PROPERTY DAMAGE		\$	
	HIRED AUTOS						AUTO ONLY-EA ACCIDENT		\$	
	NON-OWNED AUTOS						OTHER THAN AUTO ONLY		\$	
							EACH ACCIDENT		\$	
							AGGREGATE		\$	
	<b>GARAGE LIABILITY</b>						STATUTORY LIMITS		\$	
	ANY AUTO						EACH ACCIDENT		\$	
							DISEASE-POLICY LIMIT		\$	
							DISEASE-EACH EMPLOYEE		\$	
	<b>EXCESS LIABILITY</b>								\$	
									\$	
	UMBRELLA FORM								\$	
	OTHER THAN UMBRELLA FORM								\$	
	<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>								\$	
									\$	
	OTHER								\$	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:										
		<b>CERTIFICATE HOLDER:</b> City of Shreveport P.O. Box 31109 Shreveport, LA 71130			SIGNATURE: _____ NAME: _____ MAILING ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____		DATE: _____			
As an authorized representative, I certify that the above fairly represents the policies in force. (revised 11-18-03)										



# City of Shreveport

## FELONY CONVICTION STATEMENT

This document should be furnished with your proposal. Failure to submit at the specified time may result in the proposal being declared as non-responsive.

Bid Number: \_\_\_\_\_

**By signing this document in accordance with La. R.S. 38:2227, the appearer, as a proposer on the above project, does hereby attest that:**

1.0 No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

- 1.1 Public bribery (R.S. 14:118)
- 1.2 Extortion (R.S. 14:66)
- 1.3 Corrupt influencing (R.S. 14:120)
- 1.4 Money laundering (R.S. 14:23)

2.0 Within the past five years from the project proposal date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the proposing entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or proposal awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- 2.1 Theft (R.S. 14:67)
- 2.2 Identity Theft (R.S. 14:67.16)
- 2.3 Theft of a business record (R.S.14:67.20)
- 2.4 False accounting (R.S. 14:70)
- 2.5 Issuing worthless checks (R.S. 14:71)
- 2.6 Bank fraud (R.S. 14:71.1)
- 2.7 Forgery (R.S. 14:72)
- 2.8 Contractors; misapplication of payments (R.S. 14:202)
- 2.9 Malfeasance in office (R.S. 14:134)

If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the cost of rebidding, additional costs due to increased cost of proposal and any and all delay costs due to the readvertisement or cancellation of the contract.

**And, executes this document as:**

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

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

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

By: \_\_\_\_\_  
Signature of Authorized Owner or Representative Title Date

Print Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax to: 318-673-5408 OR Email to: (12-05-17)

## CITY OF SHREVEPORT

### Section 40-Fair Share Requirements (Revised 11-10-2020)

Applies to IFB, RFP, RFS, and RFQ Documents except when a Commodity Purchase or if for the Airport.

- 1.0 **DEFINITIONS**
- 1.1 **Bid**-shall mean bid for IFBs, proposal for RFPs, and quote for RFQs.
- 1.2 **Contractor**-shall mean prime contractor for IFBs, RFPs, and RFQs. For RFSs, **Contractor** shall mean Prime Consultant.
- 1.3 **Offeror**-shall mean a person who submits an RFP.
- 1.4 **Subcontractor**-shall mean subcontractor for IFBs, and RFQs. For RFSs, Subcontractor shall mean Sub consultant.
- 1.5 **FSC**-is Fair Share Certified (specific to City-Funded Projects and included in the Fair Share computation). **Fair Share Certification applications may be obtained as follows:**
- 1.6 Contact Jeanetta Scott... 318-673-5060
- 1.6.1 Fair Share Office
- 1.6.2 505 Travis Street, Suite 260
- 1.6.3 Shreveport, LA 71101
- 1.6.4 FSC Application Affidavits maybe downloaded at:  
[http://www.shreveportla.gov/fair\\_share/pdf/Fairshare\\_download.pdf](http://www.shreveportla.gov/fair_share/pdf/Fairshare_download.pdf)
- 1.7 **DBE-is** Disadvantaged Business Enterprise (specific to Federally-funded Projects - generally FAA, DOTD or FTA projects).
- 1.8 **S/DBE-is** Small Disadvantaged Business Enterprise (again, specific to Federally-Funded Projects - a group that is defined by the Government as "presumptively disadvantaged" by provisions of CFR 49). **DBE applications may be obtained as follows:** <http://www8.dotd.louisiana.gov/UCP/UCPdownloads.aspx>
- 1.9 MBE-is Minority Business Enterprise. The designation of MBE is obtained through the submission of a Vendor's Application that can be obtained through the Purchasing Office. Vendor Applications may be downloaded at: <http://www.shreveportla.gov/bid/section800.htm>
- 2.0 **PURPOSE OF THE PROGRAM**
- 2.1 The City of Shreveport has implemented this program to ensure that their **construction and service** contracts provide employment and growth opportunities for small disadvantaged businesses.
- 2.2 Therefore, when the goal has not been met, prime contractors are required to submit proof showing that good faith efforts have been made to contract with FSC, S/DBE or DBE subcontractors.
- 2.3 All efforts must be documented.
- 2.4 Direct commodity purchases made by the City are exempt from the program.
- 3.0 **FAIR SHARE CONTRACT CLAUSES**
- 3.1 The following Fair Share Contract Clauses and Good Faith Effort Requirements are only a small part of the Fair Share Program.
- 3.1.1 The Fair Share Program full text and forms that will be needed are posted in the Purchasing Office, or available upon request, or available on our web site at [www.shreveportla.gov](http://www.shreveportla.gov), and are incorporated by reference in all solicitation documents with the same force and effect as if set forth in full text.
- 3.1.2 ANY DEVIATIONS FROM THE FAIR SHARE REQUIREMENTS LISTED HEREIN MUST BE CLEARLY IDENTIFIED WITH EACH SOLICITATION RESPONSE.
- 3.1.3 PLEASE CALL THE FAIR SHARE OFFICE AT (318) 673-5060 OR THE PURCHASING DIVISION AT (318) 673-5450 IF YOU HAVE ANY QUESTIONS.
- 3.2 Prompt Payment Clause

- 1.1.1 The City of Shreveport will, after acceptance of goods or services and the receipt of a proper invoice from the contractor, process request for payment, said payment to be paid within thirty (30) days.
- 1.1.2 Prime contractors shall then be required to ensure payment is made to any designated small or disadvantaged business (subcontractors), within fifteen (15) business days of receipt of payment to the prime contractor from the City.
- 1.1.3 Upon satisfactory completion of a contract, the City and/or prime contractor will ensure that any retainage payments are returned within thirty (30) business days.
- 1.1.4 Failure to comply with the terms of this requirement may be grounds for termination of the contract by the City.
- 1.2 **Affirmative Action Clause**
- 1.2.1 The contractor, sub recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.
- 1.2.2 The contractor shall carry out applicable requirements of the appropriate funding guidelines for each contract. Failure by the contractor to carry out these requirements is a material breach of the contract which may result in the termination of this contract or such other remedy as the City deems appropriate.
- 1.3 **Participation of Small Disadvantaged Business Concerns**
- 1.3.1 It is the policy of the City of Shreveport that all prime contractors and service providers utilize qualifying small disadvantaged business concerns.
- 1.3.2 The City has set a goal of 25% for participation of these said business concerns in all City-let contracts and/or purchases.
- 1.3.3 Specific goals are set on federally funded contracts as determined by the regulating federal agency and language to that effect shall be included in those contracts.
- 1.3.4 Failure by a contractor or service provider to include these designated businesses could constitute breach of contract and result in remedial action.
- 1.3.4.1 Assurance of utilization of FSC, S/DBE, and DBE subcontractors is given through FSC FORM 4, Letter of Intent.
- 1.4 **Subcontractor Payment Certification**
- 1.4.1 Every contract by the City for the performance of work will contain a provision requiring the prime contractor to certify in writing that all subcontractors and suppliers have been paid for work and materials from previous progress payments received (less any retainage) by the prime contractor prior to receipt of any further progress payments.
- 1.4.2 In the event a contractor is unable to pay subcontractors or suppliers until it has received a progress payment from the City, the prime contractor shall pay all subcontractors or suppliers funds due, from said progress payments within forty-eight hours of receipt of payment from the City.
- 1.4.3 During the contract and upon completion of the contract, the City may request documentation to certify payments to subcontractors or suppliers. This provision in no way creates any contractual relationship between any subcontractor and the City or any liability on the City for the contractor=s failure to make timely payment to the subcontractor.
- 1.5 Fair Share Certified (FSC), S/DBE or DBE PARTICIPATION-GOOD FAITH EFFORT REQUIREMENTS
- 1.6 PRE-BID EFFORTS REQUIRED REGARDING S/DBEs or DBEs
- 1.7 Bidders are **required** to contact, and make good faith efforts to contract with City and Louisiana Unified Certification Program (LAUCP) Certified FSC, S/DBE or DBE firms for each division of work identified in these documents which will be performed by a subcontractor.
- 1.8 A list of FSC, S/DBE or DBE contractors specializing in the divisions of work identified for subcontracting on this project can be found at the following Web Sites...City Projects: <http://www.shreveportla.gov/Forms/Fairshare/index.asp> Federal Projects: <http://www8.dotd.louisiana.gov/ucp/>
- 1.9 These requirements are contractual obligations and are included in all contracts.
- 1.10 Failure to comply may result in a finding of breach of the contract, disqualification of the bidder to bid on future contracts, or a claim for damages.

- 1.1 Who to contact
  - 1.1.1 For each division of work identified in these documents that will be performed by a subcontractor, Bidders must contact:
  - 1.1.2 Every FSC, S/DBE or DBE firm that attended the pre-bid meeting (if one was held) which specializes in a division of work that will be subcontracted, and
  - 1.1.3 In addition to the above, a minimum of five (5) other FSC, S/DBE or DBE firms.
  - 1.1.4 If there are less than 5 firms listed for a particular division of work, all of the subcontractors in that division must be contacted.
- 1.2 When to contact
  - 1.2.1 All Bidders must provide project information to FSC, S/DBE, or DBE firms in sufficient time to permit the firm to have an equal opportunity to compete for work that the successful bidder will subcontract together with the date and time that subcontractor's bids are due.
  - 1.2.2 The first documented contact with each FSC, S/DBE, or DBE firm must be at least seven (7) working days before bid opening.
- 1.3 How to contact
  - 1.3.1 First contact: Bidders shall contact FSC, S/DBE or DBE subcontractors by letter or fax to advise them of potential subcontracting opportunities.
  - 1.3.2 Follow-up: Bidders shall follow up with telephone calls to each FSC, S/DBE, or DBE firm contacted to determine if a bid will be submitted or if further information is required.
  - 1.3.3 A firm need not be contacted if that firm responds to the first contact with a statement that the firm will not bid on this project.
- 1.4 What information must be provided
  - 1.4.1 **The apparent lowest construction/service provider bidder shall be required to complete/submit Fair Share Forms 1 through 4 within 72 hours after notification. If additional information is needed, it must be turned in within 24 hours or the bid will be declared as non-responsive when additional time is not approved by the Fair Share office.**
- 2.0 **ADDITION/REPLACEMENT OF SUBCONTRACTORS AFTER SUBMISSION**
  - 2.1.1 The successful bidder will not be permitted to add or replace a subcontractor without the consent of the DBE Compliance Manager and/or the Fair Share Office and the Originating Department.
  - 2.1.2 If any subcontractor is added or replaced after the contract award, the contractor shall make good faith efforts to contract with another FSC, S/DBE, or DBE for the work to be performed by that subcontractor.
  - 2.1.3 Documentation of these efforts is required, and must be submitted to the Purchasing Agent and the Fair Share Office **on FSC FORM 2.**
- 3.0 **DOCUMENTATION OF GOOD FAITH EFFORTS**
  - 3.1 **FAIR SHARE DOCUMENTS TO BE SUBMITTED BY THE APPARENT LOWEST CONSTRUCTION/SERVICE PROVIDER BIDDER.**
    - 3.1.1 **COMPLIANCE AGREEMENT-FSC FORM 1.** Submit completed **FSC FORM 1.**
    - 3.1.2 **UTILIZATION/CONTRACT TRACKING-FSC FORM 2.** Submit **FSC FORM 2** showing all subcontractors/all sub-subcontractors to be used on this contract and use for any changes also. **Note:** Construction Bidders, including 100% Fair Share/DBE, must turn in this form showing all subcontractors to be used on this contract.
    - 3.1.3 **PROJECT CONTACT SHEET-FSC FORM 3.** Submit **FSC FORM 3** showing a completed log of contacts with FSC, S/DBE, or DBE firms.
    - 3.1.4 **LETTER OF INTENT-FSC FORM 4.** Submit a signed **FSC FORM 4**, Letter of Intent indicating FSC, S/DBE and DBE Subcontractors and Sub-Subcontractors along with the scope of work to be performed and price/cost of goods or services to be performed by the Subcontractor. There must be a separate Letter of Intent for each FSC, S/DBE or DBE Subcontractor or Sub-subcontractor. This **letter of Intent** must be submitted within 72 hours of the bidder being designated as "the apparent lowest construction/service provider bidder", or his/her bid **will** be declared non-responsive.

- 1.1.1 Failure to submit these documents shall make a bid non-responsive and the apparent lowest bidder ineligible to receive an award of the contract.
- 1.1.2 The Purchasing Agent and/or the DBE Compliance Manager and/or the Fair Share Office shall have the right to seek clarification to assure good faith effort compliance.
- 2.0 **DOCUMENTS TO BE SUBMITTED AFTER CONTRACT AWARD.**
- 2.1.1 **MONTHLY SUBCONTRACTOR PAYMENT UTILIZATION REPORT-FSC FORM 5:** All subcontractors (including FSC, S/DBE, or DBE firms) and second tier subcontractors shall be reported on the FSC **FORM 5** as well as contract amounts and payments.
- 2.1.2 **Copy of letter or fax sent to FSC, S/DBE, or DBE firms:** *When requested, provide one copy of the letter or fax sent to FSC, S/DBE or DBE firms to solicit bids for this project. If more than one form of letter or fax was sent, submit a copy of each form sent.*
- 2.2 **Optional Good Faith Efforts**
- 2.2.1 Contractors should consider efforts such as:
- 2.2.2 Did the contractor advertise in general circulation, trade association, and small disadvantaged-focus media concerning subcontracting opportunities?
- 2.2.3 Did the contractor provide written notice to a reasonable number of specific FSC, S/DBEs, or DBEs that interest in the contract was being solicited, in sufficient time to allow the FSCs, S/DBEs, or DBEs to participate effectively? (NOTE: It is recommended that certified mail be used to provide documentation).
- 2.2.4 Did the contractor follow up initial solicitations of interest by contacting FSC, S/DBEs or DBEs to determine certainty whether the FSCs, S/DBEs or DBEs were interested?
- 2.2.5 Did the contractor select portions of the work to be performed by FSCs, S/DBEs, or DBEs, including, where appropriate, breaking down contracts into economically feasible units to facilitate participation?
- 2.2.6 Did the contractor provide interested FSCs, S/DBEs, or DBEs with adequate information about the plans, specifications, and requirements of the contract?
- 2.2.7 Did the contractor negotiate in good faith with interested FSCs, S/DBEs, or DBEs, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities?
- 2.2.8 Did the contractor make efforts to assist interested FSCs, S/DBEs, or DBEs in obtaining bonding, lines of credit, or insurance required by the recipient or contractor?
- 2.2.9 Did the contractor effectively utilize the services of available community organizations; contractors' groups; local, state, and federal business assistance offices; and other organizations that provide assistance in the recruitment and placement of FSCs, S/DBEs, or DBEs?

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END

**City of Shreveport**  
**COMPLIANCE AGREEMENT-FSC FORM 1**

Bid Number: \_\_\_\_\_ (Revised 9-10-07)

**By signing this document, the bidder hereby certifies, understands, and affirms that:**

- 1.0 It has not discriminated against any FSC, S/DBE, or DBE firms in awarding subcontracts for this project.
- 2.0 The good faith efforts requirements are contractual obligations that must be fulfilled whether or not listed on these forms.
- 3.0 **The apparent lowest construction/service provider bidder shall be required to complete/submit Fair Share Forms 1 through 4 within 72 hours after notification. If additional information is needed, it must be turned in within 24 hours or the bid will be declared as non-responsive when additional time is not approved by the Fair Share office.**
- 4.0 Failure to provide information may result in a loss of the bidder's bid bond.
- 5.0 Replacement of a subcontractor during contract performance without: a) obtaining the prior written consent of the DBE Compliance Manager and/or the Fair Share Office and the originating department; and b) subsequent good faith efforts in selection of a replacement; is prohibited and a breach of contract. **See UTILIZATION/CONTRACT TRACKING-FSC FORM 2 AS REQUIRED FOR ALL SUBS/SUB of SUBS.**
- 6.0 Consideration was given to waiving bonding requirements for FSC, S/DBE, or DBE subcontractors.

**And, Executes this Compliance Agreement as:**

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

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

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

By: \_\_\_\_\_  
Signature of Authorized Owner or Representative                      Title                      Date

Print Name: \_\_\_\_\_





**Bid # \_\_\_\_\_ PROJECT# \_\_\_\_\_ FSC FORM 4**

**Fair Share / Disadvantaged Business Enterprise Compliance Management**

**LETTER OF INTENT TO PERFORM AS A PRIME CONTRACTOR AND  
UTILIZE A SUBCONTRACTOR/SUBCONSULTANT**

[NOTE: Pursuant to the City of Shreveport's Fair Share Program for Equal Business Opportunity, established by Ordinance No. 105, 1999, 7-27-99, DBE firms participating in the Program must have current certification status prior to award of a contract where they are counted towards subcontracting participation. If the City of Shreveport determines that a firm is not an eligible DBE firm, that firm is advised to immediately submit a completed certification application to the State of Louisiana, Department of Transportation and Development, LAUCP Section, P.O. Box 94245, Baton Rouge, LA 70804-9245 for consideration on subsequent projects.

1. Name of Project \_\_\_\_\_

2. Name of offeror/prime contractor \_\_\_\_\_

3. The undersigned is prepared to perform the following described work and/or supply the material listed in connection with the above project (where applicable specify "supply", "install" or "perform particular services"):

\_\_\_\_\_ at the price of \$ \_\_\_\_\_

\_\_\_\_\_  
(Name of DBE/FSC Firm) (Date)

\_\_\_\_\_  
Circle one (Owner/Authorized Agent of DBE/FSC firm) Type or Print Name (Signature of Owner or Authorized Agent of DBE /FSC Firm)

\_\_\_\_\_  
(Phone Number) (Fax Number)

**AFFIDAVIT OF PRIME CONTRACTOR**

I HEREBY DECLARE AND AFFIRM that I, \_\_\_\_\_ am the duly authorized representative of  
(Circle one-Owner/Authorized Agent)

\_\_\_\_\_ and that I have personally reviewed the material and  
Name of Prime Contractor

facts set forth in this Letter of Intent to Perform. To the best of my knowledge, information, and belief, the facts in this form are true, and no material facts have been omitted.

Pursuant to the City of Shreveport Ordinance, No. 105, 1999, 7-27-99, Sec. 2-414, Intentional failure by a contractor or service provider to include these designated businesses could constitute breach of contract and result in remedial action. Further, any person [entity] who makes a false or fraudulent statement in connection with participation of a DBE or FSC in any City of Shreveport contract may be referred for debarment procedures from subsequent contracts with the City of Shreveport.

I do solemnly swear or affirm that the signatures contained herein and the information provided by the Prime Contractor are true and correct, and that I am authorized on behalf of the Prime Contractor to make this affidavit.

\_\_\_\_\_  
Circle One (Owner/ Authorized Agent) Type or Print Name (Name of Prime Contractor company/firm -Print or Type)

\_\_\_\_\_  
(Signature of Owner or Authorized Agent) (Date)

\_\_\_\_\_  
(Phone Number) (Fax Number) (Revised 8-30-07)