

Contract 590-19-012

LAFAYETTE CONSOLIDATED GOVERNMENT

DEPARTMENT OF FINANCE

PURCHASING & PROPERTY MANAGEMENT DIVISION

REQUEST FOR PROPOSAL

2019 PlanLafayette Major Amendment

LAFAYETTE CONSOLIDATED GOVERNMENT BUILDING
705 WEST UNIVERSITY AVENUE
PO BOX 4017-c
LAFAYETTE LA 70502

INDEX
CONFLICT OF INTEREST
REQUEST FOR PROPOSAL
INSTRUCTIONS
SCOPE OF SERVICES
INFORMATION CERTIFICATE OF INSURANCE

LAFAYETTE CONSOLIDATED GOVERNMENT CONFLICT OF INTEREST POLICY

TO AVOID ANY POSSIBLE CONFLICTS OF INTEREST, IT IS THE POLICY OF THE LAFAYETTE CONSOLIDATED GOVERNMENT THAT NO DIRECT OR INDIRECT PURCHASES OF ANY GOODS OR SERVICES WILL BE MADE FROM EMPLOYEES.

ACCORDINGLY, IF YOU HAVE RECEIVED THIS BID OR QUOTE PACKAGE, AND IF YOU ARE AN EMPLOYEE OF THE LAFAYETTE CONSOLIDATED GOVERNMENT, OR IF ANY MEMBER OF YOUR COMPANY IS A LAFAYETTE CONSOLIDATED GOVERNMENT EMPLOYEE, PLEASE DO NOT SUBMIT A BID OR QUOTE FOR THE PRODUCT, GOOD, OR SERVICE REQUESTED BECAUSE WE CANNOT, NOR WILL WE ACCEPT THE BID OR QUOTE.

THIS DOCUMENT CONSTITUTES OFFICIAL NOTIFICATION OF THE LAFAYETTE CONSOLIDATED GOVERNMENT'S CONFLICT OF INTEREST POLICY, AND THUS, ESTABLISHES THE REQUIREMENT THAT THE INDIVIDUAL OR COMPANY IN RECEIPT OF THIS REQUEST FOR BID OR QUOTE IS SOLELY RESPONSIBLE FOR NOTIFYING LAFAYETTE CONSOLIDATED GOVERNMENT THAT A CONFLICT OF INTEREST EXISTS.

PLEASE CONTACT THE PURCHASING DIVISION AT (337) 291-8258 AND SPEAK WITH THE INDIVIDUAL ADMINISTERING THE PURCHASING PROCESS.

REQUEST FOR PROPOSALS

Notice is hereby given that sealed proposals will be received either electronically at <https://lccprod-lm01.cloud.infor.com:1442/lmscm/SourcingSupplier/controller.servlet?context.dataarea=lmscm&context.session.key.Supp lierGroup=100> or in the office of the Purchasing Division at the Lafayette Consolidated Government Building, located at 705 West University Avenue, Lafayette, Louisiana, **until 4:00 p.m. Central Time on the 7th day of June 2019** or the following:

2019 PlanLafayette Major Amendment

and will, shortly thereafter, be opened and the NAMES ONLY read aloud in the Office of Purchasing located at 705 West University Avenue, Lafayette, LA. Proposals received after the above specified time for opening shall not be considered and shall be returned unopened to the sender. Sealed proposals may be hand carried or mailed to the address listed above.

In accordance with Louisiana RS 38:2212., vendors may submit their proposal electronically at <https://lccprod-lm01.cloud.infor.com:1442/lmscm/SourcingSupplier/controller.servlet?context.dataarea=lmscm&context.session.key.Supp lierGroup=100>. Copies of the RFP specifications are available **to VIEW ONLY** by electronic means. Vendor may request by email an electronic copy of the RFP to Tara Cazares at tcazares@lafayettela.gov.

Contractors wishing to submit their bid electronically must first be registered online with Lafayette Consolidated Government as a potential supplier at the website listed above.

Vendors submitting proposals electronically are required to provide the same documents as vendors submitting through the mail or by hand delivery. Regardless of the proposal results, the vendor will have 48 hours from opening of the proposals to provide the Lafayette Consolidated Government the original documents. . If a vendor fails to provide one (1) original and four (4) exact copies of these documents within 48 hours of the proposal opening, their proposal shall be considered non responsive.

Copies of the RFP specifications are available at the Purchasing Office located at 705 West University Avenue, Lafayette, LA 70506. Telephone number (337) 291-8071 (Attn: Tara Cazares). RFP specifications shall be available until twenty-four (24) hours before the proposal opening date.

No bidder may withdraw his proposal for at least ninety (90) days after the time scheduled for the opening of proposals. Each proposal shall follow the instructions listed in the RFP regarding submittal of their proposal.

Proposals will be evaluated by the Purchaser based on the evaluation criteria outlined in the Request for Proposals. LCG further reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Vendor can offer. At its discretion, LCG reserves the right to request best and final offers from the RFP finalists. The Vendor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. The Lafayette Consolidated Government reserves the right to reject any and all proposals or any portions thereof, to waive informalities and to select the material that best suits its needs.

The Lafayette Consolidated Government strongly encourages the participation of DBEs (Disadvantaged Business Enterprise) in all contracts or procurements let by the Lafayette Consolidated Government for goods and services and labor and material. To that end, all contractors and suppliers are encouraged to utilize DBEs business enterprises in the purchase or sub-contracting of materials, supplies, services and labor and material in which disadvantaged business are available. Assistance in identifying said businesses may be obtained by calling 291-8410.

PURCHASING DIVISION
Lafayette Consolidated Government

PUBLISH DATES: 5/8/2019; 5/12/2019; 5/19/2019

DPR # 915049

Affidavit of Publication

INSTRUCTIONS TO PROPOSER

INSTRUCTIONS TO PROPOSERS

ARTICLE 1 - SIGNATURE AUTHORITY OF PROPOSER

The person signing the proposal must be:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a proposal as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit; or
3. An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids.

By signing the proposal, the proposer certifies compliance with the above.

ARTICLE 2 - CONTRACTOR'S INSURANCE AND SUBCONTRACTOR'S INSURANCE

The certificate of insurance with the appropriate limits listed below shall be furnished to the Lafayette City-Parish Government within ten (10) days of notice of award.

The Contractor shall not commence work under this contract until he has obtained all insurance required by this paragraph, and until such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work on his subcontract until the insurance required has been obtained and submitted. Proper certificates evidencing such insurance shall be furnished to the Owner prior to commencement of work. All certificates of insurance must contain provisions indicating that no cancellation or change in such insurance shall be effected for any cause without thirty (30) days written notice being first given to the Owner.

If at any time, any of the insurance policies required to be furnished by the Contractor under the terms of this Article shall lapse, expire, or fail to comply with the requirements of this Article, the Contractor shall procure and obtain such new insurance policies as may be required in order to comply with the requirements of this Article. Upon obtaining a new insurance policy, the Contractor shall submit a new certificate of insurance to the Owner for approval. Upon failure of the Contractor to furnish, deliver and maintain such insurance as required by this Article, the contract, at the election of the Owner, may be declared suspended, discontinued or terminated. Failure of the Contractor to maintain any required insurance shall not relieve the Contractor from any liability under the contract, nor shall the insurance requirements contained in this Article be construed to conflict with the obligations of the Contractor regarding indemnification as set forth in Article 11.

The requirements contained in this Article shall not be construed and are not intended to limit the Contractor's obligations to indemnify and defend the Lafayette City-Parish Consolidated Government as contained in Article 11, but merely constitute minimum insurance requirements which must be provided to secure such obligations.

Only an Acord Certificate of Insurance shall be accepted. Any exceptions to the requirements found herein shall be requested for approval prior to submittal of proposal. No exceptions to the insurance shall be taken unless modified by Addendum.

The Contractor shall effect and maintain until completion and acceptance of the work, insurance as follows:

Professional Liability The awarded contractor shall provide Professional Liability Coverage in the amount of \$250,000.00.

In addition, the following insurance shall be required:

I. Standard Worker's Compensation Insurance - Full statutory liability for the State of Louisiana with Employer's Liability Coverage of \$500,000 minimum per occurrence.

II Commercial General Liability - All comprehensive general liability insurance shall include coverage for the following:

A. Premises Operations	\$500,000
B. Independent Contractors	\$500,000
C. Products - Completed Operations	\$500,000
D. Contractual Liability	\$500,000
E. Broad Form Property Damage	\$500,000

III. Business Auto Liability Policy

	* BODILY INJURY <u>per person</u>	* BODILY INJURY <u>per accident</u>	* PROPERTY DAMAGE <u>per accident</u>
A. Any Auto	\$ 100,000	\$ 100,000	\$ 100,000
B. Owned Autos	\$ 100,000	\$ 100,000	\$ 100,000
C. Non-Owned Autos	\$ 100,000	\$ 100,000	\$ 100,000
D. Hired	\$ 100,000	\$ 100,000	\$ 100,000

If Coverage A - Any Auto is carried, Coverages B, C, & D will not be required. If the Contractor does not own an automobile (vehicle) and an automobile (vehicle) is utilized in the execution of the contract, then hired and non-owned coverage is required.

IV. Umbrella Liability

In lieu of providing insurance at the limits required in Sections I, II and III of this Article, Contractors may fulfill the requirements of this Article by securing umbrella liability insurance coverage provided that the combined total of the primary and umbrella coverages satisfy the minimum required insurance limits set forth in Sections I, II and III hereinabove.

V. Consolidated Government as an Additional Insured

The Lafayette City-Parish Government, its officials, employees and volunteers must be named on all liability policies described above as additional insureds.

VI. Waiver of Insurance Requirements

Notwithstanding anything to the contrary contained herein, Lafayette City-Parish Government reserves the right at all times, in its discretion, to alter, amend, and/or waive insurance requirements set forth in this Section where the insurance carried and/or to be provided by the

Contractor is deemed reasonable, sufficient and adequate to protect the interests of the Consolidated Government, provided that the Consolidated Government shall take no steps to impose more stringent and onerous insurance requirements on the Contractor than those contained herein.

VII. Waiver of Subrogation

Contractors must obtain a Waiver of Subrogation from all insurance carriers providing coverage under Sections I, II, III and IV in this Article for any and all claims which could be asserted against the Lafayette City-Parish Consolidated Government, its employees, agents, representatives, officers, directors, elected and appointed officials, and volunteers.

ARTICLE 3 - CANCELLATION OF INSURANCE

The contractor shall not cause any insurance policy to be cancelled or permit it to lapse and all insurance policies shall include a clause to the effect that the insurance policy or certificate shall not be subject to cancellation or to a reduction in the required limits of liability or amounts of insurance until notice has been mailed to the Owner stating the date when such cancellation or reduction shall be effective, which date shall not be less than thirty (30) days after such notice.

ARTICLE 4 - SUBCONTRACTS

To encourage minority participation to the greatest extent possible, it is further required, of the contractor that any minority subcontractors, proposed for the work, be identified, as such, and the name and domicile of said minority subcontractor be provided.

The contractor agrees that he is fully responsible to the owner for the acts and omissions of his subcontractors and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

ARTICLE 5 - CANCELLATION OF CONTRACT (TERMINATION)

Lafayette City-Parish Consolidated Government reserves the right to terminate the contract, without penalty, for cause immediately or without cause in accordance with the requirements outlined in the Request For Proposal.

1. In the event Contractor fails or refuses to timely perform any of the provisions of this Agreement in the manner required, or if Contractor violates any provision of this Agreement, Contractor shall be deemed in default. Lafayette City-Parish Consolidated Government shall provide written notice of such default to Contractor's Project Manager. Contractor shall cure said default within in a period of two (2) working days. If such cure is not completed in a timely manner, Lafayette City-Parish Consolidated Government may assess liquidated damages or terminate the Agreement forthwith by giving written notice to Contractors Project Manager. Lafayette City-Parish Consolidated Government may, in addition to the other remedies provided in this Agreement or authorized by law, terminate this agreement by giving written notice of termination. Contractor shall be responsible for all costs incurred by Lafayette City-Parish Government, including replacement costs of equipment and labor required to provide service during Contractor's default.

2. This agreement may be terminated without cause by Lafayette City-Parish Government upon ten (10) days written notice delivered to the Contractor either personally or by mail. Upon termination, Lafayette City-Parish Government shall pay to Contractor that portion of

compensation specified in the Agreement that is earned and unpaid prior to the effective date of termination.

3. In addition to, or in lieu of, remedies provided in this Agreement or pursuant to law, Lafayette City-Parish Government shall have the right to withhold all or a portion of Contractor's compensation for contract services if, in the judgment of the Project Manager or designee, the Contractor fails to satisfactorily perform contract services. Lafayette City-Parish Government shall have the right to retain funds withheld until the Project Manager or designee determines that contract services are performed as required by this Agreement.

ARTICLE 6 - SUBMISSION AND OPENING OF PROPOSALS

All proposals shall be enclosed in a sealed envelope which will be marked with the name of the proposal being submitted, and shall either be mailed or hand delivered to: Purchasing Division, Lafayette City-Parish Consolidated Government, PO Box 4017-C, 705 W. University Avenue, Lafayette, Louisiana 70502.

The Request for Proposals will establish the date and time of the proposal opening or modified by addendum. Proposals will be received until the stated date and time. The timely delivery of the proposals solely rests with the proposer, and late arriving proposals will not be considered.

ARTICLE 7 - TERMS

The contract term shall begin on the date of contract finalization and shall remain in effect for a period of one (1) year. Upon agreement by both Lafayette City-Parish Consolidated Government and the Contractor, the contract may be extended for three (3) additional one-year terms, at the option of Lafayette City-Parish Consolidated Government, unless either party notifies the other party in writing, not less than one hundred eighty (180) days prior to the expiration of the initial one (1) year term or the expiration of each additional one (1) year extended term of its intention to terminate this Contract.

ARTICLE 8 – COMPENSATION AND REIMBURSABLE EXPENSES

For performing the work compensation shall be a lump-sum fee, Lafayette City-Parish Consolidated Government agrees to compensate Contractor on a progress payment basis. No advance payment shall be made to Contractor or Subcontractors prior to the initiative of completion of services. Lafayette City-Parish Consolidated Government shall compensate Contractor based upon receipt of an invoice and application for payment, in format as approved by Lafayette City-Parish Consolidated Government, which shall be submitted no later than ten (10) business days following the last business day of each month.

ARTICLE 9 – OWNERSHIP, CONTROL, AND CONFIDENTIALITY OF DOCUMENTS

Provided the Contractor is fully paid for all work satisfactorily completed to date, all work product created by Contractor as part of the Work, including, but not limited to, plans, drawings, reports, studies, photos, designs, and deliverables, shall be the property of Lafayette City-Parish Consolidated Government. Contractor shall also provide Lafayette City-Parish Government digital copies of work products upon request in such media as may be specified. Contractor shall not provide copies of any work product created as part of the Work to third parties, or use any work product created as part of the Work for a purpose outside of the Work, without the express prior written approval of Lafayette City-Parish Consolidated Government. Lafayette City-Parish Consolidated Government shall have full right to use, duplicate, and disclose the work product of Contractor created as part of the Work, and to authorize others to do so.

Planning Consultant shall have the right to reference the project among its promotional and professional materials. Owner shall have the right to reference Planning Consultant's names in its materials related

to the project.

Notwithstanding the foregoing, Planning Consultant makes no representation that any work product created as part of the Work is suitable for reuse for any purpose outside of the Work. Should Owner reuse such work product without Planning Consultant's specific written verification or adaptation, such reuse will be at Owner's sole risk, without liability to Planning Consultant.

ARTICLE 10 - NON-APPROPRIATION OF FUNDS

The continuation of this contract into a new fiscal year is contingent upon the appropriation of funds to fulfill the requirements of the contract. If the Lafayette City-Parish Consolidated Government fails to appropriate sufficient monies to provide for payments under the contract, the obligation to make payment under the contract shall terminate on the last day of the fiscal year for which funds were appropriated.

ARTICLE 11 - BUDGETED FUNDS

Notwithstanding anything to the contrary in the agreement, the parties agree that the maximum amount payable under the agreement shall be that which is the amount budgeted by the Lafayette City-Parish Consolidated Government for said project. In the event the total amount of the contract is increased by reason of additional quantities or any other reason, so as to exceed the amount budgeted, the parties agree that the Lafayette City-Parish Consolidated Government shall not be liable for the amount of such increase until and unless said budget is amended as provided for the Lafayette City-Parish Consolidated Government Home Rule Charter to allow for such an increased amount.

ARTICLE 12 - DEFENSE AND INDEMNITY

In the contract to be awarded, the Contractor does and will agree to defend, indemnify, and hold forever harmless the Owner and their respective employees, agents, representatives, officers, directors, elected and appointed officials, and any and all other persons for whom they may be deemed liable and/or answerable, to the extent permitted by law, from and against any and all claims, demands, causes of action, and/or rights of action arising out of or resulting from the performance of any of the work and/or obligations contemplated under the contract, including, but not limited to, any and all claims for damages, losses, expenses and/or attorney's fees which result from any breach by the Contractor of any of the terms, provisions, conditions, and/or limitations of the contract, as well as any and all claims resulting from the sole negligence, liability, strict liability, and/or fault of the Contractor and/or the joint and/or concurrent negligence, liability, strict liability, and/or fault of the Contractor with any other persons or parties whomsoever.

The Contractor further agrees that he will defend, indemnify, and hold forever harmless the Owner, its employees, agents, representatives, officers, directors, elected and appointed officials, and any and all other persons or parties whomsoever, to the extent permitted by law, of and from any and all claims growing out of the lawful demands of subcontractors, laborers, workmen, mechanic, material men, and furnishers of machinery and parts thereof, equipment, power tools, and all supplies, including commissary, incurred in the furtherance of the performance of this contract. The Contractor shall at the Owner's request, furnish satisfactory evidence that all obligations of the nature hereinabove designated have been paid, discharged, or waived. If the Contractor fails to do so, then the Owner may, after having served written notice on the Contractor, either pay unpaid bills, of which the Owner has written notice, direct, or withhold from the Contractor's unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged.

Notwithstanding the aforesaid, nothing contained herein shall be deemed to limit the obligations of any insurance company providing coverage in accordance with the terms of this Agreement to defend, indemnify, and hold harmless the Owner, its employees, agents, representatives, officers, directors, elected and appointed officials, and any and all other persons or parties whomsoever to the full extent

of their insurance contract and/or as required by law.

ARTICLE 13 - CONTRACTORS UNDERSTANDING

It is understood that the contract is solely between the Lafayette City-Parish Consolidated Government and the contracting agency and at all times, the contracting agency shall operate and be deemed to be an independent contractor. At all times, persons provided by the contracting agency to the Lafayette City-Parish Consolidated Government pursuant to the terms of this contract shall be deemed to be employees of the contracting agency, and shall not be considered to be employees of the Lafayette City-Parish Consolidated Government.

ARTICLE 14 - PARTICIPATION BY DISADVANTAGED ENTERPRISE BUSINESSES

The Lafayette City-Parish Consolidated Government strongly encourages the participation of DBE's (Disadvantaged Business Enterprise) in all contracts or procurements let by the Lafayette City-Parish Consolidated Government for goods and services and labor and material. To that end, all contractors and suppliers are encouraged to utilize DBE's business enterprises in the purchase or sub-contracting of materials, supplies, services and labor and material in which disadvantaged businesses are available. Assistance in identifying said businesses may be obtained by calling 291-8410. Disadvantaged Enterprise Business is encouraged however business this shall not be used as part of the evaluation criteria.

ARTICLE 15 - COST INCURRED IN RESPONDING

All costs directly or indirectly related to preparation of a response to this RFP or any oral presentation required to supplement and/or clarify a submittal which may be required by Lafayette Consolidated Government shall be the sole responsibility of and shall be borne by the Proposer(s).

ARTICLE 16 - MODIFICATION OR WITHDRAWAL OF PROPOSALS

Any proposal received by Lafayette City-Parish Consolidated Government may be withdrawn or modified prior to the submittal deadline date by written request of the Proposer.

ARTICLE 17 - PROPOSAL FORMAT AND SUBMITTAL

Written proposal packages should be based upon the desired scope of services, the proposal submission requirements of the RFP. One (1) marked original proposal and four (4) marked exact copies received by Lafayette City-Parish Consolidated Government on or before the time and date shown in the Notice to Proposers.

All information must be legible. Any and all corrections and/or erasures must be initialed. Each proposal must be signed by authorized respondent and required information must be provided. A neatly typed document of reasonable length is requested. Proposers are requested to submit the proposal typewritten on plain, white bond paper, 8 1/2" x 11" in dimension, in booklet form, indexed and tabbed according to the index. Any visual material may be indicated by a link in your proposal.

ARTICLE 18 - ADDENDUMS

All changes in connection with this proposal will be issued in the form of a written addendum. Addendums shall be posted on the LCG Website under this event. Addendum shall only be sent to those prospective proposers who have received the Proposal package from the Office of Purchasing. It is the responsibility of the Proposer to ensure that any addendums issued are included in their Proposal.

The Proposer must acknowledge receipt of any addendum to the RFP by the signing and returning of the addendum with the RFP. Oral instructions by Lafayette City-Parish Consolidated Government representatives are not binding.

ARTICLE 19 - AWARD METHOD

It is Lafayette City-Parish Consolidated Government's intent to award this contract to the responsible proposer or proposers whose proposal will be most advantageous to LCG, price and other factors considered.

ARTICLE 20 - LCG'S RIGHTS

Lafayette City-Parish Consolidated Government reserves the right to reject all of the proposals and to waive informalities and minor irregularities in the proposals received. Issuance of this RFP in no way constitutes a commitment to award a contract. Lafayette City-Parish Consolidated Government reserves the right to accept or reject in whole or in part of all proposal submitted and/or to cancel this announcement if it is determined to be in its best interest. Lafayette City-Parish Consolidated Government further reserves the right to make an award without further discussion of the original proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the vendor can offer. At its discretion, Lafayette City-Parish Consolidated Government reserves the right to request a meeting via telephone conference or means agreed upon with any of the proposers to discuss the proposal submitted in order answer any questions regarding the proposal and request the best and final offers from the RFP finalists. The vendor should be prepared to accept this RFP for incorporation into a contract that the proposal will become a part of the official file on this matter without obligation to Lafayette City-Parish Consolidated Government. Lafayette City-Parish Consolidated Government reserves the right to make award to more than one vendor if found to be in the best interest of LCG. LCG reserves the right to negotiate with all proposers within the competitive range in the event the contract initially let under this proposal is terminated for noncompliance.

SCOPE OF SERVICES

LAFAYETTE CONSOLIDATED GOVERNMENT PLAN LAFAYETTE 5-YEAR UPDATE REQUEST FOR PROPOSALS

I. BACKGROUND

PlanLafayette, the comprehensive plan for the city of Lafayette and the unincorporated areas of Lafayette Parish, was adopted by the Lafayette City-Parish Planning Commission on June 10, 2014 (Resolution R-2014-01) and subsequently endorsed by the Lafayette City-Parish Council July 1, 2014 (Resolution R-026-2014). The plan can be seen at <http://lafayettela.gov/ComprehensivePlan/Pages/the-plan.aspx>.

With regard to updates, the PlanLafayette document provides that:

"An ongoing process, the comprehensive plan should not be a one-time event and a static document and map. The plan will guide ongoing, more detailed planning and will need to respond to changing needs and conditions. To ensure the plan is current and useful, the Planning Commission and the Development and Planning Department, on behalf of City-Parish Council will monitor plan implementation progress annually, and will conduct a thorough review, revision, and update of the comprehensive plan at least every five years."

II. LOCAL ENVIRONMENT INFORMATION

Form of Government

The Lafayette Consolidated Government (LCG) represents the city of Lafayette and the unincorporated parts of Lafayette Parish. This was a result of a city and parish wide referendum passed in April of 1992. This popular vote adopted a Home Rule Charter for the city of Lafayette and the unincorporated rural areas of Lafayette Parish. The entire parish population including the five municipalities in the parish vote for both the Lafayette City-Parish Mayor-President as well as LCG Council representatives. In December of 2018, the parish voted to amend the City-Parish Charter to create two councils – one serving the city of Lafayette and a second serving the parish of Lafayette. There are five additional municipalities in the parish: Carencro, Scott, Duson, Youngsville and Broussard. Property owners in these municipalities pay parish property taxes.

Taxation and Budget

Although governments were consolidated in 1996, the city of Lafayette is still a legal entity. Tax rates vary between the various municipalities and the unincorporated areas and as such, the parish and city's budget are separate. City property owners pay property tax both to the parish and to the city. An additional two percent local sales tax is collected in the city and the unincorporated parts of the parish. The total sales tax is 8.45%.

Unified Development Code (UDC)

In May of 2015, the zoning ordinance, subdivision regulations, and other development-related ordinances were consolidated and replaced by the Unified Development Code (UDC) serving both the city and the unincorporated parts of the parish. The city of Lafayette departed from a zoning ordinance that utilized traditional Euclidian or pyramidal zoning uses. The new UDC provides for more urban-type zoning districts, some with an opportunity to administratively allow either an urban or suburban development standard. Depending on property location criteria the urban development type can be required. The unincorporated parts of the parish have no zoning, but

Request for Proposals – Plan Amendment 2019

have landscape and parking regulations and buffer requirements between conflicting land uses. The UDC can be found at <http://lafayettela.gov/ComprehensivePlan/Pages/Unified-Development-Code.aspx>.

Lafayette Utility System (LUS)

LUS is a publically owned utility that provides electricity, water and sewer services to the people of the city of Lafayette and its areas of influence. The electrical component has an additional layer of regulations due to competition with other electric service providers. Much of the rural, unincorporated area of the parish is serviced with water through water districts contracting for LUS water. Additionally, there are several individual water wells located within the parish. In the parish, sewer is provided through community systems, depending on the size of the subdivision, and there are numerous individual septic systems throughout the parish.

Roads and Drainage

The LCG Public Works Department is responsible for roads and stormwater drainage within the city of Lafayette as well as the unincorporated areas of the parish. Funding for these infrastructure needs is provided through city and parish sources and is budgeted according to project location, whether in the city or the parish, respectively. Prompted by the flood occurring in August 2016, stronger regulations were passed that increased retention and no net fill requirements.

Annexation

Currently, annexation by the city of Lafayette is guided by the annexation statutes found in state law. There exist several pockets of unincorporated areas located wholly within the perimeter of the city of Lafayette. Currently, LCG has an application process that usually approves annexation that may result in a particularly inefficient allocation of infrastructure provision, maintenance and cost. In addition, the city of Lafayette finds itself competing with other parish municipalities to annex territory perceived to be more valuable commercially because of the additional sales tax to municipalities that are heavily reliant on the additional revenue.

Updated FEMA map

On December 21, 2018, updated FEMA maps became effective after over 10 years of modeling and working with landowners. The new flood zones closely resemble the flood extent of August 2016. The new FEMA maps can be found at <http://www.lafayettela.gov/floodmaps/pages/default.aspx>.

Wastewater Master Plan

LUS completed a Wastewater Master Plan (WMP) in July 2010. The policy elements that were previously part of the WMP become an update to this plan amendment. The 2010 Wastewater Master Plan is available upon request.

Lafayette Transportation Plan (LTP)

The LTP was developed in conjunction with the UDC to determine where LCG would require enhanced setbacks to preserve for future road widening acquisition. The LTP defines a rural area criteria, an urban growth area criteria, and specific criteria for roads identified on the LTP. In addition, the LTP shows planned transportation infrastructure improvements that are generally

financially constrained. The intention would be for this document to be used for long range road planning to a greater extent. The LTP can be found at <http://lafayettela.gov/ComprehensivePlan/SiteAssets/Files/Adopted-Lafayette-Transportation-Plan.pdf>.

III. PLAN AMENDMENT OVERVIEW

This scope of services is for the 5-year Plan Amendment update and will focus specifically on the alignment of the current plan elements of Land Use, Transportation and Mobility, and Utilities. Of primary focus will be an analysis and progression of the Future Land Use Map (FLUM), currently conceptual in nature (found on pg. 35 of PlanLafayette), and its alignment with transportation, flood maps, and water/sewer infrastructure. The FLUM is the very conceptual future land use plan introduced in PlanLafayette which sought to establish policy guidelines for future development patterns in the city and parish of Lafayette.

From PlanLafayette:

"Through the planning process, the community reviewed a trend growth projection and three alternative development scenarios. Based on public input, a preferred growth scenario was selected, one that reverses the trend of spreading out in a disconnected fashion, and instead focuses growth and development in mixed-use centers and corridors with greater access to transit, jobs, walkable neighborhoods, and parks and recreation. The 'preferred scenario' is projected to consume less land, reduce costs associated with water and sewer extensions, and encourage walkable, mixed-use development patterns. ***The preferred scenario is refined into a Future Land Use Map to guide and accommodate new development and supporting infrastructure.*** The FLUM is intended to set the direction for specific changes to the zoning map and ongoing decisions about neighborhood and land use planning and infrastructure."

IV. GOALS OF THE PLAN AMENDMENT

1. The overarching goal is to better align our land use, transportation and infrastructure decisions. The FLUM identified targeted areas for density and redevelopment but the work of Public Works and LUS have not necessarily been aligned with the targeted areas, urban core and general infill development.
2. Provide a prioritization and scoring tool to aid LCG, Planning and Zoning Commissions, and the City Parish Council in evaluating the macro-level return on investment proposed development projects and annexations will have when evaluated against the updated FLUM, LTP, WMP, Flood Maps, etc.
3. While the FLUM, as mentioned, was intended to be a conceptual document, this update will seek to transition the FLUM into more practical and strategic tool with a more definitive application.
4. Review and recommend alignment strategies for an updated Lafayette Transportation Plan (LTP) (to be provided separately by LCG) with the FLUM, as noted in Goal 1 of the Land Use Element: "Align land use, transportation, and utility planning with the FLUM." This component would result in a prioritization system by which transportation system improvements and expansion are made in conjunction with the FLUM. In addition, recommendations on alternative modes of transportation should be incorporated."

Request for Proposals – Plan Amendment 2019

5. Review the Wastewater Master Plan (WMP) conducted on behalf of LUS in 2010. LUS will be updating the WMP. It is anticipated that the policy recommendations of this scope of work will inform this update. Reconcile and develop recommendations for the WMP with the FLUM as referenced in Goal 1 of the Land Use Element listed above as well as Goal 1 of the Utilities Element:

“Coordinate with LUS to ensure that utilities incorporate the FLUM in the strategic planning of system expansions to provide adequate service to all customers in the service area.”

V. PROJECT SCOPE AND DELIVERABLES

The Plan Amendment should be performed in accordance with the agreed-upon schedule and budget. Interim deliverables in the form of technical memoranda will be provided as scheduled. Information identified in the technical memorandum, as well as additional information gathered throughout the revision process will provide the basis for a draft plan and subsequent final plan amendment final report.

Task A. Project Management, Administration, and Meetings

Deliverables: Project management and technical committee meetings.

1. LCG will require a kick-off meeting to coordinate the objectives of the Plan Amendment, to establish communication protocols, and to identify preliminary schedules and timelines.
2. Meetings with LCG’s project manager, key personnel, etc. will be on an as needed basis.
3. A LCG stakeholder committee will be formed which will review deliverables from the consultant to prioritize objectives, solicit feedback and troubleshoot issues. These meetings will be in-person, telephone or on-line as needed.
4. Schedule and financial management – LCG will require that all project management duties including billing, monitoring schedule and scope adherence, and maintaining communication with LCG staff be fulfilled as part of any potential agreement.

Task B. Assessment and Draft Plan

Deliverables – Draft plan confirming/updating the growth trends suggested in the FLUM, as well as assessing the FLUM’s potential relationship to the Lafayette Transportation Plan (LTP), Flood Maps, and LUS utilities.

1. Consultant will collect information about the city and parish, to include:
 - a) Land use
 - b) Zoning
 - c) FEMA map floodplains
 - d) Transportation, communication and utilities
 - e) Residential and commercial development
 - f) Industrial development
 - g) Public lands including parks and recreational facilities
 - h) Undeveloped properties
 - i) Roadway classifications
 - j) Transit routes
 - k) Sidewalk coverage

Request for Proposals – Plan Amendment 2019

ESRI shape files will be provided by LCG and will be compiled and analyzed as part of this work.

2. Consultant will review current population trends using the Travel Demand Management data from the Acadiana Metropolitan Planning Organization (APMPO) and census data (local and federal).
3. LCG will require an assessment of the FLUM and other existing land use and zoning maps to evaluate and determine projected land use patterns/growth within:
 - a) The municipal limits of the city of Lafayette;
 - b) The existing LUS Service area; and,
 - c) Those unincorporated areas of Lafayette Parish that may most likely be annexed into the city of Lafayette within the next 20 years.
4. LCG will require the overlaying of the data to determine infrastructure inadequacies in the targeted areas of the FLUM.
 - a) Roadway classifications;
 - b) MPO/State plans for network improvements;
 - c) Transportation Network System Assessment;
 - d) Water and Sewer Network Assessment.
5. Draft Plan – Completion of a Draft FLUM, Draft LTP analysis, and sewer and water recommendations to LCG and LUS.

Task C. Plan Amendment Final Report

Deliverables: Final report and recommendations.

1. Analysis of data and recommendations:

a) Future Land Use Plan

The FLUM is a critical component to the PlanLafayette Comprehensive Plan. The scope of this work is to develop an updated FLUM that has more functionality to better inform zoning and infrastructure decisions. The consultant shall develop an updated FLUM that addresses the following:

- Update and revise the FLUM to address current and future growth demands. The updated FLUM will utilize a multi-layered perspective based on the analysis done in Task A that studies the transportation network, flood maps, water and sewer capacity, land use, zoning, etc.
- Develop a FLUM that can inform zoning and infrastructure decisions.
- Develop recommendations for processes to integrate LUS and PW infrastructure decision making and planning initiatives.
- Develop recommendations that prioritize infrastructure investments in targeted, infill areas of the city and parish.
- Identify targeted areas in the FLUM that will be prioritized within recommendations for a five-year implementation strategy.

b) Transportation Network System Improvements

LCG's Public Works Department's Traffic Division, in conjunction with this contract, will be updating the Lafayette Transportation Plan (LTP). The consultant will coordinate and make recommendations to include:

- LTP to reconcile with the FLUM to determine an efficient prioritization system for transportation network improvements, including new capacity construction, existing capacity expansion, interconnectivity, and multi-modal options.
- The updating and expansion of the LTP will be advised by consultant's work to better reconcile transportation planning with the FLUM in order to evaluate LCG's roadway hierarchy system which should satisfy the demands generated by particular zoning, land uses and targeted growth patterns.

c) LUS Water and Sewer Planning

LUS will be undertaking an update of its 2010 Wastewater Master Plan. The scope of work is to provide functionality to the updated FLUM in order to make policy recommendations regarding sewer and water infrastructure to include:

- This component would result in a sewer and water capacity vs. demand schematic based on zoning, land use intensities, residential densities, population trends, FLUM targeted areas in the municipal limits of the city of Lafayette.
- Recommendations for the potential for delivery of sewer and water extending into areas beyond the existing LUS service area that is consistent with expected growth.
- The establishment of baseline criteria which adequately addresses the zoning and land use demands of given areas and determines infrastructure needs.

2. Final Report – Following review and discussion of staff and public comments to the Draft Plan and Final Report, LCG will required twelve (12) final copies and an electronic version in PDF format of the revised plan documents to LCG.

Task D. Public Outreach

1. LCG will require at least one public outreach campaign to include a public review of PlanLafayette initiatives and updated objectives, as well as one public review of Plan Amendment recommendations. Planning staff will work with the Mayor-President's office to prepare and disseminate all public outreach materials. Consultant's presence is requested at a PlanLafayette day event that will act as the public meeting. Planning staff undertakes, in cooperation with external agencies and LCG departments, monthly PlanLafayette public events.
2. As per state law a public meeting will be held to present the Plan Amendment Final Report and to solicit public comment thirty days prior to the Planning Commission considering the amendment.

Request for Proposals – Plan Amendment 2019

Task E. Return on Investment Tool

1. LCG will require the completion of a prioritization and scoring return on investment tool, Develop a return on investment scoring tool will be part of the functionality of the FLUM. The intent is to develop an easy to use weighted scoring system to help inform decisions makers about the return on investment of certain decisions. The tool is not intended to be a complex financial tool but a qualitative rating system.

VI. ONGOING STAFF WORK

In conjunction with this Plan Amendment, Development and Planning staff will be undertaking the following supporting work:

1. Planning staff will be reviewing the 465 PlanLafayette action items to delete, update or confirm as part of the Plan Amendment.
2. Development and Planning staff will also be reviewing and updating our land use GIS data layer.
3. Planning staff, in conjunction with the Mayor-President's office, will be instrumental in the public outreach efforts as part of this work. This will include both venue planning and email and social media outreach.
4. The Public Works Traffic Division is prepared to work to amend the LTP Plan Amendment in conjunction with this contract and will provide all the technical data available to assist with the alignment of the LTP with the FLUM.
5. LUS will be conducting a technical sewer report that draws on the work of this plan amendment.

VII. PROPOSAL FORMAT

1. Project Team – Identify the project team, including sub-consultants, and provide a statement of qualifications and relevant experience for each individual.
2. Methodology and Approach – Provide a description of the method and approach your team intends to use to complete the Plan Amendment/Report addressing infrastructure planning and its alignment with land use.
3. Work Samples – Provide no more than three work samples (website links are acceptable in lieu of paper) that closely represent the comprehensive nature of the work represented in this RFP. Please provide contacts for references for work samples.
4. Cost Breakdown – Submit a not-to-exceed breakdown of the Plan Amendment Tasks A through E. The consultant's final product is a standalone document that serves as a companion piece to the original PlanLafayette document.
5. Project schedule – Provide a schedule based on phasing of tasks and deliverables.
6. LCG RFP Schedule:
 - RFP released – May 8, 2019
 - Deadline for Questions – May 23, 2019
 - Deadline for Addendum – On or before June 4, 2019
 - Request for Proposals – Deadline June 7, 2019, 4:00 pm
7. Other:
 1. LCG's Purchasing Division handles submittals of proposals and any questions before the deadline of May 23, 2019. All questions shall be in writing and emailed to Tara Cazares at

Request for Proposals – Plan Amendment 2019

tcazares@lafayettela.gov. All questions shall be addressed by addendum and submitted to all vendors of record.

2. One original marked original and four (4) exact copies marked copy Proposals shall be mailed or hand delivered to: Purchasing Division, Lafayette City-Parish Consolidated Government, PO Box 4017-C, 705 W. University Avenue, Lafayette, Louisiana, 70502. Vendor may elect to submit Proposal electronically at <https://lcpprod-lm01.cloud.infor.com:1442/lmscm/SourcingSupplier/controller.servlet?context.dataarea=lmscm&context.session.key.SupplierGroup=100> however must submit required copies within 48 hours as stated in the Notice to Proposers.
3. Accompanying the proposal, the consultant is to submit on their letterhead the contact person or person's name who can make decisions and answer questions regarding the submitted proposal on behalf of the company that shall be binding.
4. Selection Committee – An internal committee made up of designees from the Mayor-President's office, Public Works Department, Lafayette Utility System, and the Development and Planning Department.
5. The committee will use a scoring sheet to ensure consistency of criteria ratings. The scoring is as follows:
 - Methodology and approach 30 pts
 - Cost breakdown 20 pts
 - Work samples 20 pts
 - Project team 15 pts
 - Project schedule 10 pts.
 - Overall packet organization 5 pts.

**INFORMATION PURPOSES ONLY
CONTRACTOR'S
CERTIFICATE OF INSURANCE**

CONTRACTOR'S CERTIFICATE OF INSURANCE

Information purposes only

THIS IS TO CERTIFY TO:	LAFAYETTE CONSOLIDATED GOVERNMENT
	P. O. BOX 4017-C
	LAFAYETTE, LOUISIANA 70502

That the following described policies in at least the face amounts shown below have been issued to:

Name of Insured:

Address of Insured:

Effective for the policy periods shown within the State of **LOUISIANA**.

THIS CERTIFICATE OF INSURANCE NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS, OR ALTERS THE COVERAGE AFFORDED BY POLICIES SHOWN BELOW. (CHECK APPLICABLE COVERAGES):

TYPE OF POLICY AND COVERAGE	COMPANY	NUMBER	POLICY PERIOD	POLICY MINIMUM	LIMITS OF LIABILITY LIABILITY LIMITS, UNLESS OTHERWISE REQUIRED BY CONTRACT								
I. <input type="checkbox"/> STANDARD WORKER'S COMPENSATION EMPLOYER'S LIABILITY					STATUTORY \$100,000								
II. <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY					LIABILITY IN THOUSANDS								
A. <input type="checkbox"/> Premises Operations B. <input type="checkbox"/> Independent Contractor's Liability C. <input type="checkbox"/> Products-Completed Operations D. <input type="checkbox"/> Contractual Liability E. <input type="checkbox"/> Broad Form Property Damage					EACH OCCURRENCE								
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Bodily Injury</td> <td style="width: 30%; text-align: right;">\$100</td> </tr> <tr> <td>Property Damage</td> <td style="text-align: right;">\$100</td> </tr> <tr> <td>BI & PD Combined</td> <td style="text-align: right;">\$100</td> </tr> </table>	Bodily Injury	\$100	Property Damage	\$100	BI & PD Combined	\$100		
Bodily Injury	\$100												
Property Damage	\$100												
BI & PD Combined	\$100												
POLICY DOES <input type="checkbox"/> DOES NOT <input type="checkbox"/> PROVIDE COVERAGE FOR UNDERGROUND EXPLOSION AND COLLAPSE HAZARD NA													
PROFESSIONAL LIABILITY					\$250,000								
					LIABILITY IN THOUSANDS								
III. <input type="checkbox"/> BUSINESS AUTO LIABILITY													
A. <input type="checkbox"/> Any Auto B. <input type="checkbox"/> Owned C. <input type="checkbox"/> Non-Owned D. <input type="checkbox"/> Hired					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Bodily Injury Per Accident</td> <td style="width: 30%; text-align: right;">\$100</td> </tr> <tr> <td>Bodily Injury Per Accident</td> <td style="text-align: right;">\$000</td> </tr> <tr> <td>Property Damage</td> <td style="text-align: right;">\$100</td> </tr> <tr> <td>BI & PD Combined</td> <td style="text-align: right;">\$100</td> </tr> </table>	Bodily Injury Per Accident	\$100	Bodily Injury Per Accident	\$000	Property Damage	\$100	BI & PD Combined	\$100
Bodily Injury Per Accident	\$100												
Bodily Injury Per Accident	\$000												
Property Damage	\$100												
BI & PD Combined	\$100												
IV. <input type="checkbox"/> UMBRELLA LIABILITY					BI & PD Combined								
NOTE: Lower primary limits will be accepted if Umbrella Liability Coverage is provided with limits of at least \$500,000 in excess of primary coverage shown in this certificate.													
V. • Lafayette City-Parish Consolidated Government, its officials, employees, and volunteers shall be listed as additional insured on all liability policies.													
VI. <input type="checkbox"/> Coverage afforded the Lafayette City-Parish Consolidated Government, its officials, employees, and volunteers as insureds, applies as primary and not excess or contributing to any other insurance issued in the name of the named or additional insured(s).													
VII. • A waiver of subrogation shall be provided in favor of the named additional insureds on the Workers' Compensation Insurance policy.													
IN THE EVENT OF CANCELLATION OF THE POLICY OR POLICIES OR MATERIAL CHANGES IN SUCH POLICIES, THE CERTIFICATE HOLDER SHALL RECEIVE THIRTY (30) DAYS PRIOR WRITTEN NOTICE OF SUCH CANCELLATION OR CHANGE AT THE ADDRESS STATED ABOVE BEFORE SUCH CANCELLATION OR CHANGE IS EFFECTIVE AGAINST THE CERTIFICATE HOLDER.													
THE ATTACHED CERTIFICATE OF INSURANCE CORRELATES DIRECTLY WITH THE INSURANCE REQUIREMENTS OF THE CONTRACT. THE LAFAYETTE CONSOLIDATED GOVERNMENT REQUIRES THEREFORE THAT HIS PARTICULAR CERTIFICATE BE USED FOR APPROVAL OF THE CONTRACT.				BY:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> AUTHORIZED REPRESENTATIVE:								
				ADDRESS:	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div>								
Date:													