

Public Notice

Notice is hereby given that the Regional Planning Commission (RPC) is issuing a Request for Proposals (RFPs) for the following project.

Lower St. Bernard/ Louisiana International Terminal Road Network Study

State Project Number: H.015428

RPC Project: STBLIT

An outline of the desired scope of work is available at <https://www.norpc.org/work-with-us/rfp/> . Contract services are expected to commence approximately 4 weeks from the date of award and will be completed within 9 months following the award of the contract. This is a request for proposals that demonstrate the technical merits of the prospective work scope, the capacity of the contractor to fulfill the scope, and the reasonableness of the proposed cost. All interested firms are invited to submit their proposal for undertaking the above study.

Interested firms shall furnish sufficient technical and supervisory personnel to ensure expeditious completion of the work. Firms with demonstrated experience, competence, and qualifications pertinent to the above project are being sought. Disadvantaged Business Enterprise (DBE) firms are encouraged to submit proposals and qualifications for undertaking the above-mentioned work.

Instructions:

Please read the following, and the Modified Submittal Form, carefully. The requirements of this Request For Proposals (RFP's) submittal differ from typical RPC requests for qualifications (RFQ's.)

The consultant will submit a completed Modified Form DOTD 24-102, that can be found at: <https://www.norpc.org/work-with-us/rfp/>. The form has been revised to reflect the expectations of this study. Some of these changes are described here, but not all. Failure to submit all the information required on Modified Form DOTD 24-102 by the prime consultant and Sections 1-9 and 16-18 by each sub-consultant may constitute a non-response.

The response to Section 13 must include a narrative that summarizes the methodology by which the project team proposes to undertake this study. The response to Section 14 must include a proposed work schedule in GANTT or similar format. The response to Section 15 will include a proposed cost for the study, as well as a budget that includes line items for labor, travel, and proposed profit. The response to Section 18 should include all current projects underway at the firm that involve the key personnel assigned to this project.

Submit your proposal and the Modified Standard Form DOTD 24-102 on a CD (or via email) as a single PDF file for prime and sub-consultants (one copy) along with one hard (paper) copy of the completed 24-102 forms.

Responsiveness to the work scope and demonstrated successful experience on similar studies will be the primary evaluation factor under consideration when selecting a consulting team. Other factors that will be considered include the appropriateness of the proposed budget, relevant experience of the

consultant team, current workload, and its potential to impact the firms' capacity to complete the project according to the work schedule, and consultant team size relative to the magnitude of the work. RPC reserves the right to contact previous clients to discuss a proposer's performance on comparable work.

Letters of interest and proposals are to be identified by Project Title and RPC Project Number and are to be submitted prior to the 12:00 noon deadline of **Wednesday, May 24, 2023** by hand or mail addressed as follows:

Ms. Maggie Woodruff
RPC Contracts Administrator
Regional Planning Commission
10 Veterans Memorial Blvd.
New Orleans, LA 70124

All inquiries should be sent in writing to: mwoodruff@norpc.org

Notification of selection will be posted to the RPC website, "Contracts Awarded" section of the "Requests for Proposals" page within 48 hours of selection.

Any non-responsive prime consultants will be notified individually, in writing.

Note: The selected firm will abide by the following instructions, in accordance with DOTD Consultant Contract Services Manual for Use by MPOs, December 2018:

The designated "signing authority" shown in the MPO Standard Submittal Form shall provide:

1. For Corporations: Corporate Certified Board Resolution, clearly authorizing and designating an officer of the consulting firm, by name, to sign contracts for the firm. Also, a Disclosure of Ownership Certificate from the Secretary of State's Office. Corporations domiciled outside Louisiana are required to submit a Certificate of Authority issued by the Louisiana Secretary of State.
2. For Limited Liability Companies (LLC): Manager/managing member consent, clearly authorizing and designating the person, by name, to sign contracts for the firm. Also, a Disclosure of Ownership Certificate from the Secretary of State's Office. LLCs domiciled outside Louisiana are required to submit a Certificate of Authority issued by the Louisiana Secretary of State.
3. For Sole Proprietorships: A Power of Attorney/Affidavit is required.
4. Additional forms required to be signed by the authorized signatory, will be provided by RPC: Affidavit, Third Party Contractor Certification Regarding Debarment, Suspension and Other Responsibility Matters, Certification of Restrictions on Lobbying

All consultants conducting business with RPC must provide to RPC an annual independent CPA audited indirect cost (overhead) rate of their firm, inclusive of the certification required under 23 CFR 172.11 (c)(3)(iii).

Each consultant must develop and maintain a written affirmative action program for each of its establishments, if it has 50 or more employees, and a contract of \$50,000 or greater.