

Request For Proposals

For

Land Use

South Tangipahoa Parish Port Commission

Proposals Shall Be Received by the South Tangipahoa Parish Port Commission

163 West Hickory Street

Ponchatoula, Louisiana 70454

Until

5:00 P.M. April 8, 2019

For Additional Information or Questions, Contact:

Patrick Dufresne, Executive Director - (985)-386-9309

Specifications:

The South Tangipahoa Parish Port Commission (the “Commission”) is requesting proposals from experienced firms to provide assistance with the use of its property in accordance with its highest and best use and in the best interest of the public.

Purpose

The Commission owns approximately 40 acres in Manchac, Louisiana (“Port Manchac”) where it operates an inter-modal terminal facility that serves manufacturing and distribution clients throughout the Gulf South, including the storage and trans-loading of bulk, break-bulk, neo-bulk, and containerized shipments by barge, rail, and truck.

The Commission has a marketing agreement with the owner of an adjoining 100 acres of low lying area which may be available as part of any development of Port Manchac.

The Commission is considering various potential uses of the property. (i.e. mixed use development, recreational, marina, and related pedestrian activities).

The Commission seeks to determine if the current use of Port Manchac is the highest and best use of the property in the best interests of the public or if the Commission should consider alternate uses.

Scope of Service

The Commission is soliciting proposals from qualified professionals to provide advice to the Commission on the highest and best use of Port Manchac which is in the best interests of the public, including, but not limited to the current use of the Property or the use of the property for the project. The proposal should include at a minimum:

- 1- Training and experience with the services requested.
- 2- Capability of Applicant to provide staffing and support.
- 3- Knowledge of local conditions, including the environmental conditions of Port Manchac and surrounding property.
- 4- Ability to provide the work in the time period required, as evidenced by past performance and current workload.

- 5- Specialized and institutional experience and knowledge.
- 6- Billing rate and/or total proposal cost.

Applicants must be qualified and knowledgeable of local, State and Federal laws impacting the Port Manchac property, and the surrounding waterways, marsh and swamp including State and Federal law mandates, and traditional development principles. Applicants must be capable of advising the Commission of the economic feasibility and environmental impact of any proposed use. Applicant must be willing to conduct at least 2 (two) community meetings to seek input from the public concerning the highest and best uses of the Port Manchac Property. The first community meeting should be scheduled no later than June 1, 2019. Applicants will be expected to work with individual Commission members and Commission staff throughout the process.

Contents of Proposal

The Proposal should include the following components.

A concise but detailed narrative indicating the proposed approach to providing the required services, including a description of the types and qualities of service which would be provided, and a budget showing estimated number of expected work hours and hourly billing rate for each professional, and an estimate of reimbursable costs if any.

A sworn affidavit listing all persons with an ownership interest in the Applicant. An “ownership interest” shall not be deemed to include ownership of stock in a publicly traded corporation or ownership of an interest in a mutual fund or trust that holds an interest in a publicly traded corporation. This affidavit is a public record.

Name, title, address, phone number, fax number, and e-mail address of the Applicant’s principal contact person and proposed principal consultant.

Professional experience and resumes of partners, principal(s), and employees in the firm who will be responsible for the activity involved in the provision of professional services to the Commission through the term of the engagement, with specific concentration on the extent of experience with land development of environmentally sensitive areas.

Evidence of sufficient qualified staff to perform service in a timely manner.

Demonstrated familiarity, knowledge, and understanding of Tangipahoa Parish, the community of Manchac, and the economic, business, cultural and environmental needs of the area.

Three references from clients of the applicant for whom similar projects have been performed.

ACKNOWLEDGEMENT OF EXCLUSION OF WORKERS COMPENSATION COVERAGE:

Applicant must expressly agree and acknowledge that he is an independent contractor as defined in R.S. 23:1021 (6) and as such, it will be expressly agreed and understood between the parties in entering into this professional services contract, that the Commission shall not be liable to the Applicant for any benefits or coverage's as provided by the Workmen's Compensation Law of the State of Louisiana and further, under the provisions of R.S. 23:1034 anyone employed by the Applicant shall not be considered an employee of the Commission for the purpose of Workmen's Compensation coverage.

Conflict of Interest

Any Applicant providing a response to this RFP shall provide a clean and unambiguous indication of any perceived, real, or potential conflict of interest it may have with respect to performing work on behalf of the Commission. The Commission shall make the final decision as to whether any conflicts exist.

Proposal Process and Submission

Except as provided herein below, no written, electronic or oral communications from potential applicants regarding this RFP shall be made to any Commission member during this Request for Proposal process. Any inquiries shall be made in writing or by e-mail to the Executive Director of the Commission at 163 West Hickory Street, Ponchatoula, La. 70454 or portmanchac@i-55.com.

Ten (10) copies of the submission, including samples of work products, must be submitted in hard copy form by 5:00 p.m. on April 8, 2019, to the Commission at 163 West Hickory Street, Ponchatoula, La. 70454. Where possible, an electronic version of the proposal should also be timely submitted to portmanchac@i-55.com.

Selection Process

The Commission or its designee shall review the submissions. The Commission, by a majority vote of its entire membership and by motion, may accept or reject any proposal. It is anticipated that the selection process will be completed by April 9, 2019, and that the Commission will retain the successful applicant prior to May 1, 2019.

Duration of Agreement

The services to be provided under the terms of any agreement shall begin on such date and shall end no later than 120 days from the contract start date. The terms, conditions and duration of any Agreement may be modified by an executed, written amendment to any Agreement.

The Contract period will be until completion of the project.

Indemnification

The Applicant shall indemnify and hold harmless the Commission against any and all claims, demands, suits, judgments of sums of money to any party accruing against the Commission for loss of life or injury or damage to persons or property growing out of, resulting from, or by reason of any act or omission of the operation of the Applicant, his agents, servants or employees while engaged in or about or in connection with the discharge or performance of the services to be done or performed by the Applicant hereunder, and shall also hold harmless from any and all claims and/or liens for labor, services, or materials furnished to the Applicant in connection with the performance of his obligations under this agreement.

Questions

All questions relating to this RFP shall be in writing and must be received to the attention of Patrick Dufresne, Executive Director at 163 West Hickory Street, Ponchatoula, La. 70454, or portmanchac@i-55.com. During this selection process, no other written or oral communications from potential respondents regarding this RFP shall be made directly to any Commission member.

Additional Information

The Commission is not liable for any costs incurred by the Applicant prior to entering into a formal written contract

All submissions become the property of the Commission and as such are public information. The Commission will assert ownership of all work products.

The contract shall contain a provision that any subcontractor proposed to be retained by the Applicant to perform work on the contract with the Commission must be approved in advance of such retention by the Commission. The Commission may require information on ownership interests in the sub-contractor prior to approval of the sub-contractor's retention.

WORKERS COMPENSATION INSURANCE, PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE ARE REQUIRED OF THE SUCCESSFUL APPLICANT. PROOF OF INSURANCE WILL BE REQUIRED BEFORE WORK CAN COMMENCE.

This request for proposals does not obligate the Commission to award a contract. The Commission reserves the right to accept or reject any or all proposals if the Commission determines it is appropriate to do so.

The individual signing the proposal certifies to the Commission that he/she is authorized to submit this Proposal on behalf of the named Company.

THIS ITEM WILL BE PUBLISHED ON THE FOLLOWING DATES: 2-21, 2-28, 3-7, 3-14, 3-21, 3-28, & 4-4-2019.