

**CITY OF COVINGTON**  
**REQUEST FOR PROPOSAL**

*Consulting Services for Update of the 2007 Comprehensive Plan*



**PROPOSAL DUE DATE:**

*May 3, 2019 - 2:00 p.m. CST*

**Purpose:** The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified planning individuals and consultant teams who are interested in carrying out a comprehensive update of the City of Covington's Comprehensive Plan, which was last updated in 2007. The Comprehensive Plan Update should provide vision and policies that will guide the City's future land uses and will incorporate planning efforts that were undertaken by the City from 2010-2018.

An update will assist City Staff, the Planning Commission, City Council, and its advisory committees to gauge the direction that citizens and various stakeholders within the community would like to see the City move. The update must provide guidance to the City on how to implement appropriately new development and redevelopment while meeting the service demands that come with growth and maintaining a sense of place and character.

## **1.0 INTRODUCTION**

### **1.1 General Background**

The City of Covington, founded in 1813, is a charming Southern community nestled among three rivers. An eclectic mix of boutiques, art galleries, specialty shops and restaurants line the downtown streets. Special care has been taken to ensure the conservation of Covington's historic homes and buildings while also allowing for the modernization of its infrastructure. The downtown historic district is home to many turn-of-the-century cottages surrounded by ancient oaks and South Louisiana's lush, green foliage. In Covington, we celebrate our history and culture through music, food and the arts.

Located forty-five minutes from New Orleans across Lake Pontchartrain, the City of Covington, Louisiana is nestled in the fork of the Tchefuncte and Bogue Falaya Rivers. The City of Covington is the parish seat of St. Tammany Parish, Louisiana. The City's 2017 estimated population is 10, 759. However, the City's estimated daytime population is around 26,000. Covington is part of the New Orleans Metropolitan Statistical Area.

Recently the City has received the following awards, recognitions and acknowledgements:

- **2016 Cultural District Award – Culture Connection** ... *Louisiana Office of Cultural Development*
- **LMA Community Achievement Awards for Economic Development and Community Development - 2011, 2012, 2013** ...*Louisiana Municipal Association*
- **GFOA Certificate of Achievement for Excellence in Financial Reporting - 2011, 2012, 2013, 2014, 2015, 2016, 2017 & 2018** ... *Government Finance Officers Association of the United States and Canada*
- **Cleanest City Contester District V! Category F Winner -2012, 2013, 2015**...*Louisiana Garden Club Federation*

- **2014 LWCC Safest 70- In recognition of Exemplary Dedication to Workplace Safety...** *Louisiana Workers Compensation Corporation*
- **2015 Great Places in Louisiana – Great Place Award Covington Historic District...** *American Planning Association of Louisiana*
- **2015 Best Place to Retire in Louisiana...** *Smart Asset*
- **2015 #1 Best Place Near New Orleans for Young Professionals...** *Movoto*
- **2015 Ten Most Beautiful Towns and Small Cities in Louisiana...** *The Culture Trip, LTD*
- **Top Work Places -2015, 2016, 2017 and 2018...** *The Times-Picayune/NOLA.com & Workplace Dynamics*
- **2017 Excellence in Law Enforcement Award...** *Metropolitan Crime Commission*

## 1.2 Planning Background

In March 1969, the City's first Comprehensive Plan was completed by Carter-Horn & Chapin and was the foundation for the city's first Zoning Code. In June 1981, the St. Tammany Parish Development Department completed an Existing Land Use Study of the City. GCR & Associates completed the 1998 Comprehensive Plan update and Villavaso & Associates completed the 2007 Comprehensive Plan update. The 2007 Comprehensive Plan was the foundation for the 2010 Comprehensive Zoning Ordinance and the 2012 Subdivision Regulations. In 2016, TischlerBise completed the Capacity Charge Study and Ordinance.

Listed below are Planning Initiatives since the 2007 Comprehensive Plan

- 2010- Impact Fee Study-completed Villavaso and Associates
- 2010- Step Up Covington-Louisiana Development Ready Community
- 2011- Updated Zoning Text-enacted 2011- Villavaso and Associates
- 2011- Updated Zoning Map-enacted 2011- Villavaso and Associates
- 2011 West 30s Revitalization Plan –Walker Group and Northshore Foundation
- 2012 - West 30s Implementation Plan - CZB
- 2012- Villavaso and Associates -Updated Subdivision of Regulations-enacted 2012
- 2012- Historic Preservation Fund CLG – Historic Preservation District Design Guidelines – Prepared By Thomason and Associates.
- 2013- State of Louisiana DOTD -Safe Routes to School Program Grant For Pine View Middle School 1200 West 27 Ave. Covington, LA
- 2014 - In 2014, the City of Covington retained TischlerBise to develop capacity charges for water and wastewater infrastructure. On August 16, 2016, the City Council adopted Ordinance Number 2016-23 that established the City's Capacity Charges. The charges apply

only to the City's water and wastewater systems. The ordinance was effective on November 1, 2016.

- 2014 – City of Covington-North Jefferson Ave. North Jefferson Ave. Improvements Streetscape, Bicycle, Pedestrian and Beautification Master Plan- Prepared By Richard C. Lambert Consultants, LLLC, Cashio Cochran, LLC and the New Orleans - Regional Planning Commission.
- 2015- Congestion Management: Traffic Circulation, Parking, and Safety Study for Downtown Covington (RPC Task MC-1.15, FY-15 UPWP) Prepared By Digital Engineering and Dana Brown Associates, ITS Regional, LLC and the New Orleans - Regional Planning Commission.
- 2015 - Historic Preservation Fund CLG -Old Covington Fire Station Feasibility Study WDG/ Architects Engineers
- 2015- Covington Community Connections Greenways and Blueways –National Park Service
- 2017 - Historic Preservation Fund CLG – City of Covington Archeological Field Survey Covington Cemetery #2 (Wilson Cemetery) Prepared By Joseph C. Yarbrough
- 2017 - Covington Cemetery No. 1 Report –Prepared By Oak and Laurel Cemetery Preservation, LLC Emily Ford, MSHP
- 2017 - Bogue Falaya Park Master Plan - Prepared by Digital Engineering and Dana Brown Associates
- 2017- Covington Traffic Calming and Connectivity Plan- Prepared by Center of Planning Excellence (CPEX).
- 2017 - Bogue Falaya Park St. Tammany, LA Nomination to the National Register of Historic Places -Prepared By Emily Butler, Tulane Master of Preservation Studies.
- 2018 –Historical Resources Inventory Survey - Prepared By Cox McLain Environmental Consulting (CMEC)
- 2018 - Covington Bike Plan Master Plan - Prepared by Digital Engineering and Dana Brown Associates and New Orleans - Regional Planning Commission.

## **2.0 SCOPE OF WORK**

**2.1 Expectations:** The Plan will guide decisions affecting the physical development and redevelopment of the City. The process for the update will be critical to its success and must ensure that the final document reflects the desired vision for the community as determined by citizens, developers, landowners, business leaders, appointed and elected officials, and other stakeholders through community participation. The Comprehensive Plan will be a guiding document that reflects the community's unique natural character and provides a clear process, together with specified objectives and policies, of how the City can build upon its strengths while becoming more economically resilient.

**2.2 Services:** The chosen consultant is expected to provide a wide range of services related to the plan update. Those services include, but are not limited to, the following:

1. A thorough evaluation of the City's existing Comprehensive Plan and any other

City -plans that guide and/or impact development.

2. Vision, Goals and Policies- A statement of goals, objectives, principles, policies, and standards to serve as a guide for the future growth and development. A thorough evaluation of and recommendations for modifications to the existing plan, including its vision statement, guiding principles, goals, policies and elements.

3. Up-date Trends -An analysis and incorporation of relevant data and trends related to population, employment and housing forecasts.

4. Land Use -This element should:

- Provide innovative ideas to address the future trends in land use and community development.
- Evaluation of existing land use map, categories, and recommendation on a revised/new map and categories.
- Identify opportunities for development and redevelopment that will strengthen the city's housing, industry, and commercial land uses.
- Analysis of, and provide specific recommendations for, the city's various "sub areas" including the Downtown, and other residential and commercial areas.
- Recommendation on an updated/new comprehensive land use Plan that will guide the community's vision for the city's development over the next 20 years.

5. Transportation -The element should evaluate the City's existing transportation system independently and integrally as part of the regional and statewide system. The transportation element should guide future development of the City's corridors for motorized, non-motorized transportation and complete street policies.

6. Community Character and Urban Design - The element should set out policies that address community gateways, community image, integration of major roadway corridors, and the preservation of community attributes. Provide a framework to create memorable and unique public spaces to enhance community character and build neighborhood identity.

7. Historical Preservation - The element should offer guidance to sustain and promote the identity of City Covington as a historic community. It should include recommendation to promote historic preservation and resource stewardship; enhance planning, regulatory and incentive tools.

8. Housing and Neighborhoods -The element should provide an opportunity to set policy direction relative to the range of housing products offered in the City and to address housing affordability, diversity, and density.

9. Economic Development - The element should address a range of policies that preserve and strengthen business and commerce in the City. This element should characterize the

unique attributes of local business districts and provide an evaluation of underutilized commercial and retail space and opportunities within the City.

10. Environmental Quality, Sustainability and Hazard mitigation - This element should examine policy priorities and actionable goals that contribute toward the City's environmental sustainability and resilience. The element may contain goals, objectives, principles, policies, and standards designed to protect sensitive areas from the adverse effects of development, including, but not limited to, the following: Streams, tidal and non-tidal wetlands, and their associated buffers; 100-year flood plains; habitats of rare, threatened, and endangered species; steep slopes.

11. Parks, Recreation and Open Space -The element should integrate trail connectivity, park accessibility, and recreational goals that have been identified by the City. The purpose of the element is to set a framework of policies and action steps to guide the programming, management, and development of the parks, recreation, and open space system.

12. Place Making, Art and Culture- Art, culture and live entertainment are an integral part of the City's fabric. This element should provide a framework of policies and goals that would promote the advancement of the arts and cultural amenities with private and nonprofit partners to enhance quality of life and enrich community culture.

13. Healthy Communities - This element should foster the goals and objectives of the Mayor's Council on Healthy Lifestyles by examining policies that create health and wellness initiatives that increase active living and citizen well-being. Examine a framework to develop educational programs and campaigns to inform the public and provide better access to information on healthy lifestyles and community health resources.

14. Key Public Investments, Community Facilities and Capital Improvement Element -The element should address a wide range of governmental services such as municipal buildings, solid waste services, fire stations and public utilities - water, wastewater and storm water.

15. Plan Implementation Element - The implementation element should describe how policies and actions in the Comprehensive Plan should be carried out.

16. Create a robust public outreach program that is multifaceted, unique, and reaches out to residents and property and business owners.

17. Coordinate public participation and plan creation with the Comprehensive Plan Steering Committee, City Council, Planning Commission, and city staff.

18. Attend and coordinate public meetings, including outreach and informational meetings with the public, City Council, and Planning Commission meetings.

19. Final comprehensive plan preparation and document.

**2.3 Community Involvement in Decision Making:** The City of Covington puts strong emphasis on ensuring participation of citizens in every stage of decision-making. Participation of citizens, developers, landowners, business owners, second homeowners, appointed and elected officials, and other stakeholders throughout the community is paramount to success of the Plan Update. The selected consultant will be responsible for organizing and either leading or co-leading public meetings with City.

**3.0 Products and Deliverables:** Some of the deliverables to be included with the update are expected to be but not limited to the items below. Other areas of emphasis may be identified during the Plan Update process.

1. **Comprehensive Plan Document:** A completed Plan Update document that incorporates the required information outlined under the Services of this document. Consultant shall provide one (1) unbound copy and 25 bound copies of the final Plan document to the City, including graphics. The consultant shall also provide (1) electronic submission of the Plan document, including attachments and other graphics, in an editable format commonly used by the City.

The City will also require that drafts of the Plan be provided for review at the completion of various key phases of the project. The timing and number of copies to be submitted will be mutually agreed upon between the consultant and City staff as the project moves forward.

2. **Meetings and Presentations:** The consultant is expected to attend key meetings with staff, citizens, developers, landowners, business leaders, appointed and elected officials, and other stakeholders. The consultant will prepare and conduct key presentations as appropriate
3. **GIS Data:** Relevant GIS data and digital map documents used in the creation of maps and other supporting documentation in the Plan Update shall be provided at the end of the project.

#### **4. Background Analysis Data**

1. Population Analysis
2. Land Use Analysis
3. Transportation and Parking Analysis
4. Sustainability and Environmental Analysis
5. Economic Analysis
6. Community Engagement Data

These are general requirements for the update and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the City with more specific recommendations for approaches, tasks and deliverables based on their experience and expertise from past work on comprehensive plan projects.

### **3.0 CLOSING DATE FOR SUBMITTAL OF PROPOSALS**

*Submit six (6) copies of your Proposal in a sealed envelope clearly marked.*

***“Proposal for Update of the 2007 Comprehensive Plan “***

TO

City of Covington  
ATTENTION: Gina Hayes, Chief Administrative Officer  
317 N. Jefferson Avenue  
Covington, Louisiana 70433

Proposals must be received no later than 2:00 p.m. (local time), on May 3, 2019. The City of Covington assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered to City Hall by the above specified time and date will not be considered. E-mailed or faxed proposals will not be accepted.

All proposals will become part of the City’s public record on this matter, without obligation to the City.

### **4.0 INQUIRIES**

This complete and detailed RFP is available for public inspection and downloading in electronic form at the city’s website at [www.covla.com](http://www.covla.com). It is also available in PDF format or in printed form by submitting a written request to the Chief Administrative Officer of the City of Covington at [ghayes@covla.com](mailto:ghayes@covla.com), by calling for a copy at (985)898-4714 or by requesting a copy in person at Covington City Hall, 317 N. Jefferson Avenue, Covington, LA 70433.

Questions concerning this request for proposals should be submitted to:

City of Covington  
ATTENTION: Nahketah Bagby, Planning and Zoning Director  
317 N. Jefferson Avenue  
Covington, Louisiana 70433  
(985) 867-1214 (office)  
nbagby@covla.com (e-mail)

Questions should be sent no later than April 19, 2019 by 2:00 p.m. CST. Responses will be issued via addendum on the City's web site [www.covla.com](http://www.covla.com) no later than 72 hours prior to RFP due date and time unless the response is deemed as a clarification only. If question is deemed a clarification only, the response will be provided as an e-mail reply within 48 hours.

## **5.0 PROPOSAL REQUIREMENTS**

1. Six (6) copies (one unbound);
2. Cover Letter;
3. Overview of the firm and proposed sub consultants, if any;
4. Organizational chart for the Project Team, identifying the Project Manager and key staff. Manager and key staff will remain with the project unless changes are approved by the city;
5. Resumes for key staff including education, relevant past project experience, and description of their assignment on this project;
6. List of similar projects that you or your firm are currently working on or have completed in the last five years;
7. References, including a contact person, their function in the referenced project and the references' phone numbers;
8. Work plan and scope of work for each phase of the project, identifying the major tasks to be completed by the consultant team, the number of weeks to complete, approach to the work and key issues for this project;
9. Schedule for project completion including major tasks identified in the work plan. Please plan on public meetings and meetings with various stakeholders;
10. Any relevant information that demonstrates your firm is the most qualified;
11. Schedule of hourly billing rates for all individuals who will be involved in this project, a list of typical tasks including estimated hours to complete, and the level of professionals assigned. Please include an estimate for the number of hours each person will work on the project;
12. Detailed projected project cost estimates for each of the proposed phases, and a summary level detailed cost estimate for the entire project; and
13. The consultant must also submit one copy of a recent study/plan covering similar scope to demonstrate the consultant's quality of work.

## **6.0 EVALUATION CRITERIA**

All responses to the proposal will be evaluated according to the following criteria and corresponding rating system. The proposals will be evaluated based on written materials provided. Sufficient information must be included in the proposal to assure the correct rating. Incomplete or incorrect information may result in a lower evaluation or proposal rejection.

### Evaluation Criteria:

1. Firm experience on similar projects – 30%
2. Anticipated time to complete work – 10%
3. Qualifications of Assigned Staff – 25%
4. Local Involvement and Knowledge – 5%
5. Cost – 30%

## **7.0 SELECTION**

Final selection will be made by the Mayor of the City of Covington following review of the proposals by the Selection Review Panel. To assist in selecting, interviews may be conducted at the discretion of the City. After selection of a consultant, a professional services agreement will be negotiated and executed. It is the desire of the City to have a contract in place no later than May 30, 2019.

## **8.0 OTHER INFORMATION**

It is the City's express desire to enter into a professional services agreement, which includes all services necessary for this project, whether or not the services are specifically outlined in this RFP. The selected firm will be expected to sign a written agreement, which incorporates this RFP and the selected firm's Proposal. The agreement requires that the selected firm comply with all applicable federal, state and local laws, rules, regulations and ordinances.

## **9.0 GENERAL INFORMATION**

1. The City of Covington reserves the right to revise any part of the RFP by issuing an addendum to the RFP.
2. City of Covington reserves the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.
3. Issuance of this RFP in no way constitutes a commitment by City of Covington to award a contract. City of Covington reserves the right to accept or reject, in whole or part, all

proposals submitted and/or cancel this announcement if it is determined to be in the City of Covington's best interest.

4. A proposer/respondent may withdraw a proposal that has been submitted and received up to twenty four (24) hours prior to the date and time the proposal is due. To withdraw a proposal, a written request signed by the authorized representative of the proposer/respondent must be submitted to:

City of Covington  
ATTENTION: Chief Administrative Officer, Gina Hayes  
317 N. Jefferson Avenue  
Covington, Louisiana 70433

5. City of Covington shall have a single Prime-Consultant as the result of any contract negotiation, and that Prime-Consultant shall be responsible for all deliverables referenced in the RFP and proposal. This general requirement notwithstanding, consultants may enter into Sub-Consultant arrangements, however the Prime-Consultant should acknowledge in their proposal total responsibility for the entire contract.

If the proposer/respondent intends to subcontract for portions of the work, the proposer/respondent shall include specific designations of the tasks to be performed by the Sub-Consultant. Information and performance required of the proposer/respondent under the terms of this RFP is also required for each Sub-Consultant. Unless provided for in the contract with City of Covington, the Prime-Consultant shall not contract with any other party for furnishing any of the work and consulting services herein contracted for without the express written approval of City of Covington. City of Covington encourages the use of State-certified Disadvantaged Business Enterprises (DBEs). Respondents proposing to subcontract with Disadvantaged Business Enterprises will be required to report information about the work performed by the DBE firm(s).

6. All materials submitted in response to this request become the property of City of Covington. Selection or rejection of a proposal does not affect this right.
7. Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and shall be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
8. City of Covington is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer/respondent in responding to this RFP are entirely the responsibility of the proposer/respondent, and shall not be reimbursed in any manner by City of Covington.

9. City of Covington shall not be liable for any errors in proposals. City of Covington reserves the right to make corrections or amendments to the RFP due to errors identified in proposals by City of Covington or the proposer/respondent. City of Covington, at its option, has the right to request clarification or additional information from the proposer/respondents; if requested, such information shall be provided within fourteen (14) days of request.
10. City of Covington reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offer received. City of Covington reserves the right to contract for all or a partial list of services offered in the proposal. The RFP and proposal of the selected proposer/respondent shall become part of any contract initiated by City of Covington. The selected proposer/respondent shall be expected to enter into a contract. In no event shall a proposer/respondent submit its own standard contract terms and conditions as a response to this RFP. If the selected proposer/respondent fails to sign all contract documents within ten (10) calendar days of delivery, City of Covington may elect to cancel the award and award the contract to the another proposer/respondent.
11. Proposers are responsible for determining that there shall be no conflict or violation of the Ethics Code if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

## **10:00 EXHIBITS**

Exhibit-A - web link to 2007 Comprehensive Plan

[www.covla.com/departments/planning\\_and\\_zoning/covington\\_s\\_development\\_regulation.php](http://www.covla.com/departments/planning_and_zoning/covington_s_development_regulation.php)

Exhibit B - web link to Appendix B – 2010 Comprehensive Zoning Ordinance

[www.covla.com/departments/planning\\_and\\_zoning/covington\\_s\\_development\\_regulation.php](http://www.covla.com/departments/planning_and_zoning/covington_s_development_regulation.php)

Exhibit C - web link to Appendix A – Subdivision Regulation

[www.covla.com/departments/planning\\_and\\_zoning/covington\\_s\\_development\\_regulation.php](http://www.covla.com/departments/planning_and_zoning/covington_s_development_regulation.php)

Exhibit D - web link to - Capacity Charge Study and Ordinance

[http://www.covla.com/planning\\_and\\_zoning/capacity\\_charges.php](http://www.covla.com/planning_and_zoning/capacity_charges.php)

The City of Covington is an Equal Opportunity Employer. All are encouraged to apply.

THIS ANNOUNCEMENT IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.