

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
HOUMA, LOUISIANA 70360

**UPDATE TO THE
TERREBONNE PARISH COMPREHENSIVE PLAN
PHASE III
REQUEST FOR STATEMENTS OF QUALIFICATIONS & COST PROPOSALS**

OCTOBER, 2010

PREPARED BY

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Project Summary

Introduction. The Terrebonne Parish Consolidated Government, through the Houma Terrebonne Regional Planning Commission, requests proposals from qualified consultants to assist the Terrebonne Parish Department of Planning and Zoning and a “Steering Committee” in completing Phase III of a comprehensive review and update to the 2003 “Terrebonne Comprehensive Master Plan, *Planning for the Good Earth*” for the Parish. Phases I and II have been completed and an interim report prepared. Phase III of this project has been funded by a \$200,200.00 grant from the Louisiana Office of Community Development’s Disaster Recovery Unit, utilizing Community Development Block Grant (CDBG) funds.

With an estimated population of over 110,000, Terrebonne Parish is one of the largest parishes in the State in terms of land area. It is bordered on the south by the Gulf of Mexico, on the east and north by Lafourche Parish and a portion of Assumption Parish, and on the west by St. Mary Parish. The Parish is considered one of the fastest growing metropolitan areas in the State. With this growth, issues relating to affordable housing, adequate transportation, and the ability to effectively address infrastructure needs are once-again at the forefront of public discussion and debate. Additionally, in the aftermath of Hurricanes Rita, Katrina, Ike and Gustav, Terrebonne Parish must also proactively address issues such as resiliency, sustainability and hazard mitigation during this process.

The Parish’s current Comprehensive Plan is nearly eight (8) years old, and the rapid pace of growth along with the emergence of new development and planning trends has created the need for a far-reaching update.

The proposed outline for the new Plan takes the existing plan as a point of departure, but proposes a new outline with new elements intended to strengthen the plan as a policy document, make it more user friendly, eliminate redundancies, and reorient it to address emerging planning and capital outlay issues including sustainability and resiliency, cultural preservation, hazard mitigation and functional living and working communities.

Project Approach. The selected consultant team will work in partnership with the Department of Planning and Zoning, the Steering Committee, and the Houma Terrebonne Regional Planning Commission to develop the plan. It is anticipated that the consulting team will take the lead with regards to public outreach with Department of Planning and Steering Committee’s advice and support. While certain routine

elements will be overseen in house by Parish staff, the consultant team will be responsible for land use and data analysis and the bulk of the plan narrative, including key elements for which the Parish lacks the necessary capacity and expertise, and/or where new thinking and national best practices are needed. The consultant team will be responsible for the quality and comprehensiveness of their written and graphic materials, as well as for the final integration, edit and format of the document.

Important Dates.

- RFP Available—October 1, 2010
- Deadline for Proposals—November 15, 2010
- Consultant Interviews/Presentations—November 29 – December 3, 2010
- Recommendation to Parish Council—December 15, 2010

Submission Requirements. Bidders are required to submit ten (10) copies of their proposal by close of business on **November 15, 2010**. The proposals should be delivered to:

Mr. Patrick Gordon, Director
Terrebonne Parish Consolidated Government
Department of Planning and Zoning
8026 Main Street, Suite 401
Houma, Louisiana 70360
ATTN: Comprehensive Plan Update

Procedures. Copies of the full RFP can be obtained by contacting the Office of the Planning and Zoning Director, Mr. Patrick Gordon, via email at pgordon@tpcg.org. All firms planning to submit a proposal are encouraged to register with the Parish by sending an email to the Planning and Zoning Director indicating their intent to respond.

Interested bidders are invited to submit any written questions they may have. All questions must be submitted via email, preferably with the words “Comp Plan RFP” in the subject line, to the Planning and Zoning Director at pgordon@tpcg.org. All questions will be compiled, and a complete list of written questions and answers will be forwarded to all firms that have registered with the Parish.

Responding firms must submit their proposals by close of business on **November 15, 2010**. The proposals must conform to the requirements set forth in this RFP, and must include a cover letter, scope of work, identification of the roles and responsibilities of all team members, a statement of qualifications for all team members, references, identification of any Minority/Woman Business Enterprises (MWBE), and a schedule and cost estimate.

All proposals received will be reviewed by a selection committee composed of Parish Staff and the Terrebonne Parish Planning Department staff against the selection criteria set forth in this RFP. A short list will be developed. Short-listed firms will be invited to interview with the Houma Terrebonne Regional Planning Commission during the week of **November 29 – December 3, 2010**. Based on the interviews, a final selection will be made.

Project Background

Overview. The Terrebonne Parish Department of Planning and Zoning is seeking assistance to complete Phase III of its comprehensive review and update of the Parish's Comprehensive Plan. The existing Comprehensive Plan was completed and adopted in 2003. As part of the original adoption process, the governing authority of Terrebonne Parish, the Terrebonne Parish Council, committed to ensuring that the Plan remained current and reflected policies and actions to address changing times and trends in the growth of the Parish.

An update to the plan is needed to ensure that the quality of life in Terrebonne Parish continues to be protected as the Parish grows, with the emphasis being neighborhood preservation, a strong economy, ample parks and recreation, improved mobility for all modes of transportation, community resiliency and the protection of the Parish and region's natural resources and environmental quality. The updated Plan will serve as the policy framework for a wide range of decisions concerning land use, development, design and the public investment needed in facilitating capital outlay priorities. An extensive public input and outreach effort is planned that will serve as the foundation for the Plan's policies.

For these and other reasons, the Department of Planning and Zoning has embarked on a Comprehensive Plan update program. The goal is to produce a revised Plan that:

- Provides greater specificity for capital outlay programming and projects;
- Adds new elements;
- Addresses the key issues facing the Parish today;
- Is supported by current, accurate, and comprehensive data;
- Is clearly organized and easy to read;
- Is graphically attractive, highly visual, and easy to use;
- Provides a framework for shaping and managing the Parish's future growth;
- Maintains a focus on the physical and economic aspects of the Parish, but also considers the spatial aspects of social issues such as public safety, education, and human services;
- Incorporates best practices with regards to resiliency, sustainability, urban design, transportation and environmental stewardship;
- Provides a framework for other long-range plans in the Parish;
- Includes specific implementation measures and strategies; and
- Links future growth and development to the Capital Improvement Plan.

The consultant team shall work in close collaboration with parish planning staff for the duration of the project. Planning staff will play an active and on-going role in project oversight relating to the methodologies to be implemented in data collection and analysis, coordination among parish and other agencies, community outreach, and policy formation. The consultant team shall provide project management, technical expertise, mapping and graphics support, data collection and analysis, best practices research, policy development and testing, and the writing of the drafts of key plan elements. Under Parish Planning's oversight, the consultant team's work efforts must be coordinated seamlessly so that local knowledge and experience complements the contracted team's expertise and vice versa.

Applicable Documents. A review of various documents and plans may be helpful to prospective contractors. The successful consultant team shall be required to access and review all current planning documents. Bidders are not expected to have reviewed every document, but should familiarize themselves with the Parish's current Comprehensive Plan, as well as plans addressing:

- Interim Report from Phases I & II of the Update (Available online at www.tpcg.org)
- Downtown Development
- Zoning/Subdivision Regulations
- Capital Improvement Program
- Terrebonne Parish Public School Facilities
- Louisiana Speaks
- Stormwater Drainage Basin Studies and Long-Range Plans
- Redevelopment Plans
- The Parish's Consolidated Plan
- Parks and Recreation Plans
- Transportation and Transit Plans
- Airport Plans
- Economic Development Plans

Comprehensive Plan. The Comprehensive Plan is an official long-range policy statement adopted and amended by formal resolution of the Terrebonne Parish Council. It is a major component of the planning process for Terrebonne Parish as it guides the decision making process involving land use, public investment, and those parish actions expected to influence physical development in the long-term. The Comprehensive Plan contains goals, objectives, policies and guidelines for growth, development and redevelopment of the Plan. It includes an introduction and a summary of the population and employment characteristics of the Parish. It provides

an explanation of Comprehensive Plan goals, objectives, policies, and guidelines as well as a discussion of the urban form principals upon which the plan is based.

The Plan includes goals and policies for public infrastructure systems such as the water and wastewater systems, storm water management, parks and recreation, and transportation systems. A Housing Plan is also included.

The plan divides the Parish into eighteen (18) development zones. For each development zone, there is a zone plan that provides details on existing conditions land use, density, urban form, and demographics.

Other elements of the existing Comprehensive Plan include:

- Land Use
- Transportation
- Housing
- Essential Community Design
- Public Facilities
- Regional Coordination

The updated plan will include these elements, as well as the addition of the following three (3) new elements:

- Environmental Issues & Hazard Mitigation;
- Downtown Redevelopment & Historical/Cultural Preservation; and
- Prioritized List of Capital Improvements.

Project Area. The project area encompasses the entirety of Terrebonne Parish. For planning and report purposes the project area shall be considered/analyzed consistent with the previously established development zones contained in the current comprehensive plan. Contained in Appendix A is a map of the eighteen (18) development zones.

Planning Context

Overview. The Parish and region's recent history has been one of rapid growth, both in terms of population and the economy. Terrebonne Parish is one of the fastest growing parishes in the State of Louisiana with a population estimated to exceed 125,000 by 2030, according to the Louisiana Parish Population Projection Series, 2010 – 2030.

Since the completion of the last Comprehensive Plan in 2003, Terrebonne Parish has been impacted by several events that are accelerating change in the area. Of particular note are four (4) devastating storm events –Hurricanes Katrina and Rita in 2005 and the storms Gustav and Ike in 2008. The impact of these storms on surrounding areas spawned secondary impacts to the Parish. Immediately following Katrina and Rita, the Parish experienced an in-migration of commercial enterprises forced to relocate from neighboring parishes devastated by the storms. Similarly, residential housing starts significantly increased in response to housing demands from in-migrating storm victims. All of this gave rise to much public discussion regarding affordable housing and adequate transportation. Additionally, the storms Gustav and Ike have changed development patterns in the area, with new commercial and residential developments being sited primarily in the northern portions of the parish.

In regard to new planning elements to be included in the updated plan, the three (3) new elements will address the following:

- **Environmental Issues & Hazard Mitigation.** Terrebonne Parish faces a number of environmental issues that are growing in their severity, including air quality, water quality and coastal erosion. Since its creation, Terrebonne Parish has struggled with natural hazards due to storm events. This section of the update will focus on investigating the above issues and formulating appropriate policies to adequately prepare the parish to avoid damages from future storm events and promote environmental and community sustainability.
- **Downtown Redevelopment and Historic/Cultural Preservation.** The downtown redevelopment and historic/cultural preservation plan will be a stand-alone document that can be incorporated into the Comprehensive Plan. The development of this plan must be coordinated with the Houma Downtown Development Corporation (HDDC) and the Main Street Manager. The downtown plan will consist of recommendations addressing the appearance of downtown Houma, branding and identity development opportunities, historic

preservation, increased tourism, and promotion of the downtown area's business and attractions.

- **Prioritized Capital Improvement List.** The Capital Improvements list will establish a direct connection between recommendations and policies called for in the Comprehensive Plan as they relate to land use, public facilities and infrastructure and the public capital improvements needed to help implement the Comprehensive Plan.

Issues and Considerations. The Comprehensive Plan Update should be sensitive to the following considerations:

- **Schedule.** The process should start by December 31, 2010 with the submittal of a Public Review Draft Plan by September, 2011, followed by public hearings in the eighteen (18) development zones. The project finish date is tentatively set for January 2012.
- **Public Involvement.** The update process should include public participation, including consensus building and conflict resolution around key issues. The involvement process should engage people, agencies and constituencies that have historically not participated in the planning process. The parish has committed to public hearings in each of the eighteen (18) development zones. The project team should strive to achieve heightened public participation through all social media outlets, such as Facebook, Twitter, and an updated project website (hosted by TPCG).
- **Vision Statement.** A draft Vision Statement was prepared through public participation and professional recommendations during Phases I and II of this update. This statement should be used to govern the formulation of the new plan components and the revision of existing components.
- **Incorporate Policies in Establishing Neighborhood Plans and Small Area Plans.** The consultant team will explore with the Planning Department staff policies to be followed in establishing neighborhood and small area plans. The update should include creative approaches to engage neighborhoods and address neighborhood-level issues without using neighborhood and small area plans.
- **Incorporation of Visuals.** The Department of Planning and Zoning seeks to produce a Comprehensive Plan that is highly visual, using maps, charts,

renderings, photos, and other graphic tools to convey information and illustrate policies. The Planning Department intends to create a website version of the Comprehensive Plan that is highly interactive, with maps and graphics. The Planning Department will use that tool to educate the public about growth planning and development.

- **Keeping the policies current:** Changes in the market place, evolving land use trends and rapidly changing growth patterns and the amount of land in the short and long-range term warrant examination on a regular basis. The updated plan should include methods to examine policies every year, with updates every 5 years and a new plan every 20 years.
- **Coordinating Multiple Planning Efforts.** The Comprehensive Plan is one of several long-range planning efforts either currently underway or completed within the last 7-10 years in the Parish. As the overarching policy guide for Terrebonne Parish, the Comprehensive Plan should drive and guide these other efforts—although this has not been the case in the past. The update should be coordinated with more specific plans now being prepared for transportation, parks, public facilities, schools, and housing.
- **Relationship to the Region.** Terrebonne Parish is not alone in growth. The Parish and the surrounding parishes are experiencing similar growth patterns. Terrebonne’s future is interconnected with the transportation, economy, affordable housing and quality of life of the surrounding parishes. In addition to addressing local issues, the updated Plan should acknowledge regional issues and incorporate a regional perspective.
- **Planning for Equity.** Although the Comprehensive Plan is a physical document with a focus on land use, it should address the social challenges facing the Parish. Spatial issues associated with affordable housing, public safety, and diversity should be addressed. Plan policies should recognize social equity concerns and incorporate strategies to equally protect residents, improve access to jobs, and strengthen neighborhoods that are distressed or at risk. A focus on resiliency throughout the parish will aid in achieving equity in our good earth.
- **Need for Measurable Objectives and Implementing Actions in the Document.** The existing Plan has implementation focus and an “implementation or action” component. The updated Plan should review progress made to date in the implementation of the Action Plan, identify follow-up tasks, and assign responsibilities and timelines for remaining and new tasks to be implemented. It

should include a means of evaluating progress and success. The specific actions, plans, and programs needed to implement Plan policies should be outlined in the document.

- **Linkage to the Capital Improvement Plan.** As stated earlier, the current Comprehensive Plan contains many recommendations that involve capital improvements, and some of these projects end up in the Capital Improvement Plan (CIP). However, the Plan does not specifically call out such items, nor does it necessarily discuss their priority and timing. Further, there is no mandate that all potential CIP items in the Comprehensive Plan actually be reflected in the CIP. The intent is for the new Comprehensive Plan to create a much stronger link to the CIP, such that the Comprehensive Plan is used as the primary document setting priorities in the CIP.
- **Infrastructure Capacity (water, sewer, transportation).** With rapid growth has come increased stresses in keeping up with the demand for infrastructure, including roadways, water, sewer, and stormwater. Accommodating this growth will require significant new investment. Strategies addressing both supply (capacity) and demand should be studied, including the infrastructure impacts of different growth patterns and scenarios, and the identification of areas where existing infrastructure could support increased development intensities. Additionally, areas that are especially susceptible to storm damage and should not be targeted for increased capacity should be identified and mapped.
- **Transportation Alternatives:** Terrebonne Parish has grown primarily in a suburban pattern over the last 30 years. Convenient opportunities for utilizing multiple travel modes are limited. As the Parish continues to grow over the next 20 years and the capacity limits of transportation corridors are challenged, the need for travel alternatives will be necessary. The Comprehensive Plan update should identify opportunities to expand transportation alternatives and identify appropriate service corridors and activity nodes. Additions to the approved 2010 Parish Bike Plan should be considered and mapped.

Suggested Scope

The following scope is presented as a guide for respondents. It is organized by topical area and plan element rather than task. Bidders are invited to craft and submit their own original scope, complete with tasks and projected costs; however, the key elements included in this scope should be addressed.

Terrebonne Parish Consolidated Government Responsibilities. With oversight being provided by the staff of the Planning and Zoning Department and the Steering Committee, the consultant team will take the lead with regards to completing all necessary tasks in completing the update to the Terrebonne Parish Comprehensive Plan.

- ***Project Management:*** The planning process will be managed from the Parish side by Ms. Jennifer Robinson Senior Land Use Planner, Terrebonne Parish Consolidated Government.
- ***Steering Committee:*** The planning process will be overseen by a Steering Committee, appointed by the Houma Terrebonne Regional Planning Commission and shall include representatives of all Parish administrative departments, TEDA, the Houma-Terrebonne Regional Planning Commission, the Chamber of Commerce, SCIA, and others. The Committee will meet on a regular basis with the consultant team, and will have responsibility for signing off on final written and graphic products.
- ***Stakeholder Task Force:*** The Planning Commission may convene a Task Force that will meet on a less regular schedule to obtain input into the plan document as it evolves. The membership of this task force is still to be determined, but will likely include representatives of State and Parish government, major institutions including the community college, the hospitals, the School Board, etc.
- ***Data Gathering:*** The Parish maintains extensive databases regarding property information, development applications and approvals, and rezonings, all of which will be of use in analysis of existing conditions and recent trends. This data will be made available in a useful format upon request by the consultant. Data collected during Phases I & II of the update, available in the update's Interim Report, should be utilized and built upon. When 2010 Census data becomes available, it should be plugged into the analysis to provide the most up-to-date data available.

- **GIS mapping:** The Parish maintains an extensive library of GIS layers that will be made available. In addition, the Parish's GIS Division will be available to assist with mapping and analysis. It is anticipated that the Parish can provide many of the more standard maps for the community inventory; and that the consultant team would take the lead on maps required for their own analysis and recommendations.

Public Input Process. An extensive public participation process will be undertaken as part of the planning process. The following meetings have already taken place during Phases I and II of this update:

- **Kick-Off Meeting:** A parish-wide public meeting was used to kick off the planning process. This meeting featured a presentation providing background on the Comprehensive Plan, a summary of recent trends and developments leading to the need for an updated plan, and the anticipated scope of the updated plan. The presentation was followed by questions and answers. Representatives of the lead consultant will facilitate this meeting and be assisted by assigned staff of the Department of Planning and Zoning.
- **Visioning Process:** The first phase of the process should started with a visioning process that included parish-wide public meeting(s) and focus groups (described in the Interim Report). The Visioning Process included a review of the existing vision and produce an updated Vision Statement for the Parish, which will be used as the policy framework to update the Comprehensive Plan. The final proposed Vision Statement is as follows:

“By 2030, Terrebonne Parish will be a safe, secure and resilient coastal community that is well protected by a completed hurricane protection network; a community that provides expanded and diverse job opportunities in technologically-oriented industries supported by adequate infrastructure and an effective transportation system; a community that embraces and promotes its unique culture through efficient use of its land resources; a community that protects and sustains its physical environment through the effective enforcement of sensible regulations; a community filled with opportunity such that its youth will chose to remain in the parish to continue to build and enjoy the “Good Earth,” preserving it for future generations.”

As noted, the citizen and stakeholder participation and buy-in is crucial to a workable Comprehensive Plan that can be implemented and eventually succeed. During Phases I & II of this update, extensive public outreach was performed, with local citizens and organizations participating in visioning sessions designed to craft a Vision Statement for both Terrebonne Parish as a whole and for downtown Houma. A Citizen Survey was also available online; results can be seen in the Interim Report for Phases I & II. As the updated components of the Comprehensive Plan are drafted and fine-tuned, it is expected that the project team should offer a plan for public participation. Innovative ideas to achieve a substantial involvement from the public are encouraged. It is anticipated that Phase III will include, at minimum, the following meetings and activities:

- ***Development Zone Meetings:*** More detailed meetings will be held in each of the Development Zones. A full range of planning topics will be covered, with a particular focus on the geography of each Zone. Meetings will present draft recommendations for feedback.
- ***Focus Groups:*** The consultant team, along with appropriate parish staff, will hold a series of focus groups with key stakeholder groups. These are anticipated to include but are not limited to the following: the Homebuilders Associates, area hospitals, environmental groups, etc.
- ***Regional Planning Bodies:*** Interim topical presentations, particularly related to transportation, may be scheduled for meetings of the MPO planning bodies and committees.
- ***Presentations at Hearings:*** Once complete, the Comprehensive Plan will need to go through a formal adoption process. It is anticipated that this will include a joint Planning Commission/Parish Council public hearing; a Planning Commission hearing; one or more Planning Commission committee meetings; a Council meeting; and one or more Council Committee hearings. One or more representatives of the lead consultant will be expected to be available at all of these hearings and meetings.

Plan Components

Proposed Elements & Responsibilities. The updated Comprehensive Plan is proposed to have a somewhat different outline than the current plan, including stand-alone downtown and capital improvements elements. The following outlines the list of proposed components to be incorporated into the plan and existing components that should be updated.

Proposed Components.

Vision Framework: Completed in Phases I & II

Land Use: The current plan has an extensive land use element. The updated Land Use element should reflect an analysis of the changes that occurred since the adoption of the existing plan and include new and enhanced land use recommendations including an updated Future Land Use Map that will be used as a guide to both rezoning petitions and potential Parish-sponsored rezonings. While maps depicting updated Land Use patterns were created in several development zones identified by the Parish in Phases I & II, the consultant team will need to complete an updated Future Land Use Map.

In developing the land use component of the plan, the following generalized steps should be followed:

1. Determine goals and objectives for land use. (**Completed in previous phases**).
2. Review and analyze information on the natural environment and land use. (**Completed in previous phases**).
3. Map current projects (if any) that are not yet built, but have been approved, permitted or otherwise sanctioned.
4. Review existing policies and requirements for particular land use categories and types of land in the 2004 plan document.
 - a. Explore zoning regulations and building codes that can be enacted to mitigate natural hazards such as storm events.
5. Develop land use projections.
 - a. This should be done in matrix format incorporating the "drivers" for particular land uses and projected acreage needs for the next twenty years.

6. Prepare alternate land use sketch plans and evaluate.
 - a. Efforts here should be concentrated in those areas of the parish where growth is taking place, or is projected to take place.
 - b. Evaluation should determine whether there is sufficient suitable vacant land to accommodate all projected land use needs in each land use category, including public facilities and recreational needs.
 - c. Evaluators should consider historical structures and/or natural features that need to be protected and determine whether the alternate plan reflects the goals and objectives that were previously set, as amended.
 - d. Sketch plan should identify flood prone areas. These areas should be listed as areas where crucial infrastructure should not be built.
7. Select best alternative and refine in terms of other plan components.

Deliverable: A draft land use component detailing the selected land use alternative for the parish in general and specifically in the growth areas of the parish. This report should contain land use and demographic projections for these areas as well as the overall land use goals and objectives.

Transportation & Infrastructure: Transportation planning for Terrebonne Parish is generally the responsibility of South Central Planning and Development Commission (SCPDC), which serves as the Metropolitan Planning Organization (MPO) for the Houma-Thibodaux metro area. The MPO is responsible for preparing not only the metro area's Unified Work Program (UWP), but its Transportation Improvement Program (TIP) as well. These plans must be incorporated into the Comprehensive Plan to ensure that citizens of the parish can have access to all components of the community's plans in one document. The project team should undertake the following relative to transportation:

- Review existing transportation plans for the parish contained in SCPDC documents and interview SCPDC/MPO officials relative to transportation deficiencies and pending actions.
- Discuss with MPO officials the recent ozone non-attainment status of the parish/MSA and potential impacts on transportation plans.

- Review transportation plans and other circulation and traffic improvement needs with local public works, airport, port and economic development officials to understand immediate concerns in these areas and suggested improvements.
- Review these needs and suggestions within the context of official transportation plans for the parish.
- Discuss transit operations, needs and expansion plans with Terrebonne Parish transit officials.
- Prepare an updated circulation plan for the parish to include all official transportation improvements (i.e., contained in the official transportation plan), all needed transportation, traffic and transit improvements, as well as suggested bicycle paths/lanes/routes, and new or improved truck route(s) in the parish.
- Develop a master phasing plan for all transportation improvements along with costs and probable/suggested funding sources, based on the land use plan.
- Relative to infrastructure, such as water and sewer service and drainage needs, the project team should coordinate these services with land use policies, the future land use element, and economic development needs. Base line data should be mapped and needs suggested for inclusion in the Comprehensive Plan Update should be shown. Cost estimates for these suggested improvements should be provided.

Deliverable: A Draft Transportation & Infrastructure Component detailing the plan's transportation and infrastructure element containing both graphics and text. The recommendations should be related to the transportation and infrastructure goals and objectives developed for this planning effort.

Housing: The housing component of the Comprehensive Plan is an important element, particularly in light of the need for workforce housing in the Houma-Terrebonne area at this time. The area's growing economy is placing a demand on housing of all types, but the lack of workforce housing is a major concern. Resiliency of both existing and proposed housing developments in preparation for natural disasters such as wind events and flooding should be explored and recommendations made. The project team should undertake the following

actions necessary for the development of the housing component of the Comprehensive Plan:

- Review housing plans in use by the TPCG Department of Housing and Human Services. Houma-Terrebonne is an "entitlement community" under the guidelines promulgated by the U.S. Department of Housing and Urban Development (HUD). Housing plans in effect through this parish department must be taken into consideration in the Comprehensive Plan.
- Meet with the TPCG Housing and Human Services Director to discuss housing needs and possible solutions.
- Explore new or improved building codes designed to minimize public and private property damage in the event of an extreme weather event and make recommendations.
- Meet with the Terrebonne Parish Recovery Planner and other state and local agencies to discuss areas in which Terrebonne Parish's housing can be made more resilient.

Deliverable: An draft Housing Component detailing a plan and recommendations for achieving the housing goals and objectives and incorporating existing housing plans guiding decisions by the TPCG Department of Housing and Human Services.

Essential Community Design: What should a community look like? Are there regulations or guidelines in place that require aesthetic improvements in developments or new buildings that influence the look and "feel" of the community? Can new streets be made more pedestrian or bike-friendly? Can a different street design achieve these purposes, and yet safely and efficiently move traffic, while reducing speeds and traffic accidents? These are questions that should be answered in an analysis of essential community design and answers should be explored during the public involvement phase of this planning effort.

Over decades of growth, unique patterns have evolved which give Houma-Terrebonne its character. Some historic neighborhoods with crafted homes have value as a 'place' within the region. They become a source of pride, a 'jewel' to be appreciated for their part in local and regional history. In the downtown area, older shops and buildings help to define its history and form a historic core.

The project team should build upon the earlier steps taken within the 2004 Comprehensive Plan, validating the five goal statements contained in the plan. These essential community design goals are:

- The provision of open, green space where needed in the community;
- The provision of a balanced mix of cultural centers in the parish;
- The development of incentives for private-public sector partnerships to initiate new gateways into the parish-such as what has been recommended in the Atchafalaya Trace National Heritage Area Management Plan-corridors improvements, celebration centers and other people-oriented facilities throughout the parish;
- The enhancement of the area's numerous natural features with attractive elements, such as streetscape furnishings and furniture, signage and landscaping that express community and regional pride; and,
- The coordinated implementation of all these elements based upon the fact that the man-made image of Houma-Terrebonne is a reflection of the priorities set by its citizens. Pride in the environment is largely an issue of leadership. The most effective leadership is also responsive to the needs of citizens.

Deliverable: An Essential Community Design Component detailing strategies for the initiation of a built environment in the parish that is reflective of the pride of the people of Houma-Terrebonne.

Environmental Issues & Hazard Mitigation: Terrebonne Parish faces a number of environmental issues that are growing in their severity, including air quality, water quality and coastal erosion. Present since the creation of Terrebonne Parish is its struggles with mitigating natural hazards due to extreme weather events. This section of the update should focus on investigating the above issues and formulating appropriate policies to adequately prepare the parish to mitigate future hazards and promote environmental and community sustainability.

In recent years the parish has become a non-attainment area relative to ambient ozone levels in the air. This situation will have far reaching implications for industry and transportation. Pro-active steps are needed now to forestall serious consequences. Coastal erosion also poses a serious environmental concern; unless this problem can be adequately dealt with, Terrebonne Parish could cease to exist and function as we know it. With the most severe coastal erosion

problem in the entire world centered along coastal Louisiana, and in particular in Terrebonne Parish, lack of planning and subsequent action will doom the parish. The effects of such a catastrophe will be felt nationally, given the importance of the parish's estuaries for seafood and its disappearing coast line for the oil and gas industry's infrastructure.

A significant planning effort was initiated after the devastating hurricanes of 2005. The result was a plan for the twenty-three coastal parishes in Louisiana. During this planning effort, many thousands of citizens in the state were given opportunities to participate in the planning effort and to make their opinions known. The result was the landmark plan entitled, "Louisiana Speaks Regional Plan: Vision and Strategies for Recovery and Growth in South Louisiana," published in May 2007. Since this plan has implications for Terrebonne Parish, the parish should take steps to become pro-active in its environmental planning in order to implement some of the recommendations in this regional plan.

Published in 2007, "Louisiana's Comprehensive Master Plan for a Sustainable Coast", authored by the Coastal Protection and Restoration Authority of Louisiana is the state's integrated ecosystem restoration and hurricane protection plan.

The "Louisiana Coastal Hazard Mitigation Guidebook," published in 2008, outlines tools, techniques and policies that may be able to aid Terrebonne Parish as it seeks to achieve a resilient community.

The Barataria-Terrebonne National Estuary Program (BTNEP) has also taken an active role in environmental sustainability. BTNEP's plans should be reviewed and integrated into the Terrebonne Parish Comprehensive Plan.

To address all these issues and incorporate sustainable environmental and hazard mitigation recommendations into the Comprehensive Plan, the project team should:

- Perform a Risk Assessment of Natural Hazards in Terrebonne Parish.
- Craft recommendations for policies and procedures outline to create a more resilient community in the wake of future hazard events with information compiled in the Risk Assessment.
- Review all environmental planning documents mentioned in this section to understand the scope of recommendations and their impact on the parish.

- Incorporate into the environmental/hazard mitigation component of the Comprehensive Plan the pertinent recommendations from the aforementioned environmental planning documents. Specific attention should be paid to how to integrate these policies into zoning and building codes.

Deliverable: A draft environmental/hazard mitigation component for the Comprehensive Plan.

Public Facilities: One of the most important ways in which local government serves the public is through the provision of various public services and facilities. Public facilities arguably have the greatest impact on the quality of life in the community. Libraries, schools, hospitals, public safety complexes, fire stations, parks and recreational facilities have considerable impact on quality of life at the community level. In order to determine whether the population of the parish is currently well served and if it will be so served in the future as population grows, the project team should undertake the following tasks:

- Discuss specific public facility needs and plans with the appropriate parish agencies, i.e., fire departments, police and sheriff departments, library officials, hospital officials, etc.
- Locate all public facilities in the parish that directly serve the public on a parish map. Note any overlapping areas of service for similar public facilities.
- Highlight areas of the parish that are projected to grow over the next twenty years and determine needs for additional public facilities, including types, sizes, and estimate costs, and most likely locations for such facilities.
- Evaluate how new public facilities will impact surrounding neighborhoods, transportation corridors, generate additional development, and contribute to environmental sustainability and community resiliency through building design and/or reductions in travel demand by auto.

Deliverable: A draft public facilities component of the Comprehensive Plan Update in accordance with the agreed goals and objectives.

Regional Coordination: Regional Coordination is a vital but often overlooked element of a Comprehensive Plan. By incorporating this aspect into the plan, the Terrebonne Parish acknowledges that influences and impacts do not stop at parish boundaries. Citizens may live in one parish but work and shop in another. This trend results in transportation impacts that cross parish boundaries. Transportation impacts are but one example of the need for regional discussion and coordination in planning.

A mechanism for regional coordination exists in the composition of the membership and board of the South Central Planning and Development Commission (SCPDC). The member parishes are those most likely to be impacted by developments in Terrebonne Parish, or conversely, to impact Terrebonne with developments in their respective parishes. The project team should incorporate into the plan the following relative to regional coordination in planning:

- Working with both Planning & Zoning staff and SCPDC to identify issues of regional concern, which may include such issues as workforce development, the regional economy, transportation, air quality, landfill and other public utilities and infrastructure issues.
- Determine the appropriate venue to discuss the identified regional issues, which may include their two-way impacts and ways to mitigate those deemed adverse, and to enhance those impacts seen as favorable.

Deliverable: A draft Regional Coordination Component detailing efforts at regional coordination with recommendations for incorporation into the Comprehensive Plan Update.

Downtown Redevelopment & Historic / Cultural Preservation: A downtown redevelopment and historic/cultural preservation plan should be a stand-alone document that can be incorporated in the Comprehensive Plan. The plan will be significant enough in its own right that it should be able to function alone. Since downtown Houma has benefitted for some time from the services of volunteers appointed to the Houma Downtown Development Corporation (HDDC) and participates in the state's Main Street Program (managed by a paid employee), the development of such a planning document must be accomplished with the active participation of both these entities and other downtown stakeholders. The project team should consider these entities as partners in this planning endeavor and work with and through them to accomplish a sustainable plan for the protection of Houma's historic and cultural assets.

The downtown plan should consist of recommendations addressing the following:

- Appearance of downtown Houma;
- Branding and/or identity development opportunities;
- Historic preservation within the context of the historic preservation ordinance and the Historic District Commission;
- Increased tourism; and
- Promotion of downtown area, its business and cultural attractions.

To accomplish this, the project team should first assess downtown Houma's current condition. This assessment should identify problem areas, assets, needs and windows of opportunity. Please see the Interim Report from Phases I & II for additional data captured regarding the strengths, weaknesses, opportunities and threats (SWOT) in downtown Houma captured in 2009 and for the draft vision statement created during that process. The project team should work with the HDDC and others to complete the following relative to a downtown plan:

- Conduct a downtown assessment and inventory with the assistance of the Planning & Zoning Department, the Main Street Manager and the HDDC, incorporating the following:
 - Timeline of downtown Houma's historical development;
 - Insight into downtown Houma's role in the region;
 - Understanding of local transportation patterns and modes;
 - Assessment of local infrastructure;
 - Inventory of current land use and zoning;
 - Assessment of public facilities and services;
 - Analysis of existing buildings; and
 - Analysis of the streetscape.

Deliverable: A draft plan for Downtown Houma based on the Vision Statement prepared in Phase I of the plan, addressing the needs of downtown Houma in the following areas:

- Appearance. Using a zoning overlay and provisions in the Historic District Ordinance to recommend a distinct look and character for downtown;
- Identity or Niche. Identifying and recommending ways to enhance the identity of downtown Houma

- Historic Preservation. Recommendations to create and enhance the bond between the historical community (and its structures) with its citizens to stabilize neighborhoods, enhance the viability of the downtown business district and effectively target areas appropriate for public attention.
- Tourism and Economic Development. Recommendations to make downtown Houma more tourist friendly and to enhance interaction between the Downtown Marina and Main Street through opportunities that will be created by the Downtown Boardwalk along Bayou Terrebonne.
- Promotions. Recommendations to highlight downtown Houma in a positive manner, such as the creation or enhancement of events and activities that celebrate the many aspects of the community while remaining sensitive to the needs of downtown businesses.

Prioritized List Of Capital Improvements: The Capital Improvements list will establish a direct connection between recommendations and policies called for in the Comprehensive Plan as they relate to land use, public facilities, and infrastructure and the public capital improvements needed to help implement the Comprehensive Plan. The identification of funding sources and subsequent capital projects programming will be left to the annual budgetary process and those in parish government most familiar with the finances of the parish.

The accuracy of a prioritized listing of capital improvements diminishes with the passage of time. It may be relatively easy to predict the overall status of the community two years into the future, but beyond that period, developments could have occurred that materially alter assumptions and change facts upon which the Comprehensive Plan was built, thus requiring adjustments.

The project team should include a mechanism in the comprehensive planning process that includes a timely "feedback loop," or method to periodically and thoroughly assess both the rate of growth and change taking place in the community and success or progress in implementing the plan. This process holds implications for the capital improvement plan as well since a change in the underlying assumptions or other developments in the Comprehensive Plan could result in an adjustment in its supporting financial components.

In developing the prioritized list of capital improvements, the project team should complete the following:

- Identification of all recommendations in the Comprehensive Plan Update for which funding will be necessary. These should include transportation-related and other infrastructure projects, as well as public facilities and public improvements.
- Development of estimated cost figures for all these recommendations and improvements.
- Based on Plan recommendations, set priorities for funding these improvements
- Inclusion the priority list in the updated Comprehensive Plan

Deliverable: A draft priority list of capital improvements tied to the recommendations in the updated Comprehensive Plan.

Anticipated Consultant Responsibilities. The following elements will be the primary responsibility of the consultant team, with support provided by Parish Staff:

- Land Use;
- Essential Community Design;
- Infrastructure;
- Housing;
- Public Facilities;
- Environmental Issues & Hazard Mitigation;
- Downtown Redevelopment and Historic/Cultural Preservation. *To include land use, urban form and design, circulation and access, and traffic;*
- Prioritized List of Capital Improvements;
- Regional Coordination; and
- Action Plan/Implementation (including Capital Improvement Plan).

Project Deliverables. The consultant team will be responsible for delivering drafts of all elements for which the team has primary responsibility. The team may also be asked to deliver interim documents related to these elements, such as background studies, technical memoranda and draft policy recommendations. All deliverables should be supportive to, and not duplicative of, the routine planning done in various agencies and administrative departments. Specific deliverables will be worked out with the consultant team following awarding of the bid and prior to finalizing the scope and contract.

Disciplines Required. To complete the above referenced elements, consulting teams should include the following disciplines:

- Land use planning;
- Urban design;
- Zoning, including emerging best practices such as form-based codes;
- Transportation planning and engineering;
- Civil engineering;
- Environmental engineering and planning, including “green” design and planning expertise;
- Public participation;
- Housing policy;
- Regional planning;
- Arts & Culture;
- Economic Development;
- Capital Improvement Planning and Coordination; and
- GIS.

Submission Details

Submission Requirements. The deadline for submissions is close of business on **November 15, 2010**. No submissions received after this date will be considered. Responders should submit ten (10) hard copies of their submission as well as one electronic copy on CD in PDF format to:

Physical Address:

Attn: Comprehensive Plan Update
Terrebonne Parish Consolidated Government
Department of Planning and Zoning
8026 Main Street, Suite 401
Houma, Louisiana 70360

Mailing Address:

Attn: Comprehensive Plan Update
Terrebonne Parish Consolidated Government
Department of Planning and Zoning
Post Office Box 2768
Houma, Louisiana 70361

Proposals should be submitted in the order presented below, with each component separated with tabs:

- Cover letter identifying all firms proposed for the team;
- Project understanding;
- Project approach;
- Scope of Work, including proposed deliverables. The scope should be responsive to the draft scope items presented in this RFP, but can propose to add, modify or delete scope items if it can be shown that such changes are of benefit to the project;
- A proposed project budget, including estimated hours and billing rates for all personnel to be assigned to the project (Principals and senior staff to be identified by name, support staff can be identified by title);
- A proposed timeline, not to exceed 24 months from project initiation;
- Current workload and firm/team capacity;
- Team organization, including identification of the lead consultant and project manager, key personnel, and the roles and responsibilities of all sub-consultants;

- Identification of any certified Minority- or Woman-owned Business Enterprise (MWBE) firms, if any, and their level of participation in the project;
- A Quality Assurance plan;
- A Statement of Qualifications, including professional resumes of key personal for each team member and descriptions of relevant work; and
- A list of three references for similar projects, including the name of the project, location, client name, contact name, and information, the date of the project, and budget amount.

Selection Process. The Terrebonne Parish Consolidated Government has established the following procedures for selecting the consultant for the project, which includes the following steps in the selection process. The purpose of this is to ensure that consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in the disciplines required, and to ensure that every qualified consultant has the opportunity to be considered for providing professional services for the Project. The process for selection involves three stages:

Stage One: Qualifications.

Notification of this RFP is advertised on the Terrebonne Parish Consolidated Government web site (<http://www.tpcg.org>) and elsewhere. A Request for Proposals will be sent to all firms that express interest and request a copy of the Request for Proposals. Upon receipt of the proposal packages from respondents, the Planning Department will review the proposals and select a short list of firms. The Director will forward the short list to the Houma Terrebonne Parish Consolidated Government Committee for consideration.

Stage Two: Review and Recommendation by the Planning Commission.

The Planning Commission will review the 'short list' of teams. The Commission will schedule presentations/interviews with the short-listed firms. Based on the interview/presentation results, the Commission will prepare a prioritized 'short list' recommendation that will be forward to the Parish Council. The Council will be asked to authorize negotiation with the recommended team.

Stage Three: Contract Negotiations.

Following the Parish Council's approval to negotiate with the recommended consulting team, the Planning Department will begin negotiations. In the event negotiations of specific contract terms, conditions and fees prove unsuccessful with this firm, the Planning Department will begin negotiations with the second most qualified firm. The Parish Council will award a contract based upon successful negotiations.

Selection Criteria. The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order). Scoring will be done on a 120 point scale.

- Technical approach to completion of work (30 points).
- Proposed design approach for the Plan Update and schedule for completion (20 points).
- Proposed project budget and rate structure for proposed staff including all subconsultants (10 points)
 - Consultants will be awarded 10 points for including with proposal a certification that the project will not exceed the allotted budget.
 - For each \$1,000.00 over budget, 1 point will be subtracted from points total.
- Specialized or appropriate expertise in this type of Plan Update (15 points). This includes:
 - Examples of the past performance of the lead consulting firm, subconsultants, and their employees on similar plans (5 points);
 - Demonstrated adequate and experienced staff and proposed design team for the Plan Update (5 points); and
 - Demonstrated experience in conducting public meetings and demonstrated above average public participation (5 points).
- Recent experience with successfully maintaining project schedules and budgets and current workload and firm capacity (10 points).
- Level of MWBE participation (5 points).
- Understanding of the area where the project is located (5 points).
- Demonstration of a project record free of significant technical problems and litigation resulting from errors or omissions (5 points).
- Oral Presentation by short-listed consultants (20 points).

Ownership of Documents. All documents, maps and other graphics delivered by the consultant team to the Parish as part of this planning effort shall be the property of the Terrebonne Parish Consolidated Government. The consultant team may also use the documents in other projects that it subsequently performs.

Right to Reject Proposals. The Terrebonne Parish Consolidated Government reserves the right to reject any and all proposals and to negotiate with any firm in a manner deemed appropriate to serve the best interests of the Parish. The Parish will follow all local, state, and federal guidelines for the contracting of professional services.