

LOUISIANA WATERSHED INITIATIVE (LWI)
REGION 6 WATERSHED PLAN:
REQUEST FOR
QUALIFICATIONS (RFQ)
March 7, 2024



P.O. BOX 1870, GRAY, LA 70359

(985) 851-2900

Request for Qualifications (RFQ) - Region 6

Louisiana Watershed Initiative Action Plan - Regional Capacity Building Grant

Introduction

The widespread disaster caused by the Great Floods of 2016 revealed how susceptible Louisiana's landscape is to flooding. Due to the 28 declared flood- and hurricane-related disasters the state has experienced over the past two decades, the state has received almost \$20 billion in Community Development Block Grant Disaster Recovery funds. State and local leaders realized it was time to reevaluate our approach to flood mitigation. In 2018, the state launched the Louisiana Watershed Initiative (LWI), introducing a new watershed-based approach to reducing flood risk in Louisiana.

Background

In 2016, historic flooding throughout Louisiana exposed deficiencies in the states approach to floodplain management at all levels of government, prompting a reassessment of how Louisiana prepares for increasing flood events. Building on an early investigation into innovative solutions, LWI was launched via an executive order. Governed by the Council on Watershed Management, LWI works to reform the states approach to flood mitigation. LWI hosted dozens of meetings and events to gather input from experts on addressing water management challenges, including representatives from all 64 parishes, state agencies, neighboring states and international authorities on water management.

Minimum Qualifications

- At least one principal or responsible member of the firm shall demonstrate experience in responsible charge of, or major expertise in the field involved in this RFQ.
- The offerer must show minimum experience of one project of similar scope, or Floodplain Management.
- Experience working in the development of Watershed Initiative Action Plans, Hazard Mitigation Plans, Floodplain Management Plans, or other related Planning Study activities related to Flood Risk.
- Past performance with SCPDC and Office of Community Development projects and the ability to coordinate efforts with consultants.

Scope of Services

The selected firm will be responsible for the following tasks by timeline:

Plan 1.0 (Deadline July 2024)

Task 1: Define Role of Watershed Region in Addressing Flood Risk Needs

- **Activities**
 - Review existing flood-related plans/policies
 - Identify gaps in addressing flood risk
 - Develop strategy for region to address risk, including identifying appropriate partners
- **Deliverables**
 - Interim Organizational Structure for Region
 - Gap Analysis and Strategic Functions Plan
 - Existing Plans and Policies Inventory
- **Actionable Element**
 - Share Organizational Structure and Strategic Functions Plan with state and local entities
 - Schedule regular communications to facilitate information sharing and collaborative efforts

Plan 2.0 (Deadline December 2024)

Task 2: Investigate Implementation and Funding Resources

- **Activities**
 - Identify funding/implementation resources and understand their requirements, funding schedules, etc.
- **Deliverables**
 - Funding and Implementation Resources Map with relevant opportunities and requirements
- **Actionable Element**
 - Meet with stakeholders to explain funding opportunities
 - Sign up for regular updates from all identified resources

Task 3: Build a Prioritization Framework Based on Flood Plain Concerns

- **Activities**
 - Establish criteria for evaluating potential mitigation actions
 - Develop system for ranking and prioritizing evaluated options
- **Deliverables**
 - Written Prioritization Framework including decision drivers, evaluation criteria, and guidance for use
- **Actionable Element**
 - Discuss Prioritization Framework with stakeholders through in-person and virtual platforms
 - Establish system for soliciting and receiving mitigation action ideas from stakeholders

Plan 3.0 (Deadline July 2025)

Task 4: Use Regional Models to Inform Decision-Making

- **Activities**
 - Access and operate regional H/H models
 - Analyze H/H model results to evaluate mitigation actions within Prioritization Framework
- **Deliverables**
 - Guidance for stakeholders on use of H/H models for decision-making
 - Revised Prioritization Framework incorporating H/H model use criteria
- **Actionable Element**
 - Provide H/H Model guidance and training to stakeholders through in-person and virtual platforms
 - Solicit mitigation action ideas to pursue

Task 5: Prioritize Mitigation Actions and Plan for Implementation

- **Activities**
 - Evaluate submitted mitigation actions and prioritize using framework
 - Research available funding/implementation sources for appropriate funding opportunities
- **Deliverables**
 - List of Priority Mitigation Actions
 - Priority Action Funding Plan
- **Actionable Element**
 - Develop working agreement with stakeholders/partners for their support with funding/implementation applications

Plan 4.0 (Deadline December 2025)

Task 6: Seeking Funding and Implementation Support

- **Activities**
 - Prepare Applications for funding opportunities for Prioritized Actions
 - Gather supporting materials
- **Deliverables**
 - Applications for funding from Priority Action Funding Plan resources
- **Actionable Element**
 - Track available funding sources and revise language for specific Prioritized Actions
 - Connect with stakeholders to partner for applications where appropriate

Task 7: Finalizing the Plan, Reflecting on the Process, and Looking to the Future

- **Activities**
 - Develop near, mid, and long range goals for watershed region
 - Summarize efforts over previous plan periods and provide lessons learned
- **Deliverables**
 - Revised 'final' plan with goals calendar
 - Documentation of progress and lessons learned
 - Documentation of Regional Mission and Vision
- **Actionable Element**
 - Implement plan
 - Develop process for adaptive management of plan with stakeholders
 - Final plan shall be in electronic format with 20 hard copies

Note: Contractor will be responsible for developing plan document, including drafting text and creating visuals (e.g., maps, tables, etc.)

Qualifications Submission

Interested firms are requested to submit their qualifications that include the following information:

- **Cover letter** – The cover letter will provide a summary of the consultant team's experience and demonstrate that the minimum qualifications are met. The letter must identify a point of contact and be signed by an executive qualified to commit the firm's resources.
- **The Scope of Services** response should provide a detailed explanation of your firm's approach and methodology for conducting the technical analysis to identify trends and patterns, developing equitable strategies and projects, and implementing an inclusive public and stakeholder engagement process. This section should demonstrate your firm's expertise, clarity, comprehensiveness, and suitability in addressing these specific aspects of the project.
- **Project Schedule, Staffing, and Deliverables** - The respondent must provide a detailed work plan, including a staffing plan, in calendar days that describes the individual tasks to be performed and that outlines all deliverables. All deliverables must be identified.
- **Project Team, Experience, and Qualifications** - Briefly describe your firm's experience in developing Louisiana Initiative Action Plans emphasizing relevant project examples. Highlight the expertise of your team members history of data analysis, community engagement, and equity. Include information on similar projects undertaken by your team, including dates of completion and the specific roles of team members. Provide a detailed organizational/project staffing chart, clearly identifying team members, their affiliated companies, and the percentage of time each team member will dedicate to this project. Additionally, specify the project manager responsible for overseeing successful project execution.
- **DBE/MBE Participation** - The consultant team should strive to hire and work with Disadvantage Business Enterprise (DBE) Minority Business Enterprise (MBE) Women Business Enterprise (WBE).
- **Appendix/Resumes** - One-page resumes for each team member shall be attached as an appendix to the Submission of Qualifications. Additional information or links to completed projects may also be attached to the appendix.

Evaluation and Scoring Criteria

Qualifications will be evaluated based on the Scoring Criteria: The criteria below will be used by SCPDC to evaluate and score the responses received. The weighting factors assigned to each criterion are indicated in parentheses.

1. Firm Experience on Similar Projects (Weight: 3) SCPDC will assess the firm's experience in developing Louisiana Watershed Initiative Action Plans or similar projects. This criterion will evaluate the depth and relevance of the firm's prior experience.
2. Staff Experience on Similar Projects (Weight: 4) SCPDC will evaluate the experience and qualifications of the proposed staff members who will be assigned to the project. Emphasis will be placed on their expertise in Louisiana Initiative Action Plans or similar initiatives.
3. Firm Size as Related to Project Magnitude (Weight: 3) SCPDC will consider the size and capacity of the firm in relation to the magnitude of the project. This criterion will assess the firm's ability to effectively handle the scope and requirements of the project.
4. Past Performance on Similar Commission Projects (Weight: 6) SCPDC will review the firm's past performance on projects undertaken for the Commission or similar organizations. This criterion will evaluate the firm's ability to deliver high-quality results and meet project goals.



- 5. Current Workload with Commission (Weight: 5) SCPDC will assess the firm's current workload with the Commission. This criterion will consider the firm's availability and capacity to allocate the necessary resources to the project.
- 6. Approach and Methodology (Weight: 9) SCPDC will evaluate the proposed approach and methodology for developing the Louisiana Initiative Action Plans. This criterion will assess the clarity, comprehensiveness, and suitability of the proposed strategies and methods.
- 7. MBE/DBE/WBE Certified (1 point) SCPDC will award 1 point to Certified Minority Business Enterprises/ Disadvantaged Business Enterprises/Women owned Business Enterprises

Please ensure that your response addresses each of the above criteria, providing relevant information and evidence to support your qualifications.

Proposal Submission

Respondents shall submit 3 bound and 1 electronic copy of the proposal to:

South Central Planning & Development Commission
 Attn: Pat Gordon, Chief of Planning
 Post Office Box 1870
 Gray, LA 70359
 (Mail Delivery)

South Central Planning & Development Commission
 Attn: Pat Gordon, Chief of Planning
 5058 W. Main St.
 Houma, LA 70360
 (Hand Delivery, FedEx, and UPS)

The proposal must be received by the end of business, on **April 15, 2024**. Please direct any questions to Pat Gordon, Head of Planning via email at pat@scpdc.org. A list of received questions and responses will be posted on our website.

SCPDC will not pay for the development or submission of any proposals in response to this RFQ. Furthermore, SCPDC reserves the right to reject any or all proposals.

Timeline

Plan 1.0	July 2024
Plan 2.0	December 2024
Plan 3.0	July 2025
Plan 4.0	December 2025

Note: This RFQ is not a request for a detailed proposal, but a request for qualifications and capacity to perform these tasks.

We look forward to receiving your qualifications and appreciate your interest in assisting us in achieving our mission.