

## Public Notice

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

### **Comprehensive Climate Action Plan**

**EPA Award No.: 5D-02F45401-0**

**RPC Project: EPACPRG**

An outline of the desired scope of work is available at [www.norpc.org](http://www.norpc.org). Contract services are expected to commence approximately 4 weeks from the date of award and will be completed within 14 months following the award of the contract. This is a request for proposals that demonstrate the technical merits of the prospective work scope, the capacity of the contractor to fulfill the scope, and the reasonableness of the proposed cost. All interested firms are invited to submit their proposal for undertaking the above study.

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

Proposers are required to provide a proposed scope-of-work that does not exceed \$335,000 in total costs, and explains the approach to proposed tasks/activities; timelines; deliverables/performance measures; and costs per tasks/activities with administrative costs, including profit, clearly detailed.

### Instructions:

**Please read the following, and the Modified Submittal Form carefully. The requirements of this RFP submittal differ from typical RPC requests for qualifications.**

The consultant will submit a completed Modified Form DOTD 24-102, that can be found at: <https://www.norpc.org/work-with-us/rfp/>. The form has been revised to reflect the expectations of this EPA funded study. Some of these changes are described here, but not all. Failure to submit all of the information required on Modified Form DOTD 24-102 by the prime consultant and Sections 1-9 and 16-19 by each sub-consultant may constitute a non-response.

The response to Section 12 should include a table showing percentage of overall work/budget per firm. The response to this Section 13 must include a narrative that summarizes the methodology by which the project team proposes to undertake this study. The response to Section 14 must include a proposed work schedule in GANTT or similar format. The response to Section 15 will include a proposed cost for the study, as well as a budget that includes line items for labor, travel, and proposed profit. The response to Section 18 should include all current projects underway at the firm that involve the key personnel assigned to this project, regardless of the contractor.

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

**Responsiveness to the work scope and demonstrated successful experience on similar studies will be the primary evaluation factor under consideration when selecting a consulting team.**

Other factors that will be considered include the appropriateness of the proposed budget, relevant experience of the consultant team, current workload and its potential to impact the firms' capacity to complete the project according to the work schedule, and consultant team size relative to the magnitude of the work. RPC reserves the right to contact previous clients to discuss a proposer's performance on comparable work.

Letters of interest and proposals are to be identified by Project Title and RPC Project Number and are to be submitted prior to the 12:00 noon deadline of June 20, 2024, by hand or mail addressed as follows:

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

All inquiries should be sent in writing to: [jrupp@norpc.org](mailto:jrupp@norpc.org)