



**Request for
Qualifications
(RFQ)
For
Design and Engineering Services
for City Park Sidewalks and Shared Bicycle and
Pedestrian Paths**

**Date Issued:
June 16, 2026**

**SOQ's Due:
July 15, 2026**

1) PURPOSE FOR RFQ AND GENERAL INFORMATION

- a) City Park Conservancy (CPC) is issuing this request for qualifications (RFQ) to seek firms to provide Design and Engineering services for projects awarded under the Louisiana Department of Transportation and Development's (LaDOTD) Transportation Alternatives Program (TAP). CPC is a 501 (c)(3) non-profit organization that manages the daily operations of New Orleans City Park, on behalf of New Orleans City Park Improvement Association (CPIA).
- b) Interested parties **MAIL or HAND DELIVER three (3) copies and one (1) PDF file format on a USB flash drive** containing the Statement of Qualifications (SOQ) to

Courtney Charbonnet
Manager of Purchasing and Contract Services
City Park Conservancy
1 Palm Drive
New Orleans, LA 70124



2) RFQ Schedule of Events and SOQ submission

Advertisement of the RFQ	June 16, 2026
Pre-Submittal Meeting (In Person)	June 24, 2026, 1:00 pm (CST) <u>Meeting Location:</u> 1 Palm Drive, New Orleans, LA 70124
Deadline for Questions	July 2, 2026, at 4:00 pm (CST)
Addendum Posted	July 8, 2026
Due date for Submittals	July 15, 2026, at 4:00 (CST)
Selection Announcement (anticipated)	Week of July 27th, 2026

- a) Any questions regarding this RFQ must be received in writing prior to **July 2, 2026, at 4:00 pm (CST)**. Questions received after this date may not receive a response.

Questions should be directed to Courtney Charbonnet, at procurement@nocp.org and will be answered in an addendum posted on CPC's website: <https://neworleanscitypark.org/procurement/> by July 8, 2026.

- b) Interested firms are prohibited from contacting any CPC employees or CPC or CPIA board members during the pre-submittal, interview, negotiations, pre-contracting, or other process of this solicitation, except to participate in the pre-submittal conference and to submit questions to the designated person.



3) BACKGROUND AND SCOPE OF SERVICES

BACKGROUND

CPC has been awarded two TAP grants through LaDOTD and is hiring designers for these projects. The agreement between LaDOTD and CPC in both cases states that CPC is responsible for hiring and managing the designer and LaDOTD will select and manage the contractor for the construction work.

Project 1: Palm Drive Sidewalks

Project Description: Construct concrete sidewalks, drainage features, and related work along Palm Drive beginning in front of the City Park Administrative Building, 1 Palm Drive, and continuing in an easterly direction approximately 1600 feet then turning north onto Henry Thomas Drive where the sidewalk will continue until it terminates at the Old Maintenance Corral driveway.

Total LaDOTD approved construction budget:
\$378,713

Project 2: Zachary Taylor Drive, Phase I

Project Description: Construct 14 ft wide concrete pedestrian and biking paths (.25 miles) and install lighting on Zachary Taylor Drive between Henry Thomas Drive and Pan American Stadium and a protected Bus Dropoff, with connections to Pan American Stadium.

Total LaDOTD approved construction budget:
\$2,000,000.

Scope of Work and Services Overview

A detailed scope of work will be developed in conjunction with the selected firm as part of the contract development process.

The scope of services for each of the LaDOTD TAP projects will follow LaDOTD's submittal requirements which include, at a minimum, preliminary plans, plan-in-hand prints, advanced



check prints, and final plans well as Construction Engineering and Inspection (CE&I) during construction.

The final bid documents will be prepared by LaDOTD personnel based on the final plans and bid items used. Consultants should use standard DOTD pay items to the greatest extent possible.

Adherence to all LaDOTD Design Standards as outlined in Appendix C is required.

The consultant will be required to attend and have all materials prepared for the LaDOTD plan-in-hand meeting, an office review of the following documents: plans, draft technical specifications, and projected cost estimate.

During construction the CE&I services the consultant will provide will be supervision and inspection of construction activities to ensure the LaDOTD selected contractor conforms to the provisions of the contract documents. This includes direct administration of the construction contract, field engineering, detailed inspection, on-site field testing of materials, field measurement and collection of data necessary to submit estimates and progress reports, review of shop drawings, preparation of record plans showing all changes from the contract plans, and maintaining a diary describing the progress of the work, specific problems encountered, and all other pertinent information relative to the execution of the contract work.

Please note that all electrical and illumination plans must be designed and stamped by a Professional Engineer licensed by the State of Louisiana in electrical engineering. Negotiations for this fee will be part of the contract development process.

The consultant will also be expected to coordinate with CPC's City Park 2050 Master Plan design consultants, Michael Van Valkenburgh Associates, Inc. (MVVA). MVVA is advancing the planning concepts of City Park 2050 for a portion of City Park to Schematic Design (100% SD). Both locations of the TAP projects are within the portion of City Park that are the subject of Schematic Design.

CPC will have up to date survey information for the Zachary Taylor Drive project area. A survey is needed for the Palm Drive project and may be included in the scope for the Design and Engineering firm selected.



4) EVALUATION CRITERIA AND PROCESS

These projects are federally funded with assistance from the LaDOTD and the Federal Highway Administration (FHWA). CPC is prohibited from selecting or approving any consultant who is on LaDOTD's disqualification list or has been debarred pursuant to LSA-R.S. 48:295.1, *et seq.*

The RFQ selection process is based on several factors, including the respondent's relevant experience and relevant project experience of the staff designated for this Project. CPC may select one firm to provide services for both TAP projects or two firms: one for each project.

CPC strongly encourages firms with both landscape architects and civil engineers or teams comprised of two firms with such expertise. Respondents must keep in mind that these projects require designs to reflect the context of the park.

Minimum Qualifications:

- The firm must be registered with the Office of the Secretary of State of Louisiana.
- The firm must have LaDOTD project experience.

For evaluating submittals, the evaluation criteria are as follows:

Criteria	Weight
1. Staff Experience and Capacity (Tab 1 of SOQ).	40%
2. Project Experience (Tab 2 of SOQ).	40%
3. Project Approach (Tab 3 SOQ).	15%
5. Quality, completeness, readability, organization and clarity of SOQ package.	5%

Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. CPC reserves the right to obtain clarification or additional



information from any firm regarding its SOQ. CPC also reserves the right to contact the references provided with the SOQ

5) SUBMITTAL RESPONSE REQUIREMENTS

MAIL or HAND DELIVER seven (3) copies and one (1) PDF file format on a USB flash drive containing the Statement of Qualifications (SOQ) to

Courtney Charbonnet
Manager of Purchasing and Contract Services
City Park Conservancy
1 Palm Drive
New Orleans, LA 70124

Please limit responses to **ten (10)** pages. Font size should be no smaller than 11 pt. Required forms, resumes, covers, sub-tabs and dividers do not count toward the page limit. SOQ packages should be arranged as follows:

a) Cover letter:

The Submittal should contain a cover letter signed by an executive in the company, indicating his or her title and that he or she has authority to submit the Submittal on behalf of the firm. The cover letter should contain the following statement:

"The undersigned has the authority to submit this Submittal on behalf of the name of company in response to the Design and Engineering Services for City Park Sidewalks and Shared Bicycle and Pedestrian Paths."

- Provide name, title, telephone number, email address, and mailing address of firm's or team's primary point of contact during the selection process.
- Describe your interest in the Project and the unique advantage your firm and team bring.
- Provide a description of the company(s) including origin, background, current size, available resources, general organization, and company headquarters.



b) Tab 1: Staff Experience and Capacity

- i) Provide organizational chart of project team members and their respective roles.
 - List only projects involving the key team members proposed for this Project.
 - Provide resumes for all team members. Submit one page resume for each proposed key team member with home office identification. Resumes should highlight relevant experience, including their role served specific to each project listed. Resumes will not be counted towards the page limit.
 - Provide a work schedule demonstrating staff complete project tasks on time and on schedule.

c) Tab 2: Project Experience

- i) Provide 3 examples of comparable projects. At least 2 should be LaDOTD projects. Please list projects in date order with newest projects listed first and include the following:
 - Brief project description.
 - Photos of project.
 - Project cost.
 - Design schedule and how the firm anticipated and avoided delays with the LaDOTD submittal and review process.

d) Tab 3: Project Approach

- i) Describe the firm's and the key team members past success in meeting established schedules and budgets for other LaDOTD projects. Describe the methods, procedures, and policies used to achieve project objectives and maintain schedules. In addition, please describe the firm's experience and approach to working with a Master Designer.



6) REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

a) CPC Policy on Equal Opportunity

CPC is committed to advancing opportunities for Disadvantaged Business Enterprise (DBEs), Woman-Owned Business Enterprises (WBEs), and Minority Owned Businesses (MBEs) in all its projects. CPC actively seeks and encourages certified firms to support our work. The selected firm shall work with CPC's Manager of Purchasing and Contract Services to endeavor to include these enterprises in all applicable procurements.

b) Sales Tax

Purchases for City Park facilities are exempt from Louisiana sales tax. CPC will provide the selected firm and all subcontractors with a Contactor Sales Tax Exemption Certificate.

c) Accordance with Federal, State, and Local laws

All contracts involved with the Project shall be in accordance with all Federal, State and Local laws, ordinances, rules, regulations, and orders.

7) APPENDICES

Appendix A: CPC Procurement and Approval Policy

Appendix B: Insurance Requirements

Appendix C: LaDOTD Design Standards and Plan Format Guidelines

End of public notice

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EXHIBIT A

CITY PARK CONSERVANCY

PROCUREMENT POLICY

City Park Conservancy ("CPC") employees are required to adhere to this Procurement Policy for any and all purchases, procurement of services or construction contracts. CPC does not require lowest bid award for selection or purchases, but rationale must be provided to CEO and CFO when not using lowest bid. CPC may award a contract or hire a service provider based on expertise. CPC will consider quotes/bids less than two years old as reference for similar projects. **Even when quotes are not required, they are strongly encouraged.** Exceptions to the procurement guidelines set forth herein may be made with approval from the President & CEO, CAO or CFO, unless Board approval is required as set forth below.

Items and services procured must be approved in the annual budget. Items or services not addressed in the budget are subject to the approval of the CEO and CFO. Any questions regarding application of the guidelines below or assistance with procuring materials, services or construction shall be directed to the Manager of Purchasing and Contract Services.

The policies below also apply when the aggregate costs of similar services provided by a vendor in a twelve-month period exceed the financial thresholds below. Master Service Agreements are preferable for recurring non-professional services, and employees shall work with the CAO and the Manager of Purchasing and Contract Services to procure Master Service Agreements.

Procurement Process

Purchases, Materials and Supplies

- <\$10,000 - Does not require written record of quotes
- \$10,001-\$60,000 - Requires at least two (2) written quotes
- >\$60,000 - Requires at least three (3) written proposals with selection to be made based in the best interest of CPC, including best value.

Procurement of Services (non-professional)

- <\$10,000 – Does not require written record of quotes
- \$10,001 - \$249,000 – Requires at least three (3) written proposals/quotes

>\$250,000—Requires written proposals and a competitive selection process which will include review of



proposals by a selection committee with a minimum of three (3) staff members designated by the President & CEO, selection to be made based on the best interest of CPC, including best value.

Procurement of Services (Professional)

- <\$250,000 Selection may be made based on expertise. The President & CEO or CAO must approve any non-competitive selection determination. Justification must be provided to the President & CEO and/or CAO for the selection of provider.
- >\$250,000 requires written proposals and a competitive selection process which will include review of proposals by a selection committee with a minimum of three (3) staff members designated by the President & CEO

Construction

- \$25,000-\$250,000--must have three written quotes
- >\$250,000--must use a competitive selection process after public advertisement. If the improvement/construction project is outside the scope of the current strategic plan, master plan or annual budget, NOCPIA shall provide written approval
 - All construction contracts exceeding \$250,000 must have a recorded contract, and payment and performance bonds at 50% of the contract price
 - Construction contract recordation shall be handled by the Manager of Purchasing and Contract Services
 - Construction contracts exceeding \$50,000 require the contractor to maintain a Louisiana Contractors License
 - Proof of insurance is required for all construction contracts

Additional Terms and Requirements

Equal Opportunity Solicitations and Procurement

When applicable, affirmative steps shall be taken to ensure that minority firms, women-owned business enterprises and local firms are used when possible and that these firms receive solicitation if they are potential sources. The Manager of Purchasing and Contract Services shall endeavor to include these enterprises in all applicable procurements.

Sales Tax

Sales Tax – Purchases for City Park facilities are exempt from Louisiana sales tax. Employees should make every effort at the time of purchase to avoid being charged sales tax. If a vendor needs documentation of this, please provide the Sales Tax Exemption form that is on the *Intranet*. If you need



further assistance, please contact the Manager of Purchasing and Contract Services.

State or Federally Funded Procurements

If a City Park services or construction project is funded in whole or in part with funds directly appropriated by a local, state or federal government entity, CPC will follow the Louisiana public bid law (LSA R.S. 38:2211, et seq.) or any other applicable procurement regulations. If City Park uses federal funds to pay

or reimburse its expenses for equipment or services under a contract, CPC will ensure that the contract contains the applicable clauses described in the Uniform Rules (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards) under 2 C.F.R. § 200.326. Any questions regarding application of this provision should be directed to the CAO or the Manager of Purchasing and Contract Services.

Appendix B

State of Louisiana - Insurance Requirements



Required Types of Insurance Coverage

- ❖ Required in all contracts
 - Commercial General Liability
 - Automobile Liability
 - Workers Compensation and Employers' Liability
- ❖ Required when needed
 - Workers Compensation Maritime
 - Professional Liability (Medical Malpractice)
 - Owners Protective Liability (OPL)
 - Surety, Fidelity, Performance Bonds
 - Pollution Liability
 - Wet Marine Vessel & Liability
 - Aviation Hull & Liability

Required Insurance Limits

- ❖ Commercial General Liability: \$1,000,000 per occurrence, \$2,000,000 per aggregate
- ❖ Automobile Liability: \$1,000,000 per occurrence
- ❖ Workers Compensation and Employer's' Liability: Defined by Louisiana Labor Code; Employers Liability \$500,000
- ❖ Professional Liability: \$1,000,000 per claim
- ❖ OPL: Based on project value
- ❖ Surety, Fidelity, Payment & Performance Bonds: Based on contract value
- ❖ Pollution Liability: \$1,000,000

Required Certificate Holder

The following six groups must be listed as certificate holders within the Certificate Holders box as such:

CERTIFICATE HOLDER

New Orleans City Park Improvement Association
City Park Conservancy, Botanical Garden Foundation, , State
of Louisiana, City of New Orleans, PEPCO, 1 Palm Drive
New Orleans, LA



Appendix C: LaDOTD Design Standards

Note: This is provided for reference. Selected firm(s) must coordinate current requirements with LaDOTD.

All designs should follow the AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, FHWA's *Designing Sidewalks and Trails for Access, Part 2* and the applicable provisions under ADAAG should be used for the design of pedestrian facilities. At a minimum, the *AASHTO Guide for the Development of Bicycle Facilities*, latest edition, along with the applicable provisions under ADAAG should be used for the design of bike paths.

Any projects containing lighting for either sidewalks or bike paths must be designed in accordance with LaDOTD standards. Illumination standards can be found in LaDOTD's *A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems*. All electrical and illumination plans must be designed and stamped by a Professional Engineer licensed by the State of Louisiana in electrical engineering.

Any projects containing landscaping must be designed and plans stamped by a landscape architect licensed by the State of Louisiana. At minimum, the *DOTD Policy For Roadside Vegetation Management* and the applicable requirements of the Louisiana Horticulture Law and Regulations should be used in the design of the project. Scientific and common plant names shall comply with the current edition of "Hortus." Grading of plants shall comply with the latest edition of "American Standards for Nursery Stock," as published by the American Nursery and Landscape Association.

Any project whose major emphasis is architectural shall conform to the applicable provisions of the *DOTD Architectural Procedures Manual*. The designer shall be responsible for compliance with all applicable codes as required in accordance with LS R.S. 40:1721 through 1724. All items not specifically covered by codes shall be designed in accordance with the standards established by accepted professional groups or by industry standard for that specific item of work.

All designs and engineering documents shall be prepared in accordance with the latest editions, supplements and revisions of the following LaDOTD manuals, when applicable.



- 1) AASHTO Standards, ASTM Standards for LaDOTD Test Procedures
- 2) LaDOTD Location and Survey Manual
- 3) LaDOTD Roadway Design Procedures and Details
- 4) LaDOTD Hydraulics Manual 11
- 5) LaDOTD Standard Specifications for Roads and Bridges, latest edition
- 6) Manual on Uniform Traffic Control Devices (Millennium Edition)
- 7) LaDOTD Traffic Signal Design Manual
- 8) National Environmental Policy Act (NEPA)
- 9) National Electric Safety Code
- 10) LaDOTD Environmental Impact Procedures (Vols. I-III)
- 11) Policy on Geometric Design on Highways and Streets
- 12) Construction Contract Administration Manual
- 13) Materials Sampling Manual
- 14) LaDOTD Bridge Design Manual
- 15) Consultant Contract Services Manual
- 16) International Building Code
- 17) State Fire Marshal Code (NFPA 101)
- 19) State Plumbing Code
- 20) Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- 21) Geotechnical Engineering Services Document
- 22) LaDOTD Policy For Roadside Vegetation Management
- 23) A Guide to Constructing, Operating, and Maintaining Highway Lighting Systems
- 24) LaDOTD LPA Technical Memorandums
- 25) LaDOTD Local Public Agency Manual

LaDOTD's Plan Guidelines

All plans shall be in the LaDOTD format regardless of type. The complete plan preparation guide may be found in Chapter 8 of the LaDOTD Road Design Manual. The following is a synopsis of requirements.

Please reference [LaDOTD Digital Plans Delivery](#) for guidance.



Basic plan criteria are as follows:

- Plotted plan sheet size will be 22" x 34" with distance between margins measuring 21 x 31.5 inches. Top, bottom and right margins shall be 0.5 inch. Left margin shall be 2 inches.
- Stationing and plan layout should show increasing stationing reading left to right. LaDOTD plans are laid out west to east or south to north as the direction of increasing stationing.
- Text sizes should be sufficient that text will be legible when printed at half-scale.
- LaDOTD sheet numbering format will be maintained.
- Title Sheet will be Sheet No. 1.
- Typical Sections and Details will be Sheet Series Nos. 2-2x.
- Summary of Estimated Quantities will be Sheet Series No. 3-3x.
- All other plan sheets will follow numbered sequentially.
- When LaDOTD Standard Detail sheets or other entities Standard Plans are used, place them as the last sheets in the main body of sheets. LaDOTD Standard Detail sheets shall be noted as such on the Index of Sheets.
- Bridge plans, if applicable, will be numbered starting at 101, then sequentially.
- LaDOTD Standard Plans will be numbered starting at 201, then sequentially.
- Cross-section, if used, will be numbered starting at 401, then sequentially.