

# Request for Proposal

NORTH RAMPART PEDESTRIAN SAFETY & SIGNAGE  
INITIATIVE

FEBRUARY 2024

## Table of Contents

<b>Section 1 - Introduction.....</b>	<b>2</b>
<b>Disclaimer.....</b>	<b>2</b>
Ethics .....	3
<b>Insurance.....</b>	<b>4</b>
<b>Section 2 - Background and Context.....</b>	<b>5</b>
About the French Quarter Management District .....	5
Background and Objectives of this RFP .....	5
RFP Scope and Challenges .....	5
Implementation Timeline.....	6
<b>Section 3 - RFP Terms and Conditions.....</b>	<b>6</b>
Rights of the French Quarter Management District .....	6
Most Favorable Terms.....	6
Costs .....	6
Licenses .....	7
Acceptance of the General Terms of the Bid .....	7
Publicity .....	7
Termination of RFP Process.....	7
French Quarter Management District Use of Proposal Ideas.....	7
Late Submission of Vendor Proposals .....	7
Commitments to the Response.....	7
Acceptance of Vendor Proposals .....	8
<b>Section 4 – RFP Process Instructions.....</b>	<b>9</b>
Communication and Point of Contact .....	9
Timetable .....	9
Description of Selection Process .....	9
Development of Proposals and Format Requirements.....	10
Proposal Selection Process and Criteria .....	10
<b>Section 5 – RFP Documents and Information .....</b>	<b>11</b>
<b>Section 6 – Appendix.....</b>	<b>12</b>
Exhibit A.....	12
Exhibit B.....	12

## Section 1 - Introduction

This document provides information for the Vendor on how to respond to this Request for Proposal (RFP) and consists of the following five sections:

**Section 1 “Introduction”** is the opening section of the document which sets out the structure of the document and provides the confidentiality clauses applicable to the provided documentation.

**Section 2 “Background and Context”** this section provides an explanation of current context and objectives of the RFP.

**Section 3 “RFP terms and conditions”** contains key information regarding general terms and conditions of the RFP process.

**Section 4 “RFP process instructions”** contains information regarding the RFP process timeline, general instructions and a view of the subsequent steps.

**Section 5 “RFP documents and information”** includes the list of deliverables Vendors are expected to provide in response to this RFP. Vendors are requested to kindly adhere to the format provided by the French Quarter Management District (FQMD) to allow us to perform the evaluation and selections within the envisaged timeframe.

#### Disclaimer

While information contained in this RFP is believed to be accurate at the time of its issuance, FQMD makes no representation or warranty, express or implied, with respect to the completeness, accuracy or utility of this RFP or any information or opinion contained therein. Any use or reliance on the information or opinion is at the risk of the Vendor and FQMD shall not be liable for any damage or injury incurred by any person arising out of the completeness, accuracy or utility of any information contained in this RFP.

This RFP is not an offer to enter a contract but is merely a request for the Vendor to submit a proposal. The terms and conditions under which FQMD will use the services of a chosen Vendor will be set out in a written, definitive agreement, signed by the parties.

Although FQMD will take all reasonable effort to provide complete and accurate information to Vendors, FQMD makes no representation or warranties regarding the accuracy or completeness of the information contained in this RFP, its exhibits, appendices or in FQMD answers to any Vendor questions, Each Vendor is responsible for making its own evaluation of information and data provided as part of this RFP process in preparing and submitting its proposal.

No additions or other changes to the original proposal will be allowed after submittal. While changes are not permitted, clarifications at the request of FQMD may be required and such clarifications will be provided to FQMD at the sole expense of the Vendor. All responses shall remain valid for a period of 180 days from the date of the last submission set forth in the response schedule in the RFP.

In submitting a proposal, the Vendor implicitly states that the proposal is not made in connection with any competing Vendor submitting a separate response to the RFP and is in all respects fair and without collusion or fraud. It is further implied that the Vendor did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance and that no employee of FQMD or its agents involved in this RFP process participated directly or indirectly in the Vendor’s proposal preparation.

FQMD is subject to the Louisiana Public Records Law, LA R.S. 441:1, *et seq.*, which governs the public disclosure of certain records maintained by the FQMD. Proposal submission materials will generally be made available for inspection and copying upon written request, except when exempted from disclosure by law.

**Ethics**

FQMD calls the attention of all potential Respondents to the Louisiana Ethics Code, La. R.S. 42:1101, *et seq.* Those laws prohibit FQMD from doing business with any of its current directors or those who have served on the FQMD within the past two (2) years or from doing business with certain companies with which the following persons are connected.

2024 Commissioners:	Commissioners Serving in the Past Two Years:
David Bilbe Glade Bilby Christine Bondio Steve Caputo Jane Cooper Jerome A. “Alex” Fein Mamie Gasperecz Susan “Sue” Klein Christian Pendleton Heidi Raines Frank Zumbo	Gail Cavett Matthew Emory Jack Rizzuto Robert “Bob” Simms Robert Watters

**Insurance**

Before an Agreement is executed, the selected Respondent must provide its current certificate(s) of insurance for the types and amounts of coverage as indicated in the Agreement.

## Section 2 - Background and Context

### About the French Quarter Management District

The French Quarter Management District is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve and maintain the world-famous French Quarter as a safe, clean, vibrant and friendly neighborhood for residents, businesses and visitors. The statutory purpose of the FQMD is to strengthen the District as a vital component of Louisiana's tourism industry; aid in the preservation of the District's architecture, quaint charm and tout ensemble; beautify the District's appearance; improve public safety, foster quality experiences and quality of life within the District; and improve commercial and residential vitality. The statutory functions of the FQMD include strategic planning, business and commercial development activities and administering capital improvement funds.

### Background and Objectives of this RFP

FQMD is seeking a Vendor that can provide expertise to improve pedestrian safety on North Rampart Street near Armstrong Park, between Toulouse Street and St. Philip Street by installing rectangular rapid flashing beacons & stop for pedestrian signage.

#### Project Objectives:

- Enhance crosswalk visibility with additional signage

### RFP Scope and Challenges

Solar powered Rectangular Rapid Flashing Beacons (RRFB) should be installed at St. Ann and St. Philip. See [Exhibit A](#) (Map) for required count and placement. Details are as follows:

- Two beacons need to be placed facing each direction of traffic, a total of four beacons are needed at each intersection. Beacons should be linked so that when one button is pressed, all signals will flash to warn vehicle traffic of pedestrians attempting to cross.

All RRFBs require a signal base to match City of New Orleans crosswalks. Please see [Exhibit B](#) for an example of in-use signal bases approved and installed by the Department of Public Works. For reference, FQMD is providing the Department of Public Works guidelines for reference. [https://highways.dot.gov/sites/fhwa.dot.gov/files/RRFB\\_508.pdf](https://highways.dot.gov/sites/fhwa.dot.gov/files/RRFB_508.pdf)

Considerations for this project include but are not limited to:

- While FQMD is responsible for obtaining city permits for this work, Vendor is responsible for required notice & signage, police detail or equipment associated with shutting down the road area to do the work, etc
- Vendor is responsible for proposing flashing beacons & signage as part of their bid

- FQMD, in partnership with the Department of Public Works, is responsible for approving proposed beacons & signage; FQMD will manage this process
- Vendor is responsible for both implementing and testing flashing beacons prior to requesting project sign-off
- Vendors are requested to provide pricing for a 24 month maintenance schedule as part of their bid which may or not be part of the final decision

#### Implementation Timeline

FQMD requests that all work be completed & mutually signed off by the Vendor and FQMD by May 31, 2024. Vendor is encouraged to submit their implementation timeline as part of their submission to this RFP, including expected activities that the FQMD needs to undertake to meet this deadline.

### Section 3 - RFP Terms and Conditions

#### Rights of the French Quarter Management District

FQMD reserves the right to reject any and all proposals, including best and final offers and to seek additional proposals if required.

FQMD reserves the right to alter or waive the terms and conditions of this RFP in its sole discretion at any time prior to the award of an agreement.

FQMD hereby notifies all prospective Vendors that the offer of the RFP is for a response from the Vendors. A response to the RFP and receipt of it shall not be considered an acceptance of services from the Vendor. Receipt of this RFP or the submission of a proposal by any Vendor shall not obligate FQMD or any affiliate to enter into a contract for services from a Vendor.

It is understood that by responding to this RFP and submitting a proposal, the Vendor agrees to enter negotiations with FQMD if so requested. FQMD at its sole discretion may elect to incorporate any and all terms and conditions included in the Vendors response to the RFP into any agreement or contract prepared because of this RFP and subsequent evaluation processes.

#### Most Favorable Terms

FQMD reserves the right to select a Vendor without further discussion of the response submitted. Therefore, the response should be submitted on the most favorable terms the Vendor is willing to propose.

#### Costs

The Vendor shall entirely bear any and all costs and expenses directly or indirectly associated with the preparation of a Proposal and any other documents requested by FQMD, the performance of negotiations or review of the Agreement (if any) and to carry out and complete

this RFP selection process including the fees and disbursements of its advisers and representatives.

#### Licenses

As part of the RFP submittal, Vendor must include licenses for any of their systems, software or tools that will be required for FQMD or its agents to utilize its services and those licenses must be included as part of the RFP cost basis for the full term of the services provided.

#### Acceptance of the General Terms of the Bid

The Vendor is invited but not bound to participate in the RFP selection process. If any Vendor invited to this RFP selection process does not intend to formulate any response to it or if at any time it is no longer interested in the selection process, the Vendor agrees to inform FQMD, destroy all information provided to Vendor by FQMD and confirm in writing their compliance with this paragraph.

#### Publicity

Throughout the RFP process, neither Party may advertise or promote using the name of the other Party, use the name on its website or in any of its advertising, publicity or promotional material, nor issue any press release announcing any Agreement or any Statement of Work or otherwise discuss the Agreement or any Statement of Work with the press or the public, without the express prior written consent of the other Party in each instance. You may only disclose the name of FQMD in public reporting when such disclosure is required by law.

#### Termination of RFP Process

FQMD reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that a response to this RFP will result in a contract for Services.

#### French Quarter Management District Use of Proposal Ideas

FQMD shall have the right to use any or all ideas presented in any proposal received in response to this RFP. Vendor should not include any information it considers proprietary in its response to this RFP. The parties need to separately agree in writing to anything that will be considered proprietary to the Vendor.

#### Late Submission of Vendor Proposals

Vendor must deliver its complete Proposal on or before the indicated due date. Late Proposals may be disqualified from consideration.

#### Commitments to the Response

The response to this RFP must be certified by an authorized signatory of Vendor's organization with the authority to commit to all information and pricing on behalf of its organization as

specified in its response. Details of that person's position must be provided together with all requested deliverables by Vendor on the dates as detailed elsewhere in this document. Submission of the Vendor's Proposal shall be considered an offer and FQMD may accept such offer without further discussion.

If selected, the Vendor shall be primarily responsible for carrying out the work requested for in this RFP. In the event FQMD is not prepared to accept Vendor's Proposal as submitted, and if the Vendor is so invited by FQMD, the Vendor's Proposal will constitute an offer to develop a contract based on the terms, structure and services content provided in this RFP. FQMD requests comprehensive, cost-effective, quality solutions that meet all of the requirements in this document. Responses that include only partial information may be rejected.

#### Acceptance of Vendor Proposals

FQMD intends to proceed if it can enter a contract with a Vendor(s) that meet the objectives stated elsewhere in this RFP. However, any change in FQMD's commercial considerations or other requirements may result in the termination of the project.



## Section 4 – RFP Process Instructions

### Communication and Point of Contact

All communications in relation to this RFP must be forwarded, in writing, by email to the following designated single point of contact:

French Quarter Management District Single Point of Contact (SPOC)

- Name: Karley D. Frankic
- Role: Executive Director, French Quarter Management District
- Primary Email: [kfrankic@fqmd.org](mailto:kfrankic@fqmd.org)

Queries and questions that are raised during the RFP process and the associated responses will be communicated anonymously to all Vendors to ensure transparency and openness, unless in the opinion of FQMD, there is a sound reason for not doing so.

### Timetable

The following timetable sets out the steps and key events for the RFP process. FQMD reserves the right to amend and update the RFP timeline as needed for a robust evaluation process.

Table 1 RFP Timetable

Step	Activity	Timeline
1	RFP Release	February 21, 2024
2	Vendor Intent to bid/Submit questions to FQMD	February 26, 2024
3	FQMD response to Vendor questions	March 1, 2024
4	Vendors deliver RFP submission	March 7, 2024
5	FQMD RFP evaluations, questions as needed	Week of March 8-14, 2024
6	Vendor selection & communication	March 15, 2024

### Description of Selection Process

FQMD will review all RFP responses and will shortlist the Vendors. FQMD will then engage these short-listed Vendors in further due diligence as needed.

Vendors should be prepared to use the RFP process and due diligence activities to:

1. Demonstrate a complete understating of FMQD’s requirements and vision
2. Present proposed solutions and differentiating qualifications
3. Answer any outstanding questions posed by FQMD

Vendor responses and participation in each of the steps outlined above will provide much of the information required for FQMD to make its decision. Selection and announcement of the Vendor will be contingent on the completion of a satisfactory agreement with FQMD.

FQMD will encourage each Vendor to appoint a single point of contact for the duration of the RFP. That person will consolidate and coordinate all communications between the Vendor and FQMD single point of contact.

#### Development of Proposals and Format Requirements

Vendors may submit their proposal in their standard format, electronically, with no more than 16 pages of content.

#### Proposal Selection Process and Criteria

An evaluation process has been designed by FQMD in parallel to the preparation of this RFP. This process will be used to evaluate all submitted responses. The evaluation team will consider the completed response plus evidence of capability, suitability and compatibility presented by each Bidder. Bidders will be evaluated on the following five criteria:

- **Conceptual Plan** - A detailed explanation of how the Bidder will approach the project, including product recommendations, implementation timeline, draft project plan and critical path decisions or actions required by the FQMD to successfully meet the requested timeline
- **Price Proposal** - Bidder's proposed rate for all materials and services, including warranties offered, to successfully meet the requirements outlined in this RFP
- **Experience** - Specialized experience outlined within the bid which represents the ability to successfully execute the initiative
- **Performance History** - Provide examples of previous implementations that successfully meets the requirements in this RFP, including referrals if requested
- **Local Representation** - The location of Respondents they subcontract with, headquarters or other branch offices which would lend themselves to the efficient administration of the contract and the efficient and timely execution of the work to be assigned

## Section 5 – RFP Documents and Information

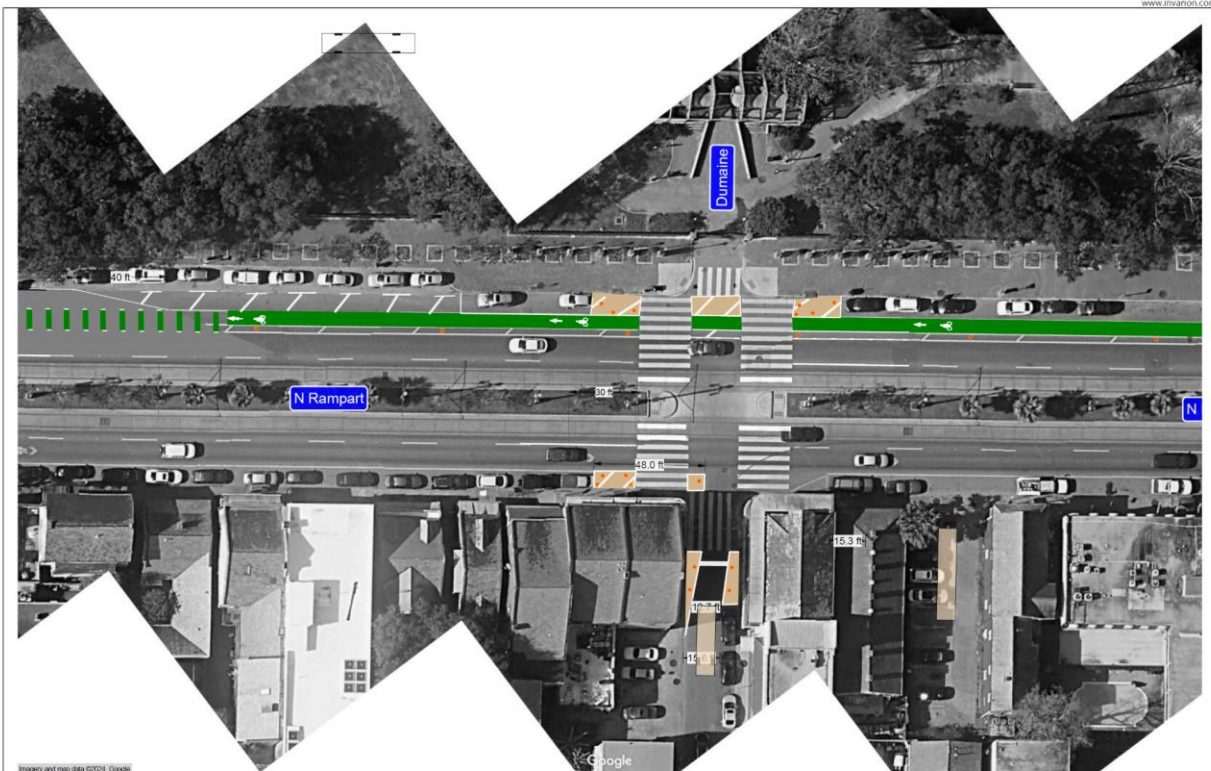
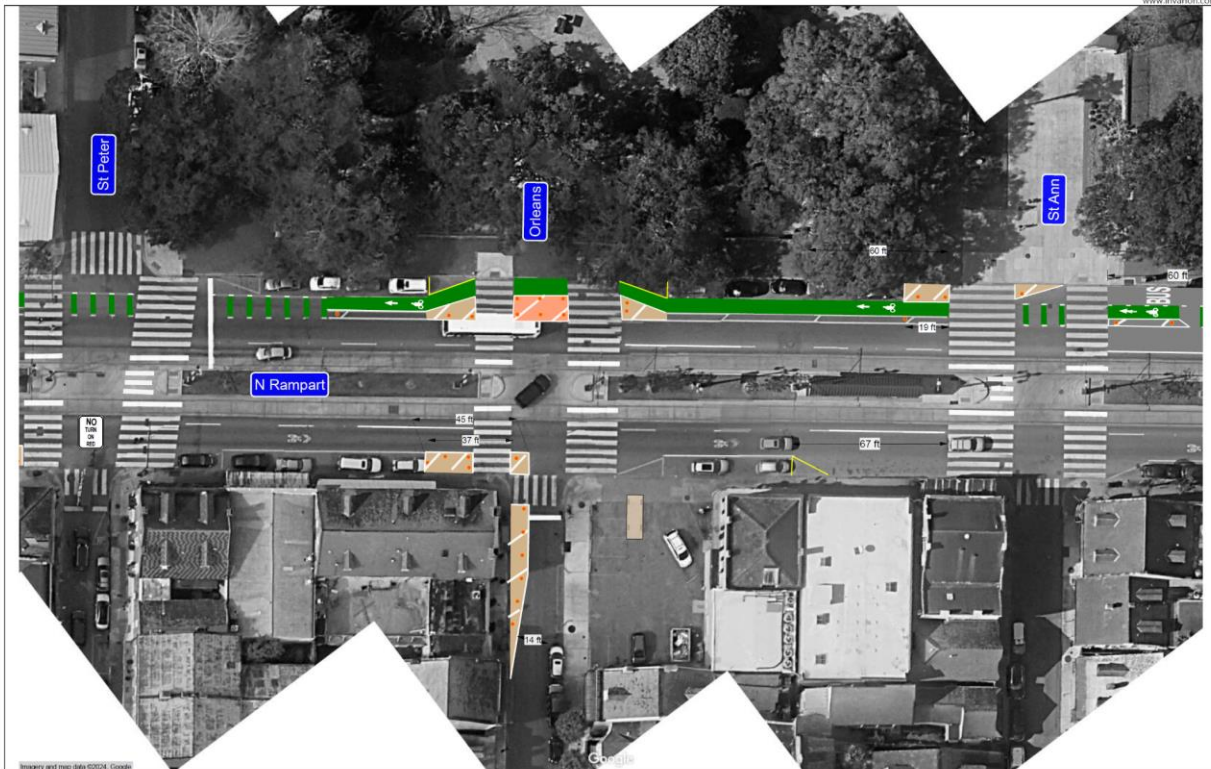
The information supplied in this Document and its Exhibits as well as any additional data or information provided by FQMD will enable the Vendor to submit a Proposal. It is the Vendor's responsibility to request any additional information or data it deems necessary to its commitment and to raise potential inconsistencies it may detect.

Due to the nature of this RFP, all requirements are noted in [Section 2](#) with Exhibits provided in [Section 6](#).

Section 6 – Appendix

Exhibit A





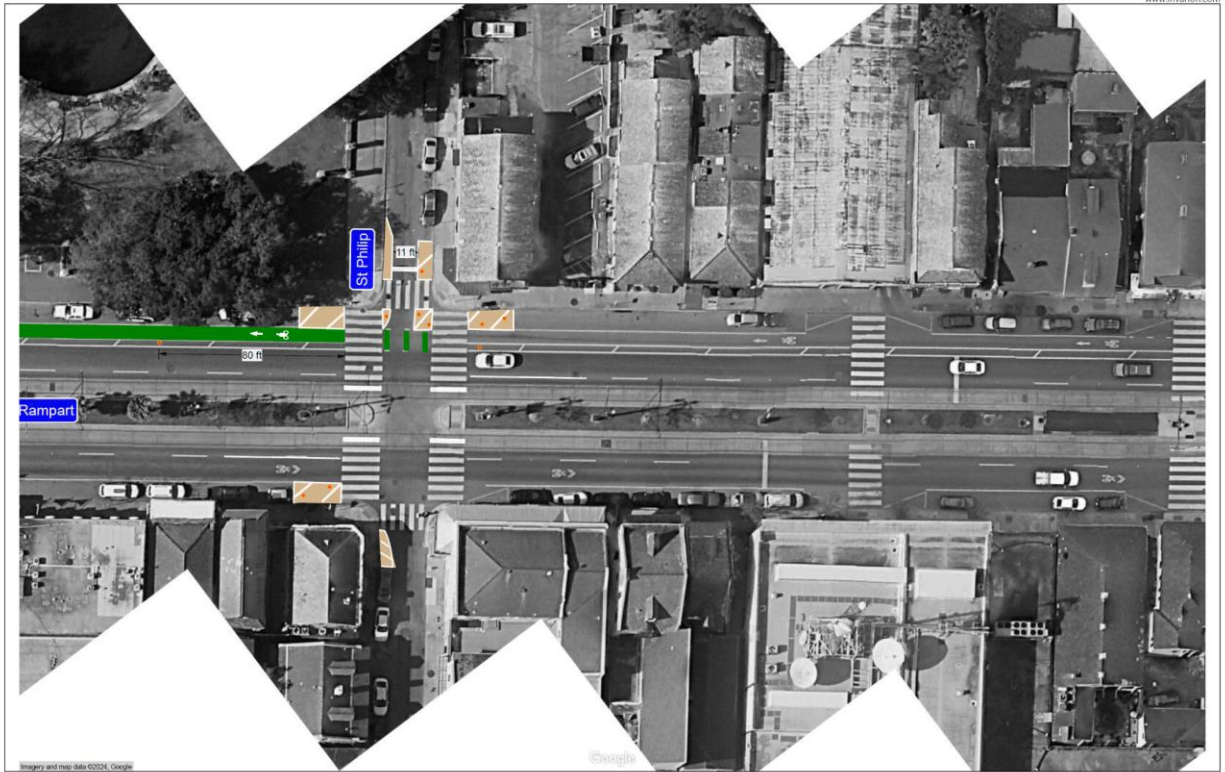


Exhibit B

Carrollton Ave @ the Lafitte Greenway



# LOUISIANA UNIFORM PUBLIC WORK BID FORM

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Owner to provide name and address of owner)*

**BID FOR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Owner to provide name of project and other identifying information)*

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: \_\_\_\_\_ and dated: \_\_\_\_\_

*(Owner to provide name of entity preparing bidding documents.)*

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) \_\_\_\_\_ .

**TOTAL BASE BID:** For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**ALTERNATES:** For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

**Alternate No. 1** *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**Alternate No. 2** *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**Alternate No. 3** *(Owner to provide description of alternate and state whether add or deduct)* for the lump sum of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_

**LOUISIANA CONTRACTOR'S LICENSE NUMBER:** \_\_\_\_\_

**NAME OF AUTHORIZED SIGNATORY OF BIDDER:** \_\_\_\_\_

**TITLE OF AUTHORIZED SIGNATORY OF BIDDER:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER \*\*:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:**

\* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

\*\* **A CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

**BID SECURITY** in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218(A) attached to and made a part of this bid.



# LOUISIANA UNIFORM PUBLIC WORK BID FORM

## UNIT PRICE FORM

**TO:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(Owner to provide name and address of owner)*

**BID FOR:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(Owner to provide name of project and other identifying information)*

**UNIT PRICES:** This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION ( <i>Quantity times Unit Price</i> )

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION ( <i>Quantity times Unit Price</i> )

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION ( <i>Quantity times Unit Price</i> )

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION ( <i>Quantity times Unit Price</i> )

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION ( <i>Quantity times Unit Price</i> )

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION ( <i>Quantity times Unit Price</i> )

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION ( <i>Quantity times Unit Price</i> )

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION ( <i>Quantity times Unit Price</i> )

**Wording for "DESCRIPTION" is to be provided by the Owner.**

**All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner**