

**PUBLIC NOTICE**  
**CONSULTING SERVICES FOR AN UPDATE TO THE**  
**JEFFERSON PARISH COMPREHENSIVE PLAN**

**Resolution No. 128051**

The Parish of Jefferson is hereby soliciting Statements of Qualifications from firms interested in providing planning services for an update to the Jefferson Parish Comprehensive Plan.

Sealed submittal packets will be received by the Jefferson Parish Council, c/o Mrs. Eula A. Lopez, Parish Clerk, 200 Derbigny St, Ste 6700, Gretna, LA 70053, **until 4:30pm on Friday, 12/9/2016**. No submittal packet will be accepted after the deadline.

The required submittal packet shall include a general professional services questionnaire, statement of qualifications, and required Section 3 documentation, as specified in the full request for statements of qualifications. Copies of the full request for statements of qualifications (RFQ) are on file at the Jefferson Parish Planning Department, 1221 Elmwood Park Blvd, Ste 601, Jefferson, LA 70123, and online on the Jefferson Parish Planning Department's webpage.

The Parish of Jefferson is an Equal Opportunity Employer. We encourage all small businesses and minority-owned firms and women's business enterprises to apply.

No submittal may be withdrawn for at least thirty (30) days after the scheduled closing time for receipt of statements.

The procedures for the selection of this firm will be in accordance with the procurement requirements of the Disaster Recovery CDBG Program, administered through the State of Louisiana, Office of Community Development – Disaster Recovery Unit. All responses received will be evaluated in accordance with the evaluation criteria and points identified in the RFQ package.

For questions about how to obtain the RFQ, contact Melissa Guilbeau at [mguilbeau@jeffparish.net](mailto:mguilbeau@jeffparish.net) or 504-736-6320.

The Parish reserves the right to reject any and all qualifications and to waive informalities.

To run in *The Times-Picayune* the week of 10/26/2016

To be posted on the website of the *Louisiana Chapter of the American Planning Association*

**Request for Statements of Qualifications for**

**CONSULTING SERVICES FOR AN UPDATE TO THE**

**JEFFERSON PARISH COMPREHENSIVE PLAN**

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## Context

Called *Envision Jefferson 2020*, the Comprehensive Plan entails an overall vision for the parish's physical development and redevelopment; elements that provide goals, objectives, and policies (GOPs); and an implementation table of tasks to achieve the plan's vision and GOPs. Initially adopted with land use and transportation elements, the plan has expanded since 2003 to include a thoroughfare plan, housing element, greenprint, and three subarea plans. The plan can be found online at [www.jeffparish.net/Residents/MunicipalCode/Chapter25](http://www.jeffparish.net/Residents/MunicipalCode/Chapter25).

The update to the Plan will identify obstacles, policy gaps, and needed policy clarifications, as well as new opportunities or tasks to achieve Plan goals. Whether the Plan's vision, GOPs, and implementation tasks remain valid or need to be revised to reflect changing needs and conditions, including fiscal conditions, the Parish's ability to finance public investments, and changes in State or Federal laws and policies that affect the tools for Plan implementation, is a key question that the update will address. This question is particularly important given that Hurricane Katrina shifted the region's planning perspective, and resilience, the parish's ability to respond and recover from disruptive events, is now a key goal of its comprehensive planning.

The Parish's update to the Plan will incorporate GOPs and tasks to promote the parish's resilience and sustainability, which together will be woven through the discrete Plan elements. While maintaining the basic framework of elements in the Plan update, the Parish also is interested in applying systems thinking by considering more critically how the elements interconnect.

## Scope of Work

The Jefferson Parish Comprehensive Plan Update will include the following tasks:

1. Evaluate the Plan, including but not limited to:
  - a. Collect evidence about the parish's conditions, major issues, and impacts, accounting for a wider range of information about outside impacts such as sea level rise;
  - b. Assess strengths, weaknesses, opportunities, and threats;
  - c. Review the Plan's vision, objectives, goals, policies, and strategies, based on the identification of principals or statements of intent including but not limited to livable built environment, harmony with nature, resilient economy, and healthy community;
  - d. Identify the degree to which Plan objectives have been realized or carried out since 2003, including analysis of the Future Land Use Map and map amendments that have occurred;
  - e. Identify gaps or areas that have been overlooked or that reflect new opportunities or contemporary issues such as resilience.
2. Conduct public participation processes or planning activities that involve all segments of the community in identifying and analyzing issues, generating a vision, reviewing outcomes since 2003, and updating the Plan; engaging citizens through digital technology and public meetings;
3. Fill gaps, upgrade, or revise the existing Plan's vision for the future and its goals, objectives, policies, maps and best practices for implementation, including revising the Plan's future horizon and, where appropriate for systems thinking, integrating the Plan with other local programs and plans such as the Parish's Hazards Mitigation Plan as well as relevant plans of other jurisdictions and levels of government;
4. Revise the implementation table of tasks, setting priorities and measures of accountability, including feasible targets and metrics to determine progress;
5. Present the draft Plan update for public comment and revise accordingly;
6. Present the draft Plan update to the Planning Advisory Board for recommendation and to the Parish Council for adoption;
7. Close out the project.

In addition to the Jefferson Parish Comprehensive Plan Update, the final deliverables will include the specific ordinance amendments needed to Chapter 25, Article VI Comprehensive Plan of the Jefferson Parish Code of Ordinances and in the specific digital versions needed to the Official Future Land Use Map of the Parish's Geographic Information System.

## Minimum Qualifications

Persons or firms under consideration for the role of primary consultant shall have at least five (5) years' experience in the urban planning field. The professional in charge of the project shall be certified by the American Institute of Certified Planners (AICP) and have a minimum of five (5) years' experience in urban planning. Further, all persons or firms under consideration shall have at least one (1) firm representative who has at least five (5) years' experience in urban planning.

## Submittal Instructions

Interested firms must submit five (5) paper copies of their submittal packet to the Jefferson Parish Council, c/o Mrs. Eula A. Lopez, Parish Clerk, 200 Derbigny Street, Suite 6700, Gretna, Louisiana 70053, **no later than 4:30pm on Friday, 12/9/2016**. No submittal packet will be accepted after the deadline.

All submittals should be sealed and identified on the outside as: SOQ for Consulting Services for an Update to the Jefferson Parish Comprehensive Plan.

The qualifier shall be solely responsible for the timely furnishing of submittal packets. In order to guarantee the timely furnishing of submittal packets, the submittal packets should be submitted by certified or registered mail or hand delivered.

There is no expressed or implied obligation for the Parish of Jefferson, Louisiana, to reimburse responding consultant(s) for any expenses incurred in preparing proposals in response to this request.

Unless otherwise stated in this request, all questions should be sent via email to Melissa Guilbeau at [mguilbeau@jeffparish.net](mailto:mguilbeau@jeffparish.net). Responses to all questions will be posted on the Jefferson Parish Planning Department's webpage once a week as they are received. No questions will be accepted later than 12/7/2016.

## Submittal Contents and Format

A **submittal packet** shall contain the following:

1. **General Professional Services Questionnaire.** This questionnaire shall be completely filled out by the consultant and any proposed subconsultants, and must be the most recent version of the questionnaire approved by Council. Please obtain the latest questionnaire on our website at [jeffparish.net](http://jeffparish.net) or by contacting the Parish Clerk's Office at (504) 364-2626.
2. **Statement of Qualifications.** The SOQ should concisely provide the information described below and, where appropriate, reference the information provided in the Questionnaire in order to minimize duplication of information. The SOQ should be on letter-sized paper, printed double-sided, and be limited to no more than 20 pages.
  - a. Introduction (transmittal letter), signed by an individual authorized to make offers of this nature in the name of the firm submitting the proposal.
  - b. Background and Experience
    - 1) Short history of each firm/entity proposed to be involved in the project
    - 2) A reference for at least three of the prior projects listed in the Questionnaire that have been completed by the primary consultant in the last two years, including the name, title, organization, phone number, and email address of each reference.
    - 3) Any issue(s), the characteristics of which would be uniquely relevant in evaluating the proposer's experience to handle the project

c. Approach

- 1) Clearly describe the approach, methodologies, knowledge, and capability to be employed in the performance of the Scope of Work.
- 2) Identify how Parish staff would be expected to be involved in the project and/or opportunities for Parish involvement.
- 3) Present innovative concepts, approaches, and methodologies, if any, not discussed in the Scope of Work for consideration
- 4) Project organizational chart showing how the proposer will work with the Parish and any stakeholders.

d. Timeline and Budget

- 1) Propose a timeline within which the scope of work should be completed. Identify all major tasks, important milestones, and deliverables.
- 2) The maximum budget for this project is \$300,000, of which \$44,800 shall be designated for project delivery, including compliance with federal, state, and local requirements. Break down the scope of work into tasks and estimate the direct labor hours per task by job classification. Identify the total cost by task and a final "lump sum" for all services.

3. **Required Section 3 Documentation.** Executed copies of the following three forms shall be submitted:

- a. Section 3 Business Concern Certification
- b. Contractor's Section 3 Compliance Certification
- c. Contractor's Debarment Clearance Form

Only submittals written in ink or typed, and properly signed by a member of the firm or authorized representative, will be accepted. Pencil figures or the absence of signatures will disqualify the qualifier.

## Evaluation and Selection

Submittals will be evaluated and scored by a Comprehensive Plan Update Evaluation Committee based on the evaluation criteria listed below. The Evaluation Committee will forward the list of persons or firms to the Jefferson Parish Council for consideration.

The Parish of Jefferson reserves the right to reject any and/or all proposals and to waive any informality. RFQ submissions and selection in no way bind the Parish of Jefferson to procuring any respondent. All submittal packets become the property of the Parish of Jefferson.

## Evaluation Criteria

The following criteria and points shall be used in the evaluation of all submittals:

1. Overall qualifications, specifically in relation to the minimum qualifications outlined in this request (15 points);
2. Professional training and experience, both generally and in relation to the type and magnitude of work required for the particular project (20 points);
3. Capacity for timely completion of the work, taking into consideration the person's or firm's current and projected workload and professional and support manpower (15 points);
4. Past and current accomplishments, for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered (15 points);
5. The nature, quantity and value of parish work previously performed and presently being performed by the person and/or firm submitting (5 points);
6. Past performance by the person or firm on public contracts, including any problems with time delays, cost overruns, and/or design inadequacies in prior projects for which said person or firm was held to be at fault, as evidenced by documentation provided by the administration (10 points);

7. An analysis of any work by the person or firm submitting which resulted in litigation between the public entity and the person or firm performing professional services, including but not limited to ongoing litigation with a public entity or involvement in litigation with a public entity in which the public entity prevailed (10 points);
8. Location of the principal office where work will be performed, with preference being given to persons or firms with offices located in Jefferson Parish (5 points); and,
9. The size of the firm based on the number of personnel, as related to the project requirements and/or scope (5 points).

## **CDBG Compliance Provisions**

### **1. EQUAL EMPLOYMENT OPPORTUNITY (EQUAL OPPORTUNITY CLAUSE)**

During the performance of this contract, the Contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.
- C. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Compliance Officer advising the said labor union or workers' representatives of the Contractor's commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and the rules, regulations, and relevant orders of the Secretary of Labor.
- E. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and others.
- F. In the event of the Contractor's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. The Contractor will include the provisions of the sentence immediately preceding paragraph A and the provisions of paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

## **2. CERTIFICATION OF NONSEGREGATED FACILITIES**

By the submission of this bid, the bidder, offeror, applicant or subcontractor certifies that he/she does not maintain or provide for his/her establishments, and that he/she does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained. He/she certifies further that he/she will not maintain or provide for employees any segregated facilities at any of his/her establishments, and he/she will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained. The bidder, offeror, applicant or subcontractor agrees that a breach of this certification is a violation of the equal opportunity clause of this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

He/she further agrees that (except where he/she has obtained for specific time periods) he/she will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that he/she will retain such certifications in his/her files; and that he/she will forward the following notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

## **3. CIVIL RIGHTS**

The Contractor shall comply with the provisions of Title VI of the Civil Rights Act of 1964. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

## **4. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974**

The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

## **5. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 - COMPLIANCE IN THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES**

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training

positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.

- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

#### **6. SECTION 503 OF THE REHABILITATION ACT OF 1973 (29 USC 793)**

- A. The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is otherwise qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- B. The Contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- C. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- D. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notices shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- E. The Contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- F. The Contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

#### **7. SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED**

The Contractor agrees that no otherwise qualified individual with disabilities shall, solely by reason of his disability, be denied the benefits, or be subjected to discrimination including discrimination in employment, any program or activity that receives the benefits from the federal financial assistance.



## **8. AGE DISCRIMINATION ACT OF 1975**

The Contractor shall comply with the provisions of the Age Discrimination Act of 1975. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

## **9. CERTIFICATION OF COMPLIANCE WITH AIR AND WATER ACTS**

The Contractor and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 USC 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the owner, the following:

- A. A stipulation by the Contractor or subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR Part 15, as amended.
- B. Agreement by the Contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 USC 1857 c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 USC 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- C. A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the contract, is under consideration to be listed on the EPA List of Violating Facilities.
- D. Agreement by the Contractor that he will include, or cause to be included, the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the Contractor will take such action as the government may direct as a means of enforcing such provisions.

## **10. FLOOD DISASTER PROTECTION**

This contract is subject to the requirements of the Flood Disaster Protection Act of 1973 (P.L. 93-234). Nothing included as a part of this contract is approved for acquisition or construction purposes as defined under Section 3(a) of said Act, for use in an area identified by the Secretary of HUD as having special flood hazards which is located in a community not then in compliance with the requirements for participation in the National Flood Insurance Program pursuant to Section 201(d) of said Act; and the use of any assistance provided under this contract for such acquisition for construction in such identified areas in communities then participating in the National Flood Insurance Program shall be subject to the mandatory purchase of flood insurance requirements or Section 102(a) of said Act.

Any contract or agreement for the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Contract shall contain, if such land is located in an area identified by the Secretary as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968, as amended, 42 U.S.C. 4001 et seq., provisions obligating the transferee and its successors or assigns to obtain and maintain, during the ownership of such land, such flood insurance as required with respect to financial assistance for acquisition or construction purposes under Section 102(a) of Flood Disaster Protection Act of 1973.

## **11. ACCESS TO RECORDS - MAINTENANCE OF RECORDS**

The State of Louisiana, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to this specific contract, for the purpose of audits, examinations, and making excerpts and transcriptions. All records connected with this contract will be maintained in a central location by the unit of local

government and will be maintained for a period of five (5) years from the official date of the State's final closeout of the grant.

## **12. INSPECTION**

The authorized representative and agents of the State of Louisiana and the Department of Housing and Urban Development shall be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records.

## **13. REPORTING REQUIREMENTS**

The Contractor shall complete and submit all reports, in such form and according to such schedule, as may be required by the Owner.

## **14. CONFLICT OF INTEREST**

- A. No officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, the Contractor shall cause to be incorporated in all subcontracts the language set forth in this paragraph prohibiting conflict of interest.
- B. No member of or delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

## **16. PATENTS**

- A. The Contractor shall hold and save the Owner and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract including its use by the Owner, unless otherwise specifically stipulated in the Contract Document.
- B. License or Royalty Fees: License and/or Royalty Fees for the use of a process which is authorized by the Owner of the project must be reasonable, and paid to the holder of the patent, or his authorized license, direct by the Owner and not by or through the Contractor.
- C. If the Contractor uses any design device or materials covered by letters, patent or copyright, he shall provide for such use by suitable agreement with the owner of such patented or copy-righted design device or material. It is mutually agreed and understood, that without exception the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his Sureties shall indemnify and save harmless the Owner of the project from any and all claims for infringement by reason of the use of such patented or copy-righted design, device or materials or any trademark or copy-right in connection with work agreed to be performed under this contract, and shall indemnify the Owner for any cost, expense, or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

## **17. COPYRIGHT**

No materials, to include but not limited to reports, maps, or documents produced as a result of this contract, in whole or in part, shall be available to the Contractor for copyright purposes. Any such materials produced as a result of this contract that might be subject to copyright shall be the property of the Owner and all such rights shall belong to the Owner.

## **18. TERMINATION FOR CAUSE**

If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the Owner shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this contract shall, at the option of the Owner, become the

Owner's property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the Contractor shall not be relieved of liability to the Owner for damages sustained by the Owner by virtue of any breach of the contract by the Contractor, and the Owner may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Owner from the Contractor is determined.

## **19. TERMINATION FOR CONVENIENCE**

The Owner may terminate this contract at any time by giving at least ten (10) days notice in writing to the Contractor. If the contract is terminated by the Owner as provided herein, the Contractor will be paid for the time provided and expenses incurred up to the termination date.

## **20. ENERGY EFFICIENCY**

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

## **21. SUBCONTRACTS**

- A. The Contractor shall not enter into any subcontract with any subcontractor who has been debarred, suspended, declared ineligible, or voluntarily excluded from participating in contacting programs by any agency of the United States Government or the State of Louisiana.
- B. The Contractor shall be as fully responsible to the Owner for the acts and omissions of the Contractor's subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by the Contractor.
- C. The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractor to the Contractor by the terms of the contract documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards terminating any subcontract that the Owner may exercise over the Contractor under any provision of the contract documents.
- D. Nothing contained in this contract shall create any contractual relation between any subcontractor and the Owner.

## **22. DEBARMENT, SUSPENSION, AND INELIGIBILITY**

The Contractor represents and warrants that it and its subcontractors are not debarred, suspended, or placed in ineligibility status under the provisions of 24 CFR 24 (government debarment and suspension regulations).

## **23. BREACH OF CONTRACT TERMS**

Any violation or breach of terms of this contract on the part of the Contractor or the Contractor's subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this contract. The duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

## **24. PROVISIONS REQUIRED BY LAW DEEMED INSERTED**

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

## **25. CHANGES**

The Owner may, from time to time, request changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between the Owner and the Contractor, shall be incorporated in written and executed amendments to this Contract.

## **26. PERSONNEL**

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Owner.

All the services required hereunder will be performed by the Contractor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services.

No person who is serving sentence in a penal or correctional institution shall be employed on work under this Contract.

## **27. ANTI-KICKBACK RULES**

Salaries of personnel performing work under this Contract shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. 874; and Title 40 U.S.C. 276c). The Contractor shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this contract to insure compliance by the subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

## **28. ASSIGNABILITY**

The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the Owner provided that claims for money due or to become due the Contractor from the Owner under this Contract may be assigned to a bank, trust company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Owner.

## **29. INTEREST OF CONTRACTOR**

The Contractor covenants that he presently has no interest and shall not acquire any interest direct or indirect in the above described project or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.

## **30. POLITICAL ACTIVITY**

The Contractor will comply with the provisions of the Hatch Act (5 U.S.C. 1501 et seq.), which limits the political activity of employees.

## **31. COMPLIANCE WITH THE OFFICE OF MANAGEMENT AND BUDGET**

The parties agree to comply with the regulations, policies, guidelines, and requirements of the Office of Management and Budget, Circulars A-95, A-102, A-133, and A-54, as they relate to the use of Federal funds under this contract.

## **32. DISCRIMINATION DUE TO BELIEFS**

No person with responsibilities in operation of the project to which this grant relates will discriminate with respect to any program participant or any applicant for participation in such program because of political affiliation or beliefs.

## **33. CONFIDENTIAL FINDINGS**

All of the reports, information, data, etc., prepared or assembled by the Contractor under this Contract are confidential, and the Contractor agrees that they shall not be made available to any individual or organization without prior written approval of the Owner.

### **34. LOBBYING**

The Contractor certifies, to the best of his or her knowledge and belief that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.