

Bossier City-Parish Metropolitan Planning Commission RFP 2025

REQUEST FOR PROPOSALS

Executive Summary

The Bossier City-Parish Metropolitan Planning Commission (Bossier MPC) is soliciting proposals from qualified multidisciplined, professional consultants to undertake a comprehensive update of both the Bossier City-Parish Comprehensive Plan and the Unified Development Code (UDC). This ambitious project aims to ensure consistency and efficiency, addressing the needs of one of the fastest-growing regions in Louisiana.

The updated Comprehensive Plan will replace the existing 2003 Bossier Parish Comprehensive Plan and the 2013 Bossier City Comprehensive Plan. It will reflect current best practices in community planning, integrating crucial aspects such as land use, housing, transportation, economic development, environmental sustainability, and equity. A detailed fiscal analysis will project infrastructure maintenance needs and costs and help identify potential funding solutions.

The UDC will undergo a complete rewrite to align with the new Comprehensive Plan. The consultant will transform the UDC into a user-friendly document with clear, concise language, illustrations, and tables. Emphasis will be placed on addressing problem areas, incorporating best practices, and ensuring the regulations do not conflict with local and state laws.

The consultant will be responsible for engaging the community through public outreach, gathering data, and leading participatory planning sessions. Key deliverables include a project website, strategic development plans, and comprehensive public engagement documentation. The final product will be a cohesive, updated Comprehensive Plan and UDC ready for adoption by the MPC, City and Parish.

Through this RFP, the Bossier MPC seeks a partner that can bring expertise in land use planning, transportation, zoning, community engagement, and sustainable development to shape the future of the Bossier City-Parish MPC district.

§1. General Information:

The Bossier City-Parish Metropolitan Planning Commission is issuing a Request for Proposals (RFP) from qualified consultants to provide a complete update to the Comprehensive Plan and the Unified Development Code. These are being bid as one project to ensure consistency and efficiency during the processes, which may overlap with each other—for instance, presentation of the future land use map and the Zoning map together to help illustrate how they work with each other. Components include:

- 1.1 Update and generate one cohesive **Comprehensive Plan** for the Bossier City-Parish Metropolitan Planning Commission district, to replace the existing 2003 Bossier Parish Comprehensive Plan and the 2013 Bossier City Comprehensive Plan. Both the Comprehensive

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Plan and Unified Development Code should reflect findings of a fiscal analysis projecting infrastructure maintenance needs and costs based on predicted growth. This is to include projections of potential funding solutions such as impact fees or lot assessments; and,

- 1.2 Perform a complete rewrite and reorganization of the **Unified Development Code**, reflecting current best practices in a user-friendly format with illustrations, with special attention to problem areas identified by staff and the consultant.

§2. Background:

The Bossier City-Parish Metropolitan Planning Commission (the “Bossier MPC”) provides comprehensive planning and orderly development for the City of Bossier City and the unincorporated part of Bossier Parish that lies within 5 miles of Bossier City. Decisions of the Bossier MPC that require legislative action are forwarded to their respective legislative bodies for final action, either the Bossier Parish Police Jury (the “Parish”) or the Bossier City Council (the “City”).

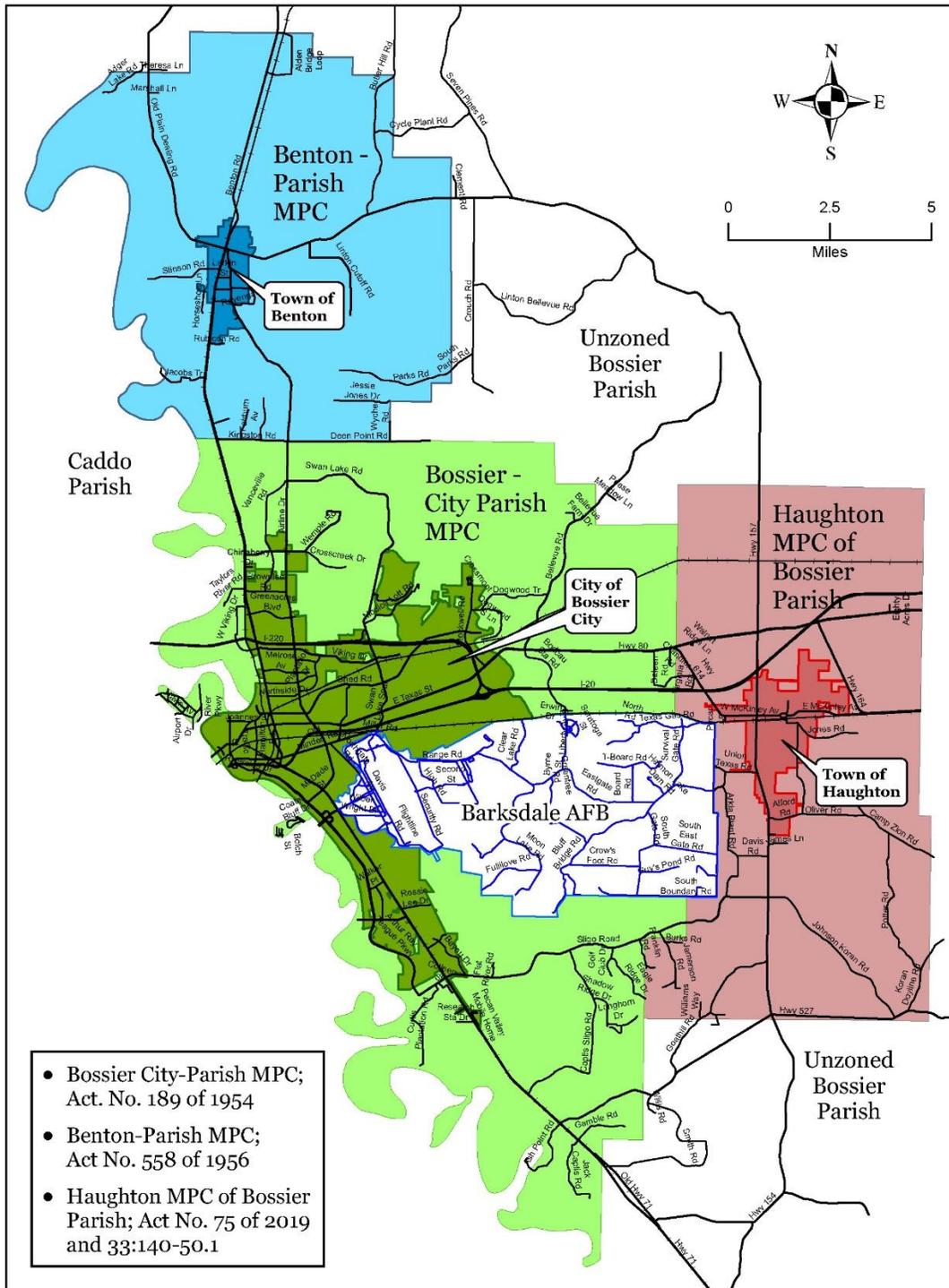
The only three multi-jurisdictional Metropolitan Planning Commissions in Louisiana are all located in Bossier Parish, each one established by the Louisiana legislature Acts. The Bossier MPC was established by Louisiana Legislature Act 189 of 1954. The Bossier MPC is abutted on the North by the Benton Town-Parish MPC and on the East by the Haughton Town-Parish MPC. See the following map for an illustration of the geography of the MPC districts.

Bossier Parish is one of the fastest growing areas in Louisiana—growth which generates a high demand for economical, mid-range single-family homes and small business developments. Rapid growth of new high-density single-family detached residential subdivisions and new commercial strip centers on vacant land (sprawl) is outpacing Parish and City infrastructure and resources.

Bossier City is a Charter City, with its own regulatory statutes, instead of falling under the general municipality statutes in Louisiana’s Lawrason Act.

See map of Bossier MPC districts on next page.

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**Boundaries of Joint Municipal-Bossier Parish
Metropolitan Planning Commissions**
5-Mile Areas Established by Legislative Special Acts for Each Municipality

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Key regulations, plans, and studies that are integral to local comprehensive planning and zoning include:

- Bossier City Charter (latest edition)
- Bossier City-Parish Metropolitan Planning Commission Special Act (latest edition)
- Bossier Parish Code of Ordinances (on Municode)
- Bossier Metropolitan Planning Commission Unified Development Code (on Municode)
- Bossier City Code of Ordinances (on Municode)
- Bossier City Comprehensive Plan April 2013
- Bossier Parish Code of Ordinances (on Municode)
- Bossier Parish Land Use Plan of 2003
- Zoning map (in ArcMap)
- Land Use maps
- National Cyber Research Park Overlay
- Barksdale Air Force Base AICUZ (Air Installation Compatible Use Zone Study)
- Barksdale Air Force Base JLUS (Joint Land Use Study)
- NLCOG Transportation Plan

§3. Scope of Work:

The responding consulting firm or team should possess extensive experience in community planning, engaging public outreach, land development, and zoning. Required services include:

- 3.1. Meet Submission Requirements described in this RFP
- 3.2. Provide Deliverables described in this RFP including an updated Comprehensive Plan and an updated Unified Development Code, incorporating the Required Components described in this RFP
- 3.3. Draft strategic development plans for specific areas that may be identified by the MPC, the City, or the Parish during the project
- 3.4. Create and manage a project website with online participation capability, maps and comments or surveys
- 3.5. Gather, consolidate, and incorporate data
- 3.6. Initiate and lead meetings and public workshops in participatory planning; use creative processes to ensure accessibility and inclusion. Target groups should include, at a minimum:
 - Bossier City – Parish residents, the development community, including builders, architects, developers, realtors, bankers, surveyors, engineers

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- Businesses, industries, and business groups, such as but not limited to the Chamber of Commerce, Greater Bossier Economic Development Foundation, etc.
- Medical community, including hospitals, care facilities, clinics, veterinarians
- General public presentations at places of assembly including schools, library's, the Civic Center and places of worship.
- Barksdale Air Force Base planning staff and other relevant participants
- Local government agencies, including Parish and City departments and administration, Bossier Parish Tax Assessor, Northwest Louisiana Council of Government (NLCOG), Police and Sheriff departments, Fire Department, E911 Communication District, Bossier Parish Tax Assessor, Port of Caddo-Bossier, and Bossier Department of Health

3.7. The MPC reserves the right to adapt the final scope of work as needed.

§4. Required Components of RFP:

A. Comprehensive Plan

The Comprehensive Plan (the "Plan") is to be based on best practices regarding planning, livability, and resiliency and must comply with legislative mandates. Development of the Plan will require careful study of and integration with other adopted public plans. The Plan is to be written in a clear and concise, non-technical format this is highly visual and should be organized in a way that is easy to navigate and understand. Components should include the following topics, along with any additional topics identified during creation of the plan. These topics may be consolidated, combined, or reordered for clarity:

4.1. Vision and Goals

Community Vision: A clear, aspirational statement reflecting the community's values and long-term aspirations.

Goals and Objectives: Specific, measurable goals aligned with the vision (e.g., economic vitality, social equity, improved quality of life components).

4.2. Area Profile, Demographic Characteristics and Trends

The area profile should include a detailed assessment of the geographical area. It should contain information related to demographics, population, and growth trends. The consulting team should also be capable of projecting population and commercial development trends for a ten- (10) and

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twenty- (20) year period and be able to provide related, innovative recommendations to the City and Parish for accommodating these trends and economic development projections.

4.3. Land Use and Zoning

Future Land Use analysis and integration with other adopted plans, including Barksdale Air Force Base JLUS and AICUZ, and transportation and infrastructure planning.

Future Land Use Map: A map designating areas for residential, commercial, industrial, recreational, and mixed-use development with a detailed explanation of its application and relationship to each zoning district.

Identification of community assets, their sustainability, and goals for cooperative planning and growth. Some assets within the district include Barksdale Air Force Base, Bossier Parish Community College, the Cyber Innovation Center, four casinos, Red River National Wildlife Refuge.

4.4. Housing

Housing Needs Assessment: Analysis of current and future housing demand, including affordability, diversity of housing types, cluster developments, accessory dwelling units, and alternative housing such as tiny houses.

Revitalization and Neighborhood Preservation: Planning strategies for revitalization, potential renewal of neighborhood associations, neighborhood watch programs, and strategies to enhance the character of existing neighborhoods while allowing for growth and compatible infill.

Inclusive Housing Policies: Analyze existing affordable housing and project future needs and strategies; develop strategies to prevent displacement, and promote equitable access to housing.

Assist staff in developing an inventory of dilapidated structures and an approach for their repair or removal. Suggest alternative funding resources such as banks, or State grants, that can interface with cases brought through the Environmental Court system.

The consulting team should also be capable of projecting housing trends for a ten- (10) and twenty- (20) year period. The consulting team should be able to provide related, innovative recommendations to the City and Parish for accommodating the anticipated housing trends.

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4.5. Transportation and Mobility

Growth analysis and sustainability study: analyze funding needs for transportation infrastructure; provide a study of analysis along with accessible formulas for calculating revenue and potential user fees such as impact fees or lot owner assessments.

Current Transportation Thoroughfare Systems: Analyze the current transportation conditions with a specific focus on the need for new streets, connectivity, and smart traffic systems to right size and prepare for future travel demand needs.

Multimodal Transportation Plan: Integration of walking, biking, public transit, and vehicular networks.

Traffic Management: Strategies to reduce congestion and improve safety.

4.6. Economic Development

Job Growth Strategies: Plans to attract and retain businesses, support local entrepreneurs, and create job opportunities.

Workforce Development: Programs to align workforce skills with economic opportunities.

Commercial and Industrial Zones: Designated areas for economic activity, including innovation districts or mixed-use hubs.

Identify potential funding sources.

4.7. Environmental Sustainability

Climate Action Plan: Strategies to reduce greenhouse gas emissions and adapt to climate change.

Natural Resource Protection: Policies to conserve water and air quality

Green Infrastructure: Incorporation of parks, green spaces, and sustainable stormwater management.

4.8. Community Facilities and Services

Public Facilities Plan: Locations for schools, libraries, community centers, and emergency services.

Health and Safety: Strategies to ensure access to healthcare and emergency services.

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4.9. Utilities and Infrastructure:

Plans for potable water, sewer, energy, solid waste (garbage and trash) management systems, and stormwater management.

4.10. Parks, Recreation, and Open Space

Open Space Network: Preservation and expansion of parks, trails, and natural areas.

Recreational Facilities: Development of sports complexes, playgrounds, and cultural spaces.

Urban Greening: Integration of green spaces into urban areas to improve quality of life.

4.11. Facilities and Education

Anticipate growth and address capacity needs as quality education is a pillar of community development.

4.12. Fairness and Social Justice

Fairness Framework: Policies to address disparities in access to resources, opportunities, and services.

Community Engagement: Ongoing efforts to involve underrepresented groups in decision-making.

Anti-Displacement Measures: Protections for vulnerable populations during redevelopment.

4.13. Cultural Resources:

Identify existing and potential cultural districts and assets; policies for supporting arts, culture and local heritage.

4.14. Resilience and Disaster Preparedness Risk Assessment:

Identify natural and man-made hazards.

Resilience Strategies: Develop strategies to mitigate risks and recover from disasters.

Infrastructure Hardening: Analysis for upgrading critical infrastructure to withstand extreme events.

4.15. Technology and Innovation

Smart City Initiatives:

Use of technology such as SCADA to improve efficiency, sustainability, and quality of life.

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Establish intention for identification of opportunities for future integration of technologies from multiple sources, both public and private, to achieve new support systems. For example, integration of doorbell camera systems to support policing and public safety.

Broadband Access: Ensuring equitable access to high-speed internet.

4.16. Image and Design

Aim to not only address functional transportation or infrastructure needs but also create an aesthetically pleasing and cohesive environment. We request that the consultant consider the following design aspects:

Visual Integration: How the new streets, structures, or public spaces will integrate with the existing urban landscape. Please address how the new infrastructure aligns with the City/Parish identity and enhances its aesthetic appeal.

Public Spaces & Streetscape: Any recommendations for design elements that enhance pedestrian experience, such as streetscaping, green spaces, public art, or other features that promote a welcoming atmosphere.

User Experience: The design should prioritize usability, including accessibility for people with disabilities, and should consider aesthetic features that improve the quality of life for residents and visitors.

4.17. Implementation and Monitoring

Provide suggestions for innovative implementation techniques.

Action Plan: Specific steps, timelines, and responsible parties for achieving goals.

Provide a simplified implementation matrix with measurable benchmarks.

Develop a Capital Projects Plan based upon the implementation matrix.

Performance Metrics: Indicators to measure progress and success.

Funding Strategies: Identification and summary of funding sources or needed funding sources for plan implementation.

B. Unified Development Code

Requirements for the new Unified Development Code (the “UDC:”) include:

- Must be aligned with and reflect the guidelines of the Comprehensive Plan

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- The consultant will be expected to consider and suggest what type of zoning will best achieve Comprehensive Plan goals and reduce lot density and urban sprawl concerns—hybrid code, smart code, form-based code, etc.
- Language must be clear, concise, and non-technical, avoiding acronyms as much as possible
- Additional illustrations, tables, and graphics
- Navigation should be easy for most non-technical users, whether in printed or digital format
- Regulations must not conflict with local and State laws, such as building codes, health department regulations, and FEMA requirements
- Variations between Parish regulations and City regulations should be incorporated into the code in the clearest manner possible, in the appropriate places.

The current UDC contains 18 Articles (Chapters), available to the public online through Municode.com

While the entire UDC should be reviewed and redrafted, some of the areas that need special attention include the following. It is anticipated that additional areas of concern will be identified during the drafting process.

4.18. Zoning Districts and Map:

Style of zoning (presently a hybrid of traditional Euclidian zoning with architectural standards) should be analyzed and recommendations provided.

Zoning Districts should align with the Future Land Use map; in cases where rezoning is to be driven by applications, the zoning districts should not conflict with the Future Land Use map.

Zoning regulations and map must be analyzed for need to create new districts or consolidate some districts.

Create a new zoning map incorporating changes.

Provide suggestions on potential changes to lot size and density requirements to reduce sprawl and demands on public infrastructure, while maintaining development feasibility.

Consider methods to streamline the rezoning process while preserving public transparency.

4.19. Use Regulations:

Refine and consolidate use descriptions where possible and add new uses where needed.

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Review uses for assignment to proposed zoning districts; determine and itemize additional agencies issuing approvals for uses requesting rezoning, for example, LaDOTD driveway access, DHH for restaurants, ATC for alcohol sales, and LUVMC for used motor vehicle sales.

Generate a simplified matrix of uses and zoning districts.

4.20. District Development Standards:

Provide suggestions or guidelines for management of development density and intensity, lot sizes, building mass and height.

Ensure lot setback requirements are adequate to provide public access for maintenance, for example, setbacks between street and structure should be adequate for equipment to enter without damaging either.

Review and suggest the most appropriate way to apply accessory dwelling unit provisions compatible with the Comprehensive Plan.

Consider effect of adding transition zone provisions for blending adjacent compatible uses without rezoning.

Research and ensure that UDC regulations do not conflict with Louisiana or Federal laws.

4.21. Subdivision and Land Development:

Update Planned Unit Development regulations to prevent inappropriate usage.

Ensure compatibility with corresponding regulations—street construction, drainage, etc.—and integrate or cite their location for ease of use.

Suggest innovative solutions or provisions to ensure that amenities promised by subdivision developers are provided to lot purchasers.

Provide suggestions for reducing risk of subdivision deterioration caused by developer bankruptcy, sale or rights, or abandonment.

Integrate and cite mandatory Louisiana or Federal regulations, for example time frame for approval of subdivisions (in the Special Act which mirrors other State Statutes).

Consider methods to streamline the process while preserving public transparency.

Generate a flow chart illustrating the subdivision process.

Suggest regulations that support public safety access along private streets and policies to manage or prevent unapproved development in areas with poor emergency access.

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§5. Deliverables:

- 5.1. Project management outline or timeline with updates at key stages
- 5.2. A plan for public outreach and participation; provide documentation of public input received
- 5.3. Provide copies of data, analyses, and all sources used, including spreadsheets, maps, charts and text. Provide maps in high resolution PDF format and map layers in ArcGIS format. At a minimum to following analyses are required:
 - a. A 10-year population and growth assessment
 - b. Existing land uses
 - c. Infrastructure capacity, existing and with projected growth
 - d. Identification of sensitive areas requiring growth management
- 5.4. A complete final draft of the Comprehensive Plan and UDC, including Required Components, ready for adoption by the City and Parish, including all exhibits and attachments
- 5.5. An Executive summary of the documents.
- 5.6. Copies of the completed the Comprehensive Plan and completed Unified Development Code:

Required Digital format submissions:

- a. Document text in Microsoft Word and PDF format, and presentation format, such as PowerPoint
- b. Maps and graphics in PDF format
- c. Map layers in editable ArcGIS format for import into City and Parish GIS.

Required Printed format submissions:

- d. Poster board displays used in public meetings
- e. One (1) unbound color copy and ten (10) bound color copies of each final Plan document
- f. Drafts of each Plan are to be provided for review during key phases with the timing and number of copies to be submitted to be mutually agreed upon

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§6. Proposal Package.

Applicants should submit three (3) identical printed copies and one (1) electronic pdf copy of their proposal package that includes the following components.

6.1. Cover Letter or Executive Summary.

a. On the firm's letterhead and providing:

- a. Narrative and description of any unique qualifications.
- b. Legal name of the firm, date of formation, and geographic location of office that will be providing services.
- c. The name of the primary point of contact for the project
- d. Must be signed by an individual with the authority to commit the firm to the project.

6.2. Approach. Describe your understanding of the project tasks and your methodology to complete them, the technology and resources you plan to use, your strategy to achieve public participation, and your approach to testing the products to ensure they are effective, user-friendly, and are consistent with other local and State regulations.

6.3. Excluded Provisions. Cite the specific provision for anything in the RFP that you cannot provide. Please include the number of the provision and quote the portion you cannot provide.

6.4. Timeline. Provide a project timeline or project management outline that includes the timeline.

6.5. Fee schedule. Provide a fee schedule for the project plus a proposed fee schedule for any strategic development plans added to the project.

6.6. Resumes and assignment of team members. Key team member resumes, including any sub-consultants, and an outline or chart of describing personnel responsible for specific duties. Identify a project manager, point-of-contact, authors, and reviewers.

6.7. Sub-consultants. List all proposed sub-consultants with explanation of their responsibilities and their role under the supervision of the lead firm.

6.8. References. Provide a list, with website address links, of comparable projects you have completed. Provide 2 examples of your most comparable work that is either underway or was completed within the past 10 years; this may be provided via web link, paper, or other digital format.

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- 6.9. Insurance Coverage. Provide a summary of your insurance, including the amount and types of coverage for the project.
- 6.10. Potential Conflicts. List any potential conflicts of interest.
- 6.11. Optional. You may provide any other information or unique qualifications that may be relevant to evaluation of your submission.

Respondents are responsible for expenses incurred in replying to the RFP or in making any appearance before the review committee

§7. Evaluation Criteria:

Consideration is expected to be given, but is not guaranteed to be given, to the Evaluation Criteria described in this section.

- 7.1. Experience, knowledge, training, and background of key personnel demonstrating respondent's expertise in land use planning and code writing, with specific attention to the following: **(20)**
- a. Traditional Euclidian style code and Form-based code development for mid-sized suburban and rural communities
 - b. Infrastructure management, including multi-modal transportation
 - c. Funding infrastructure for new development
 - d. Community engagement
 - e. Subdivision regulations
 - f. Economic development
 - g. Affordable and mid-range housing
 - h. Mixed-use development
 - i. Redevelopment and infill development
 - j. Open and public space policy
 - k. Sustainable practices and climate resiliency
 - l. Technological innovation
- 7.2. Community involvement approach and methodology including proposed techniques **(20)**

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- 7.3. Review of applicant’s comparable projects and references from past and current clients of a similar size. **(10)**
- 7.4. Qualifications and availability of the key staff members proposed to work on this project **(10)**
- 7.5. History of effective cost control and adherence to schedules **(15)**
- 7.6. The cost and time scheduled as proposed. **(10)**
- 7.7. Quality of submittal **(5)**
- 7.8. Interview **(10)**

Maximum Total Points 100

§8. Tentative Selection Schedule

<u>Activity</u>	<u>Date</u>
8.1 Request for Proposals Advertised	August 29, 2025
8.2 Deadline for Submission (3:00pm local time)	September 22, 2025
8.3 Schedule Consultant Interviews	October 22-23, 2025
8.4 Recommend Preferred Consultant	October 31, 2025
8.5 Selection of Preferred Consultant (MPC Hearing)	November 10, 2025

§9. Point-of-Contact

Respondents shall restrict all contact and questions regarding this RFP and selection process to Carlotta Askew- Brown. Questions concerning terms, conditions and technical specifications shall be directed via email to brownc@bossiercity.org. Questions and responses will be made available to all the teams.

Respondents and their agents are strictly prohibited from lobbying any employees or members of the MPC, the Parish or the City. Failure to comply with this clause shall be grounds for rejection of their RFP as non-responsive.

§10. Deadline for Submission

Proposals should be received no later than **Monday, September 22, 2025 by 3:00 p.m. CDT**. Packages should be mailed to:

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Bossier Municipal Complex
Bossier City – Parish Metropolitan Planning Commission
Attn: Carlotta Askew-Brown
620 Benton Rd.
Bossier City, LA 71111

§11. Review Committee, Interviews, and Selection.

A Review Committee, comprised of selected members of the MPC, the Parish and the City, will convene to review the RFP responses and create a short list of respondents for interviews.

The MPC reserves the right to reject any and all proposals, to waive any and all formalities outlined in the RFP and in the selection process and generally to make the award that in its judgment, will best meet the objectives stated in this RFP.

MPC staff will negotiate a contract with the applicant recommended by the committee or if that is unsuccessful, MPC staff may negotiate with the next highest rated applicant. The contract will not be valid until approved and signed by the MPC, the Parish and the City.

All dates in the RFP are subject to change at the discretion of the MPC, and notice of any changes will be provided to all respondents.

The Bossier City – Parish Metropolitan Planning Commission(MPC) is and Equal Opportunity/Affirmative Action Employer Women, Minorities, and Disabled Persons are encouraged to apply.