

**LOUISIANA DEPARTMENT OF
TRANSPORTATION AND
DEVELOPMENT**

**REQUEST FOR PROPOSALS
TO ENGAGE IN A
COOPERATIVE ENDEAVOR FOR
PRIVATE FERRY OPERATIONS**

**(Lower Algiers-to-Chalmette, Canal Street-to-Algiers Point,
and Gretna-to-Canal Street Ferry Service Lines
in Orleans, Jefferson, and St. Bernard Parishes)**

RFx # 30000001294

**APPENDIX C - FORMAT AND
ORGANIZATION FOR PROPOSALS**



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The outline presented in this Appendix C shall be followed for preparing the Proposal. Specific content requirements for each section of the Proposal are described in the Request for Proposals (RFP) as referenced in the outline. This format has been created to facilitate responses to the RFP and to facilitate the evaluation and selection process.

The Business Service Concept Proposal shall be packaged into the cover letter and Executive Summary and the following seven separate sections:

- A) Section One - Legal;
- B) Section Two - Level of Service Plan;
- C) Section Three – Terminal and Landing Use Plan;
- D) Section Four - Customer Service Plan;
- E) Section Five - Maintenance Plan;
- F) Section Six - Mobilization and Transition Plan;
- G) Section Seven - Experience of the Firms;
- H) Section Eight - Past Performance; and
- I) Section Nine - Organization.

The Financial Value Proposal shall be packaged into the following two separate sections:

- 1) Section One - Financial; and
- 2) Section Two - Utilization of Public Funds.

The sections must consist of loose-leaf pages. The nine sections of the Business Service Concept Proposal must be placed together in one three-ring binder, followed by the two section of the Financial Value Proposal in the same three-ring binder.

Text must be in a standard font, a minimum of ten points in height, single-spaced. Pages shall be 8 1/2 inch by 11 inch white paper with simple lettered/numbered dividers for each section. Single sided pages must be used. The Proposer must number each page in each section consecutively (i.e., 1-1, 1-2; 2-1, 2-2; 3-1, 3-2, and so on). The Proposer must center page numbers at the bottom of each page.

The Proposer should make every effort to present information clearly and concisely. Documentation that is difficult to read may be rejected and may lead to disqualification.

The information must be easily reproducible by normal black and white photocopying machines. Color photographs, renderings, and brochures must be adequately bound and suitably protected for handling and circulation during review and evaluation.

Proposals will become the property of the Louisiana Department of Transportation and Development (LA DOTD). Copies of each Proposal will be retained after the Proposal evaluation process for the LA DOTD's files.

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Business Service Concept Proposal Section Number	Section Title and Required Information	Request for Proposals Reference
	Cover Letter, Executive Summary, and Acknowledgement Form (attached)	5.3.1 and 5.3.2
Section One	<p>Legal</p> <ul style="list-style-type: none"> • Form L-1; • Proposer's or its members', if it is a JV or partnership, registration with the Louisiana Secretary of State; • Percent share of each member of the Proposer if a JV or partnership; • Express statement of joint and several liability, if a JV or partnership; • Legal structure and supporting documents or description of proposed legal structure, if a JV or partnership; • Powers of Attorney; • Appropriate licenses pursuant to Title 46 of the Code of Federal Regulations (CFR) and Title 33 of the CFR; • Non-Collusion Form; • Form DBEC, Disadvantaged Business Enterprise Certification; • Certification of Restrictions on Lobbying; • Buy America Certificate; • Cargo Preference - Use of United States Flag Vessels; • Certification Regarding Debarment, Suspension and Other Ineligibility and Voluntary Exclusion from Transactions Financed in Part by the U.S. Government; and • Disclosure of any potential organizational conflicts of interest. 	5.3.3.1(B)
Section Two	<p>Level of Service Plan</p> <ul style="list-style-type: none"> • Identification each ferry line the Proposer is proposing to operate; • Separated by proposed ferry line, the following information: <ul style="list-style-type: none"> – Hours of service; – The frequency of crossings; – The size of the vessels to be used; – Whether the service will be vehicular or pedestrian service; – The number of vessels per route, including plans for any identifiable peak traffic hours, and the number of stand-by vessels per route; – Special event sailings; and – Outlines of the safety and security plan for the proposed Ferry Service. 	5.3.3.2(B)

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Business Service Concept Proposal Section Number	Section Title and Required Information	Request for Proposals Reference
Section Three	Terminal and Landing Use Plan <ul style="list-style-type: none"> Preliminary terminal and landing use plan. 	5.3.3.3(B)
Section Four	Customer Service Plan <ul style="list-style-type: none"> Detailed description of Proposer's customer service plan. 	5.3.3.4(B)
Section Five	Maintenance Plan <ul style="list-style-type: none"> Narrative describing Proposer's maintenance plan. 	5.3.3.5(B)
Section Six	Mobilization and Transition Plan <ul style="list-style-type: none"> Plan for the mobilization and transition of its forces. 	5.3.3.6(B)
Section Seven	Experience of the Firms <ul style="list-style-type: none"> Form E-1; and Form E-2. 	5.3.3.7(B)
Section Eight	Past Performance <ul style="list-style-type: none"> Form PP. 	5.3.3.8(B)
Section Nine	Organization <ul style="list-style-type: none"> Organizational chart of the Proposer's management structure for its New Orleans operation; Organizational chart demonstrating how the Proposer will interact with both the LA DOTD and the Proposer's "home" office; and Discussion of the Proposer's chain-of-command and decision-making process and authority. 	5.3.3.9(B)

Financial Value Proposal Section Number	Section Title and Required Information	Request for Proposals Reference
Section One	Financial <ul style="list-style-type: none"> Financial Information. 	5.3.4.1(B)

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Financial Value Proposal Section Number	Section Title and Required Information	Request for Proposals Reference
Section Two	Utilization of Public Funds <ul style="list-style-type: none">• Request for Public Funds; and• Rate Setting and other Revenue.	5.3.4.2(B)