



April 17, 2023
REQUEST FOR PROPOSALS

Design of a Master Plan for Economic Development of Southside Economic District in Monroe, Louisiana
Introduction:

The Southside Economic Development District of Monroe, La., is seeking proposals from experienced consultants, engineers, or architects to design a Master Plan for the Economic Development of the Southside Economic District in Monroe. The Master Plan will serve as a comprehensive guide to promote economic growth and development within the district. The consultant shall ensure that the Master Plan is consistent with the City of Monroe's master plan and includes all planned and ongoing infrastructure projects underway by the City of Monroe.

Scope of Services:

The consultant shall provide the following services:

1. Conduct a comprehensive analysis of the current economic conditions in the Southside Economic District, including an assessment of the strengths, weaknesses, opportunities, and threats to economic development in the area.
2. Identify infrastructure needs, including roads, bridges, utilities, and other infrastructure improvements required to support economic development within the district.
3. Identify potential enterprise zones and recommend incentives and programs to attract businesses to the area.
4. Identify sites and infrastructure needs for the potential location of a United States Post Office, Major Super Market, Entertainment District, and Health Care District.
5. Identify sites and infrastructure needs for housing subdivisions within the district.
6. Develop a plan for enhancing the Southside Economic District's physical environment, including recommendations for streetscape improvements, signage, and landscaping.
7. Identify potential funding sources for the implementation of the Master Plan inclusive of the City of Monroe, State of Louisiana, and Federal agencies.
8. Develop a detailed implementation strategy, including timelines, budgets, and responsible parties.
9. Provide public outreach and engagement to ensure the Master Plan is informed by the community's needs and priorities.

Proposal Requirements:

The proposal must include the following components:

1. Consultant's qualifications and experience, including a list of similar projects completed.
2. Approach and methodology for completing the scope of services.
3. Proposed timeline and project schedule.
4. Proposed project budget, including hourly rates and estimated total project costs.
5. References from three recent clients.

Submission Guidelines:

Proposals must be submitted electronically to the Southside Economic Development District at: Tony.Little@sedd25.com by 5:00 p.m. on May 15, 2023. Proposals received after this deadline will not be considered. Proposals shall be no longer than 25 pages, including all attachments.

Evaluation Criteria:

The proposals will be evaluated based on the following criteria:

1. The consultant's qualifications and experience.
2. The proposed approach and methodology for completing the scope of services.
3. The proposed timeline and project schedule.
4. The proposed project budget.
5. References from recent clients.
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The Southside Economic Development District reserves the right to reject any and all proposals and to waive any informality or irregularity in any proposal received. The City of Monroe is an equal opportunity employer and encourages proposals from minority and women-owned firms.