



**STATE OF LOUISIANA
DEPARTMENT OF CULTURE, RECREATION AND TOURISM
OFFICE OF STATE PARKS
REQUEST FOR INFORMATION
NORTH AND SOUTH TOLEDO BEND STATE PARKS**

I. INTRODUCTION

A Public Private Partnership, or a P3, is a contract between a public agency and a private sector entity that grants a private sector entity the privilege and responsibility of providing a public good, facility, or service that has traditionally been provided and managed by a public entity. The goal of a P3 is to provide benefits to the public through value-added private sector engagement and to reduce the public agency's reliance on tax revenue. The benefits of P3s include job creation, design innovation, cost savings, revenue generation, transfer of risk, and optimization of resources and capabilities. P3s can be used for long-term operation and maintenance of infrastructure. Through a P3, public and private sectors can share skills, assets, resources, risks, and rewards in the improvement of services, facilities, and operations that fall within public agency's mission and statutory responsibility.

A continuing downward trend in public funding for the Louisiana State Park system and the anticipated continuing rise in the cost of other core functions of government has caused the Louisiana Department of Culture, Recreation and Tourism ("DCRT"), Office of State Parks ("OSP") to focus on the goal of becoming more self-sustaining and collaborative with the private sector to achieve public benefits. Thus, in order to improve the services, public amenities, and financial stability of Louisiana's State Parks system, there is a need for creative, collaborative, and entrepreneurial initiatives developed and implemented within the framework of the public and governmental functions and purposes of the OSP.

Like many public entities, the OSP often receives unsolicited proposals for projects to improve its facilities and operations. Under the leadership of Lieutenant Governor Billy Nungesser, the OSP proposes to periodically and formally invite private and public sector entities to submit their project ideas to add or improve facilities and/or services in the Louisiana State Parks system and/or increase revenue or improve cost savings and efficiencies for the Louisiana State Park system. Through the establishment and implementation of this Procedure, the OSP hopes to cast a wide net, to encourage the submission of interesting and innovative concepts and ideas that will move the OSP toward greater self-sustainability and establish the Louisiana State Parks system as one of the best in the country.

In this specific Request for Information (“RFI”), the OSP formally invites private and public sector entities to submit their project ideas to add or improve facilities and/or services at North and South Toledo Bend State Parks (“NTBSP” and “STBSP”) and/or increase revenue or improve cost savings and efficiencies for NTBSP and STBSP.

II. SOUTH TOLEDO BEND STATE PARK

STBSP is located in Sabine Parish, Louisiana, on several small bluffs that extend over and into the Toledo Bend Reservoir. Established in 2004, STBSP is comprised of 949 acres and is a common nesting ground for the bald eagle, which feeds from the plentiful supply of freshwater fish – including largemouth bass, catfish, bream and white perch – found in the Reservoir. Moreover, the Toledo Bend Reservoir is nationally recognized as a destination for bass fishing tournaments.



Below please find a satellite photograph of STBSP that identifies: (i) particular points of interest currently located throughout the park (e.g., Cabins, Campsites, Boat Launch, Conference Center, Park Entrance, etc.); and (ii) STBSP’s boundaries:



Currently, STBSP offers nineteen (19) cabins, sixty (60) campsites, a conference center, a boat launch, fishing pier, picnic area, pavilions, disc golf, playground, nature center, and ATV trail. There are no fixed restaurant or foodservice options for Park visitors.



III. NORTH TOLEDO BEND STATE PARK

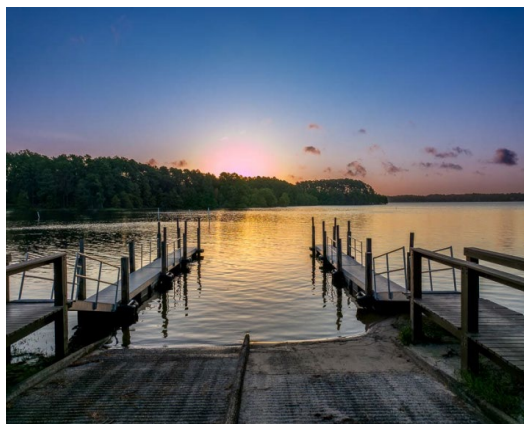
NTBSP is also located on the Toledo Bend Reservoir. Established in 1976, NTBSP is comprised of 911 acres and provides a venue for a wide variety of water-related activities in a pleasant environment. Facilities at NTBSP include a meeting room that can be reserved for group functions, a full-size swimming pool with restrooms for the summer season, and a laundry with all the conveniences for a long or short stay in the park. Nearby are entrances to three hiking/biking trails - a 1.5-mile loop, a more demanding 4-mile loop, and a 12-mile multi-use trail.



Below please find a satellite photograph of NTBSP that identifies: (i) particular points of interest currently located throughout the park (*e.g.*, Cabins, Campsites, Boat Launch, Conference Center, Park Entrance, etc.); and (ii) NTBSP's boundaries:



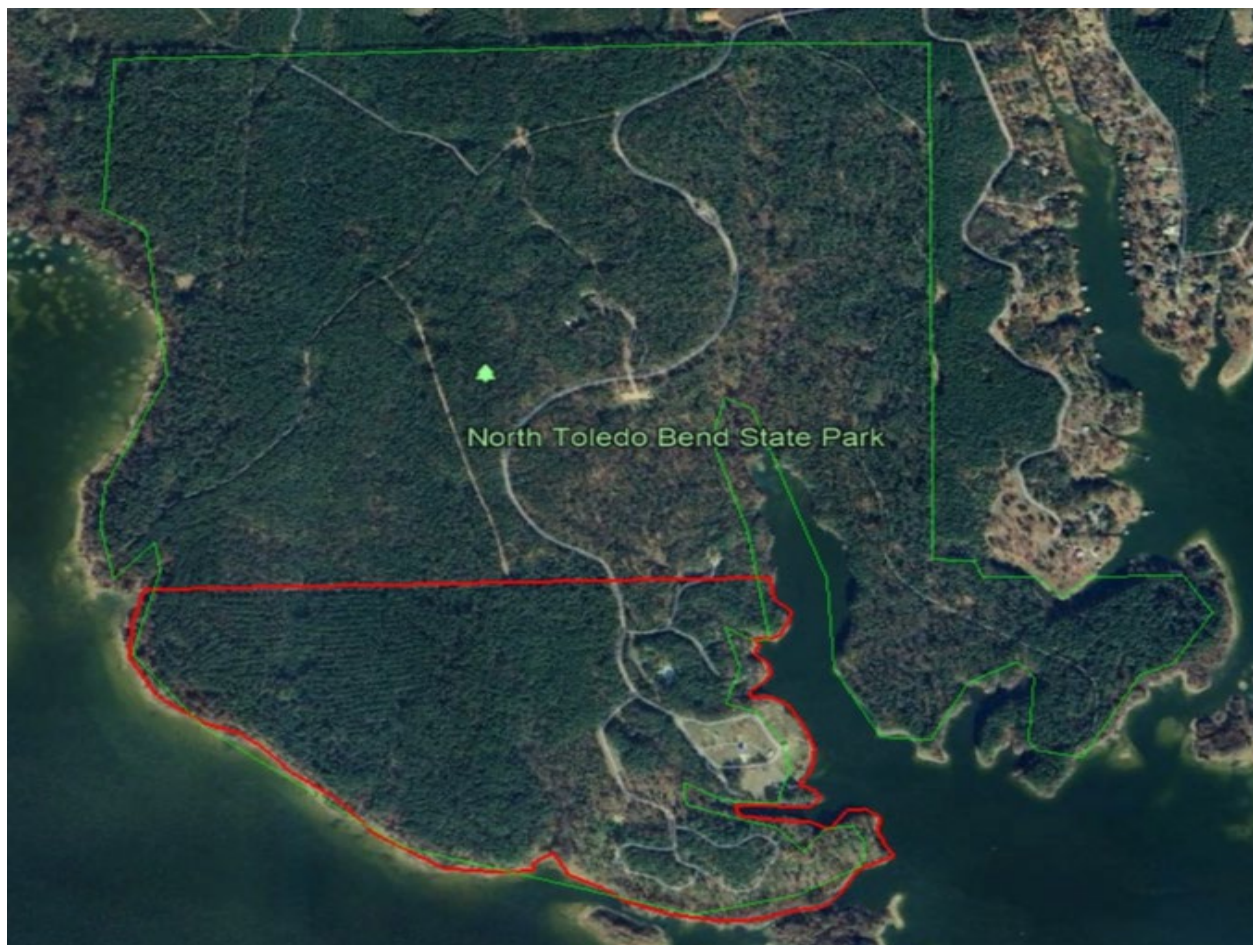
Currently, NTBSP offers ten (10) cabins, sixty-three (63) campsites, a conference center, group camp, boat launch with a double ramp, boat rentals, fish cleaning station, picnic area, disc golf, beach volleyball court, playground, and swimming pool. There are no fixed restaurant or foodservice options for Park visitors.



IV. LAND AND WATER CONSERVATION FUND RESTRICTIONS

Part of NTBSP and STBSP are Land and Water Conservation Fund (“LWCF”) sites. To avoid conversion, any project within the LWCF sites must qualify as serving “public outdoor recreation purposes” as defined in the LWCF Act. Otherwise, the DCRT/OSP will be required to purchase and operate replacement land to offset the loss. To be an eligible “public outdoor recreation” project, the project must meet all LWCF requirements, including standards of maintenance, public use, and accessibility; the site must be clearly identified as owned and operated as a public outdoor recreation facility and operated as a lessee/concessioner; all fees must be competitive with similar private facilities; and all documentation must include LWCF compliance requirements and anti-discrimination language; etc. If there is a conversion of use, the DCRT/OSP will be required to acquire/identify replacement land to offset the conversion. The replacement land may not be property that was originally acquired, dedicated, or managed for recreational purposes while in public ownership; no federal assistance can have been used in the replacement land’s original acquisition (unless the assistance was provided under a program expressly authorized to match or supplement LWCF assistance); and the selling agency must be required by law to receive payment for the land so acquired. Please see the red outlined portions of NTBSP and STBSP in the maps below showing the boundaries of the LWCF sites:

A. NORTH TOLEDO BEND LWCF SITE (OUTLINED IN RED):



B. SOUTH TOLEDO BEND LWCF SITE (OUTLINED IN RED):



Furthermore, Federal permitting and mitigation issues at NTBSP and STBSP may also impact your proposed project, such as wetlands on site, endangered species, and archaeological resources. Local and state permits may also be required, including but not limited to occupancy, restaurant, construction, utilities, sewerage, traffic impact, and other permits. Please keep all LWCF, federal, state, and local restrictions, regulations, and permitting in mind when submitting your project proposal.

V. OVERVIEW OF THE PROCEDURE

A. In this RFI, the OSP is undertaking a process of soliciting any and all project ideas that could benefit NTBSP and STBSP, and, as a result, the citizens of and visitors to Louisiana.

B. This RFI informs interested parties how to submit their project ideas.

C. The OSP will review the responses to the RFI. For the purposes of this RFI, project ideas shall be limited to those projects that support the mission and public purposes of the OSP and do not require an expenditure of public funds.

VI. ELIGIBLE PROJECT IDEAS AND OSP OBJECTIVES

A. ELIGIBLE PROJECTS - Proposed ideas should fulfill one or more of the OSP Objectives (as defined below) for NTBSP and STBSP, and may include, without limitation:

1. Enhanced activities, programming (e.g., educational, eco-tourism), services and products;
2. Construction of new facilities and/or the renovation, improvement, enhancement, maintenance, and/or modifications of existing facilities and other improvements;
3. Cost savings proposals;
4. Management proposals;
5. Infrastructure projects;
6. Any other innovative or creative project ideas that will improve services and/or facilities and/or result in revenue generation and/or cost savings for the OSP.

B. OSP OBJECTIVES - The OSP Objectives in soliciting information for this RFI are:

1. To promote the OSP mission;
2. To achieve the proper balance of preservation and utilization of NTBSP and STBSP to allow the OSP to better fulfill its mission while also becoming more financially self-sustaining;
3. To better serve the needs of visitors to NTBSP and STBSP through collaborations between public officials and entities, private individuals and organizations, businesses, nonprofits, and other interested parties and stakeholders;
4. To demonstrate efficient long-range planning, resource management and innovative approaches to delivering first-class, eco-friendly services and activities with sustainable, fiscally-sound business practices to NTBSP and STBSP;
5. To increase the public awareness of the benefits and resources of NTBSP and STBSP;
6. To generate additional revenues or cost savings for NTBSP, STBSP and the OSP;
7. To be a laboratory for innovation and creativity in providing activities, programming, facilities, goods, and services that are sustainable, appropriate to the OSP site's purpose, and otherwise improve NTBSP and STBSP;
8. To engage Louisiana resources and employees in connection with the proposed project or as a result of the proposed project;
11. To ensure additional competitive processes are utilized in connection with the implementation of a project (such as the use of competitive processes in the selection of subcontractors and other parties to be engaged in the project);
12. To avoid disruption and/or any adverse or harmful impact on NTBSP, STBSP, and/or local businesses; and
13. To generate other public benefits for NTBSP and STBSP within the parameters of the OSP's authority and responsibility.

VII. REQUESTS FOR INFORMATION (RFI) PROCEDURE

A. PURPOSE - The RFI procedure is designed to obtain and to encourage innovation and creativity, and to provide a platform for interested parties to present their ideas.

B. REQUEST FOR PROPOSALS AFTER RFI – After receipt and review of the responses to the RFI, the OSP may prepare a Request for Proposals (RFP) if necessary. Prior to publication, dissemination, and posting of the RFP, the OSP plans to submit the RFP to the Division of Administration for review, comment, and approval.

C. WEBSITE - The OSP maintains <https://www.opportunitiesinlouisiana.com> which maintains information on OSP Properties for public access. Prior to issuance of an RFI, OSP shall verify the website has been fully reviewed and updated to ensure that interested parties have the most current and complete data regarding the OSP properties.

D. PROJECT SUGGESTIONS – The RFI response should provide and explain the following:

1. A description of the project, including variations and alternatives that may include innovative concepts and/or add-ons;
2. Identification and description of how the project will meet one or more of the OSP Objectives, the OSP public purposes, and is otherwise eligible for consideration through this Procedure;
3. The proposed term for a contract resulting from the RFI or RFP and schedule for implementation of the project within that term;
4. The proposed location(s) for the project within NTBSP and/or STBSP, with property size and descriptions;
5. The proposer's approach and methodology to develop and implement the project, including, as necessary or useful, market research, community outreach, use of competitive processes to select sub-contractors, systems for quality control, financial management and reporting, etc.;
6. A description or list of the licenses, permits, regulatory requirements necessary to develop and implement the project;
7. The proposer's security for performance and implementation of the project;
8. The projected financial and economic impact of the project on NTBSP and/or STBSP and the OSP, the state and local communities, Louisiana businesses, etc;
9. The proposed revenue sharing proposal, if any;
10. Other relevant information to fully describe the proposed project.

E. PROPOSER'S QUALIFICATIONS FOR RFI RESPONSE – The RFI response should explain why the proposer is qualified to implement the project ideas, such as:

1. Background information about the proposer's qualifications and experience, including experience with other P3 projects generally and the proposed project specifically;
2. A description of the proposer's team structure and the team members' relevant qualifications, experience, licenses, and certifications required or useful to develop and implement the proposed project;
3. Attestation and/or verification that the proposer is eligible and able to enter into a contract with the OSP.

For example, the proposer must be in good standing with the Louisiana Secretary of State; must not be delinquent on taxes; must not be debarred, must possess insurance of the types and in the amounts set forth in the *Louisiana Office of Risk Management Procedures Manual for Insurance Requirements in Contracts and Indemnification Agreements*; must agree to the standard provisions and requirements of state contracts; must agree to comply with applicable provisions of law, including but not limited to public records law, the provisions of the Code of Governmental Ethics, the legal restrictions that pertain to the use of OSP properties, etc.

F. ANTICIPATED CONTRIBUTION FROM OSP –The RFI response should also include what OSP resources are required for the project, such as:

1. Use of NTBSP, STBSP, or the OSP immovable property (e.g., through a lease, right of use agreement, etc.);
2. Inclusion of the proposer's reservable facilities or services in the OSP's reservation system;
3. Connection to NTBSP, STBSP, or the OSP utilities, including Wi-Fi;
4. Assistance with marketing, promotions, and communications; technical assistance with strategies to integrate the proposed project into the master plan for NTBSP, STBSP, and/or the OSP's strategic plan; etc.

G. CONFIDENTIAL INFORMATION - If the Proposer's response contains confidential information, the Proposer should also submit a redacted copy of their response along with their original response. The redacted copy of the response will be the copy produced by the State if a person seeks review or copies of the Proposer's response. **If the Proposer does not submit a redacted copy, it will be assumed that any claim to keep information confidential is waived.**

Proposer shall be prepared to defend the reasons why the material should be held confidential. By submitting a response with data, information, or material designated as containing trade secrets

and/or privileged or confidential proprietary information, or otherwise designated as “confidential,” the Proposer agrees to indemnify (including attorney's fees) the State and hold the State harmless against all actions or court proceedings that may ensue, which seek to order the State to disclose Proposer’s information.

H. CONSENT AND RELEASE - The RFI responses will become public record unless the responder designates certain contents of its response as confidential and the document(s) fit within an exemption or exception under public records law.

I. OBLIGATION - The RFI does not obligate the OSP to enter into a contract to carry out any project. Upon review of the responses to the RFI, the OSP has the discretion to issue a competitive solicitation to implement any of the ideas contained in the responses to the RFI.

J. ADMINISTRATIVE INFORMATION - Proposers may submit written inquiries to the RFI Coordinator via email according to the Schedule of Events provided herein.

The OSP shall provide responses to all written inquiries, according to the Schedule of Events, in the form of an RFI addendum, posted to the OSP website at: <http://www.opportunitiesinlouisiana.com>

1. Requests for copies of the RFI and written questions or inquiries must be directed to the RFI coordinator:

Brett Sandifer, Attorney
Office of State Parks
P.O. Box 44426
Baton Rouge, LA 70804-4426
Phone: 225-342-1426
Fax: 225-342-8107
Email: bsandifer@crt.la.gov

2. All communications relating to this RFI must be directed to the RFI Coordinator named above. All communications between Proposers and OSP staff members concerning this RFI will be strictly prohibited.

This RFI is available in PDF format at the following web link: <http://www.opportunitiesinlouisiana.com>

K. SCHEDULE OF EVENTS - All responses must be received according to the following schedule. The OSP reserves the right to revise this Schedule of Events at any time.

Schedule of Events		
Public Notice of RFI	September 16, 2024 – October 16, 2024	
Deadline for Proposer Inquiries	December 2, 2024	4:00 PM CT
Deadline for OSP Response to Inquiries	January 7, 2025	
Deadline for Receipt of RFI Responses	February 7, 2025	4:00 PM CT

1. Response Submission

Response submissions must include two (2) hardcopies and two (2) flash drives submitted via U.S. Mail, courier, or hand-delivered to:

If courier mail or hand-delivered

Brett Sandifer, Attorney
Office of State Parks
1051 N. Third Street, Suite 321
Baton Rouge, LA 70802

If delivered by U.S. Mail

Brett Sandifer, Attorney
Office of State Parks
P.O. Box 44426
Baton Rouge, LA 70804-4426

If electronic submission

Follow the instructions listed at
<http://www.opportunitiesinlouisiana.com>.

All responses must be received by the due date and time indicated on the Schedule of Events. Responses received after the due date and time may not be considered. It is the sole responsibility of each Proposer to assure that its response is delivered at the specified location prior to the deadline. Responses which, for any reason, are not so delivered may not be considered.

All responses become the property of the State and will not be returned to the Proposer. The State retains the right to use any and all ideas or adaptations of ideas contained in any document received in response to this solicitation. All responses received become subject to the Louisiana Public Records Act.

2. Format of Response

All responses shall be submitted in hardcopy and digital format (PDF or Word is required), not to exceed 90 pages, in 12pt. or larger size font according to the following outline:

- Administrative Information

Responder shall provide the following administrative information:

- Company Name
- Division/Location
- Headquarters Location
- Total Number of Employees
- Contact Name
 - Title

- Email Address
 - Phone Number
- Corporate Background and Experience

Responder shall provide a brief description of their company, including a brief history, corporate structure, and organization and the number of years in business.
- Business Model for Contracting of Services

Responder shall describe its approach to a contract for its services should it be awarded a contract through a subsequent RFP, but without providing any cost information in its response.
- Approach and Methodology

Responder shall describe its proposed solution including delivery of services.
- Implementation Timeframe of Solution

Responder shall indicate the minimum timeframe from contract execution to full implementation for its solution, inclusive of hardware and software acquisition, configuration, design, development and testing.

***No cost information shall be included in this RFI response.**

L. OPTIONAL DISCUSSION SESSION

To solicit feedback and ask follow-up questions based upon vendor RFI responses, the OSP reserves the right at its sole discretion to conduct a structured “discussion” for Proposers to this RFI only. If the “discussions” are scheduled to take place, the discussion session will begin with a presentation by the OSP. Following the presentation, State representatives and the vendor community will participate in a structured question and answer session. An agenda, specific questions and other expected topics for discussion will be e-mailed to the vendor prior to the discussion. Proposers may be asked to give a presentation/demonstration.