

**Request for Proposals (RFP)**  
**Professional Translation and Interpretation Services**  
**Louisiana Gateway Port Authority (LGP)**  
RFP No. 2026-01 | Issued: 3/18/2026

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### **1. Purpose**

Plaquemines Port Harbor and Terminal District, doing business as Louisiana Gateway Port Authority (LGP), invites qualified firms to provide **professional translation, interpretation, and language accessibility services** in support of its compliance obligations under the **U.S. Department of Transportation Federal Transit Administration (FTA)** and related federal, state, and parish civil-rights laws.

The selected vendor(s) will assist LGP in implementing its **Title VI Program, Language Assistance Plan (LAP)**, and **ADA accessibility communications** for ferry operations and port administration.

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### **2. Background**

LGP operates passenger ferry and maritime facilities in Plaquemines Parish, Louisiana. The Port serves local residents, visitors, and international maritime clients.

In alignment with FTA Circular 4702.1B and the Port's 2025 Language Assistance Plan, LGP must ensure meaningful language access for individuals with **Limited English Proficiency (LEP)** and provide translated or interpreted information for key public-facing programs, services, and emergency communications.

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### **3. Scope of Services**

#### **A. Written Translation**

- Translate “vital documents” and outreach materials into identified LEP and international languages (minimum: **Spanish, Vietnamese**).
- Ensure all translations meet **professional accuracy standards (≥ 98%)**, are culturally appropriate, and use terminology consistent with LGP branding and legal language.
- Provide certified statements of accuracy for official use with FTA or federal audits.

- Format documents in accessible digital formats (Word, PDF, HTML) meeting **WCAG 2.1 AA** standards.

## **B. Interpretation Services**

- Provide on-demand **oral interpretation** for public meetings, ferry terminals, customer service, and telephone inquiries.
- Support both **simultaneous and consecutive** modes (in-person and virtual).
- Ensure interpreters are qualified under **DOJ / ADA Title II** guidance.

## **C. Digital & Website Support**

- Translate or proof content for web pages, signage, and social media posts.
- Review automated translation widgets (Google Translate or equivalent) for accuracy and readability.
- Provide alt-text translation and ensure web content meets accessibility standards.

## **D. Emergency & Public-Information Support**

- Deliver rapid translation/interpretation within **2–4 hours** during ferry service disruptions, weather events, or public-safety announcements.
- Assist with multilingual messaging for ADA or evacuation notices.

## **E. Community Engagement & Review**

- Provide bilingual staff or liaisons for public meetings when required.
- Offer consultation on inclusive communications and language-access strategy updates.

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## **4. Deliverables**

1. Certified translations of LGP's Title VI Notice, Complaint Forms, ADA Complaint Forms, and LAP Summary.
2. Proofed and formatted language versions of LGP's website sections.
3. On-call interpretation roster and contact procedure.
4. Quarterly activity reports documenting volume of requests, response times, and quality-control checks.

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## 5. Qualifications

- Minimum 3 years of professional translation/interpretation experience for public-sector or transportation clients.
- Demonstrated compliance with FTA Title VI and ADA Section 504 requirements.
- Ability to certify translations (ATA- or court-certified linguists preferred).
- Familiarity with Louisiana state/local terminology and cultural context.
- Capacity for same-day turnaround for emergency notices.

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## 6. Proposal Format

- **Cover Letter** (signed by authorized representative)
- **Company Profile** and key personnel resumes
- **Languages Covered** and certifications
- **Approach & Methodology** (translation process, quality assurance, confidentiality)
- **Past Performance / References** (at least 3 public-sector clients)
- **Cost Proposal** (hourly and per-word rates; emergency surcharge if applicable)
- **Optional Value-Add Services** (e.g., localization, captioning, voice-over)

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## 7. Evaluation Criteria

<b>Criterion</b>	<b>Weight</b>
Experience with FTA/Title VI/ADA compliance	30 %
Language coverage and certification quality	25 %
Cost effectiveness	20 %
Responsiveness and turnaround time	15 %
Local or Louisiana-based participation	10 %

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## 8. Submission Instructions

Proposals must be submitted electronically (PDF) or mailed to:

### Louisiana Gateway Port Authority

Attn: Title VI / Procurement Office

8056 Highway 23, Belle Chasse, LA 70037

 [info@gatewayport.com](mailto:info@gatewayport.com)

Deadline: [Date & Time] CST

Late or incomplete proposals will not be considered.

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## 9. Contract Term

Initial one-year term with two optional one-year renewals at LGP's discretion.

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## 10. Contact for Questions

All inquiries must be submitted in writing to

 [info@gatewayport.com](mailto:info@gatewayport.com) | Subject: RFP — Language Services

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## 11. Timeline

Event	Date	Time (CST)	Notes
RFP Issued	3/30/2026		RFP released via Port website and distribution list
Deadline to Submit Written Questions	4/13/2026	4:00 PM	Questions must be submitted via email to <a href="mailto:info@gatewayport.com">info@gatewayport.com</a> or <a href="mailto:rfp@gatewayport.com">rfp@gatewayport.com</a>
Responses to Questions / Addendum Posted	4/17/2026	By 5:00 PM	Official responses posted publicly

<b>Proposal Submission Deadline</b>	<b>4/20/2026</b>	<b>2:00 PM</b>	<b>Late proposals will not be accepted</b>
<b>Evaluation Period</b>	<b>April 23 – May 6, 2026</b>	—	<b>Internal review and scoring</b>
<b>Notice of Intent to Award (anticipated)</b>	<b>5/11/2026</b>	—	<b>Subject to evaluation outcome</b>
<b>Board Approval (if required)</b>	<b>May 2026 Commission Meeting</b>	—	<b>Date dependent on meeting schedule</b>
<b>Contract Execution (anticipated)</b>	<b>6/1/2026</b>	—	<b>Upon completion of required approvals</b>