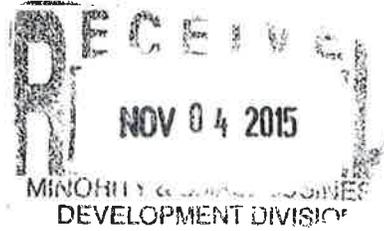




Gulf Regional Planning Commission

Serving the Governments of the Mississippi Gulf Coast

October 30, 2015



To Whom It May Concern

Enclosed please find a request for proposals for qualified technical consultants to develop a joint land use study for the Naval Construction Battalion Center. We were instructed to send this to MPTAP/MDA for outreach and qualified firms.

Thank you

Elaine G Wilkinson
Executive Director
Gulf Regional Planning Commission

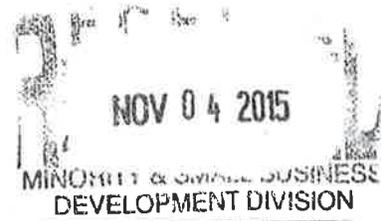
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Date: 11/4/2015

NCBC Gulfport MS



REQUEST FOR PROPOSALS

JOINT LAND USE STUDY



ABSTRACT

Gulf Regional Planning Commission is requesting proposals from qualified consultants to develop a joint land use study for the Naval Construction Battalion Center Gulfport.

November 2, 2015



**Joint Land Use Study: Naval Construction Battalion Center Gulfport
Request for Proposals**

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Section 1

Invitation to Consultants

- A. A grant from the US Department of Defense, Office of Economic Adjustment has been awarded for development of a Joint Land Use Study (JLUS) for Naval Construction Battalion Center (NCBC) Gulfport.
- B. The Gulf Regional Planning Commission (Commission) will receive proposals from interested consultants until **5:00pm (CST), Friday, November 30, 2015** for development of the NCBC Gulfport JLUS. Proposals shall be mailed or delivered to:
- The Gulf Regional Planning Commission
1635 Poppo Ferry Road, Suite G
Biloxi, MS 39532- 2312
- C. The Project Overview and Scope of Work for the JLUS are Section II of the Request for Proposals (RFP). The RFP provides instructions that the Consultant must follow to submit a proposal for the work.
- D. Statements of Proposals will be time-stamped and recorded and reviewed for compliance with the required format and content. The Consultants' Proposal shall contain all elements described in this request. Consultants will be notified if their proposal is compliant and has been submitted to the JLUS Selection Team for evaluation. Consultants that failed to comply with the delivery and content requirements will receive a finding of "non-responsive" and will not be considered for further evaluation.
- E. Questions related this RFP must be submitted no later than **5:00pm (CST), Monday, November 16, 2015**.
- F. Questions should be in writing via email to Jeff Loftus, GRPC Contract Manager, jol@grpc.com or by posted to the website at www.grpc.com. **All questions and responses will be posted on the website so the consultant is responsible to check for responses.**
- G. All procurements utilizing Office of Economic Adjustment (OEA) grant funds will be in accordance with 2CFR Part 200.317-326, all applicable State of Mississippi and local laws and regulations, and applicable Federal laws and standards.

Jaclyn Turner
Chairman
Gulf Regional Planning Commissions

Section II
Project Overview and Scope of Work
Narrative

Purpose Statement

On behalf of the Advisory Committee for the Naval Construction Battalion Center (NCBC) Gulfport Joint Land Use Study (JLUS), the Gulf Regional Planning Commission requested and received a grant from the US Department of Defense, Office of Economic Adjustment, to complete a JLUS. This will be the first JLUS developed for NCBC Gulfport.

Background

NCBC Gulfport is located in Gulfport, MS and is bordered by the City of Long Beach and Harrison County. NCBC Gulfport is one of the largest employers in the coastal region with 6,000 employees, a payroll of \$245 million, and a total economic impact to the regional economy of \$1.58 billion. NCBC Gulfport’s mission is to maintain and operate facilities and provide service and material in support of naval construction force units including amphibious construction fleet units, the maritime prepositioning force, and other fleet and assigned organizational units deployed from or home-ported at NCBC Gulfport. It is the home of the Atlantic Seabees.

To fulfill its mission requirements, NCBC Gulfport maintains and manages mission-critical facilities, infrastructure and property in order to support readiness training exercises and operations to ensure that all components and tenant activities are prepared to mobilize. Table 1 summarizes the primary mission functions of NCBC Gulfport and the Special Areas that are included in the scope of the JLUS.

Table 1. Summary Description of the Primary Mission Functions of NCBC Gulfport and the Special Areas to be included in the JLUS	
Location	Primary Mission Function
NCBC Gulfport (Federally-owned)	Homeport and Training Center for Naval Construction Force Commands, Prepositioned War Reserve Material Stock Maintenance and Storage, and Mobilization
Woolmarket (Special Use Permit and Special Use Permit)	Small Arms Range, Improvised Explosives Device Convoy Training Range and Driving Course, Unit Command and Control Field Training Exercises
Stennis Space Center (SSC) (Host-Tenant Agreement and Use Permit)	Naval Special Warfare (NSW) Training, Small Arms Range, Convoy Training, Small Boat Operations and Training, Environmental Operations and Research
Stennis Western Maneuver Area (WMA) (Federally-owned)	Special Forces Riverine, Ground and Air Range Training Areas
Stennis International Airport (SIA) (Use Agreement)	NSW Training and Mobilization
Port of Gulfport (* Agreement)	Supply and Mobilization

NCBC Gulfport

The primary function of NCBC Gulfport is to support three active Naval Mobile Construction Battalions (NMCBs), Naval Construction Group TWO (NCG TWO), Naval Construction Training Center (NCTC) and several smaller tenant activities that have varying missions. Under the Commanding Officer’s (CO) regional area coordination authority, NCBC Gulfport is also responsible for managing and coordinating several Special Areas used by tenant commands for training and operational activities (Figure 1). The CO’s authorities within the Special Areas are granted under various MOUs or through Special Use Permits (SUP). All Navy-related activities at NCBC’s Special Areas are managed, authorized, and/or coordinated by the NCBC Gulfport CO. Two of the associated Special Areas are described below.

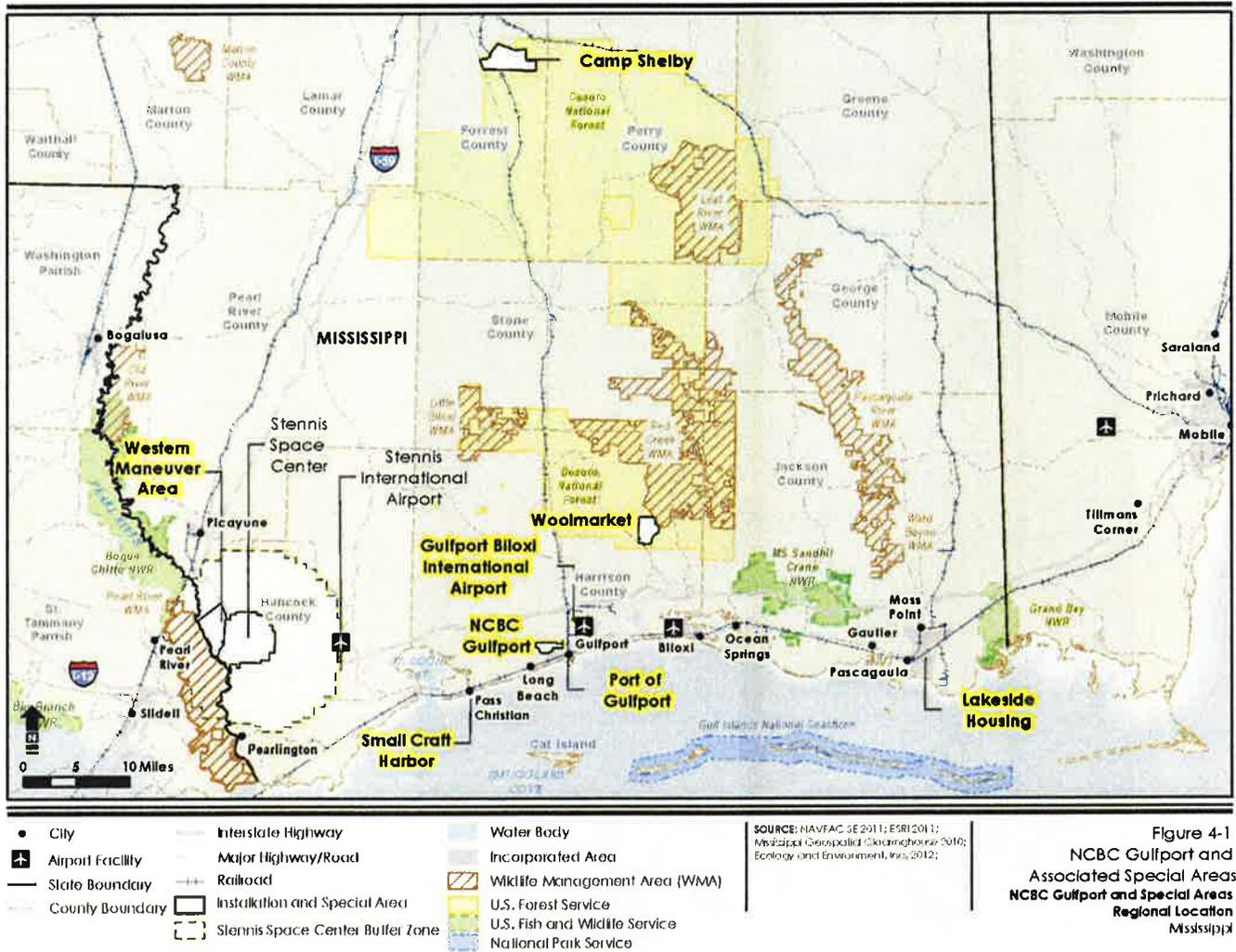


Figure 4-1
 NCBC Gulfport and
 Associated Special Areas
 NCBC Gulfport and Special Areas
 Regional Location
 Mississippi

Figure 1. NCBC Gulfport and Associated Special Areas

Special Area- Woolmarket Small Arms Range

Woolmarket Small Arms Range (SAR), also known as “Camp Keller,” consists of approximately 2,483 acres of land along U.S. Highway 67 in Harrison County, MS. It is located within the De Soto National Forest, which is managed by the United States Forest Service (USFS). Under a Special Use Permit (SUP), NCBC Gulfport is responsible for the operation and maintenance of Woolmarket SAR. The range is managed by NCG TWO and provides the Seabees and other NECC personnel with training facilities and land for small arms live-fire and field training exercises (FTX). In addition, there is a counter-improvised explosive device (C-IED) training complex and outdoor course for JIEDDO training next to the SAR facilities (Figure 2).



Figure 2. Woolmarket Small Arms Range Military Influence Area

Special Area- Western Maneuver Area

The Western Maneuver Area (WMA) is part of an ongoing Navy land acquisition that began in 2004 to establish a training range between the Pearl River State Wildlife Management Area in Louisiana and the western boundary of the Stennis Space Center (SSC) fee area. The native vegetation and varied terrain of the lower Pearl River basin provides a realistic environment for combination river-to-jungle training exercises. Other tactical mission training conducted within the WMA includes basic ground skills, combat search and rescue (CSAR), personnel recovery, and non-combatant evacuation.

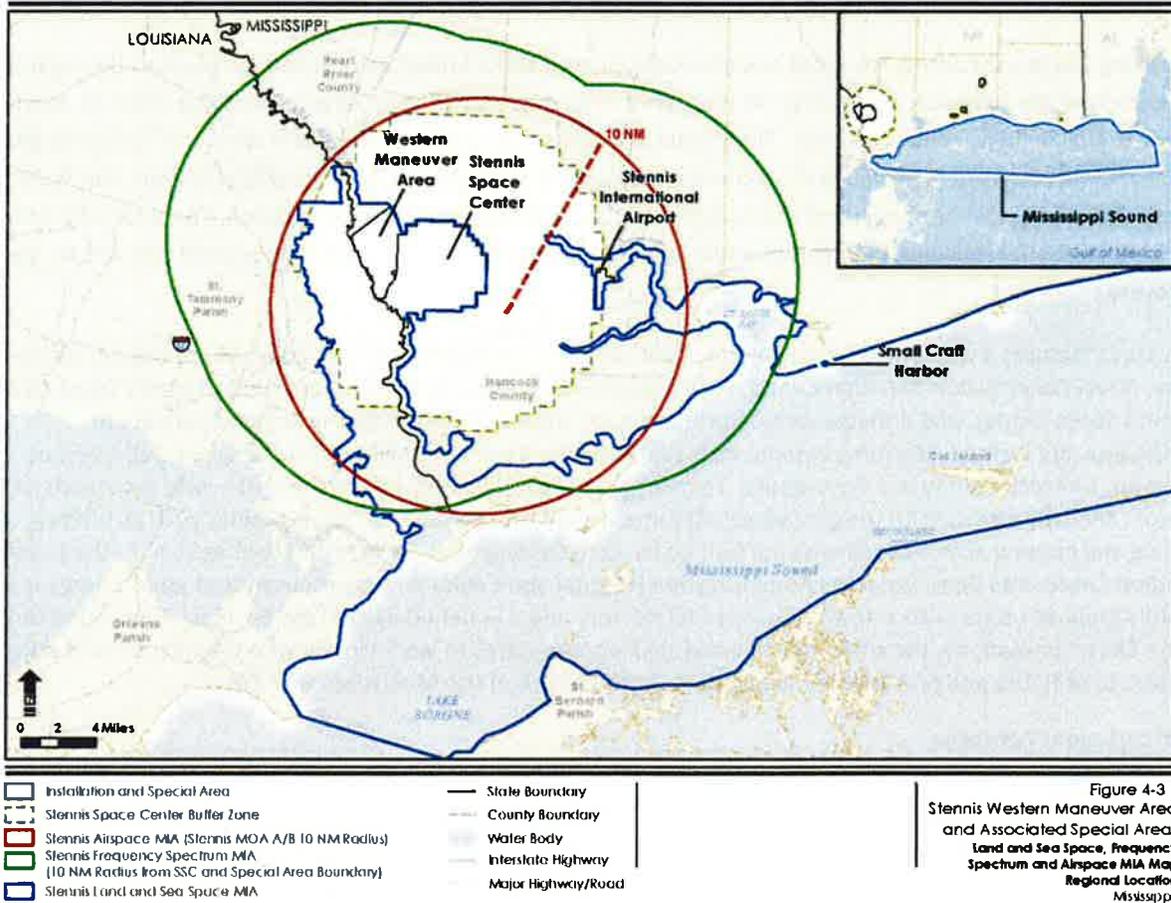


Figure 3. Western Maneuver Area

Community Description

Three counties, Hancock, Harrison and Jackson, which lie on the Mississippi Sound, comprise the Mississippi Gulf Coast. There are twelve cities in the coastal counties, the largest being Gulfport, and the newest, incorporated in February 2012, is Diamondhead.

The cities and counties have worked diligently and collaboratively to recover after Hurricane Katrina in 2005, the national economic recession, and the Deepwater Horizon oil spill in 2010. The regional population for the three counties totals 382,458, reported by the 2013 Census Bureau, which is nearing the pre-Katrina population levels.

However, the development patterns accompanying the recovery of the coast and the population have altered and, at times, been incompatible with the military's mission.

As the cities and counties have become more urban in character, the densities of residential and commercial land uses have increased in the areas surrounding NCBC Gulfport and its associated Special Areas. In particular, with the recent Highway 67 improvements, future development along that corridor may impact ongoing training and operations at the Woolmarket SAR. In addition, training activities that take place in Hancock County and St. Tammany Parish, LA compete with a strong culture of hunting, fishing and river recreation by local coastal residents.

Following Hurricane Katrina, the cities and counties updated and adopted comprehensive plans as the legal basis for their land use forecasts and zoning. At that same time, every jurisdiction adopted building codes to meet international building code standards. Flood plain managers have been certified, and state and local emergency management plans are reviewed and practiced annually with participation by all local jurisdictions, the State of Mississippi and adjoining states, and the Federal Emergency Management Administration. The local jurisdictions are serious about rebuilding their communities to be resilient and depend on a strong economy to sustain their recovery.

The coast features a well-diversified economy. Defense is a major industry on the coast where Keesler Air Force Base, Naval Construction Battalion Center, Air National Guard, Army National Guard, United States Coast Guard, Stennis Space Center, and defense contractor Huntington Ingalls Shipbuilding, the largest employer in Mississippi, are located. Maritime commerce is supported by three ports along the Mississippi Gulf Coast at Gulfport, Hancock County and Pascagoula. Tourism is an expanding industry on the coast, with thousands of visitors annually attracted to the gaming establishments and the recreational opportunities such as boating, fishing and hunting across the Mississippi Gulf Coast. Outstanding regional medical facilities such as the Keesler Medical Center and Biloxi Veterans Administration Hospital and Clinics provide thousands of jobs. Energy is a rapidly growing sector with a newly expanded oil refinery and a liquefied natural gas terminal. Embracing the "One Coast" philosophy, the cities and counties seek opportunities to work closely with the military and other sectors to promote and protect their investments in the future of the Mississippi Gulf Coast.

Encroachment Concerns

The encroachment concerns identified by the JLUS Advisory Committee are specific to the activities taking place at NCBC Gulfport and its associated Special Areas. **The Consultant should discuss their approach to reviewing these concerns for a final consensus if complete and correct.** Several concerns are listed below:

- Urban development- Pressure on local leaders by residents in proximity to Woolmarket SAR to address noise and safety concerns around their homes, schools and playgrounds, especially during arms training that extends into the late night hours. The urban growth is increasing incompatibility issues in proximity to the noise contours.
- Security- Lack of buffer between the cities, NCBC Gulfport and many of its associated Special Area fence lines requires vigilant monitoring by the Navy and on-going communication with neighbors to minimize foliage overgrowth. Local zoning does not include a buffer in the land development ordinance.
- Airborne Noise- Heavy equipment use during active training has the potential to disturb neighborhoods surrounding NCBC Gulfport. Incompatible residential development in these areas may curtail Navy training activities.
- Frequency Spectrum Management (FSM) - Installation of cellular and other communications towers, including antennas, around NCBC Gulfport and its associated Special Areas and a lack of coordination

and processes between the surrounding communities and the Navy could result in an inadvertent degradation of the frequency spectrum.

- Competition for Land, Sea, and Air Space- Civilian recreational use and development is restricting training, limiting the use of live munitions, and restricting the Navy's ability to maintain and expand its capacity and its training missions. Ineffective communication and lack of processes to notify civilians of special operations training along the river poses significant safety concerns for both parties.

Overall Goals and Objectives

The goal of the JLUS is to mitigate existing and prevent future incompatibility issues between base operations and the civilian communities. **The Consultant should discuss their approach to reviewing the goals and objectives for a final consensus if complete and correct.** The objectives of the JLUS are as follows:

- To protect the health, safety and welfare of the surrounding communities
- To strengthen the communication between NCBC Gulfport and the surrounding communities on community and mission planning
- To balance and support the resilient growth of the economy and communities with enhanced engagement supporting mission compatibility
- To prevent incompatible development that may jeopardize the viability of Navy training at the main installation and its Associated Special Areas

Study Area

As previously described, there are three distinct geographic areas of influence which will be the focus of the JLUS. To manage this multi-jurisdictional complex project, the JLUS Advisory Committee envisions a scope of work that will develop small scale joint land use studies for each of these sub-areas, to be called Management Areas (MA.) As illustrated in the Organizational Framework, MA1 will include the Western Maneuver Area, the Stennis Space Center, and the Stennis International Airport; MA2 will include NCBC Gulfport's main installation and the Port of Gulfport; and MA3 will include the Woolmarket Small Arms Range (SAR).

Organization

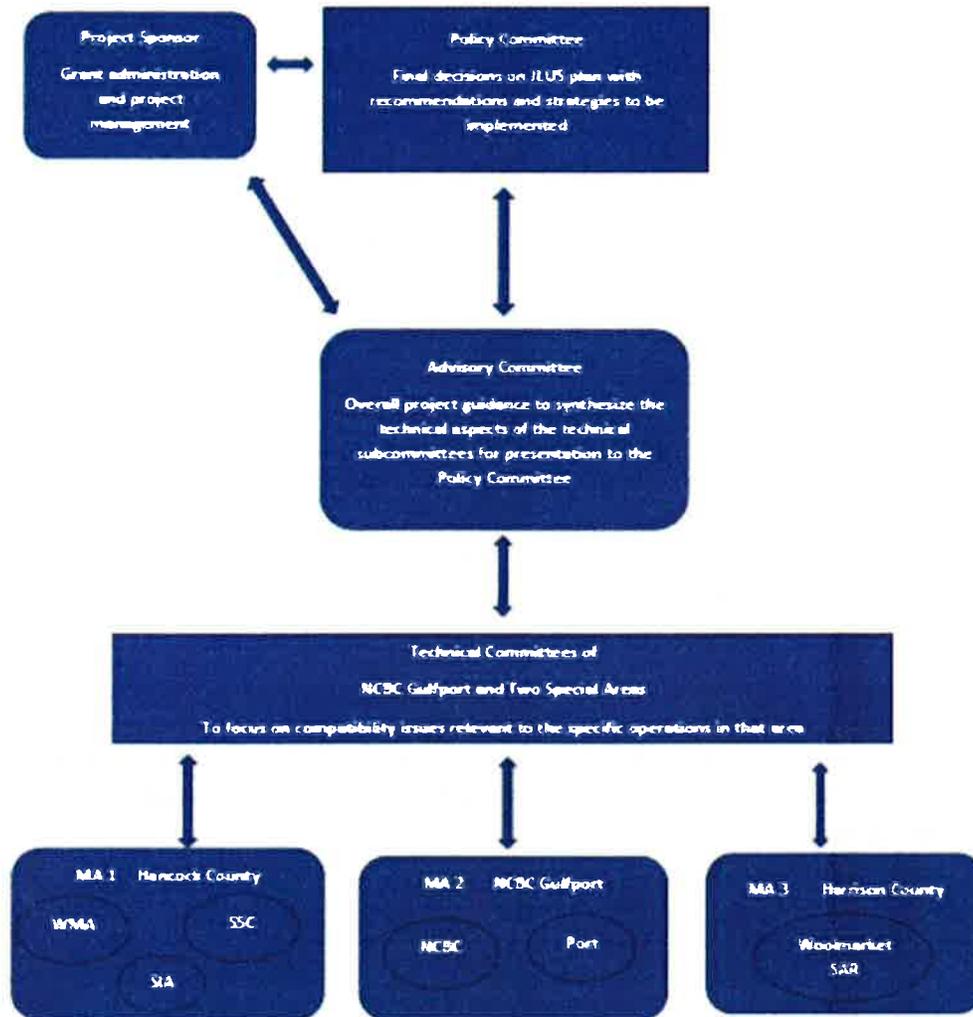
The Gulf Regional Planning Commission (GRPC) will serve as the study sponsor and grant administrator. GRPC was established in 1962 under Mississippi Code 17-1-26 and is authorized to provide urban and regional planning assistance to its member jurisdictions, which include the three counties of Hancock, Harrison and Jackson and the twelve cities with the counties. GRPC is the Metropolitan Planning Organization, certified by the Federal Highway Administration to plan and administer the Federal Surface Transportation Program funds allocated to the urbanized area of the MS Gulf Coast. Pursuant to the Mississippi Attorney General, GRPC is an instrumentality of the local governments of the Mississippi Gulf Coast (See Attachment 1).

An Advisory Committee has been established and is comprised of representatives in affected jurisdictions, key stakeholders, and installation representatives. This committee will continue to evolve and will meet regularly and often throughout the study period to synthesize the materials, reports and recommendations of the various Technical Committees. The Advisory Committee will guide the Consultant in setting the schedule, agenda and presentations for the Policy Committee.

The Policy Committee will meet quarterly and be comprised of elected officials from the communities impacted by training and operational activities of NCBC Gulfport and its associated Special Areas and the installation Commanding Officer. The primary affected communities are Harrison and Hancock counties and the cities of Gulfport and Long Beach. The Policy Committee may also include directors of regional economic organizations and non-voting senior representatives of the Mississippi Development Authority, and potentially other key stakeholders. The Policy Committee will be the final deciding vote to accept the recommendations and strategies that will become the JLUS and whose members will make a good faith effort to accept and carry out those recommendations within their jurisdictions.

The Technical Committees will be comprised of individuals with technical expertise from the locally affected governments, organizations, military, and stakeholders, with emphasis on members from the local communities. Technical Committees analyze the issues and develop potential strategies to mitigate and prevent compatibility issues. The following chart is a general framework of the NCBC Gulfport JLUS organization.

Organizational Framework for the NCBC Gulfport JLUS



Available Resources

- NAVFAC Environmental Restoration Program Public Web Site:
http://www.navfac.navy.mil/products_and_services/ev/products_and_services/env_restoration/installation_map/navfac_atlantic/southeast/naval_construction_battalion_center_gulfport/admin_records.html
- Integrated Natural Resources Management Plan NCBC Gulfport, MS, 2007-2016
- NCBC Gulfport Stennis Western Maneuver Area, Stennis Space Center, MS Integrated Natural Resources Management Plan (INRMP), February 2011
- City and County Comprehensive Plans and Zoning Ordinances
- Plan for Opportunity, a regional sustainability plan, 2014
- MS Gulf Coast Long Range Transportation Plan, to be released December 2015

- MS Statewide Long Range Transportation Plan, to be released December 2015

Approach

GRPC will perform work on the JLUS that is within the capacity of the organization. GRPC will contract with a technical consultant to work with each of the committees and provide the skill, expertise and guidance needed to develop the strategies and the final JLUS plan. GRPC will issue a Request for Proposals to acquire the contractual assistance and will oversee consultant work/activity. The attached Scope of Work lists tasks to be performed by GRPC or its consultant. The Executive Director of the GRPC has been identified as a key position.

As explained in defining the study area, the missions of NCBC Gulfport extend into three distinct areas across two counties. To manage the complexity of working on compatibility issues associated with different missions, three Management Areas will be formed to focus the planning efforts. One final, regional JLUS for NCBC Gulfport will incorporate the strategies and recommendations by Management Area.

Results or Benefits Expected

The JLUS planning process will benefit the community and military installation by identifying areas where there are existing and potential conflicts with land use, and where and how mitigation and prevention activities could be implemented. The JLUS will provide the short-term and long-term strategic plan for implementation that will strengthen the relationship between the communities and military, and support the economic growth and quality of life of the entire Mississippi Gulf Coast.

Timeline

The NCBC Gulfport JLUS is expected to be completed in twenty-four (24) months. **A detailed timeline is attached at the end of the RFP and the Consultant should review and offer comment in the proposal on the schedule and milestones.**

Scope of Work

This describes the work to be performed by Gulf Regional Planning Commission (GRPC) and the Technical Consultant (Consultant) to the JLUS.

Task One JLUS Administration and Management (GRPC)

A GRPC Project Supervisor, Project Manager and Fiscal Manager will be identified. The overall administration of the grant and management of project will be performed in accordance with federal regulations and the requirements specific to the OEA grant. GRPC and the Consultant will meet to review the contractual scope of work and project schedule, and to establish the proper procedures to be followed for administering the contract. Task One activities include as follows:

1. Preliminary administrative tasks to establish the fiscal protocols and record-keeping and to coordinate and develop the JLUS application
2. On-going grant administration, such as invoicing, developing progress reports and supporting documentation
3. On-going communication with OEA Project Manager
4. Development and undertaking of the RFP process
5. Contract negotiation to include a refined work plan and schedule
6. Contract execution and documentation of procurement process

Deliverables:

- Administrative reports, invoices, procurement documentation and final contract documents.

Task Two JLUS Coordination and Organizational Management (GRPC)

The GRPC Project Manager will be the point of contact for the JLUS. **The Consultant should refer to an organizational chart to name the Project manager and Team Leaders on this project.** GRPC will perform the tasks as follows:

1. Finalize the JLUS committee organization and membership
2. Schedule and prepare/distribute the agendas for meetings of the Advisory and Policy Committees; work with the committees and the Consultant to form the technical committees
3. Maintain the project schedule and calendar of activities
4. Supervise the Consultants, monitor the work schedule and review all work products for compliance with the contracted scope of work
5. Review and approve invoices for the Fiscal Manager to process
6. Maintain the Minutes Book of the Advisory and Policy meetings held throughout the JLUS

Deliverables:

- Project organization, calendar and schedule, progress reports and minutes of meetings.

Task Three Project Initiation (Consultant with GRPC Oversight)

The Consultant will meet with the Advisory and Policy Committee to review the work plan and timeline for developing the JLUS and schedule project kick off activities. The kick-off activities may include the following.

1. Coordinate with the NCBC Community Planning and Liaison Officer for a tour of the base and the Special Areas
 - a. This tour will be an overview of the missions and will initiate the discussion of potential encroachment issues
 - b. The Policy Committee and invited officials will participate in the tour.

Meet with the Policy Committee to present the goals, objectives, overall approach, and planning process for completing the JLUS, emphasizing the schedule and milestones and role of the Policy Committee **The Consultant should refer to the project schedule included in the Scope of Work and provide a more detailed timeline and breakdown of activities in developing the JLUS.**

Deliverables:

- Tour of NCBC and Special Areas
- Meeting presentation

Task Four Stakeholder and Public Engagement Plan (Consultant with GRPC Oversight)

The success of the JLUS will depend strongly on having broad stakeholder and community involvement in the planning process. The Consultant will undertake the following activities.

1. Develop a Public Engagement Plan that describes the process, the methods and medium by which stakeholders and the impacted communities will be engaged in active participation throughout the course of the JLUS planning and plan development. The plan should have goals for achieving a level of engagement that is inclusive and open and responsive to the public.
2. Develop engagement materials for use throughout the process, starting early in the initial planning phase and on-going to maintain awareness and to offer opportunities for input. Materials may include, but are not limited to:
 - Fact sheets
 - Press releases
 - E-newsletter
 - Project website
 - Project videos/webinar
 - Surveys
3. Undertake the engagement activities in development of the JLUS. There will be engagement activities targeting the population and communities within each MA, as described in Task 5. In particular there will be stakeholder participation and the Consultant will facilitate discussion at an open meeting on compatibility issues.
4. There will be a total of six public meetings, three in Hancock County and three in Harrison County. These meetings will be advertised in the local newspaper and by announcements at community meetings and by other direct channels in advance of the meeting, to encourage public participation from neighborhoods in proximity to the military missions. These meetings will be documented and made part of the final Public Engagement Report. The timing for the public meetings will be at the beginning and at the conclusion of the planning, as follows:
 - Kickoff – to acquaint the public with the scope, purpose and schedule for the JLUS
 - Mid-term – to update the public with the status of the work completed to date and to solicit input
 - Final – to inform, educate and request feedback from the public on the JLUS before the Policy Committee is asked to adopt the JLUS.
5. Produce a final Public Engagement Report to document the activities and level of participation by the stakeholders and the public. This document will be used to measure the success of the Engagement Plan in reaching the stakeholders and the diverse members of the public that are in the areas impacted by the missions of the NCBC Gulfport in the three Management Areas, and will be incorporated into the JLUS.

Deliverables:

- Engagement materials (TBD)
- Public Engagement Plan and Final Report with documentation of all public events
- Six public meetings

The Consultant should describe their approach to developing the plan and implementing engagement for the NCBC Gulfport JLUS and how information is most effectively disseminated throughout the course of the study, typical formats for public meetings and the types of measures of success that are proposed.

Task Five Data Collection, Inventory and Mapping (Consultant with GRPC Oversight)

1. Database Profile

The Consultant will coordinate with GRPC to use available data and maps as possible in development of a project GIS database that will be used extensively in Task 6. The GIS database will visually demonstrate the extent of the military influence on land use, population, employment and traffic, and other economic variables. The database may include but may not be limited to:

- Current and historical aerial photography to analyze development patterns and pressures in the region-Consultant
- Current and proposed utility infrastructure and transportation systems in the region-Consultant
- Current environmental features and constraints in the region including stream buffers, existing buffer areas, floodplains, critical habitats, etc.- Consultant
- Population and demographic profiles within the MA with civilian-military breakdown (Consultant, if available)
- Utilize current Census tract information or block-level information, and any projections developed
- Commute patterns and traffic patterns-GRPC
- Structures, as available -GRPC
- Land use by parcel will be collected by GRPC in the vicinity of the base and within the military influence areas, including height hazard, noise, accident potential and clear zones, to update the GRPC parcel-based GIS land use database.
- Zoning, provided by cities
- Expected development, provided by the cities
- Future NCBC mission expansion, by the installation
 - Proposed land acquisition
 - Expanding military area of influence boundaries
 - Expanding buffer requirements
- Existing and proposed infrastructure or community facility improvements proposed within the MA, provided by the cities
- Future impacts related to climatic events, such as sea level rise, storms, wind and flooding- GRPC
- Identify other data needs as necessary or as directed by the Policy Committee or Technical Subcommittee-Consultant

Deliverables:

- Regional GIS database
- Project maps, accessible by the project website

The Consultant should describe how to provide access to the regional information, documents, materials and data that has security for in-house/project use only, while some materials and data will be for public dissemination.

Task Six Develop the JLUS Management Area Plans (Consultant with GRPC Oversight)

A four-phase planning process will be conducted for each of the three MAs illustrated in the Organizational Framework to investigate the current conditions and existing compatibility issues, assess the potential that future conditions may create or aggravate compatibility issues, and develop solutions and actions that mitigate or prevent compatibility issues.

Throughout the planning process for each MA, the Public Engagement Plan will be implemented. Education and outreach will be critical to reach individuals and groups that may be outside the traditional population. It will be equally important to keep the Policy Committee informed of the process, with fact sheets and e-newsletters of recent developments.

The JLUS organization framework includes Technical Committees for each of the three MAs. These committees will be formed around encroachment issues specific to the MA. The Consultant will work with the Advisory Committee to establish the membership for the Technical Committees. The Committees will guide the Consultant in performance of the following work.

Planning Phase One Analysis of Existing and Future Conditions

A. Existing Conditions

Using the GIS Land use constructed in Task 5, the Consultant will classify existing land uses within the MA in terms of compatibility with military operations. Existing conflicts will be reviewed from the aspect of military operations and civilian concerns. **The Consultant should describe how this is done.**

- MA Tour – The Consultant will arrange for a tour of the military operations within each MA, and the city/county will provide a tour of the area influenced by the military operations. This tour will be for each MA Technical Committee.
- Base/Vicinity Tour – The Consultant will arrange for a tour of the military operations and the city/county will provide a tour of the area influenced by the military operations. This tour will include members of the Technical Subcommittees and the Advisory Committee.

B. Future Development Potential Analysis

The Consultant will analyze future potential development projections based on existing comprehensive land use plans and ordinances, environmental or infrastructure constraints, and other pertinent data provided by Task 5. GRPC and the Consultant will develop future land use scenarios which will be overlaid with the future MA development using GIS mapping. **The Consultant should describe if there is a particular methodology or program used to assess future growth/development.**

Deliverables:

- Analysis of Existing and Future Land Use
- Tour of each MA
- Land use scenarios

Planning Phase Two Stakeholder Assessment of Compatibility Issues

The Consultant will conduct an in-depth assessment of the military operations on civilians and stakeholders as well as civilian impacts on military operations within the MA by implementing various engagement strategies generated from the Public Engagement Plan, such as surveys, interviews and focus groups. The purpose will be

to more fully understand which compatibility issues are actual or perceived, and which mitigation activities will be acceptable and practical. **The Consultant should describe their experience and strategic approach to perform this task.**

Deliverables:

- Stakeholder Assessment

Planning Phase Three Compatibility Resolution

A. Land Use Compatibility Assessment

Based on the existing conditions and the future land use scenario, the Consultant will prepare a Land Use Compatibility Map of the existing and future land use conflicts. **The Consultant should demonstrate the knowledge and capacity to perform the assessment.**

B. Land Use Policy and Regulation Recommendations

Existing Regulations/Policies - The Consultant will collect data from the cities and counties pertaining to existing land use ordinances and regulations. The Consultant will analyze existing regulations and policies and determine how they may help to either mitigate or prevent encroachment concerns identified in the previous tasks.

Existing coordination efforts between local governments and NCBC Gulfport will be identified and analyzed.

New Regulations/Policies- The Consultant will work with the Technical Committee and members of the Advisory Committee to identify potential new regulatory and non-regulatory measures to encourage compatible land uses within the MA. Recommendations will be offered for both military and civilian partners. Options such as noise attenuation standards, air space height standards, land exchanges, land acquisition, development incentive programs, conservation easements, transferable development rights program (TDRs), performance standards, special overlay zones, and special procedures for reviewing developments with potentially substantial impact within the study area may be explored. Sample ordinance language will be presented for regulatory recommendations. Other measures may be explored at the direction of the Advisory Committee, the Technical Committees and/or Policy Committee. **The Consultant should demonstrate knowledge and approach used to perform the compatibility assessment and developing the recommendations.**

- **Compatibility Workshop** – the Consultant will conduct a compatibility workshop with the Technical Committees and members of the Advisory Committee to facilitate a discussion of potential compatibility mitigation and prevention measures. This will result in the draft recommendations specific to the MA plans in the Final JLUS.

Deliverables:

- Land Use Compatibility Maps
- Land Use Policy and Regulation Recommendations
- Compatibility Workshops

Planning Phase Four MA Plan development with recommendations

The Consultant will conduct a workshop within each MA will be open to the public to review the interim findings and recommendations of the MA Plan. This workshop will allow the members of the Policy Committee to have direct communication with the stakeholders and public from the impacted communities.

The Consultant will develop and present a draft MA plan to the MA Technical Committee and Advisory Committee for approval before presenting to the Policy Committee for inclusion in the Final JLUS.

Deliverables:

- Summary of MA workshops
- MA Plans

Task Seven Final JLUS Regional Plan Development (Consultant with GRPC Oversight)

The Consultant will compile the three MA Plans into a Final Regional JLUS for NCBC Gulfport. The draft will be vetted by the Technical Committees and the Advisory Committee and forwarded to the Policy Committee for review and comment. Procedures to complete and finalize the JLUS report are as follows:

A. Final Draft Report Distributed

After input has been received from the JLUS Policy Committee, a final draft report will be distributed to Hancock and Harrison counties and the cities of Gulfport and Long Beach for comment and review.

B. Revisions to Final Draft Report

After the report has been reviewed by all parties the Consultant will make necessary corrections and incorporate all comments into a Final Report.

C. Presentation of Final Report to Policy Committee

The Final Report will be prepared by the Consultant, and will include all comments and revisions. This Final Report will be presented to the Policy Committee at a regularly scheduled meeting.

D. Final Report Released to Public

Prior to adoption of the Final Report by the Policy Committee, the Report will be released to the public for final review. The Report will be available at local government offices, military installation offices, and on the website.

E. Adoption of Final Report

Upon satisfactory public review, a Final Draft Report will be produced and distributed to NCBC Gulfport, OEA, and all participating local governments. The Final Report will be adopted by the JLUS Policy committee and forwarded to participating local governments for consideration for adoption.

F. Final Report Made Available

The Final Report will be made available on the website. The Report will also be distributed to all Policy Committee members in hard copy and electronically on CD.

Deliverables:

- All draft report sections
- Log of all comments received from the committees and the public, and a record of how comments were addressed
- Resolution of Adoption for Policy Committee and legislative bodies of participating jurisdictions.
- Twelve (12) hard copies and 24 CDs of Final Report
- A four-page summary of the study to be uploaded onto OEA's website
- Draft and Final Reports on website

Task Eight Implementation Plan and Action Steps (Consultant with GRPC Oversight)

By adopting the resolution creating the JLUS Policy Committee, local governments participating in the Joint Land Use Study have agreed to attempt in good faith to locally implement measures recommended in the JLUS Report. A specific Implementation Plan and Action Steps, including short-, mid- and long-term actions, assigned responsibilities to each JLUS entity, and possible funding sources will be developed. Strategies and procedures for cooperative monitoring of the implementation of recommendations in the JLUS will be discussed. Action steps for implementing the JLUS will be outlined in the Implementation Plan. These steps may include creating a JLUS Implementation Committee, developing public outreach or public relations pieces, or other specific project-related tasks. **The Consultant should explain how the implementation and action steps are developed from the recommendations and how the implementation plan can be used effectively to leverage funding.**

Deliverables:

- Implementation Plan and Action Steps

- A plan for a continued dialogue among NCBC Gulfport and project partners
- Public relations pieces related to JLUS recommendations and implementation

Task Nine Presentation of Report and Implementation Plan to Governing Authorities (Consultant with GRPC Oversight)

The Consultant will be responsible for presenting the findings of the Report and Implementation Plan to the various governing authorities' jurisdictions.

Deliverables:

- Final presentation package for the cities, counties and other stakeholders

Section III
Instructions and Information

A. Submission Requirements:

1. Address: The proposal must be submitted in a sealed package and received in accordance with Request for Proposals. All submittals shall be marked:

RFP: Consulting Services for Naval Construction Battalion Center Gulfport JLUS

Sponsored by: The Gulf Regional Planning Commission

2. Cover Letter: The cover letter must be signed by the principal in the firm submitting the proposal on behalf of their company or consortium. The letter should indicate if the company is submitting as the sole contractor or as the prime to one or more subcontractors. The offeror shall agree to all terms and conditions in the RFP.

Company Name:

Contact Person:

Address:

City/State/Zip:

Phone Number:

Email:

Web Site:

Submitted By:

Title:

Date:

3. Technical Proposal:

- A. Project Understanding: A one-page description of the work that demonstrates a comprehensive understanding of a joint land use study, how this JLUS is unique or similar to other JLUSs and what major hurdles need to be overcome to make this a successful process.
- B. Proposed Study Approach and Scope of Work: The proposal must include a detailed summary of the approach used to carry out this study, based on the narrative and scope of services outlined but with additional detail on the process to be used to develop the requested deliverables. **No more than twenty (20) pages, single-sided (or 10 double-sided), may be devoted to this section only, B. Proposed Study Approach/Scope of Work.**
- C. Cost Proposal: The proposal must indicate the specific and total costs associated with this effort, using the form provided.
 1. Funding allocated by Task
 2. Cost Breakdown

- D. Organizational Commitment: The proposal must include a Chart of the *Staff assigned by Task* and what *Percent of the Task* they will complete. This will include subcontractor's assignments as well as the prime contractor employees.
4. Qualifications and Experience: Forms are provided to record the information. This information will serve as references, and the persons listed may be contacted to confirm the work was completed as described and if it was to their satisfaction. If subcontractors are used, the same forms must be completed to qualify for the work as proposed. The forms include:

Form 1 – JLUS Projects Completed. Consultants submitting proposals shall include a list of JLUS impact analyses projects completed in the past five (5) years. This shall include date, nature of work provided, location of the project, name of Owner's project leader with whom you dealt, estimated project time, and actual time to complete the project.

Form 2– Land Use Analysis Studies. Consultants submitting qualifications shall include a list of all community/regional/government service impact analyses, other than JLUS, completed in the past five (5) years. In particular, these should be related to the work described in the JLUS scope of work. This shall include date, nature of work provided, location of the project, name of Owner's project leader with whom you dealt, estimated project costs, actual cost, estimated project time, and actual time to complete the project.

Form 3- Qualifications of Project Leaders. Consultants shall submit a list of the top three (3) individuals in its organization proposed for the project team. Specifically, the Consultant's Project Team Leader shall be identified. Information on each individual should include: education, experience, professional organizations, and qualifications relevant to the proposed work. Resumes may be attached but are limited to no more than one (1) page per person. Do not list individuals that will not be on the final contract document, assigned to this JLUS project.

Form 3-cont'd- Qualifications of Firm. Consultants shall answer a set of questions on the capacity of the firm to perform this work, provide an executive summary giving a brief description of the qualities associated with the firm including experience that would qualify the firm to be selected to participate in the NCBC Gulfport JLUS and additional information on the organization, its qualifications and the experience and qualifications of the personnel to work on this project.

5. Proposal Format: There shall be **ten (10) complete sets of all required information submitted in printed hard copy along with one (1) pdf electronic copy on CD.**

Applications should be submitted in a standard format on white, 8.5" x 11" paper. If considered necessary for graphic presentation and readability 11" x 17" fold out format may be utilized for maps when applicable. A standard font such as Arial or Times New Roman must be utilized. The font size must be not smaller than 11 point. The margins must be at least one inch on all sides. Number all application pages, including required forms sequentially. Supporting materials, including resumes, must follow the same general guidelines.

B. Submittal Conditions:

1. Compliance with the RFP: The COMMISSION will review each submittal for compliance with the requirements and conditions described in this request. Failure to provide the request information will result in an evaluation of “*non-responsive*” and the proposal will not be considered for selection.
2. Right of Rejection and Clarification: The COMMISSION reserves the right to reject any and all submittals and/or to request clarification of information from any consultant.
3. Request for Additional Information: Prior to the final selection, consultants may be required to submit additional information, which the COMMISSION may deem necessary to further evaluate the consultant’s qualifications.
4. Denial of Reimbursement: The COMMISSION will not reimburse consultants for any costs associated with the preparation and submittal of any statement of qualification, or for any travel or per diem costs that are incurred.
5. Gratuity Prohibition: Consultants shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of COMMISSION for the purpose of influencing consideration of his submittal.
6. Evaluation Criteria: All proposals will be reviewed to select the best possible consultant by the appointed JLUS Consultant Selection Committee.
7. Rights to Submitted Material: All submittals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by the consultant shall become property of the COMMISSION when received.
8. Merits of the Proposals: The Commission will make the final selection of the consultant based on the evaluations and rankings by the selection committee. The COMMISSION reserves the right to contact references in the submittal and to conduct its own investigation into the capability of the submitter, in consultation with OEA, before authorizing execution of a contract.
9. Other Certifications: Applications must include a statement which addresses the applicant’s compliance with the procurement standards in CFR 32 Part 33, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Subpart A, General, Section 33.36 Procurement.

C. Questions:

1. Questions related this RFP must be submitted no later than **5:00pm (CST), Monday, November 16, 2015.**
2. Questions should be in writing via email to Jeff Loftus, GRPC Contract Manager, jol@grpc.com or by posted to the website at www.grpc.com. **All questions and responses will be posted on the website so the consultant is responsible to check for responses.**

Section IV
Selection Process

A. Evaluation Process:

All RFP's received will be graded by the JLUS Consultant Selection Committee.

B. Evaluation Criteria:

Quality of Proposals
<ul style="list-style-type: none"> • Comprehension of project needs • Sufficient detail to evaluate <ul style="list-style-type: none"> • All required tasks addressed
Work Plan/Budget Compliance Thorough methodology provided <ul style="list-style-type: none"> • Percent of work proposed is in balance with task requirement • Project schedule acceptable • Project Cost
Experience with Land Use Compatibility Analysis within 5 years, not limited to: land use policy and regulations, land use encroachment/conflict resolution, land acquisitions, multi-faceted planning and implementation, south Mississippi military installations/operations. <ul style="list-style-type: none"> • Relevant experience of firm • Relevant experience/qualifications of assigned personnel • Relevant experience of sub-contractors (optional)
Experience with JLUS within 3 years, not limited to: air/range/riverine training and maneuvers, mapping and GIS, and military/civilian engagement, noise testing/modeling, and transportation planning. <ul style="list-style-type: none"> • Relevant experience of the firm undertaking similar JLUS work • Relevant expertise/qualifications of assigned personnel undertaking similar JLUS work • Relevant experience/expertise of sub-contractors undertaking assigned work (optional)
Capacity of Team/Members <ul style="list-style-type: none"> • Applied technical skills suitable to task • Organizational chart of assigned personnel by task sufficient • Personnel expertise committed for project duration sufficient
References

C. Presentations:

After the review and scoring of consultant submittals by the JLUS Consultant Selection Committee, **if the committee deems it necessary and desirable**, a shortlist of qualified consultants will be invited to make presentations in-person. The presentation must be provided by up to, but not more than, three (3) members of the proposed project team.

D. Selection Process

The recommendation of the JLUS Consultant Selection Committee will be presented to the COMMISSION for final selection to authorize negotiation of the contract for services.

COST PROPOSAL FORM

RFP: NCBC Gulfport Joint Land Use Study

Summary of Costs per Task (provide as much detail within a task as possible)

Task Name	Cost
1 Admin/Management (Commission)	\$
2 Coordination/Organization (Commission)	\$
3 Project Initiation	\$
4 Stakeholder and Public Engagement Plan	\$
5 Data Collection, Inventory and Mapping	\$
6 Develop the JLUS MA Plans	\$
Phase One	\$
Phase Two	\$
Phase Three	\$
Phase Four	\$
7 Final JLUS Development	\$
8 Implementation Plan and Action Steps	\$
9 Presentation of Report and Implementation Plan	\$
Total all Tasks	

Cost Breakdown

Personnel:		
Name/Role in Project	Number of Hours x Rate	\$
	<i>Subtotal</i>	\$0.00
Fringe:		\$
Overhead:		\$
	<i>Subtotal</i>	\$0.00
	Total Personnel	\$0.00
Direct:		
Travel		\$
Supplies		\$
Etc....		\$
Subcontractors:		\$
	Total Direct	\$
Profit/Fee:		\$
	Total Project Cost	\$

FORM 1

SPECIFIC JLUS PROJECTS COMPLETED—Not to Exceed Three
Within 3 years of October 2015

Consultant Name: _____
Project Manager: _____
Project Name: _____
Owner Name: _____
Owner Address: _____
Owner's Representative: _____
Telephone Number: _____
Type of Work: _____

Date Completed: _____ Time to Complete: _____
Estimated Cost: _____ Actual Cost: _____
Subcontractor Used: _____
Subcontractor Address: _____
Type of Work Performed: _____
Subcontractor Contact: _____
Subcontractor Telephone: _____
THIS FORM MAY BE REPRODUCED AS NECESSARY TO PROVIDE ALL INFORMATION REQUESTED

FORM II

**LAND USE COMPATIBILITY ANALYSIS PROJECTS COMPLETED --- Not to Exceed Three
In the Past 5 Years**

Consultant Name: _____
Project Manager: _____
Project Name: _____
Owner Name: _____
Owner Address: _____
Owner's Representative: _____
Telephone Number: _____
Type of Work: _____

Date Completed: _____ Time to Complete: _____
Estimated Cost: _____ Actual Cost: _____
Subcontractor Used: _____
Subcontractor Address: _____
Type of Work Performed: _____
Subcontractor Contact: _____
Subcontractor Telephone: _____
THIS FORM MAY BE REPRODUCED AS NECESSARY TO PROVIDE ALL INFORMATION REQUESTED

FORM III

CONSULTANTS STATEMENT OF QUALIFICATIONS

Firm Name: _____

Full Address: _____

Professional Organizations to which you have a current membership:

National: _____

State: _____

Local: _____

Education and Experience of the top three people who will be assigned to the proposed project team. Include education, professional organizations, experience, and relevant qualifications.

Limit Resumes to no more than one (1) page per person.

Project Team Leader: _____

Degrees obtained and granting institution and Experience from other firms (list years):

Second person: _____

Degrees obtained and granting institution and Experience from other firms (list years):

Third person: _____

Degrees obtained and granting institution and Experience from other firms (list years):

FORM III continued

What member of your firm would be responsible for the project lead and coordinating the work with NCBC Gulfport JLUS representatives?

How long has your firm been engaged in providing consulting services?

Would your firm's services be immediately available?

Would you plan to give uninterrupted and continuous services until the Scope of Work is complete?

What other projects is the proposed project team currently engaged in or scheduled to be engaged in during the NCBC JLUS project period?

Number of personnel in your organization: _____

Number of personnel with specific qualifications proposed to work on this project: _____

What areas does your firm specialize in (i.e., land use, public safety, economic etc.)?

Does your firm do its own research? _____

What is the limit of your Errors and Omissions Insurance? _____

What is the deductible? _____

FORM III continued

On a separate page entitled EXHIBIT A, attach resumes or biographical sketches for ***all proposed project team members***. Limit response to no more than 1 page per person.

On a separate page entitled EXHIBIT B, describe any case in which the firm entered into ***litigation*** with an owner or contractor. Please indicate the case (s), the reason for, and the results of the litigation. Limit response to no more than 1 page per case.

REQUEST FOR PROPOSAL

The Commission will receive proposals at

**The Gulf Regional Planning Commission
1635 Popp's Ferry Road, Suite G
Biloxi, MS 39532- 2312**

Until

Friday, November 30, 2015

At

5:00pm (CST)

For

CONSULTING SERVICES

FOR

THE NAVAL CONSTRUCTION BATTALION CENTER

JOINT LAND USE STUDY (JLUS)

The RFP is open for public inspection at the above address. Copies of the RFP may be obtained by requesting them by e-mail jol@grpc.com or downloaded from the Commission's website www.grpc.com.

NOTE: PROPOSALS RECEIVED AFTER

DUE DATE AND TIME

WILL NOT BE OPENED OR CONSIDERED FOR AWARD

