



Gulf Regional Planning Commission

Serving the Governments of the Mississippi Gulf Coast

November 4, 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 Keesler Air Force Base Biloxi. We were instructed to send this to MPTAP/MDA for outreach and qualified firms.

Please post with MS procurement, the attached request for proposals. Copies are available at www.grpc.com.

Thank you

Elaine G Wilkinson
Executive Director
Gulf Regional Planning Commission



SCANNED

Per: _____

Date: _____

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11/6/15

Keesler Air Force Base * Biloxi * 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 Keesler Air Force Base.

November 2, 2015



**Joint Land Use Study: Keesler Air Force Base
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 Keesler Air Force Base (Keesler AFB).
- 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 Keesler AFB JLUS. Proposals shall be mailed or delivered to:
- The Gulf Regional Planning Commission
1635 Popps 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

The City of Biloxi requested and received a grant from the U.S. Department of Defense, Office of Economic Adjustment, to develop a JLUS for Keesler Air Force Base. On behalf of the City of Biloxi and the JLUS Advisory Committee, Gulf Regional Planning Commission, designated JLUS project manager, is issuing the RFP for a consultant to develop the Keesler Air Force Base (AFB) Joint Land Use Study (JLUS). A Joint Land Use Study was completed in 1997. However, the Air Force nominated Keesler AFB in 2014 for another JLUS in response to incompatible land uses in the clear zone and accident potential zones and potential encroachment issues related to height within airfield surface areas.

Background

Keesler AFB is located on the Mississippi Gulf Coast, within the City of Biloxi, and serves three major missions. The primary mission of Keesler AFB is training. The 81st Training Wing hosts more than 30,000 students annually in technical courses including weather, basic electronics, communications, electronic systems, communications computer systems, air traffic control, airfield management, command post, air weapons control, precision measurement, information management, manpower and personnel, radar, ground radio, and cyber. Additionally, 81st Medical Group hosts the second-largest medical group in the USAF and the fourth largest deployment platform in the Air Force Medical Service. Keesler AFB also maintains an air mission and is host to the 53rd Weather Reconnaissance, the "Hurricane Hunters," and the 815th Airlift Squadron, the "Flying Jennies," of the 403 AFRC. The runway at Keesler AFB is 7,630 feet.

Keesler AFB occupies 1,644 acres within the City of Biloxi, Harrison County, Mississippi and



contributes heavily to the local economy. According to Keesler AFB Economic Impact Analysis Fiscal Year 2013 (FY13), the installation's total economic impact within the Mississippi Gulf Coast region was about \$1.1 billion. Keesler AFB is the largest employer in Harrison County and the second largest employer on the Mississippi Gulf Coast. Keesler AFB and the Medical Center are part of the National Disaster Medical System Coordinating Center and play a critical role in national and regional emergency management. The Keesler Medical Center has joint training and mutual aid partnerships with the VA Gulf Coast Veteran's Health Care System to provide healthcare to military veterans within the region.

Community Description

Three counties, Hancock, Harrison and Jackson, which lie on Mississippi Sound, comprise the Mississippi Gulf Coast. The City of Biloxi is located in the southeastern portion of Harrison County on the Mississippi Gulf Coast.

U.S. Highway 90 (Beach Boulevard) is the major east-west highway that runs along the coastline connecting Biloxi to Gulfport on the west and to the cities of Ocean Springs and Pascagoula across the bay to the east. Another east-west corridor is Interstate 10, a major evacuation route serving 66,000 vehicles a day, which connects Biloxi with New Orleans and other major cities in the Gulf Coast region. CSX Rail Lines provides the east-west rail service that runs along the coastal counties. Interstate 110 is the main north-south connector from U.S. Highway 90 to Interstate 10 and traverses the cities of Biloxi and D'Iberville, immediately adjacent to the downtown and major commercial areas.

Keesler AFB is situated adjacent to the CSX Railroad on its southern border and Back Bay of Biloxi on its northern border. It is surrounded by urban development on the western and eastern borders and is one-half mile west of Interstate 110. It is the immediate proximity of urban development that has resulted in existing incompatible development and adverse impacts to the Keesler mission and creates the potential for future incompatible uses with military operations.

The two major industries, defense and gaming, are the mainstay of Biloxi's economy. Keesler AFB is the largest employer while several casinos provide the city's main operating revenue source. The regional medical facilities—the Keesler Medical Center and VA Gulf Coast Veterans Health Care System—provide outstanding service to the community and employ thousands. The tourism industry is growing and includes recreational activities such as boating, fishing, and golfing. As gaming and tourism have emerged as strong and expanding sectors of the economy, the competition for air, land and water space has increased safety concerns for the operations of the aircraft stationed at the base.

The City of D'Iberville, located north of the base, is one of the coast's fastest growing cities on the Mississippi Gulf Coast. New subdivisions have been developed and the new regional mall, The Promenade, built after Hurricane Katrina, has boosted the city's economy. Another casino and hotel tower are under construction, and the city plans to develop a commercial marina and mixed-use development along the city's waterfront. The need to review Keesler AFB height hazard potential as compared to the local land use plans and ordinances is imperative to prevent incompatible land uses in developing areas and impacts to the Keesler AFB mission. Existing incompatible development lies within both the north and south Clear Zones and Accident Potential Zones I and II within the Cities of Biloxi and D'Iberville.

With Hurricane Katrina, the national recession, and the Deep-water Horizon, the cities of Biloxi and D'Iberville and Harrison County have learned to work together, embracing the "One Coast" philosophy, seeking 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 Keesler AFB. Several concerns are listed below:

- **Urban development-** Keesler AFB has altered flight paths to accommodate urban growth but development pressures within the cities of Biloxi and D'Iberville increase the potential for incompatible land uses which could further affect the mission of the installation.
- **Height and density-** In contrast to the installation's preference for low densities and minimal heights, a hallmark of an urban area that has a good quality of life is having sufficient density to support mixed-use development and mobility options. On the Gulf Coast, height has become synonymous with safety from flooding. To balance the cities' need for growth and development with the interests of the Air Force, there needs to be on-going communication and coordination between Keesler AFB and the local jurisdictions. Figure 1 provides an illustration of the airspace surfaces for Keesler Air Force Base. These surfaces control allowable heights. Figure 2 provides an illustration of Clear Zones and Accident Potential Zones for Keesler Air Force Base. Land use compatibility guidelines are recommended with the Clear Zone and Accident Potential Zones due to the increased risk of potential accidents. These figures follow this section of the document.
- **Security-** Keesler AFB has plans to increase security by constructing a new gate at Division Street, which will allow two gates to be closed to normal traffic. Security will continue to be an issue due to the close proximity of residential and commercial development to the west and east and the lack of buffer on the Back Bay of Biloxi which borders the northern extent of the installation's property.
- **Noise-** Commercial trucks entering through a residential area and the periodic testing of back-up generators which power on-base medical facilities have disturbed neighborhoods surrounding the installation. Figure 3 provides an illustration of the Noise Contours at 65 dB and above from Keesler Air Force Base, based upon data collected for the 2010 Air Installation Compatibility Use Zone (AICUZ). Figure 3 follows this section of the document.
- **Frequency Spectrum Management (FSM) -** Installation of cellular and other communications towers, including antennas, around Keesler AFB and a lack of coordination and processes between the surrounding communities and the Air Force could result in an inadvertent degradation of Keesler AFB frequency spectrum.
- **Competition for Land, Sea, and Air Space-** Civilian recreational use and development along the Mississippi Sound and the Back Bay of Biloxi have already caused the Air Force to alter flight paths; additionally, as the tourism economy continues to grow, there is the potential for intrusion of private recreational aircraft, including parasailing and drones, into the Keesler AFB flight paths could threaten the safety of civilians and service personnel. Other potential encroachment issues include civilian use of unrestricted fireworks and the installation of solar panels within the vicinity of the airfield which may create glint and glare and affect visibility for aircrews.

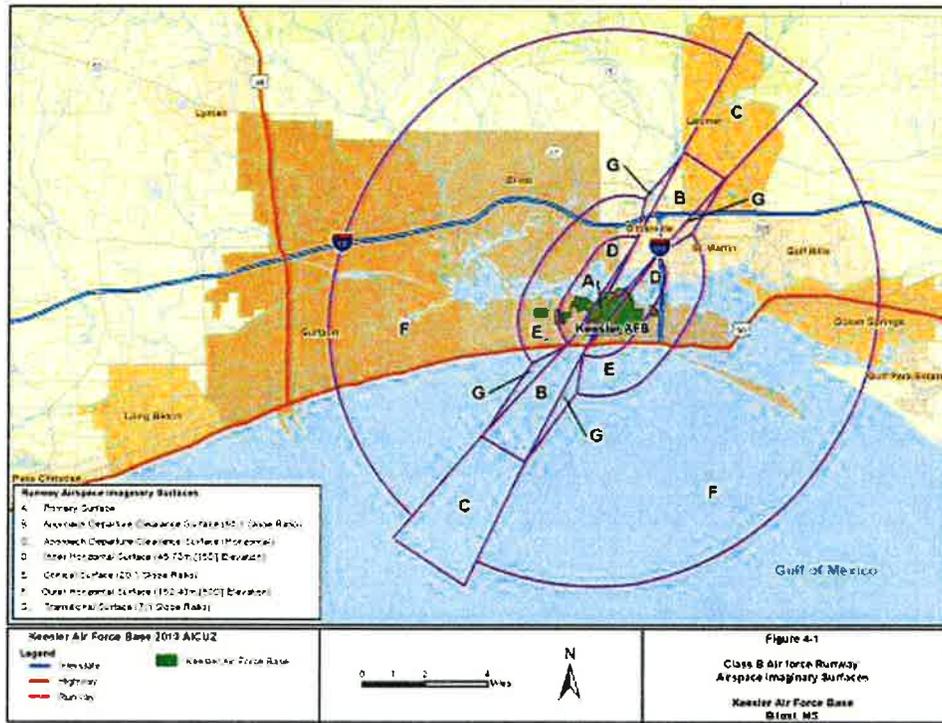


Figure 1. Class B Air Force Runway Airspace Imaginary Surfaces for Keesler Air Force Base

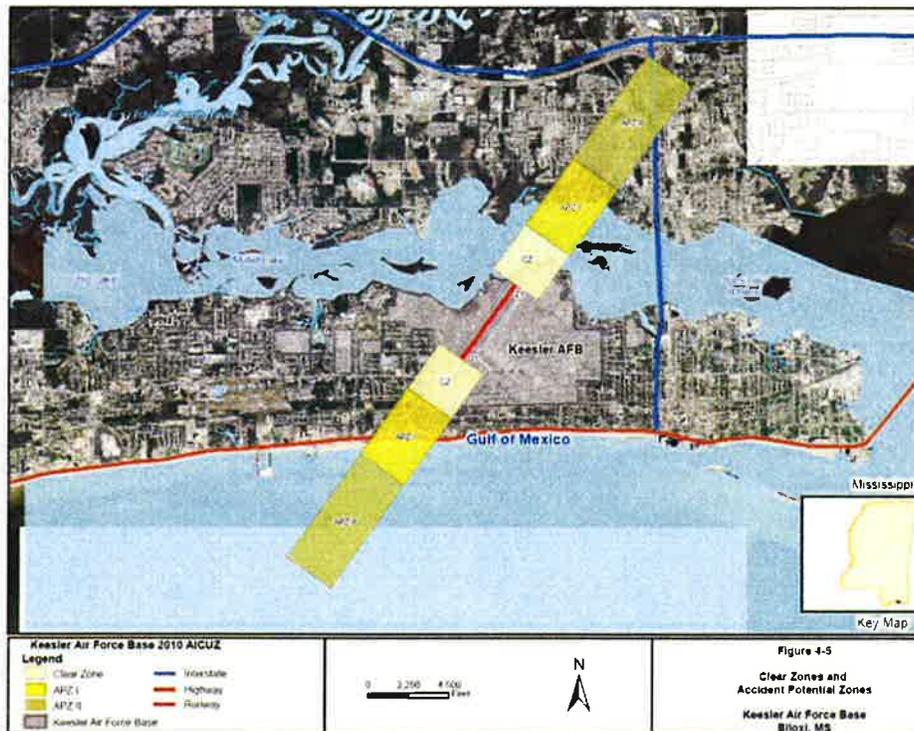


Figure 2. Clear Zones and Accident Potential Zones for Keesler Air Force Base

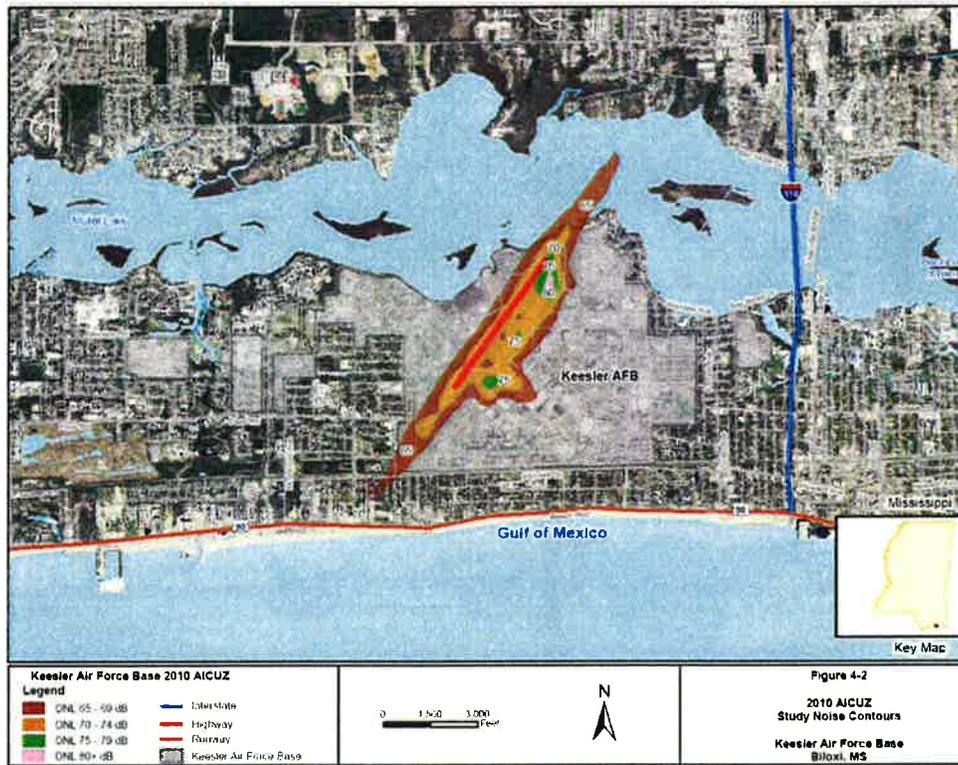


Figure 3. 2010 AICUZ Study Noise Contours.

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 objectives of the JLUS are as follows:

- To protect the health, safety and welfare of the surrounding communities
- To strengthen the communication between Keesler AFB 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 Air Force training at the installation

Study Area

The cities of Biloxi and D’Iberville will be the primary focus of the JLUS. The JLUS Advisory Committee envisions a scope of work that will investigate the existing and potential incompatible land use and encroachment issues affecting the mission of the base within the cities of Biloxi and D’Iberville and the eastern portion of Harrison County within the flight paths.

Organization

The City of Biloxi will serve as the study sponsor and grant administrator. The Gulf Regional Planning Commission (GRPC) will serve as the project coordinator and grant sub-recipient. GRPC will procure a technical consultant to develop the JLUS. Note: 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 within 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 Mississippi 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 subcommittees. The Advisory Committee will guide the consultant in setting of 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 Keesler AFB and the Keesler Air Force Base 81st Wing Commander and the 403rd Wing Commander of the Air Force Reserve Command. The primary affected communities are the cities of Biloxi and D'Iberville and eastern Harrison County. 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 Subcommittees will be developed around issues of encroachment, not limited to height and density, noise and security. The consultant will recommend to the Advisory Committee the final number of subcommittees necessary to develop the JLUS. The subcommittees 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.

Available Resources

- Keesler AFB Joint Land Use Study, 1997
- Air Installation Compatible Use Zone Study, 2010
- Keesler Air Force Base & the Mississippi Gulf Coast: Partners in One Community Brochure
- City of Biloxi Land Development Code Airport Overlay Map and Definition of Existing Military Operations Surface 2004
- 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

The City of Biloxi will retain responsibilities of grant and project administration and will execute a local Inter-governmental Agreement with GRPC to provide overall project coordination and to develop the JLUS. GRPC will issue a Request for Proposals to acquire a technical consultant to provide the skill, expertise and guidance needed to develop the strategies and the final JLUS plan. The attached Scope of Work lists tasks to be performed by the City of Biloxi, GRPC and the consultant. The Executive Planner for the City of Biloxi and the Executive Director of the GRPC have been identified as key positions. Resumes are attached for both positions. The City of Biloxi does not have funding available to conduct the JLUS. As a MPO, GRPC is fee supported and does not have funding available to undertake the JLUS.

Results or Benefits Expected

The JLUS planning process will benefit the community and the 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 prevent and/or mitigate impacts to the military mission, strengthen the relationship between the communities and Keesler AFB, and support the economic growth and quality of life of the entire Mississippi Gulf Coast.

Timeline

The Keesler AFB JLUS is expected to be completed in twenty-four months. A detailed timeline is attached as Attachment 2.

Scope of Work

This describes the work to be performed by the City of Biloxi (City), Gulf Regional Planning Commission (GRPC) and the Technical Consultant (Consultant) in development of a Joint land Use Study (JLUS) for Keesler Air Force Base (Keesler AFB).

Task One JLUS Administration and Management (City of Biloxi, assisted by GRPC)

The City will identify a Project Manager to supervise the overall administration of the grant in accordance with the federal requirements specific to the OEA grant. GRPC will identify a Project Supervisor, Project Manager and Fiscal Manager to work closely with the City on grant administration. GRPC will manage the work of the Consultant, procured by GRPC, to develop the JLUS. The City, 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, and grant close-out activities
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 (City, GRPC)

The City's Project Manager will be the point of contact for GRPC and OEA on the JLUS. GRPC will be the point of contact for the Consultant. The City and GRPC will perform the tasks as follows:

1. Finalize the JLUS committee organization and membership
2. Schedule and prepare/distribute the agendas, with support of the Consultant, for meetings of the Advisory and Policy subcommittees
3. Under guidance from the Consultant, form the technical subcommittees
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)

The Consultant will meet with the Advisory Committee to review the work plan and timeline for developing the JLUS. The Consultant will 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.

Deliverables:

- Project schedule and calendar of activities
- 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, linked to the Biloxi and D'Iberville's cities' 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, as described in Task 6. 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 four public meetings, two in the City of Biloxi and two in the City of D'Iberville. These meetings will be advertised in the local newspaper and by announcements at community meetings and 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
 - 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 impact by the missions of the KEESLER AFB, and will be incorporated into the JLUS.

Deliverables:

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

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

1. Database Profile

The Consultant will coordinate with GRPC to use available data and maps when possible in development of a project GIS database that will be used extensively in Task 6. The Consultant will produce a Height Hazard Map for use in the identification and analysis of compatibility. Noise testing may be needed to assess real or perceived complaints concerning traffic and the testing of the generators in the immediate vicinity of the base.

GRPC will create the GIS database repository as it is developed. The database may include but may not be limited to:

GRPC will obtain data from various sources, as available:

- Current and historical aerial photography to analyze development patterns and pressures in the region
- Current and proposed utility infrastructure and transportation systems in the region
- Current environmental features and constraints in the region including stream buffers, existing buffer areas, floodplains, etc.
- Commute patterns and traffic patterns
- Accident data
- Structures, as available
- Land use by parcel will be collected 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 the cities
- Expected development, provided by the cities
- Existing and proposed infrastructure or community facility improvements, provided by the cities
- Future impacts related to climatic events, such as sea level rise, storms, wind and flooding, provided by NOAA

Consultant will obtain or collect data necessary to perform the compatibility assessment:

- Population and demographic profiles with civilian-military breakdown, as available
- Future Keesler AFB mission expansion, provided by the base
 - Proposed land acquisition
 - Expanding military area of influence boundaries
 - Buffer requirements
- Data necessary to develop the height hazard map
- Noise, air quality and other data as necessary

Deliverables:

- Height Hazard Map, digital and hard copy
- GIS database
- Project maps, accessible by the project website

Task Six Develop the JLUS (Consultant)

A four-phase planning process will be conducted 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 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 Subcommittees. The Consultant will provide guidance and recommendations about the formation of the subcommittees, on the number of subcommittees, the composition of the membership, the issues to be addressed and the geographic area to be studied by the subcommittees. It is expected that the subcommittees will be formed around encroachment issues. The subcommittees will guide the Consultant in performance of the following work.

Task Six Phase One Analysis of Existing and Future Conditions

A. Existing Conditions

Using the GIS database constructed in Task 5, the Consultant will classify existing land uses in terms of compatibility with military operations. Existing conflicts will be reviewed from the aspect of military operations and civilian concerns.

- 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 plans/projects 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 development using GIS mapping.

Deliverables:

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

Task Six 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 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.

Deliverables:

- Stakeholder Assessment

Task Six 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.

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 Keesler AFB will be identified and analyzed.

New Regulations/Policies- The Consultant will work with the technical subcommittees to identify potential new regulatory and non-regulatory measures to encourage compatible land uses. 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 and/or Policy Committee.

- **Compatibility Workshop 1** – the Consultant will conduct a compatibility workshop with the Technical Subcommittees, the stakeholders and the Advisory Committee to facilitate a discussion of potential compatibility mitigation and prevention measures.

The Consultant will develop the draft recommendations to be presented, upon approval of the Advisory Committee, to the Policy Committee.

- **Compatibility Workshop 2** – the Consultant will conduct a compatibility workshop with the Policy Committee to review the compatibility issues and the recommendations proposed for the JLUS.

Deliverables:

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

Task Six Phase Four JLUS development with recommendations

The Consultant, upon completion of the draft JLUS will present the draft JLUS to the Advisory Committee for approval before presenting to the Policy Committee.

Deliverables:

- Draft JLUS

Task Seven Final JLUS Development (Consultant)

The Draft JLUS will be forwarded to the Policy Committee for review and comment. Procedures to complete and finalize the JLUS are as follows:

A. Draft Report Presented and Distributed

The Consultant will present the Draft JLUS to the Policy Committee. After input has been received from the JLUS Policy Committee, the draft JLUS will be distributed to the cities of Biloxi and D'Iberville and Harrison County for comment and review.

B. Revisions to Draft Report

After the report has been reviewed by all parties, the Consultant will make necessary corrections and incorporate all comments into an Interim JLUS.

C. Presentation of Interim JLUS to Policy Committee

The Interim JLUS will be prepared by the Consultant, and will include all comments and revisions. The Interim JLUS will be presented to the Policy Committee at a regularly scheduled meeting to request release to the public for comment and to schedule the final round of public meetings.

D. JLUS Released to Public and Public Meetings

The Interim JLUS will be available at local government offices, military installation offices, and on the website. The public meetings will be held in the cities of Biloxi and D'Iberville.

E. Adoption of Final Report

Upon satisfactory public review, a Final JLUS will be produced and distributed to Keesler AFB, OEA, and all participating local governments. The Final JLUS will be adopted by the JLUS Policy Committee and forwarded to participating local governments for consideration for adoption.

F. Final JLUS Made Available

The Final JLUS will be made available on the website. The JLUS 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 subcommittees and the public, and a record of how comments were addressed
- Resolution of Adoption for Policy Committee and legislative bodies of participating jurisdictions
- 35 hard copies and 24 CDs of Final JLUS document
- 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)

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.

Deliverables:

- Implementation Plan and Action Steps
- A plan for a continued dialogue among Keesler AFB and project partners
- Public relations pieces related to JLUS recommendations and implementation

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

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 Keesler Air Force Base

Sponsored by: The City of Biloxi

Project Manager: 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, and 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: airfield experience, air force training and maneuvers, mapping and GIS, height hazard mapping, 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: Keesler Air Force Base

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	\$
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 Keesler AFB 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

KEESLER AIR FORCE BASE

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