

**April 24, 2018**

# Request for Proposals

## **ABSTRACT**

Gulf Regional Planning Commission is requesting proposals from qualified contractors to implement the recommendations of the 2017 JLUS for Keesler AFB and NCBC-Gulfport



## Request for Proposals

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## Section 1 Invitation to Contractors

A. A grant from the US Department of Defense, Office of Economic Adjustment has been awarded for **implementation of priority recommendations from the two joint land use studies (JLUS)** completed in 2017 for Keesler Air Force Base (Keesler AFB) and Naval Construction Battalion Center Gulfport (NCBC). The 2017 JLUS documents and related materials are available on [www.grpc.com](http://www.grpc.com). The implementation project is referred to as the Gulf Coast Regional JLUS (Gulf Coast JLUS). The timeframe for completion of the work is **twelve (12) to eighteen (18) months** from date of execution of the contract.

B. The Gulf Regional Planning Commission (GRPC) will receive proposals from interested Contractors until **5:00pm (Central), Wednesday, May 23, 2018**. 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 Gulf Coast JLUS are in Section II of the Request for Proposals (RFP). Section III provides instructions that the Contractor must follow to submit a proposal for the work. **Contractors have the option to propose on the entire Scope of Work (with or without Task 8) or propose solely on one of two tasks, Height Hazard Mapping and Access and Mobility (Page 17).**

D. Statements of Proposals will be time-stamped and recorded and reviewed for compliance with the required format and content. The Contractor's Proposal shall contain all elements described in this request. Contractors will be notified if their proposal is compliant and has been submitted to the Gulf Coast JLUS Selection Team for evaluation. Contractors that fail 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 (Central), Friday, May 4, 2018**.

F. Questions should be in writing via email to Elaine Wilkinson, GRPC Project Manager, [egw@grpc.com](mailto:egw@grpc.com). Answers will be provided by email to all questioners.

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.

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## Section II Project Overview and Scope of Work

### Narrative

#### Purpose Statement

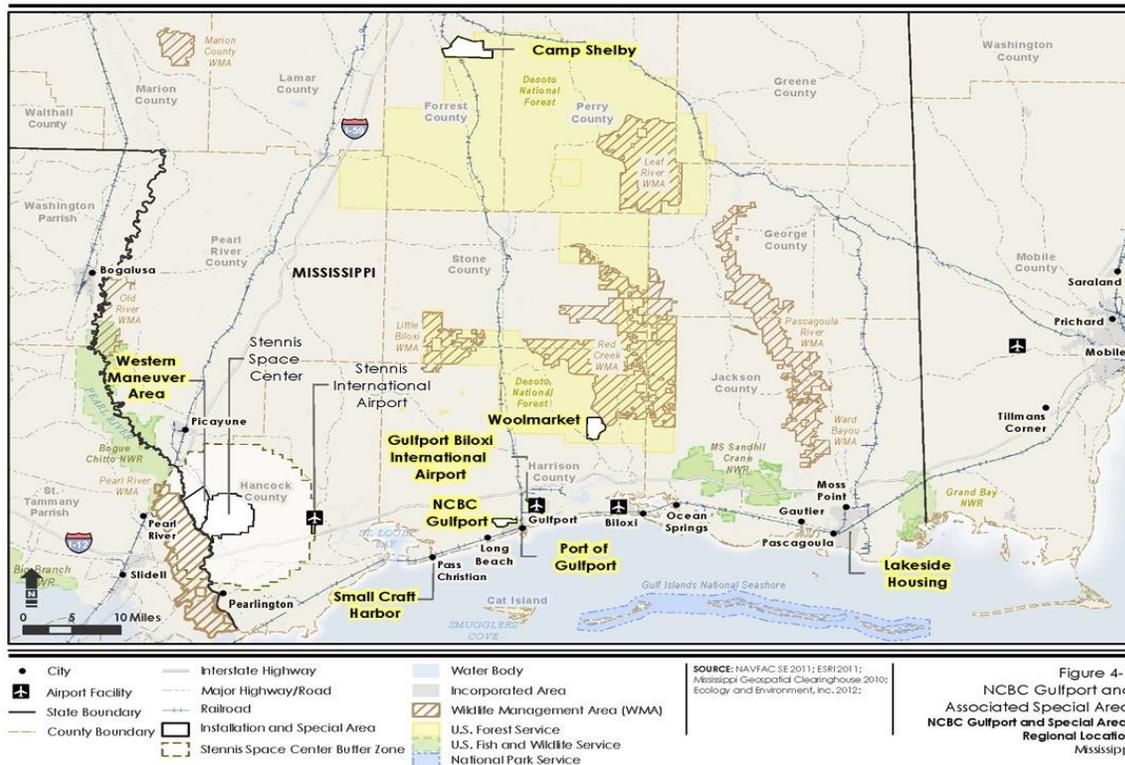
The purpose of this project is to carry out the recommendations identified in the Keesler Air Force Base (AFB) and Naval Construction Battalion Center (NCBC) Gulfport JLUS projects through a single organizational structure – the Gulf Regional Planning Commission (GRPC.) The project will address several of the more critical and complicated strategies that have been ranked as highly important, specifically, those that have a direct bearing on the safety and well-being of the neighborhoods in proximity of the installations and that help sustain military operations. The previous JLUS documents are available on [www.grpc.com](http://www.grpc.com).

As proposed, the framework to carry out the recommendations from the two studies will be regional, composed of the cities and counties impacted by the operations of the two military installations. GRPC will serve as the Project Sponsor, responsible for the successful carrying out of proposed strategies and recommendations of the two studies under one original framework for the Mississippi Gulf Coast Region. GRPC is contracting to advance the most critical strategies from the studies into implementable measures that are customized to local requirements across a region that includes multiple jurisdictions. These strategies will include the development of new tools for local governments to use, such as mapping, data, and regulatory documents. These tools will allow local leaders to make informed decisions and will provide land use controls needed to manage compatibility issues to promote community development that supports continued military operations and are enforceable.

Additionally, during this phase of work there will be an assessment of existing properties within specific areas that are identified as non-compatible with military operations and may require mitigation. An investigation will be conducted into funding for property acquisition or the efficacy of installing sound attenuation near Keesler AFB and noise barriers around portions of the Woolmarket Small Arms Range (SAR).

The RFP contains work with the two installations on needed roadway infrastructure and improvements to meet military mission requirements. Outreach for public education and awareness of the Navy SEAL's operations in the Western Maneuver Area (WMA) along the Pearl River in Hancock County, MS and the Woolmarket SAR will build upon current information systems and outreach measures. The intent is to maximize public awareness of scheduled military training ops and to minimize public intrusion in military training exercises.

Lastly, GRPC will be working on a Statewide Gulf Coast JLUS Forum for Sustaining the Military in Urban Communities, to include the Mississippi State legislature, the Mississippi Development Authority, and other Gulf Coast JLUS sites in the state. This would be an opportune time for the communities in Mississippi that have a military installation and a Joint Land Use Study to discuss the commonality of issues and the recommendations to mitigate these issues.



## Background

Support for the military is exceptional across the Mississippi Gulf Coast, as documented in the two Gulf Coast JLUS projects. Nonetheless, the urban environment continues to grow in its expanse, density and height; and the need for information relative to the military missions and the affected land uses is vital to the management of growth around the two installations. Information, communication and collaboration are the drivers of an effective outcome of the Gulf Coast JLUS. While each of the military influence areas have specific local conditions or issues related to compatibility, the recommendations to address the issues fall under same or similar categories: Information/Communication, Coordination/Collaboration, Data/Mapping, Land Use Regulations/Control, and Infrastructure Improvements.

To assist with compatible development, the Gulf Coast JLUS for both installations recognized similar needs and proposed actions:

- Implement community and public outreach on key issues of safety;
- Create tools and practices that allow the local governments to make informed decisions on growth and development in proximity to safety and noise zones;
- Formalize the procedures of notification of development in close proximity to military operations; and
- Maintain access and mobility in and around the military operations.

### **Community Description**

Three counties, Hancock, Harrison and Jackson, which lie on 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. 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. With the recent Highway 67 improvements, future development along that corridor may impact ongoing training and operations at the Woolmarket SAR. In addition, riverine and other special training activities that take place in the more remote east Pearl River locations of Hancock County and St. Tammany Parish, LA compete with a strong culture of hunting, fishing and river recreation by local coastal residents.

The City of Biloxi is in the southeastern portion of Harrison County on the Mississippi Gulf Coast. The two major industries, defense and gaming, are the mainstay of Biloxi's economy and, as a result, much of the population resides south of Interstate 10.

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 City of D'Iberville, located north of the base, is one of the fastest growing cities on the Mississippi Gulf Coast. New subdivisions developed and the new regional mall, The Promenade, built after Hurricane Katrina, expanded urban development to the north.



**Keesler Air Force Base 2010 AICUZ Legend**

DNL 65 - 69 dB	Interstate
DNL 70 - 74 dB	Highway
DNL 75 - 79 dB	Runway
DNL 80+ dB	Keesler Air Force Base



**Figure 4-2**  
**2010 AICUZ**  
**Study Noise Contours**  
**Keesler Air Force Base**  
**Biloxi, MS**

**Gulf Coast JLUS Issues and Strategies**

Many of the highest-ranking recommendations are in the Gulf Coast JLUS for both Keesler AFB and NCBC Gulfport. The NCBC Gulfport JLUS is complex, with four geographical areas involved in military training and operations. Keesler AFB is situated in an area with increasing gaming/tourism establishments, hotels and residential neighborhoods. However, while there are distinctive differences in the two JLUS, developed by different technical contractors, there are a significant number of recommendations common to both studies as listed below:

	<b>Community/Military Liaison</b>	<b>Overlay Districts</b>	<b>Coordinated Implementation</b>	<b>Formalized Collaboration</b>	<b>Transportation Planning</b>
KAFB	MOU to create an appointed position within city/county to serve as liaison with the military.	Create Military Compatibility Areas and a Military Compatibility Overlay District to guide land use control mechanisms and implementation of Gulf Coast JLUS strategies.	Create a Gulf Coast JLUS implementation coordination committee to oversee implementation of Gulf Coast JLUS strategy recommendations.	Develop MOUs to coordinate and collaborate on security planning and measures.	Continued coordination and study of needed infrastructure improvements affecting the ability of the base to fulfill its mission.
NCBC	Formalize process of communication and establish a liaison between Navy and community.	Establish a Military Influence Area and Military Influence Overlay District to guide land use control mechanisms and implementation of Gulf Coast JLUS strategies within three of the Gulf Coast JLUS areas.	Transition the Gulf Coast JLUS technical committee to a Gulf Coast JLUS implementation committee for monitoring the implementation of the recommended Gulf Coast JLUS strategies.	Develop MOUs to prevent disruption of training and conduct of operations.	Assessment of ingress/egress points for the base as possible threat to the ability of the base to fulfill its mission.

**Overall Goals and Objectives**

Create and informed public and knowledgeable leadership regarding the potential threats to the military operations and training, and the need and application of reasonable land use controls

- Tools for local government decision-making to guide compatible development;
- Enhanced interaction with the military at local and state level; and
- Local and State regulatory initiatives to guide compatible growth and development.

## Organization

The organizational structure will consist of an Executive Committee, an Advisory Group and two committees, Mapping and Database Development, and Regulatory Development. The number of technical committees may be increased to include an Outreach Committee. Two Work Groups will focus on specific components, the Western Maneuver Area and the NCBC-Gulfport Traffic Operations Plan.

**Executive Committee-** This group will be responsible for the final decision on what moves forward for adoption by the governing authorities. There will be several regulatory documents developed by the contractors and the working committees. However, it will be up to the Executive Committee if these documents are recommended to the governing authority for final implementation. This committee may make recommendations and assist to improve the deliverables or suggest revisions and modifications. As proposed, the committee will be by the appointment of the local government, but it is hopeful that the same representatives that were active during the JLUS will continue to serve on the committee.

**Advisory Group-** This group has been meeting throughout this formation period of the project and will continue to meet to work on several critical components of the project:

- Procurement of the contractor(s);
- Meeting the contractor(s) to make certain the timeline and deliverables are understood;
- Identify stakeholders where necessary;
- Periodic monitoring meetings and support in scheduling and communications; and,
- Problem-solving!

**Regulatory Committee-** This committee will develop the regulatory language needed for local governments to adopt into their local plans, permits and ordinances that address the specific issues identified in the Keesler and NCBC JLUS. This group will be guided by the contractor and in communication with the city/county attorneys to carefully craft the language within existing legal authority and is enforceable. All materials will be submitted to the Executive Committee as draft for their feedback and approval.

**Mapping/Database Committee-** This committee will monitor the development of the Keesler AFB Height Hazard Map, including the mapping and definition of the Existing Military Operation Surface (EMOS), which is a surface area unique to Biloxi and Keesler AFB, as well as the development and delivery of databases that may be needed by local jurisdictions that are planning sustainable growth in proximity to the military installations and operations.

**Work Group- Western Maneuver Area (WMA)-** This group will focus on developing a notification system for boaters using the Pearl River within the US Navy SEALs training area.

**Work Group- 30<sup>th</sup> Avenue and Canal Road Traffic Operations-** This group will focus on the study of 30<sup>th</sup> Avenue and Canal Road and the improvements necessary to accommodate the level of service, from a capacity perspective to safety and storm water management.

### Scope of Work

Refer to previous JLUS documents available on [www.grpc.com](http://www.grpc.com)

In accordance with the recommendations included in the Keesler AFB-JLUS Implementation Plan and the NCBC Gulfport -JLUS Implementation Plan, the Gulf Coast JLUS implementation tasks to be funded in this RFP follows:

#### **Task One**      **Regional Gulf Coast JLUS Implementation Coordination and Management**

GRPC will maintain the membership database for the various groups and individuals associated with the project. GRPC will issue meeting notices and agendas. GRPC will Chair the Advisory Group and will be Secretary to the Executive Committee, taking minutes of both meetings. The Contractor shall attend/participate at scheduled Executive Committee meetings.

The Contractor will work closely with the Regional Mapping Committee and the Land Use/Regulatory Committee, to schedule meetings, provide agenda items, take minutes, and submit a summary report to the Advisory Group. The Contractor shall attend all scheduled meetings.

**Contractor Deliverables:** *Committee agendas, minutes and presentation materials*

#### **Task Two**      **Regional GIS Mapping and Data**

##### A.      Regional GIS Mapping and Database Committee Organization and Management

The Regional GIS Mapping and Database Committee will have oversight of the GIS mapping database and the user interface that the Contractor will develop, install and conduct training. The Committee will monitor the quality control milestones to determine if the Contractor has met the quality and performance standards of the contract and may provide some technical assistance related to translation of flight information to establishment of surface areas.

Once the technical contract is executed, the Contractor will prepare materials for distribution and report to the Committee on progress, milestones and accomplishments. The Contractor shall attend committee meetings, take minutes to publish a summary minutes report.

**Contractor Deliverables:** *Presentation materials and minutes*

##### B.      3-Dimensional Imaginary Surfaces GIS Model and Interface of Keesler AFB

In addition to the DoD and FAA regulations for Keesler, there is a set of airfield approach patterns required for training that are unique to the aircraft and airspace at Keesler AFB, known as the Existing Military Operation Surface (EMOS). The patterns are a requirement for the 815th Airlift Squadron, part of the 403 Wing of the Air Force Reserve Command, based at Keesler AFB, Mississippi.

The EMOS at Keesler AFB is not referenced in the Federal Register. It is based in part on a set of Air Force Instructions and tactical policy that apply to the specific aircraft and mission at Keesler AFB. An Air Force Instruction (AFI) is a policy or guideline issued by the United States Air Force (USAF).

Compliance with the AFI is mandatory for U.S. Air Force military forces. Some AFI's apply to the entire USAF while others apply only to specific Air Force bases or commands.

The AFIs and Keesler instruction for the tactical training patterns were initially translated into the definition and mapping of the EMOS for the aircraft stationed at Keesler AFB by a contractor for the city of Biloxi circa 2000. The squadron currently operate the C-130J Hercules Aircraft and the relevant AFI's define the approach patterns based upon this specific aircraft. The EMOS and the map need to be

reviewed for compliance with the current AFI's. The AFIs provide an understanding of the aircraft speed, height and location at a given point.

The Contractor will be responsible for the development of a 3-dimensional model depicting allowable heights for the FAA and Existing Military Operation Surfaces (EMOS) requirements of Keesler AFB. This model will assist in efforts to eliminate vertical obstructions (trees, buildings, towers, structures) within the Imaginary surface areas of Keesler AFB. At a minimum the 3-D model will be designed, as follows:

1. The GIS model will illustrate imaginary surface areas consistent with airfield criteria defined within UFC 3-260-01 for Class B airfields.
2. The GIS model may need to deconflict differences between the UFC 3-260-01 criteria and the EMOS.
3. The GIS model will illustrate the Existing Military Operations Surface (EMOS), which is an imaginary surface area that is unique to Keesler AFB and supports training of the 815<sup>th</sup> AS.
4. The GIS model will have a user interface that will utilize existing parcel and address information to determine if proposed structure development within the Keesler AFB Imaginary surfaces are at risk in breaching the height requirements established by the EMOS and UFC 3-260-01 criteria.
5. The user interface will allow for queries, searches and have printing capabilities.
6. The GIS Model will be utilized to guide municipal policy regarding zoning to prevent airspace obstructions to military flight operations.

The following materials will be available to review and update the EMOS as part of the height hazard map- defined in Task 2b:

1. Biloxi CADD files of the EMOS,
2. Keesler AFB White paper which describes the definitions of surface areas, which are consistent with criteria in UFC 3-260-01 and the Biloxi Land Development Ordinance dated September 3, 2003. The white paper also provides the starting locations and beginning heights for the surface areas as defined in the UFC 3-260-01,
3. Current Land Development Ordinance adopted by the City of Biloxi (November 2010) and previous version adopted September 3, 2003,
4. Specific and pertinent sections of the Air Force Tactics, Techniques and Procedures document to be provided under a Nondisclosure Agreement, and
5. Specific and pertinent section of Air Force Instructions to be provided under Nondisclosure Agreement.

Contractors will need to prepare their proposal based on Items 1 – 4. At the time of the release of the RFP Keesler AFB is developing a procedure to allow Item #5, the Airforce technical document, to be viewed for the topped-ranked Contractors to prepare the final interview and cost breakdown.

**Contractor Deliverables:** *3-Dimensional Imaginary Surfaces GIS Model and Interface of Keesler AFB EMOS*

C. Reproducible Height Hazard Map of Keesler AFB

The cities of Biloxi and D'Iberville and Harrison County will need, *in addition to the digital mapping program*, a hard copy map of the airfield criteria around Keesler AFB. The existing map has uncertainties and discrepancies and cannot be used as a quick reference guide by the local planning staff. The planning departments need the map to readily explain to the elected officials, developers

and the public the height restrictions around Keesler AFB. At a minimum the map will be designed, as follows:

1. The map will illustrate imaginary surface areas consistent with airfield criteria defined within UFC 3-260-01 for Class B airfields.
2. The map will also illustrate the Existing Military Operations Surface (EMOS), which is an imaginary surface area that is unique to Keesler AFB and supports training of the 815<sup>th</sup> AS.
3. The map along with the GIS model will be utilized by the cities of Biloxi and D'Iberville and Harrison County to guide policy regarding zoning to prevent airspace obstructions to military flight operations.
4. The Height Hazard Map will represent the approximate highest height of a structure before it is deemed an obstruction to airspace navigation.

**Contractor Deliverables:** *Reproducible Height Hazard Map of Keesler AFB*

D. Memorandum of Understanding on Mapping and Data

The Contractor and GRPC will develop a memorandum of understanding that will contain stipulations on the repository, access, updating, sharing, and maintenance for the model and its data. The MOU will be presented to the Mapping and Database Committee for their input and then to the Executive Committee for their recommendation. If approved, the MOU will be presented to the cities of Biloxi and D'Iberville, Harrison County and GRPC for execution.

**Contractor Deliverables:** *Memorandum of Understanding on Mapping and Data*

E. Training on the GIS Model and Interface

The Contractor will provide on-site training sessions on the operation and use of the model and will create a training manual for future end users.

**Contractor Deliverables:** *Training Manual and Training Sessions*

### **Task Three Regional Regulatory Development**

A. Regional Regulatory Committee Organization and Management

The Regulatory Committee will establish a schedule to meet once the members have become acquainted with the scope of work and expected outcomes. The members will be individuals from the governments of the three coastal counties and cities with experience/expertise in land use regulations and planning. The Committee members may decide to expand to include additional members and will establish rules of order. The Committee will have oversight of the various regulatory tools and language that the technical Contractor will develop for adoption by the local governing authorities.

An important function of this task is to provide the education and instruction necessary to the planners, planning commissioners and elected officials on the effective use of land use regulations and other growth management tools as related to sustaining a viable military presence within the community. The forums will focus specifically on the recommendations of the Gulf Coast JLUS for Keesler AFB and NCBC Gulfport, with the outcome to be broader consensus of agreement and prioritization on development of the tools. The final adoption and application of the new regulations will be more successful if the governing authorities fully understand the purpose and intent.

Members of the Committee and others will participate in the regulatory forums and in the training on the application of the newly developed land use tools, including the overlay districts, zoning and permits. The Contractor will prepare materials for distribution and report to the Committee on expected outcomes, progress, milestones and accomplishments. The Contractor shall attend all Committee meetings and take minutes to publish a summary minutes report.

**Contractor Deliverables:** *Committee presentation materials and Minutes*

**B. Land Use Regulatory Forums and Training**

The Contractor will have the expertise and knowledge of land use and planning to facilitate discussions on regulatory controls that support compatible community development and land use within proximity of the military installations and training operations.

The Contractor will prepare and conduct two (2) regulatory forums:

1. Regulatory forum on JLUS issues and potential use of regulatory controls to determine priorities for MOUs, Permits and Ordinances to be developed under this contract and,
2. Regulatory forum on controls to manage land use decisions in overlay zones and the application of new regulations for planners, officials and commissioners that have been developed under this contract.

**Contractor Deliverables:**

- *Approach and format for two forums*
- *Presentation materials for two forums*
- *Documentation of outcomes*

**Task Four Regional Community Outreach: Public Awareness Procedures and Protocols**

The Gulf Coast JLUS for Keesler AFB and NCBC Gulfport emphasized a need for improved communication with the public on military activities that can be disruptive to the public's daily routine or their welfare. The method of communication requires thoughtful planning and execution, to determine a most reliable, cost effective system. The parties involved in the delivery of information may require a written agreement. Funding from other sources than the Gulf Coast JLUS may be necessary if equipment purchases are necessary.

The Contractor will review the recommendations of the Gulf Coast JLUS for Keesler AFB and NCBC Gulfport and research the most cost-effective approach to the three areas of concern. If an Outreach Committee is needed, GRPC will assist in organizing and managing the committee. The proposed solutions will be presented to the Executive Committee for acceptance before developing the final product.

**A. Information regarding safety and noise zones for properties in proximity to Keesler AFB, NCBC Gulfport, Stennis International Airport and the Woolmarket Small Arms Range**

The Contractor will research Mississippi law regarding property disclosure to advise the Executive Committee what type of notification is allowable and most feasible. The Contractor will develop an appropriate disclosure form and the delivery system to make certain the information is disseminated. Costs for capital improvements will be detailed to submit for funding by other sources.

**Contractor Deliverables:**

- *Property Disclosure Form respectful of MS Law*
- *Delivery System*

**B. Notification of large-scale training activities at the Small Arms Range in Woolmarket**

The Contractor will work with NCBC Gulfport and the Small Arms Range to develop a more effective system to notify the Woolmarket community when large-scale operations are scheduled. The system, as an example, may require increased collaboration between the military services using the range for advanced notification and may include an upgrade for internet-based notifications to residents in the community. The Contractor will review the existing situation and possible communication strategies to propose a mechanism best suited for the county and military to implement. Costs for capital improvements will be detailed to submit for funding by other sources.

**Contractor Deliverables:**

- *Public Information System*
- *Materials for public distribution or publication*
- *Agreements or Task Assignments, as necessary*

**C. Notification of live training in Hancock County: Stennis International Airport and the Western Maneuver Area on the Pearl River**

The Contractor will work with Hancock County, Stennis International Airport and military training forces to determine an action plan to alert residents to scheduled training operations that may be a cause for alarm or disruption to daily activities.

The Contractor will work with Hancock County, NASA, the Navy and the agencies with jurisdiction on the Pearl River to develop an effective, reliable system to notify the boating public when live training is scheduled or underway on the Pearl River. The Contractor will review the existing situation and possible communication strategies to propose a mechanism best suited for the county and military to implement. The Contractor will develop low cost to high cost system approach, prepare any MOUs that may be required and materials that should be disseminated. Costs for capital improvements will be detailed to submit for funding by other sources.

**Contractor Deliverables:**

- *Public Information System*
- *Materials for public distribution or publication*
- *Agreements or Task Assignments, as necessary*

**Task Five Memorandum of Understanding (MOU) and Permitting Development****A. Emergency Responders MOU**

The Contractor will review existing agreements or arrangements between the various emergency responders that govern their response when an *unanticipated situation* arises that may threaten military operations on the installation or the welfare and public safety of the community. The Contractor will develop a Memorandum of Understanding (MOU) that establishes and defines the roles and responsibilities of the providers under specific circumstances. It will establish communication protocols and allow for access to the physical assets housed on the Keesler AFB Property.

**Contractor Deliverables:**

- *MOU to create collaboration, mutual aid and exchange of information by and between the emergency responders during an unscheduled event impacting public safety*

**B. Memorandum of Understanding and Permitting**

The Gulf Coast JLUS for Keesler AFB and NCBC Gulfport recommend using existing processes, as much as possible, to control specific infringements or potential threats to the military operations. In all cases, language, terms and conditions need to be made specific. The manner of execution needs to be articulated. The Contractor will work with the cities and counties to develop a permitting process or a memorandum of understanding to address potential threats to existing military operations, as follows:

- 1 Fence line Protection for Keesler AFB and NCBC Gulfport;
- 2 Frequency interference impacting Keesler AFB, NCBC Gulfport, WMA, and Stennis International Airport, and associated communities; and,
- 3 Laser light shows and fireworks displays affecting Keesler AFB

**Contractor Deliverables:** For each condition: MOU and/or Permit Form

**Task Six Military Overlay District (MOD) Development/Refinement**

The Contractor will review the Gulf Coast JLUS for Keesler AFB and NCBC Gulfport for background information on which jurisdictions have an existing overlay district and zoning that safeguards the public and protects the mission of the military. The Contractor will modify existing or develop new geographic limits for the military overlay districts and develop language to strengthen or create regulatory controls within the districts. There were four military overlay districts recommended in the two JLUS, for Keesler AFB, NCBC-Gulfport, Woolmarket Small Arms Range (SAR) and Stennis International Airport (SIA). Each overlay district would be distinct, with land use regulations intended to manage issues that were specific to the JLUS in that area. Regulations may address the priorities established in the JLUS, such as:

**Keesler AFB Military Overlay District** would contain requirements for the notification of property owners of the proximity of the air base and potential for noise. In addition, the MOD would contain requirements for land use to address noise and land use compatibility, height and fence-line compliance.

**NCBC-Gulfport Military Overlay District** would contain requirements for the notification of property owners of the proximity of the US Naval base and potential for noise. In addition, the MOD would contain requirements on new developments and redevelopments to have fence-line compliance (TBD) if contiguous with US Navy property. Lastly there would be reference to the potential of frequency degradation.

**Woolmarket Small Arms Range (SAR) Military Overlay District** would contain requirements for the notification of property owners of the proximity of the SAR and potential for noise. Within the MOD the project team will develop a protocol and mechanism for the SAR to provide adequate notice to property owners when an exercise (late into the night or using extraordinary munitions) was scheduled.

**Stennis International Airport (SIA) Overlay District** would contain requirements for the notification of property owners of the proximity of the SIA and the military use that had the potential for noise not associated with routine commercial flights. In addition, the OD may include requirements for land use and height, if applicable. This work will be done in collaboration with the Hancock County Port and Harbor Commission and SIA to assure consistency with the master planning underway at the airport. GRPC will provide GIS data on the areas of concern, as available. The Contractor will be responsible for undertaking the following:

A. Military Overlay District (MOD) Development for four (4) geographic areas:

- 1 Hancock County- *Stennis Airport OD (Revise and strengthen)*
- 2 Gulfport/Long Beach/Harrison County -*NCBC-Gulfport (Develop)*
- 3 Harrison County- *Woolmarket Small Arms Range (Develop)*
- 4 Biloxi/D'Iberville- *Keesler AFB MOD(s) (Revise and strengthen and Develop, as needed)*

**Contractor Deliverables:**

- *New and Revised military overlay district boundaries, descriptions, purpose and intent with language suitable for adoption by local governing authorities within their comprehensive plan and as a component of their land development ordinance.*
- *GIS Database of all military overlay district boundaries*

B. Zoning, Incentive Programs and Land Use Controls to promote compatible community development within each military overlay district

The success of the overlay districts in managing growth and land use will depend on the ordinances that apply to the property that lays within the district and the willingness of the governing jurisdiction to enforce the regulation. The regulatory forums (Task 3) should provide an understanding of the purpose and intent of the military overlay districts and the related control mechanisms, such as zoning and incentives for compatible development, to planning commissioners and elected officials. The Contractor will research MS laws to discuss and propose legislation necessary to implement incentive-based programs.

The Contractor will revise, strengthen or develop the guidelines and develop or amend ordinances as necessary within each of the military overlay districts and work with the Regulatory Planning and Development Sub-committee on an incentive-based program that will offer development opportunities for residential and commercial growth that is compatible with the military operations.

**Contractor Deliverables: For each of the military overlay districts**

- *Zoning and Development Guidelines*
- *Zoning Ordinances*
- *Incentive based programs*

**Task Seven Assessment of Properties for Mitigation Measures**

The Contractor will identify the properties within the Clear Zones and Accident Potential Zones as well as those properties that are most vulnerable to noise. The Contractor will assess the need for mitigation and prepare a cost proposal for mitigation measures that minimize or eliminate the situation, including structural improvements or an aggregate value for an area recommended for relocation. Costs for capital improvements will be detailed to submit for funding by other sources.

**Contractor Deliverables:**

- *Proposed Mitigation Plan* for Keesler AFB Accident Potential Zones
- *Proposed Mitigation Plan* for Keesler AFB Noise Zones
- *Proposed Mitigation Plan* for Woolmarket Range – Noise and Safety Zones

**Task Eight      Assessment of Access and Mobility**

The Contractor will assess the existing and potential disruption to ingress/egress and transport of military vehicles at NCBC Gulfport. NCBC Gulfport has two access and mobility issues: one with the gate at 28<sup>th</sup> Avenue that directs traffic to Canal Road and the second within the 30<sup>th</sup> Avenue corridor. Both corridors are heavily used daily by local traffic which creates congestion and delays and potential safety issues for the transport of military vehicles. Both corridors need infrastructure and/or operational improvements.

The segment between 28<sup>th</sup> Street and I-10 is a major route that is used heavily by the military since the commercial gate opened on 28<sup>th</sup> Street, combined with local traffic resulting in congestion and travel delays. The road itself is in poor condition, narrow with no shoulders, a deep canal along one side that has a partial guard rail to prevent vehicles from plummeting into the waterway. The canal is drainage for Turkey Creek, it is badly overgrown, and flooding is not unusual. This situation can become critical during emergency deployment.

Prepare a study to recommend possible roadway improvements to Canal Road and 30<sup>th</sup> Avenue. Study to include existing roadway conditions and possible future roadway conditions. Provide recommendations on possible roadway improvements and measures to improve traffic flow and safety for all users. Produce an opinion of costs for proposed improvements and exhibits for various proposed roadway improvements.

**Contractor Deliverables:**      *Canal Road and 30<sup>th</sup> Avenue Traffic Operations Plan* for NCBC-Gulfport, including project improvement details, renderings and opinion of probable costs.

**Task Nine      Statewide Gulf Coast JLUS Forum for Sustaining the Military in Urban Communities (GRPC)- included for information purposes only.**

GRPC will contact the Mississippi Development Authority (MDA) and the Governor's Office to request a statewide forum with communities that have undertaken Joint Land Use Studies in Mississippi, including Keesler AFB, NCBC Gulfport, Naval Support Activity Meridian, and Columbus AFB. This would be an opportunity to exchange information, ideas and, importantly, to inform the state legislature of the compatible development needs of the installations and associated communities. GRPC will support the development of the statewide forum, working with the Gulf Coast JLUS communities in the state and developing an agenda for the event. GRPC will develop a presentation on the *Mississippi Gulf Coast Region Gulf Coast JLUS*.

### Section III Instructions and Information

#### A. Submission Requirements:

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

**ATTN: Consulting Services Proposal for Implementation of the NCBC and KAFB Gulf Coast  
JLUS**

**Sponsored by: Gulf Regional Planning Commission**

2. Cover Letter: 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. Indicate on which tasks the offeror is proposing work. Identify all subcontractors.

Company Name:

Contact Person for this proposal:

Address:

City/State/Zip:

Phone Number:

Email:

Web Site:

Submitted By:

Title:

Date:

#### **Submitting on:**

\_\_\_\_\_ Task One – Task Eight (**ENTIRE** SOW)

\_\_\_\_\_ Task One – Task Eight (**NO** Task # 2 and Task #8)

\_\_\_\_\_ Task One – Task Seven (**NO** Task #8)

\_\_\_\_\_ Task Two (**ONLY**)

\_\_\_\_\_ Task Eight (**ONLY**)

3. Technical Proposal:

- A. Project Understanding: A one-page description that specifically states if the contractor is applying for one or more of the tasks, and how the contractor anticipates managing resources to achieve success within the budget and timeframe (12 – 18 months).
- B. Proposed Study Approach and Scope of Work: The proposal must include a descriptive narrative that demonstrates an understanding of the Gulf Coast JLUS work developed thus far and areas that may require further inquiry; also, is must explain the role of sub-contractors used to carry out this work. The proposal should follow the narrative and scope of services outlined but discuss the planning/technical approach that will be used to achieve the desired outcomes and 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 format on the form provided (page 21).
1. Funding allocated by Task and Percent of Time to Task
  2. Staff assigned by Task
  3. Detailed Cost Breakdown
- D. Timeline: The proposal must include a Project Timeline with Milestones, including Key points for meetings and deliverables. If the 12 -18 month project period cannot be met, please indicate the total time proposed for completion.
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 Implementation Completed. Contractors submitting proposals shall include a list of projects completed in the past three (3) 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 Policies and Regulatory Development. Contractors submitting qualifications shall include a list of communities for which land use policies, permits and regulatory instruments were developed in the past three (3) years. Qualifications should be related to the work described in the Gulf Coast JLUS implementation scope of work and include types of land use incentives that have been successfully adopted. This shall include date, nature of work provided, location of the project, name of Owner’s project leader with whom you dealt.

Form 3- Technical Tasks: Height Hazard Mapping and Transportation Planning/Engineering. Contractors submitting on Tasks 2 and 8, Height Hazard Mapping and Access and Mobility, respectively, should use Form Three, reproduced as necessary, to identify projects requiring the same work and skills that are necessary to accomplish the work under this contract.

Form 4- Statement of Qualifications. **The Contractor must identify personnel that have specific areas of expertise and will be assigned to work on this project. If work is to be performed by a sub-Contractor that must be clearly explained.** Specifically, the Contractor’s Project Team Leader shall be identified. 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 contract. Contractors shall answer a set of questions on the capacity of the firm to perform this work, 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 **eight (8) 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: GRPC 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: GRPC reserves the right to reject any and all submittals and/or to request clarification of information from any Contractor.
3. Request for Additional Information: Prior to the final selection, Contractors may be required to submit additional information, which the GRPC may deem necessary to further evaluate the Contractor’s qualifications.
4. Denial of Reimbursement: GRPC will not reimburse Contractors 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: Contractors shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of GRPC for the purpose of influencing consideration of his submittal.
6. Evaluation Criteria: All proposals will be reviewed to select the best possible Contractor by the appointed Gulf Coast JLUS Selection Committee.
7. Rights to Submitted Material: All submittals, responses, inquiries, or correspondence relating to to this RFP, and all reports, charts, and other documentation submitted by the Contractor shall become property of the GRPC when received.
8. Merits of the Proposals: GRPC will make the final selection of the Contractor based on the evaluations and rankings by the selection committee. GRPC 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:**

Questions related this RFP must be submitted no later than **5:00pm (Central), Friday May 4, 2018.** Questions should be in writing via email to Elaine Wilkinson, GRPC Project Manager, [egw@grpc.com](mailto:egw@grpc.com). Answers will be provided via email to all questioners.

**Section IV  
Selection Process**

A. Evaluation Process:

All RFP’s received will be graded by the Selection Committee.

B. Evaluation Criteria:

<p><b>Quality of Proposals</b></p> <ul style="list-style-type: none"> <li>• Comprehension of overall needs and expected outcomes of the project</li> <li>• Sufficient detail to evaluate the proposed on the tasks for which the contractor has indicated in the cover letter</li> </ul>
<p><b>Work Plan</b></p> <ul style="list-style-type: none"> <li>• Thorough methodology provided for each task included in the proposal</li> <li>• Work proposed is in balance with task requirement/expected outcome</li> <li>• Deliverables match those in the RFP</li> <li>• Project schedule acceptable</li> <li>• Personnel requirements for task described (to match-up with project team)</li> </ul>
<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Project Costs reasonable and substantiated</li> <li>• Breakdown of personnel costs and time assigned to project</li> <li>• Percent of budget by task is in balance with task requirement/expected outcome</li> </ul>
<p><b>Experience with Land Use Planning, in particular, land regulations and land management/development options, within 3 years, not limited to:</b> land use policy and regulations, land use encroachment/conflict resolution, land acquisitions, multi-faceted planning and implementation, and military installations/operations.</p> <ul style="list-style-type: none"> <li>• Relevant experience of firm undertaking similar work                         <ul style="list-style-type: none"> <li>○ As required - Relevant experience of the firm to translate flight planning information into a Zoning definition and GIS application.</li> <li>○ As required- Relevant expertise/qualifications of assigned personnel to translate flight planning information into a Zoning definition and GIS application.</li> </ul> </li> <li>• Relevant experience/qualifications of assigned personnel undertaking similar work</li> <li>• Relevant experience of sub-contractors (optional)</li> </ul>
<p><b>Experience with Digital Aeronautical Mapping within 3 years, not limited to:</b> airfield experience, Air Force training and maneuvers, mapping and GIS, height hazard mapping</p> <ul style="list-style-type: none"> <li>• Relevant experience/expertise of the personnel tasked to develop the EMOS</li> <li>• Relevant experience/ expertise to translate flight planning information into a Zoning definition and GIS application</li> <li>• Relevant experience/ expertise with National Airspace System (NAS) or FAA Surface Area Criteria</li> <li>• Relevant experience/ expertise mapping airspace surface areas</li> <li>• Relevant experience/ expertise with FEMA floodplain elevations and incorporating these data sets for GIS usage</li> <li>• Relevant experience/ expertise with establishing a public user interface to project information on height limitations and/or allowable heights at locations</li> </ul>

<p><b>Experience with Transportation Planning/Engineering within 3 years, not limited to:</b> noise testing/modeling, and transportation planning.</p> <ul style="list-style-type: none"> <li>• Relevant experience/expertise of the firm/project team to perform traffic engineering and operations study of a corridor</li> <li>• Relevant experience/expertise of the assigned personnel to undertake the traffic engineering, engineering, modeling and planning required for the task.</li> <li>• Relevant experience with traffic modeling</li> <li>• Relevant experience designing traffic and access management plans</li> <li>• Relevant experience with roadway design, storm-water management and low- high cost solutions for implementation.</li> </ul>
<p><b>Experience with Communications, not limited to:</b> military/civilian engagement</p> <ul style="list-style-type: none"> <li>• Relevant experience/ expertise with managing effective committee structures to provide pertinent information to enhance projects.</li> <li>• Relevant experience/ expertise with creating engagement opportunities between military and civilian entities</li> <li>• Relevant experience/expertise in developing and holding training classes for staff and planning commissioners.</li> <li>• Relevant experience/ expertise establishing public user interface for GIS based applications, specifically related to answering questions about impact on locations.</li> <li>• Relevant experience/ expertise developing notification systems using a variety of multi-media approaches, including electronic/digital notifications.</li> </ul>
<p><b>Capacity of Team/Members</b></p> <ul style="list-style-type: none"> <li>• Applied technical skills suitable to task</li> <li>• Organizational chart of assigned personnel <b>by task</b></li> </ul>

C. Presentations:

After the review and scoring of Contractor submittals by the Gulf Coast JLUS Selection Committee, a shortlist of qualified Contractors will be invited to make presentations. The presentation must be by **members of the proposed project team**. Presentations will be scheduled for remote video access or may be done in person (no penalty for presenting via remote access). Presentations should **not exceed 15 minutes**. There will be follow-up questions and answers.

D. Selection

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



**Cost Breakdown**

<b>Personnel:</b>		
<b>1. Name</b>	<b>Num. of Hours x \$Rate</b>	<b>\$</b>
<b>2. Name</b>	<b>Num. of Hours x \$Rate</b>	<b>\$</b>
<b>3. Name</b>	<b>" "</b>	<b>\$</b>
	<i>Subtotal</i>	\$0.00
Fringe:		\$
Overhead:		\$
	<i>Subtotal</i>	\$0.00
	<b>Total Personnel</b>	<b>\$0.00</b>
<b>Direct:</b>		
Travel		\$
Supplies		\$
Etc....		\$
Subcontractors (Attach Same Cost Breakdown for each Sub - contractor)		\$
	<b>Total Direct</b>	<b>\$</b>
Profit/Fee:		\$
	<b>Total Project Cost</b>	<b>\$</b>

**FORM 1**

**JLUS IMPLEMENTATION PROJECTS COMPLETED—**  
**Not to Exceed Three Within 3 years of April 2018**

Contractor 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: _____
<b>THIS FORM MAY BE REPRODUCED AS NECESSARY TO PROVIDE ALL INFORMATION REQUESTED</b>

**FORM 2**

**LAND USE/POLICIES AND REGULATORY PROJECTS COMPLETED ---**  
**Not to Exceed Three Within 3 years of April 2018**

Contractor 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: _____
<b>THIS FORM MAY BE REPRODUCED AS NECESSARY TO PROVIDE ALL INFORMATION REQUESTED</b>

**FORM 3**

**TECHNICAL TASKS**

**INDICATE TASK: \_\_\_\_\_ (2) HHMAPPING or (8) TRANSPORTATION**

**Not to Exceed Three Within 3 years of April 2018**

Contractor 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: _____
<b>THIS FORM MAY BE REPRODUCED AS NECESSARY TO PROVIDE ALL INFORMATION REQUESTED</b>

**FORM 4****CONTRACTOR'S STATEMENT OF QUALIFICATIONS**

Firm Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

**Project Team Members- This will be Exhibit A of the proposal. Education and Experience of the top three people who will be assigned to the proposed project team (Prime and Sub). Include education, professional organizations, experience, and relevant qualifications. Limit Resumes to no more than one (1) page per person. Must describe the role and responsibility of the individual on this project.**

1. What member of your firm would be responsible for the project lead and coordinating the work with project representatives?
2. How long has your firm been engaged in providing consulting services?
3. Would your firm's services be immediately available?
4. Would you plan to give uninterrupted and continuous services until the Scope of Work is complete?
5. What other projects is the proposed project team currently engaged in or scheduled to be engaged in during the project period?
6. Is the Project Team available to attend all scheduled meetings as proposed?
7. Is the Project Team available to attend a number of unscheduled meetings as necessary?
8. Number of personnel in your organization:
9. Number of personnel with specific qualifications proposed to work on this project
10. What areas does your firm specialize in (i.e., land use, public safety, economic etc.)?

**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 GRPC will receive proposals at

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

Until

**Wednesday, May 23, 2018**

**5:00pm (Central)**

For

CONTRACTOR SERVICES

FOR

**IMPLEMENTATION OF THE**

**KEESLER AFB AND NCBC GULFPORT**

**JOINT LAND USE STUDY (GULF COAST 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 [egw@grpc.com](mailto:egw@grpc.com) or downloaded from the GRPC's website [www.grpc.com](http://www.grpc.com).

**NOTE: PROPOSALS RECEIVED AFTER**

**Wednesday, May 23, 2018 @ 5:00pm (Central)**

**WILL NOT BE OPENED OR CONSIDERED FOR AWARD**