

**REQUEST FOR PROPOSALS**  
**JOINT LAND USE STUDY IMPLEMENTATION PROJECT**  
**FORT BRAGG MILITARY RESERVATION, NC**  
**April 10, 2019**

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**1.0 INTRODUCTION**

Mid-Carolina Council of Governments (COG), the grant recipient, is leading the effort to select a consultant to complete a Joint Land Use Study Implementation Project (JLUS-IP) for the Fort Bragg region in North Carolina. The Regional Land Use Advisory Commission (RLUAC) has partnered with the COG and will assist with the selection process.

**2.0 BACKGROUND**

Mid-Carolina COG was created in the early 1970's under the provisions contained in the North Carolina General Statutes, Chapter 160A, Sections 470-478, as an instrumentality of local government. As such it was eligible to receive funding from the Office of Economic Adjustment (OEA) to conduct an Implementation Project for the recently completed Fort Bragg JLUS. Mid-Carolina COG has designated RLUAC to oversee the management of this study.

RLUAC was created in 1991, as the result of a recommendation contained in the Fort Bragg region's first JLUS. Since that time it has incorporated as a 501(c) (3) corporation and been actively involved in the conduct of three additional JLUS's (2003, 2008 and 2018). With its large local government membership (8 counties and 22 municipalities), extensive institutional knowledge of the earlier JLUS processes, Fort Bragg, and the surrounding local governments; RLUAC agreed to manage this project on behalf of Mid-Carolina COG. RLUAC's Executive Director will serve as the Project Manager, its Board of Directors will serve as the *"Policy Steering Committee"*, and the Voting Members Commission will serve as the study's *"Technical Advisory Committee"*.

Fort Bragg is a major US Army installation covering an area of over 251 square miles and containing over 162,000 acres of land. It has the largest military population of any US Army post – approximately 143,184 people in FY18 (including both soldiers and their dependents). Over the past thirty years Fort

Bragg has experienced a huge construction boom – expanding from 23 million square feet of building space in 1985 to 52.2 million square feet in 2014 (a net growth of 29.2 million square feet – at an average annual expenditure rate of \$188M). It is also the home of the US Army Forces Command (FORSCOM), which is collocated with the US Army Reserve Command, the XVIII Airborne Corps Headquarters, the 82<sup>nd</sup> Airborne Division, and the US Army Special Operations Command (USASOC). Additional tenant units include the 16<sup>th</sup> Military Police Brigade, the 20<sup>th</sup> Engineer Brigade, the 525<sup>th</sup> Military Intelligence Brigade, the Golden Knights, the 83<sup>rd</sup> Civil Affairs Battalion, the 108<sup>th</sup> Air Defense Artillery Brigade, the 440<sup>th</sup> Airlift Wing, the 44<sup>th</sup> Medical Brigade, the Installation Management Command, the 192<sup>nd</sup> Explosive Ordnance Disposal Battalion, the 35<sup>th</sup> Theater Tactical Signal Brigade, the U.S. Army John F. Kennedy Special Warfare Center and School, the 18<sup>th</sup> Field Artillery Brigade, the 10<sup>th</sup> Military Police Battalion, the 406<sup>th</sup> Army Field Support Brigade, the 902<sup>nd</sup> Military intelligence Brigade, and the 82<sup>nd</sup> Sustainment Brigade.

The massive growth on Fort Bragg has spawned much private sector development in the surrounding municipalities and counties – particularly in the five-mile area encircling Fort Bragg’s boundaries. Much of the ensuing development may be incompatible with the military training mission.

### **3.0 REFERENCE DOCUMENTS**

The following reference documents are available on the RLUAC website ([www.rluac.com](http://www.rluac.com)) either on the “home page” or under the “Projects” tab:

- 2018 Fort Bragg JLUS
- 2003 Fort Bragg JLUS
- 2008 Fort Bragg JLUS Update
- 2008 Fort Bragg Region Telecom Tower Study
- 2009 Pope AFB Air Installation Compatible Use Zone (AICUZ) Study
- 2009 Fort Bragg Long Range Component of the Master Plan

### **4.0 STUDY AREA**

For the purposes of this Joint Land Use Study Implementation Project (JLUS-IP), and the sake of consistency with the 2003, 2008 and 2018 efforts and alignment with the military operations footprint, the region is defined as those six counties having land that directly abuts Fort Bragg and Camp Mackall (Cumberland, Hoke, Scotland, Richmond, Moore, and Harnett).

## 5.0 SCOPE OF WORK

The goals of this Joint Land Use Study Implementation Project (JLUS-IP) are to promote compatible civilian development that supports the long-term sustainability and operability of military installations and associated ranges, special use airspace, military operations areas, and military training routes

The consultant will be expected to accomplish the following tasks as part of the scope of work:

**Task 1** – Prepare a new website for RLUAC and develop an online “Case Management and Tracking System” that is integrated with the new RLUAC website. The case management and tracking system will provide a means for RLUAC to accurately track the disposition of all of the local government land use cases which it has reviewed and give it the ability to determine if its recommendations are being followed. (JLUS Strategies # CG-4 and CG16)

**Task 2** – Conduct an “Organizational Strategic Plan”. Since its incorporation in 2005, RLUAC has never participated in a facilitated strategic planning effort to evaluate whether or not the scope of its work and services remain focused on the Fort Bragg Regions’ greatest needs. (JLUS Strategy # RC-1)

**Task 3** – Develop a GIS dataset representing Scotland County’s zoning map. All collected and created GIS data should encompass the relevant study area and be in either the ESRI File Geodatabase format (\*.gdb) or ESRI Shapefile format (\*.shp). Regardless of the geospatial data format, all geospatial data should include metadata in either the ISO 19139 Metadata Implementation Specification style or the SDSFIE-M style. Metadata records for each dataset should include the minimum required information per metadata style written within the organization/s preferred metadata editor software, e.g. ESRI’s ArcCatalog. (JLUS Strategy # CG-12)

**Task 4** – Develop Comprehensive Plan / Land Use Plan Supplements for the six counties (Cumberland, Harnett, Hoke, Moore, Richmond and Scotland) and fifteen municipalities (Aberdeen, Eastover, Erwin, Fayetteville, Hoffman, Hope Mills, Laurinburg, Lillington, Pinebluff, Pinehurst, Raeford, Southern Pines, Spring Lake, Vass and Wagram) that participated in the 2018 Fort Bragg JLUS. These supplements will include more detailed maps and relevant information specific to each community regarding the military training impacts, compatibility factors, and critical environmental data that is most pertinent to each jurisdiction for their inclusion into the comprehensive plan / land use plan. Each supplement

will set forth how each jurisdiction will implement the JLUS recommendations moving forward. (JLUS Strategies # CG-9, E-1 & E-5)

**Task 5** – Develop an “Military Land Use Compatibility Toolbox”. The toolbox will contain sample wording for: a) the adoption of military coordination overlays, to ensure that required coordination occurs within the statutory area; b) compatible use overlay districts; c) light pollution standards; and d) ordinances for the regulation and placement of small wireless antenna. The consultant will work with each local government included in the JLUS to assist them with determining the best method for incorporating the statutory language developed from the toolbox into their local ordinances. (JLUS Strategies # CG-10, CG-11, CG-13 & CG-14)

## **6.0 CONSULTANT PROPOSAL**

Consultants interested in responding to this RFP should submit a proposal that includes the following:

- An application that details the proposed scope of work and that addresses the “Project Elements and Deliverables” detailed in Appendix A. of this document.
- A schedule indicating the duration required to complete each component of the “Project Elements and Deliverables” contained in Appendix A.
- A completed Appendix B. Budget Worksheet for the JLUS-IP.
- An organizational chart specifically identifying the members of the project team available to be assigned and committed to this study. The chart shall identify one primary point of contact, and clearly identify any sub-consultants and their proposed role in the project.
- Resumes for the individuals identified on the organizational chart indicating their name, title, reporting office location, project assignment, and relevant experience.
- A listing of experience relevant to this project which the firm has successfully completed, briefly describing the project owner, scope of work, and total cost. A minimum of three (3) project references must be included in the proposal.
- A set fee for the services that they will provide to complete the JLUS-IP.

## **7.0 INSTRUCTIONS FOR RESPONSES**

Applicants may be private sector, sole proprietorships, or organizations with land use planning, general community economic development experience, or related practice, including academics and non-profits. Direct experience with the Office of Economic Adjustment (OEA)

Community Economic Adjustment Planning Assistance for Joint Land Use Studies program is preferred. Background in land use planning around active military installations is desired.

## **8.0 PROCUREMENT REQUIREMENTS – 2 CFR PART 200**

Mid-Carolina COG requests that proposals to conduct the Joint Land Use Implementation Project be from only qualified consultants. The consultant selection process will comply with the procurement standards contained in the Department of Defense Grants and Agreements Regulations (2 CFR Part 200). The RLUAC Selection Committee will target consultants that have provided similar services to other military installations across the country. RLUAC will manage the consultant contract(s).

## **9.0 EVALUATION OF PROPOSALS**

In selecting a consultant for the Fort Bragg JLUS Implementation Project, the following will be considered by the Selection Committee:

- Project Approach & Innovation
- Consultant's approach to Scope of Work
- Proposed schedule to complete the JLUS-IP
- Cost proposal as it reflects the activities and requirements of this project.
- Familiarity with land use planning and military operations and missions (particularly in North Carolina)
- Qualifications of personnel/project team & records of past performance
- Related project experience
- General experience of team
- Projects of similar scope
- Quality of References

Proposals will be evaluated by the Selection Committee using the above criteria. Top firms may be invited to interview with the Selection Committee. RLUAC reserves the right to negotiate costs with one or more of the top ranked contractors. Final selection will not be made solely on the basis of cost and the RLUAC reserves the right to award to other than the lowest submitted proposal, or to reject all proposals.

## **10.0 PROFESSIONAL SERVICES AGREEMENT**

An agreement will be prepared to complete all professional services for the identified work with the terms, conditions and costs to be agreed upon by the selected consultant, or consultants, and the COG. The COG may require various forms of insurance and indemnification by the consultant including naming the COG as additional insured on all insurance policies.

## 11.0 INSURANCE REQUIREMENTS

### 11.1 Proof of Workers' Compensation Coverage

For each new contract or contract renewal, the COG must obtain ONE of the following forms from the contractor:

- **Form C-105.2** – Certificate of Workers' Compensation Insurance issued by private insurance carriers, or
- **Form SI-12**– Certificate of Workers' Compensation Self-Insurance; or
- **Form GSI-105.2** Certificate of Participation in Workers' Compensation Group Self-Insurance; or

On forms where a certificate holder can be indicated, Mid-Carolina COG shall ensure the carrier has entered the name of the COG in this field, as the insurance carrier will notify the certificate holder if a policy is canceled.

### 11.2 Proof of Disability Benefits Coverage

To comply with coverage provisions of the Workers' Compensation Law regarding disability benefits, the Workers' Compensation Board requires that a business seeking to enter into a State contract must submit appropriate proof of coverage to the COG. For each new contract or contract renewal, the COG must obtain ONE of the following forms from the contractor:

- **Form DB-120.1** - Certificate of Disability Benefits Insurance; or
- **Form DB-155** - Certificate of Disability Benefits Self-Insurance

## **APPENDIX A PROJECT ELEMENTS AND DELIVERABLES**

### **1.0 PROJECT INITIATION AND ADMINISTRATION**

The project team, which consists of the consultant, project manager, and Mid-Carolina COG staff, will jointly initiate the project by refining the scope of work and the specific project work plan. The work plan will include the team's approach to communication, communication protocol, stakeholder engagement, information management, and operating protocols. A JLUS Implementation Project information page will be linked to both the existing RLUAC and Mid-Carolina COG websites to facilitate better communication and data sharing throughout the process.

#### **1.1 Project Definition**

This subtask includes any necessary refinements to the scope of work (subject to OEA approval), project Work Plan, and/or administrative aspects of the study to ensure proper coordination with the COG, RLUAC and project manager. The consultant will present the final Work Plan to the RLUAC Board of Directors (Policy Steering Committee) and full Voting Commission (Technical Advisory Commission) for approval.

#### **1.2 Stakeholder and Public Engagement**

Stakeholder engagement will be primarily with the participating local governments and coordinated through RLUAC's Policy Steering Committee and the Technical Advisory Committee.

**Policy Steering Committee** (RLUAC Board of Directors) is comprised of its Chairman, Vice Chairman, Secretary and a senior-level stakeholder from each of the eight counties surrounding Fort Bragg and Camp Mackall, as well as Fort Bragg's Garrison Commander & Chief of the Master Planning Division, the Sandhills region's US Fish and Wildlife Service Regional Biologist, the recently retired Director of Fort Bragg's Directorate of Plans, Training, Mobilization, and Security, and a representative from the NC Department of Military and Veterans Affairs. The Board of Directors will provide leadership and project recommendations to the full Voting Member Commission and play a key role in the implementation efforts. This group reviews and approves interim submittals in each phase of the project and will meet quarterly (or more often as required).

**Technical Advisory Commission (TAC)** (RLUAC Voting Member Commission) will serve as the technical working group for the implementation project. It is comprised of a mixture of local government managers, chief elected officials, planning officials, and military planners. In addition representatives from Mid-Carolina COG, environmental groups, NC state agencies, and real estate organizations actively attend and participate in the meetings. The TAC will be responsible for reviewing and evaluating work elements prepared by the consultants and approved by the Policy Steering Committee. The consultant, with the assistance of the project manager, will manage and coordinate the efforts of the TAC. All members will be knowledgeable in the subject area and will provide local input.

**The Project Manager** will be responsible for the following tasks:

- Maintaining a database of TAC and Policy Steering Committee members
- Notifying members of meetings
- Developing meeting agendas and preparing minutes
- Facilitating the meetings
- Completing and distributing progress reports
- Tracking attendance of members and guests at the meetings

**The General Public** will also be provided opportunities to attend RLUAC and local government meetings and to provide comment and input on the draft products.

**The Consultant** will work with the Project Manager and COG staff to provide administrative support to the Policy Steering Committee and the TAC to accomplish the following activities:

- Establish JLUS Implementation Project milestone completion dates.
- Create a schedule of committee and local government public meetings.
- Provide written quarterly status reports that detail work in progress, work accomplished, and funds expended. Progress reports will be due following each reporting period for the Project Manager and COG staff to review and distribute to other JLUS-IP participants.
- Create and maintain a JLUS Implementation Project subset on the RLUAC and COG websites to include posting of materials that could

also be used on the websites of participating counties' and cities' websites.

The project team will emphasize the delivery of interim reports throughout the process to ensure that the Policy Steering Committee, TAC, and the public have adequate opportunities for review and comment.

### **5.5 Quarterly Updates and Annual Progress Reports**

At its quarterly meetings RLUAC will receive updates regarding progress being made by the consultants, local governments and Fort Bragg. In addition, an Annual Progress Report will be prepared by the RLUAC Executive Director -- detailing implementation accomplishments and responsibilities for tasks still remaining

**APPENDIX B  
JLUS – IP BUDGET WORKSHEET**

	<b>Time to Complete</b>	<b>Estimated Costs</b>
<b>1.0 Case Management and Tracking System attached to a redesigned RLUAC Website</b>		
<b>Total Time and Cost for 1.0</b>		
<b>2.0 Organizational Strategic Plan for RLUAC to guide the organization’s growth and services in coordination with Fort Bragg and the region’s local governments.</b>		
<b>Total Time and Cost for 2.0</b>		
<b>3.0 Comprehensive GIS database for jurisdictions that have not yet fully developed digital zoning layers and other similar digital data layers</b>		
<b>Total Time and Cost for 3.0</b>		
<b>4.0 Compatible Use Ordinance Toolbox of specific ordinance updates for each jurisdiction</b>		
<b>Total Time and Cost for 4.0</b>		
<b>5.0 Local Government Land Use Plan Supplements for six counties and fifteen municipalities to help implement JLUS recommendations</b>		
<b>Total Time and Cost for 5.0</b>		
<b>TOTAL TIME AND COST FOR FORT BRAGG JLUS IMPLEMENTATION</b>		