



REQUEST FOR PROPOSALS

Professional Planning Consulting Services to prepare the

Military Ocean Terminal Sunny Point (MOTSU) Joint Land Use Study

Date Issued: September 11, 2017

Due Date: October 13, 2017

Requested By:



Cape Fear Council of Governments
Attn: Allen Serkin, AICP, CZO
1480 Harbour Drive
Wilmington, NC 28401

INTRODUCTION

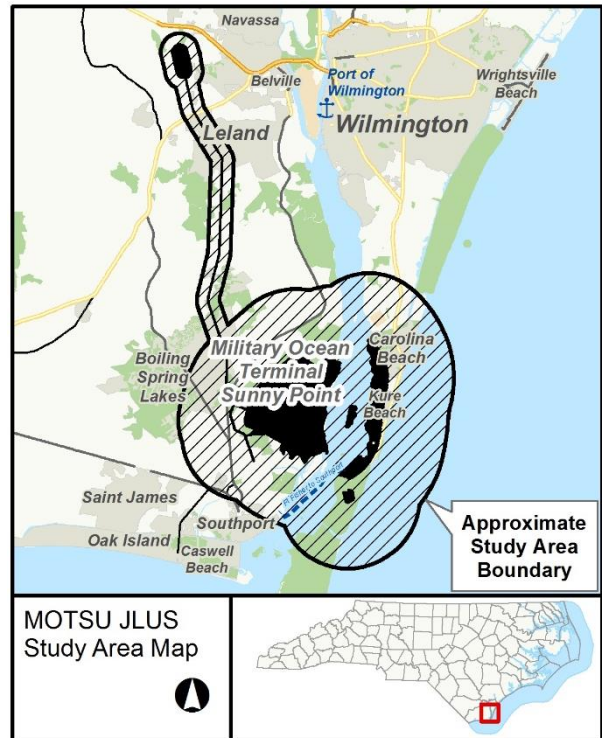
The Cape Fear Council of Governments (CFCOG) seeks the professional planning services of a qualified consultant to develop the Military Ocean Terminal Sunny Point Joint Land Use Study (hereinafter “JLUS” or “Project”). The Project is funded by a grant from the U.S. Department of Defense Office of Economic Adjustment (OEA) and will be administered by the CFCOG. The CFCOG is the council of governments for North Carolina’s Region O, which includes much of the southeastern part of the state and the entirety of the Project study area. The CFCOG provides technical assistance to the local governments in our region and facilitates partnerships toward regional goals. The OEA seeks to promote compatible civilian development to support the long-term sustainability and operability of military installations.

BACKGROUND

Military Ocean Terminal Sunny Point (MOTSU) is the largest military terminal in the world, the key ammunition shipping point on the Atlantic Coast, the Army's primary east coast deep-water port, and one of a handful of Department of Defense terminals equipped to handle containerized ammunition. It serves as a transfer point between rail, trucks, and ships for the import and export of weapons, ammunition, explosives and military equipment for United States Army and is operated by the 596th Transportation Brigade.

The Project’s primary goals are (1) to protect and preserve the military- and defense-related operational capabilities of Military Ocean Terminal Sunny Point (MOTSU), the nation’s and world’s largest military terminal; (2) to support continued and safe growth and economic development of MOTSU’s neighboring communities; (3) to enhance communication and collaboration between military commanders and local officials; and (4) to establish policies and procedures for managing compatible land uses adjacent to and encroaching on MOTSU.

The proposed study area includes an approximate 3-mile buffer around the MOTSU facility and a ¼-mile buffer of the MOTSU rail corridor and yard and covers portions of Brunswick and New Hanover Counties, including the City of Boiling Spring Lakes, the Town of Carolina Beach, the Town of Kure Beach, the Town of Leland, and the City of Southport. MOTSU is located in one of the fastest growing regions in North Carolina. MOTSU’s main operations are located in Brunswick County, the fastest growing in the state according to the NC Office of State Management and Budget. MOTSU’s boundaries cross the county line into New Hanover County where a portion of the blast zone abuts growing ocean-front communities as well as significant State-owned lands containing significant tourist attractions like Carolina Beach State Park, Ft. Fisher Aquarium, Ft.



Fisher State Historic Site, Ft. Fisher State Recreation Area, and the Ft. Fisher-Southport Ferry. Additionally, the US Air Force Ft. Fisher Recreation Area is located within the MOTSU boundary, as is the Kure Beach and Carolina Beach sewer treatment plants and Dow Road, a regional arterial road and a major bicycling route. As a result, the project study area contains a rapidly growing population and a significant seasonal tourist population. The project will open lines of communication between MOTSU commanders, local officials, and key public and private stakeholders, who will work collaboratively to achieve the project goals identified above. The State of North Carolina has made it a priority to protect the continued operation of its military facilities and this project will help in that effort while also accommodating the growth in population and tourism in the area.

Compatibility concerns include Interagency Coordination/Communication, Land Use, Regulatory Limitations, Safety Zones, Community Infrastructure, Public Trespassing, Cultural and Historical Resource Sites, Water Quality/Quantity, and Transportation Capacity, among others. Deliverables include a Final JLUS Report, Public Participation Plan, Technical Addendum and Data Management Plan, Data Management Portal, and Communication Manual.

SCOPE OF WORK

Task 1 – Overall Project Initiation and Administration

Task includes any necessary refinements to the JLUS Work Plan and administration of the study to ensure coordination with the JLUS project sponsor and committees.

Subtask 1.1 Formation of Committees

The Cape Fear Council of Governments (CFCOG) Project Manager will organize and convene the JLUS Policy Committee (PC) and the General Advisory Committee (GAC). The PC will, at minimum, be comprised of one elected official from each of the participating local governments. The GAC will, at minimum, be comprised of the CFCOG Project Manager, staff from each of the participating local governments, and a representative from MOTSU. The consultant will assist the CFCOG Project Manager and the PC in developing final GAC representation.

Subtask 1.2 Work Plan Refinement

The Consultant will meet with the JLUS project sponsor to review and refine, as needed, the JLUS Work Plan and make any necessary adjustments that will not impact the overall budget and scope of the project. The Consultant will present the final Work Plan before the JLUS Policy and General Advisory committees for approval.

Subtask 1.3 Administration and Management

The Consultant will work with CFCOG Project Manager to provide administrative support to the JLUS Policy Committee and General Advisory Committee.

The CFCOG Project Manager will:

- Schedule committee and public meetings.

- Review meeting materials prior to all meetings.
- Distribute progress reports and meeting materials electronically to study participants.
- Create project website on CFCOG website.
- Ensure all final materials are made available through the project web site.

The Consultant will:

- Prepare meeting notices, agendas, handout materials, maps, presentation and any other items to accomplish the study objectives and provide them to the CFCOG Project Manager at least one full week in advance of the scheduled meetings.
- After meetings, prepare a meeting summary of what was discussed, data gathered, and the next steps.
- Provide written monthly status reports that detail work in progress, work accomplished, and funds expended. Progress reports are due the 15th of the month following the reporting period for CFCOG Project Manager review and distribution to study participants.
- Provide written work products and verbal JLUS committee briefings at the conclusion of each major phase of the study.
- If necessary, update the Work Plan and JLUS milestone completion dates during the process after consultation with the CFCOG Project Manager.
- Provide materials, text, documents, images, etc. for project website.

Subtask 1.4 Project Coordination

The CFCOG Project Manager will coordinate all communication with Federal, State and local agencies and elected officials. All information concerning the JLUS, including progress reports, meeting agendas and materials, presentations, and draft and final reports will be provided by the Consultant to the CFCOG Project Manager and to JLUS Policy and General Advisory committees prior to public release. CFCOG Project Manager will coordinate with the MOTSU Liaison Officer throughout the process. Upon the completion of the JLUS, all maps (including GIS shape files), data, and report shall be the property of the project sponsor and provided to all participating jurisdictions in both paper and electronic formats.

Task 2 – Technical Working Group Organization

The Consultant will work with the CFCOG Project Manager to determine the need and focus for various Technical Working Groups for final approval by the PC. The CFCOG Project Manager will organize and convene these groups, as needed. The Consultant will prepare meeting notices, agendas, handout materials, maps, presentations and any other items to accomplish the study objectives and provide them to CFCOG Project Manager at least one full week in advance of the scheduled meetings. After each meeting the Consultant will prepare a meeting summary of what was discussed, data gathered, and the next steps.

Task 3 – Stakeholder and Public Involvement

Public participation is an integral part of the JLUS planning process to help ensure decisions are made in consideration of and to benefit public needs and preferences. Early and continuous public

involvement brings diverse viewpoints and values into the decision-making process. This process enables the participants to make better informed decisions through collaborative efforts and builds mutual understanding and trust among stakeholders and the general public. Successful public participation is a continuous process, consisting of a series of activities and actions to both inform the public and stakeholders and to obtain input from them which influence decisions that affect their lives.

Conducting meaningful public participation involves seeking public input at specific and key points in the decision-making process where such input has a real potential to help shape the final decision or set of actions. Public participation activities provide more value when they are open, relevant, timely, and appropriate for the intended goal of the public involvement process. Public participation activities should provide a balanced approach with representation of all stakeholders and include measures to seek out and consider the needs of all stakeholders.

Subtask 3.1 Public Outreach Plan

Consultant shall prepare a public involvement strategy that covers the key phases during the JLUS planning process. The strategy will be documented in a Public Outreach Plan documenting the solicitation and results of stakeholder and public involvement for this task. The Consultant will present the Public Outreach Plan to the JLUS Policy Committee for input and final approval. The public involvement strategy will include the identification of key stakeholders, a specific schedule, and methods of communication tools to provide key project planning information to the following groups:

- Elected Officials
- JLUS Project Stakeholders
- General Public
- Target Groups (such as major landowners, neighborhood associations, employers, homebuilders, environmental interests, real estate industry, etc.)
- Media

The public involvement strategy will include a variety of communication tools to facilitate early and continuing outreach to the above groups, such as charrettes, periodic newsletters, JLUS project website, media releases/media kits, periodic fact sheets, etc. The Consultant shall maintain a contact list, throughout the study process, to mail/e-mail project information materials to interested parties.

Subtask 3.2 Installation Tour

The Consultant, working with the CFCOG Project Manager and MOTSU Liaison Officer, will coordinate an installation tour, including significant features within the Military Influence Area (MIA) buffer, as appropriate. The purpose of the installation-led tour is for the JLUS Policy Committee and JLUS General Advisory Committee members to gain a more comprehensive understanding of the military missions, issues, and constraints imposed through incompatible development.

Subtask 3.3 Public/Elected Officials

The Consultant may need to brief affected legislative bodies, state officials, economic development boards, and State and Federal elected officials about the purpose and goals of the JLUS planning process. This process should be coordinated with the CFCOG Project Manager.

Subtask 3.4 Public Meetings

The Consultant will hold meetings throughout the study to educate the committees and the public about the purpose of the JLUS, the JLUS planning process, JLUS recommendations, and to seek input from the public during key phases of the study. Meetings will be held at the following key intervals:

1. **Project Initiation:** Consultant will attend a kick-off meeting with the JLUS Policy Committee at the beginning of the study to explain the JLUS project, goals and objectives and to seek input. A second meeting will be held with the General Advisory Committee to inform members of the JLUS project, goals and objectives and to seek input, including any comments regarding conflicts between the municipalities and the installation or military operations, and recommendations for analysis. Lastly, a public meeting will be held with stakeholders to announce the JLUS study and provide opportunities for input.
2. **Interim Findings and Preliminary Recommendations:** Consultant will present the results of data collection and analysis, information about existing and anticipated future conflicts between community development and military operations, proposed strategies to mitigate and/or eliminate identified vulnerabilities and conflicts, and other preliminary recommendations. Public comments will again be solicited with emphasis on the implementation strategies.
3. **Final Recommendations:** Prior to the JLUS Policy Committee and participating jurisdictions taking any formal actions, the Consultant will present the final JLUS report, including recommendations, and an Implementation Plan.

Additional meetings may be required to address specific concerns that may arise.

Consultant responsibilities related to the public meetings include:

- In consultation with the CFCOG Project Manager and MOTSU Liaison Officer, prepare press releases and media kits that highlight purpose and desired outcomes of the public meetings. Coordinate with the CFCOG Project Manager on press release distribution.
- Present key study findings, which may include draft reports, maps and other materials, to the public, elected officials, and other interested parties in attendance, and solicit public comments and feedback both during and after the meeting.
- Prepare agendas, handouts, presentations, maps, comment forms and other materials to effectively inform the public about the study and solicit their comments.
- Maintain a record of all public comments received (verbal and written), including a meeting summary or minutes.

- Arrange for any special accommodations to ensure compliance with the Americans with Disabilities Act and/or non-English speaking participants, as needed.
- Public notification of meetings to affected citizens, businesses, elected officials and other interested parties.

CFCOG Project Manager responsibilities related to the public meetings include:

- Schedule appropriate meeting locations, dates and times, in consultation with the JLUS Policy Committee and Consultant.

Task 4 – Survey/Interview Key Stakeholders

In consultation with the CFCOG Project Manager, the Consultant will interview the following for comments on specific proposed recommendations and implementation strategies:

1. Participating local government staff and elected officials
2. Other relevant stakeholder, including but not limited to MOTSU, NC Dept. of Transportation (incl. Div. of Highways, Ferry Division, Rail Division), NC Dept. of Natural and Cultural Resources (incl. Brunswick Town/Fort Anderson State Historic Site, Fort Fisher State Historic Site, Fort Fisher State Recreation Area, NC Aquarium at Fort Fisher, Carolina Beach State Park), NC Dept. of Environmental Quality (Zekes Island Estuarine Reserve), NC Ports Authority, Fort Fisher ARNG Training Center, USAF Fort Fisher Recreational Area, Wilmington District USACE, FAA (transponder vicinity Kure Beach), Orton Plantation Preserve, Martin Marietta Aggregates, Duke Power Nuclear Plant, CSX Transportation, Wilmington MPO, Cape Fear Rural Planning Organization (RPO), State of NC Military and Veteran's Affairs, Eastern NC Sentinel Landscapes (NC Rural Economic Development Commission), and any other adjacent or significant nearby private land owners.

Consultant will compile interview results to define opportunities and constraints and:

- Present collected data to the JLUS Policy Committee, General Advisory Committee and the public.
- Prepare findings for inclusion on JLUS project website.

Task 5 – Data Collection, Inventory and Mapping

This task includes the collection of all relevant data from the installation and participating jurisdictions and other entities or sources in order to conduct the analysis phase of the JLUS planning process. Data and mapping should encompass the relevant study area and should be in ESRI File Geodatabase format (unless otherwise approved) and compliant with SDSFIE standards.

1. Review existing GIS layers of preserved farms and recreational lands
2. Review existing state GIS landscape project layers for sensitive habitat information
3. Review FEMA FIRM mapping
4. Review and compile participating jurisdiction population forecasts
5. Create GIS layer depicting composite zoning designations of all participating jurisdictions
6. Create GIS layer showing existing non-compatible uses
7. Create GIS layers of agriculture and conservation suitability factors
8. Create GIS layers of shipping lanes

9. Create GIS layers of commercial port access and shipping
10. Compile state and local data and create GIS layers of proposed capital improvement plan/projects
11. Compile local, state, and military data and create GIS layers depicting both land and sea based mobility corridors and the regional transportation system.
12. Compile local data and create GIS layers of proposed development.
13. Compile data and create GIS layers depicting projected growth trends related to population forecasts
14. Compile state and local data and, where necessary, create GIS layers of special resources areas, i.e. areas of environmental concern, conservation lands, wetlands, wellhead protection zones, water supply watersheds etc.
15. Compile local, state, federal data and, where necessary, create GIS layers depicting cultural resource areas
16. Compile and review military documents to map footprint for military operations, including buffer zones, and any other pertinent documents.
17. Identify policies and regulations that govern off-shore development, such as energy production, natural gas storage, oil drilling, or commercial fishing ventures.
18. Identify policies and regulations that govern siting of alternative energy projects, transmission lines, natural gas storage and pipelines, and drilling.
19. Review economic drivers and municipal zoning/development review procedures in the Military Influence Area to identify gaps and opportunities related to the compatibility of future development and redevelopment with the MOTSU mission.

Upon completion, consultant will:

- Present collected data and mapping to the Technical Working Group(s), JLUS Policy Committee, General Advisory Committee and the public.
- Publish findings on JLUS project website.

Task 6 – Conflict/Compatibility/Adaptation Analysis

In consultation with the CFCOG Project Manager, the Consultant will perform the following tasks to determine potential conflicts and compatibility issues:

1. Identify areas of current land use conflict, type of conflict and impact
2. Identify areas of future potential conflict, type of conflict and impact
3. Areas where land use is identified as compatible, review sustainability and assess risk
4. Identify both land and sea mobility corridor conflicts, type of conflict and impact
5. Identify conflicts relating to potential on- and off-shore development such as energy production, natural gas storage, drilling or commercial fishing ventures
6. Conduct risk appraisal of vulnerable assets
7. Identify areas where potential disruption to or failure of systems or facilities could result from significant storm events, including but not limited to utility systems, evacuation routes, and the critical flow of people, goods and services that support the installation and future recovery efforts

Upon completion, consultant will:

- Map all conflict areas.
- Present data and mapping to the Technical Working Group(s), General Advisory Committee, JLUS Policy Committee, and the public to solicit input on mapping, vulnerabilities and gaps, and potential solutions for the resolution of conflicts and impacts.
- Publish findings on JLUS project website.

Task 7 – Conflict Resolution Strategies

The Consultant will develop and recommend general and specific strategies, an implementation timeline and list of potential funding sources, and will identify responsible parties for resolving:

1. Current conflict areas
2. Future conflict areas
3. Mobility Corridor conflicts

Consultant will also:

1. Identify model planning tools and techniques to guide compatible development.
2. Identify model land use regulations – local, State and Federal.
3. Develop a recommended process for communities to work with MOTSU to support future implementation of compatible land uses.
4. Develop recommendations for improved communication between partners and to establish policies and procedures for military participation and cross-jurisdictional coordination in the development review and planning processes. Recommendations should also look to enhance compatible use development opportunities, considering options such as those offered through zoning (e.g. possible overlay zones near MOTSU) and potential economic development goals.
5. Develop recommendations on transportation infrastructure resulting from future military mission needs and relate to transportation requirements for future development. Ensure these recommendations are coordinated with appropriate local and/or State transportation organizations responsible for transportation planning and funding.
6. Develop a tool box of policies, regulations, ordinances, agreements, etc. to address existing incompatibility issues and guide future compatible development to protect and preserve military readiness and defense capabilities while supporting continued community economic development and climate adaptation. The toolbox might include modified design standards, operating strategies, maintenance strategies, and/or construction practices.

Upon completion, consultant will:

- Invite partner review of potential solutions.
- Present potential solutions to the General Advisory Committee and JLUS Policy Committee for review and comment.
- Solicit public input on potential solutions and implementation plan.

Task 8 – Prepare Study Report

The Consultant will produce a JLUS report summarizing the overall study process; collected background data; partner and public outreach and input; gap analysis findings; general recommendations; and an Implementation Plan, with potential funding sources and responsible parties identified, to ensure the recommendations advanced in the JLUS can be realized.

Subtask 8.1 Draft Plan

1. Compile and analyze background data, identifying and mapping conflict areas, vulnerabilities/gaps and adaptation/resiliency issues.
2. Compile recommended resolution strategies and implementation actions for JLUS recommendations.
 - a. The Implementation Plan will include a list of specific public and private actions for each study participant organized by their recommended execution date:
 - Short Term (1-3 years)
 - Medium-Term (4-10 years)
 - Long-Term (11-20 years)
 - b. The specific public and private actions will be considered in concert with the study goals and prioritized as:
 - High Priority: Accomplishment is essential to implement JLUS Goals
 - Moderate Priority: Accomplishment is necessary to advance JLUS Goals
 - Low Priority: Accomplishment is desirable to reach JLUS Goals
 - c. Each listed action should assign responsibility for the task and include an estimate of cost and potential sources of funding. These recommended actions should include smart land use planning principles and practices that can achieve a balance between potentially conflicting interests as well as capital improvement projects.
3. Develop a monitoring plan and recommend an organizational structure and process that promotes JLUS participants to continue working together on compatibility and viability issues beyond completion of the JLUS project.
4. Develop metrics for measuring plan effectiveness

Upon completion of the Draft Plan, the consultant should, in coordination with the CFCOG Project Manager, schedule meetings with the JLUS Policy and General Advisory committees to review the Draft Plan and a public meeting for plan presentation and comment. Following these meetings, the consultant should compile responses to Draft Plan and update the plan as required.

Subtask 8.2 Final Plan

1. Present Final JLUS to General Advisory Committee and the JLUS Policy Committee for final review and approval.
2. Present Final JLUS to participating municipalities for formal adoption.
3. Deliver completed JLUS document to study sponsor.

The Consultant will provide 50 printed copies of the final report to CFCOG Project Manager for distribution to the study participants, as well as a digital copy of the final

report for future reproduction and distribution, as needed. The Consultant will post the final document on the JLUS website.

Subtask 8.3 Executive Summary

The consultant will prepare a four-page (maximum) JLUS Executive Summary for public distribution and posting on websites, including the OEA website. The Executive Summary will include description of military operations, graphic display of study area and military operations footprint; identify community organization structure and participants for both planning and implementation; a summary of compatible use issues; and primary JLUS recommendation highlights. The JLUS Executive Summary should be prepared by a graphic design professional or similar. The document will be designed as a fold-out pamphlet and must be approved by the CFCOG Project Manager. The consultant will provide up to 1,500 for distribution to participating jurisdictions.

Subtask 8.4 JLUS Technical Addendum and Data Management Plan/Portal

The consultant will prepare a JLUS Technical Addendum and Data Management Plan that is an exhaustive collection of all technical materials related to each phase of the study, including all maps, tables, spreadsheets, datasets, surveys and results, meeting minutes, public outreach documents, etc. The document should record all data collected or generated during the planning process, including full metadata, data dictionary, and summary report. The Data Management Plan will establish a framework for continued data availability and accessibility, including web mapping and an open data portal, and a plan for long-term maintenance and update. The consultant will provide twenty full-color printed copies and post the final document on the JLUS website.

Subtask 8.5 JLUS Communication Manual

The consultant will prepare a JLUS Communication Manual that will serve as a complete directory of contact agencies and personnel and a description of their roles and responsibilities. The manual will include directions for its use by local officials and the general public. The consultant will provide twenty full-color printed copies and post the final document on the JLUS website.

PROPOSAL INSTRUCTIONS

1. Deadline

Proposals must be received by 4:45 PM eastern time on October 13, 2017.

2. Submittal Instructions

Five printed copies of the proposal should be mailed or delivered to:

Cape Fear Council of Governments
ATTN: Allen Serkin (MOTSU JLUS RFP)
1480 Harbour Drive
Wilmington, NC 28401

3. Project Contact

The point of contact for the Project is Allen Serkin, Local Government Services Director for the CFCOG. Prospective applicants may make inquiries only to obtain clarification of the requirements contained in this Request for Proposals (RFP). All inquiries must be submitted in writing by email to the following address: aserkin@capefearcog.org.

4. Prohibited Communications

Except as identified above, from the issuance date of this RFP through the date the contract is awarded, each offeror (including its subcontractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using agency, issuing agency, other government agency office, or body (including the purchaser named above, agency head, executive board, agency staff), or private entity, if the communication discusses the content of offeror's proposal or qualifications, the contents of another offeror's proposal, another offeror's qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that has the effect of directly or indirectly influencing the evaluation of proposals and/or the award of the contract. Offerors not in compliance with this provision shall be disqualified from contract award, unless it is determined that the best interest of the region would not be served by the disqualification. An offeror's proposal may be disqualified if its subcontractor and supplier engage in any of the foregoing communications during the time that the request is active (i.e., the issuance date to the date of contract award). Only the discussions, communications or transmittals of information authorized by the issuing agency in this RFP or general inquiries to the purchaser regarding the status of the contract award are exempt from this provision.

5. Proposal Format

Proposals should be limited to 25 numbered pages. Please include a cover letter that identifies a contact person and all contact information. The following format is not required but is encouraged to provide consistency between proposals, aiding in evaluation and comparison. If the format is modified please include the following information at a minimum.

- a. **Cover Letter.** Provide a signed cover letter containing contact information for the firm and key personnel, including the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
- b. **Project Approach.** Describe your team's approach to successfully delivering the Project. Provide details on how each task will be completed. Include any recommendations for maximizing effectiveness and efficiency.
- c. **Relevant Project Experience.** Provide a summary of your experience with similar projects, including location and client contact information. Specify the services provided, the office location from which the work was performed, and staff members' responsibilities. Web links to recent plans and past work, if available, may be included in addition to Project summaries.
- d. **Project Team.** Provide an organizational chart identifying all staff assigned to the Project, including any sub-contractors, defining roles, responsibilities, capabilities, hourly rates, and task assignments of each member for the duration of the Project.
- e. **Qualifications of Personnel.** Provide relevant experience and qualifications of all personnel assigned to the Project.

- f. Scope of Work.** Provide a detailed work plan for keeping the Project on schedule and within budget. Include projected workloads and staff availability, as well as a projected costs and schedule/timeline for completion of significant milestones for each activity, task, or deliverable.
- g. Project Cost.** Provide a fixed-fee total proposed project cost to adequately complete the scope of work
- h. References.** Provide contact information for at least three references for clients familiar with your work.

EVALUATION CRITERIA

Proposals should address all aspects of the RFP and clearly express an understanding of the requirements and qualifications to conduct these services in a thorough and efficient manner. Evaluation of proposals will be performed by a selection committee based on the committee’s determination of the firm’s ability to meet the requirements of this RFP based on the information provided in the proposal and using the following criteria:

1. Completeness of the proposal and adherence to requirements of this RFP;
2. Qualifications, experience, and availability of key personnel;
3. Understanding of the scope of work, project goals, and deliverables, and project approach for successfully completing the project;
4. Familiarity with and understanding of the nature and challenges of the region and stakeholders and strategies for successful stakeholder engagement and public involvement;
5. Project schedule and cost;
6. Familiarity with State, regional, and local planning and development laws and regulations; and
7. Familiarity with military department plans, studies, and documents defining military operations and mission footprint.

Candidate firms may be asked to present their proposal to CFCOG staff or the selection committee before the final selection is made. Final selection and contracting will be subject to approval by CFCOG.

TENTATIVE PROJECT SCHEDULE

In order to ensure high-quality products, adequate time for review and revisions will be scheduled and included in the contractual agreement. All meeting materials (maps, presentations, handouts, displays, etc.) will be submitted for review prior to scheduled meetings. Timelines for reviews and revisions will be detailed in the contractual agreement. The following schedule is provided as a guideline only.

September 11, 2017	Request for Proposals advertised
October 13, 2017	Proposals due to CFCOG
October 2017	Selection and Contracting
November 2017	Notice to Proceed
January/February 2018	Base Tour/Project Kickoff/Public Participation Plan due
Fall 2018	Draft JLUS Report due
January 2019	Final JLUS Report due
February 2019	JLUS Technical Addendum due, JLUS Communication Manual due, JLUS Data Management Plan/Portal due

ADMINISTRATIVE INFORMATION

1. All proposals become the property of CFCOG upon submission and will only be returned at CFCOG's option. Any restrictions on the use of the data contained within must be clearly stated in the Proposal itself.
2. The cost of preparing, submitting and presenting a Proposal is the sole expense of the consultant. CFCOG is not liable for any costs prior to issuance of a signed contract.
3. CFCOG reserves the right to reject any and all Proposals, to consider alternatives, to waive irregularities and to re-solicit a Request for Proposals.
4. CFCOG reserves the right to cancel the RFP in part or in its entirety. This solicitation of Proposals in no way obligates CFCOG to award a contract.
5. CFCOG makes no guarantees to any proposing firm until such time CFCOG approves a negotiated contract.
6. CFCOG will provide information and assistance in this Project where available. CFCOG will be the primary point of contact with all county and municipal governments.

NONDISCRIMINATION

The CFCOG complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal and state financial assistance. Therefore, the CFCOG does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in CFCOG's programs and activities.

GENERAL PROVISIONS AND REQUIREMENTS

1. **E-Verify Compliance.** Offeror and any and all subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
2. **Debarment.** Offeror and any and all subcontractors shall be registered at SAM.gov and shall not have been suspended, debarred, or excluded by any Federal, State, or local governments.
3. **Iran Divestment.** Offeror and any and all subcontractors shall not be listed on the North Carolina Department of State Treasurer's Final Divestment List.
4. **Liability Insurance.** Selected consultant will be required to provide proof of Worker's Compensation, General Liability, and Business Auto insurance for the duration of the project.
5. **Audited Financial Statements.** Selected consultant may be required to provide audited financial statements to demonstrate the ability to execute the scope of work on a reimbursement basis.