

# **REQUEST FOR PROPOSAL**

## **City of Jacksonville Compatible Use Study (Formerly Joint Land Use Study – JLUS)**

### **To Include the Jurisdictions of:**

**City of Jacksonville**

**City of Cabot**

**City of Sherwood**

**County of Pulaski**

**County of Lonoke**

**County of White**

**State of Arkansas**

**and**

**Little Rock Air Force Base**

### **Proposal Requested By:**

**Office of the Mayor**

**City of Jacksonville, Arkansas**

**1Municipal Drive**

**Jacksonville, Arkansas 72076**

**Date of the Request for Proposal – August 5, 2019**

**Date Proposals are due to City of Jacksonville Mayor’s Office –  
September 13, 2019**

## **PURPOSE, NEED STATEMENT AND GENERAL INFORMATION:**

The City of Jacksonville, Arkansas will sponsor a Department of Defense /Office of Economic Adjustment (DoD/OEA) supported Compatible Use Study (formerly a Joint Land Use Study) with the Little Rock Air Force Base (LRAFB) and surrounding communities. The City seeks to select and contract with a consultant to conduct all aspects of the Study under the management of the city's named project representative and in coordination with all identified stakeholders. The City anticipates this study will take 18 months to complete. The study area includes land outside of LRAFB owned property, which lies within the jurisdictions of City of Jacksonville, City of Sherwood, City Cabot, Pulaski County, Lonoke County and White County. These jurisdictions, along with LRAFB officials, will participate on the Study Policy Committee, Technical Committee, along with appropriate State Officials, private and commercial landowners. Others that fall within the boundaries identified in LRAFB current Air Installations Compatibility Use Zones (AICUZ) will also be invited to participate and comment throughout this study.

This Study will establish a process for local governments, participating counties and the State of Arkansas working closely with the Little Rock Air Force Base ( LRAFB) to implement measures that prevent the introduction of incompatible civilian development that may impair the operational utility of the LRAFB and to preserve and protect the public health, safety and welfare of those living near the active LRAFB installation and associated ranges, training routes, special use airspace, and operating areas. In addition, the Study process is intended to increase public awareness of the LRAFB missions and contribute to the local communities and regional economy. The process of the Study to produce a detailed plan that is intended to protect and preserve military readiness and defense capabilities while supporting continued community economic development throughout the contact region. The Study process, including data collection and analysis, shall consider a wide range of LRAFB mission variables and compatible use factors, as defined by this study.

### **Little Rock Air Force Base**

The LRAFB consists of 6,217 acres in Pulaski County Arkansas. The installation is 15 miles north of the cities of Little Rock and North Little Rock, Arkansas and lies within the city limits of Jacksonville. The airfield at LRAFB includes one runway, one assault strip, taxiways, multiple aircraft hangars and an traffic control tower. The LRAFB owns the Blackjack Drop Zone (DZ) in White County, and uses the All-American Landing Zone (LZ) at nearby Camp Joseph T. Robinson.

In 1951, after learning of the USAF's desire for a new installation in the central United States, local leaders communicated with the Secretary of the Air Force urging consideration of the Little

Rock area. In January 1952 the local leaders convinced Pentagon officials that the required land would be acquired by the community and donated to the USAF. Local leadership raised \$800,000 and purchased the land for the LRAFB. Construction began in December 1953 and command of the new facilities at Little Rock AFB was given to the Strategic Air Command in 1955. In 1962, the Arkansas Air National Guard came to the LRAFB settling on the C-130 in a training role, which they currently share with the 314 AW. In May 1971, the 314th Tactical Airlift Wing was relocated to Little Rock

Since 1987, the 314 AW has been the only active-duty wing stationed at LRAFB. The 314 AW remained the installation's host unit until October 2008 when operational control was transferred to the 19 AW. An AMC wing taking command changed the focus of the installation from training to combat. The 19 AW inherited the 314 AW's mission and tradition of excellence including installation operating support responsibilities such as maintenance, medical services and mission support. The 314 AW became a tenant wing and continues to train C-130 aircrews.

As the home of C-130 Combat Airlift, LRAFB is the only C-130 training base for the DOD, training C-130 pilots, navigators, flight engineers and loadmasters from all branches of the U.S. military and 28 allied nations. LRAFB is the headquarters for the 19th Airlift Wing. The 19th AW is assigned to the 18th Air Force Air Mobility Command (AMC), headquartered at Scott AFB, Illinois. AMC's mission is to provide "global air mobility via airlift and aerial refueling" for all of America's armed forces. The 18th AF is charged with tasking and executing all air mobility missions. As part of AMC's Global Reach airlift capability, the 19th AW's tasking requirements range from supplying humanitarian airlift relief to victims of disasters to air drop supplies and troops into the heart of contingency operations in hostile areas.

The 19th AW flies the world's largest fleet of C-130 aircraft and is responsible for providing worldwide deployable C-130 aircraft, aircrews, support personnel, and equipment for AMC and Air Expeditionary Force. The 19th AW is the host at Little Rock AFB and has C-130 Hercules aircraft, including C-130J, C-130H, and C-130J models. The 19th AW is composed of the 19th Operations Group, 19th Maintenance Group, 19th Mission Support Group and 19th Medical Group. Tenant units are also assigned to LRAFB, including the 314th Airlift Wing of Air Education and Training Command (AETC), the 189th Airlift Wing (189 AW) of the Arkansas Air National Guard and the 29th Weapons Squadron of Air Combat Command.

### **Economic Impact of the LRAFB**

The communities adjacent to LRAFB include the Cities of Cabot to the northeast, Jacksonville to the south and southeast, and Sherwood to the southwest. The greatest population density around LRAFB is to the south and southeast in Jacksonville. From 2000 to 2008, the population of the Cities of Jacksonville and Sherwood in Pulaski County grew by more than 1,400 people and 3,000 people respectively. Pulaski County grew by 15,000 people in the same timeframe. From 2000 to 2008, the City of Cabot and Lonoke County experienced much larger population

increases than the other cities and counties in the LRAFB vicinity. Cabot grew by more than 8,300 people and Lonoke County grew by more than 12,400 people. White County grew by almost 7,700 people from 2000 to 2008. In years 2011 to 2013 Jacksonville experienced growth of almost 500 people with a slight decrease during 2014-2017. Population increase is again occurring in Jacksonville. Continued growth has occurred in the surrounding cities.

The economic impact of the Little Rock Air Force Base on Jacksonville and the surrounding communities is immeasurable. The Base conducts an Annual Economic Impact Study in the Central Arkansas area which includes funding that the Base brings to these Communities and the employment stimulated by the Base. The Base is the 7th largest employer in Arkansas and is responsible for generating 1.2 Billion annually to Central Arkansas area. These resources brought to communities impact every aspect of the local economy. The Base employs over 7000 military and civilian personnel and has over 12,000 individuals on the Base daily, counting spouses and dependents. This Base enjoys a compatible relationship with all the jurisdiction communities. Many citizens work at the Base in a variety of civilian roles. Base leadership serves on City committees and commissions including the School Board and the Chamber of Commerce. The Base Community Council is an civilian organization promotes, plans and carry out functions and events that are supportive of the Community and the Base mission. While many LRAFB leadership and other personnel attend quarterly Council meetings, it is a civilian organization.

### **Reasons for the Little Rock Air Force Base Compatible Use Study**

The LRAFB has property that is within the limits of the cities of Jacksonville population of approximately 30,000, Sherwood (31,081), Cabot (26,141), Pulaski County (393,956), Lonoke County (72,898) and White County (79,016). The updated LRAFB AICUZ, released in June, 2011, identifies incompatible civilian land use that may adversely affect the training and readiness missions of a military installation and also issues that may affect community growth.. Pressures from incompatible civilian development can create restrictions on use of installations, ranges and training corridors. Incompatible civilian development can also threaten public safety, exposing the adjacent population to aircraft noise and even accidents. This 2011 LRAFB AICUZ made recommendations that include the following:

- The municipalities surrounding the installation should provide timely notification to Little Rock AFB regarding new development plans within the noise zones or APZs.
- Unzoned areas encompassed by the DNL noise zones and APZs at Little Rock AFB should be zoned to ensure compatible development.
- The AICUZ overlay district regulations implemented by the cities of Jacksonville and Sherwood should continue to be applied and

enforced in order to regulate potential development within the APZs.

- The official zoning maps and electronic land use and zoning data for the cities of Jacksonville and Sherwood should be updated to indicate the location of their respective AICUZ overlay districts.
- Local municipalities should provide for Real Estate disclosures in noise zones and APZs around Little Rock AFB.
- Local municipalities should exercise caution when approving transportation plans, such as the proposed collector roads south of the western APZs in the City of Sherwood, to ensure that such plans would not attract development that could impact LRAFB's ability to fulfill its mission requirements.
- Pulaski and Lonoke counties should encourage developers to seek annexation from municipalities rather than developing in underserved unincorporated areas. The counties should also continue to make municipalities and other public service providers active participants in the development review and approval process.
- Several currently vacant areas in close proximity to Little Rock AFB are identified as available for residential development by the cities of Jacksonville and Sherwood. If developed as residential properties at high densities, these areas could be incompatible with future Little Rock AFB aircraft operations. It is recommended that the cities act consistently with USAF land use compatibility guidelines in relation to the noise zones and APZs when developing these areas.

In addition, it is expected that this Study and resulting Plan will respond to compatibility issues that related to following:

- Enhancing the understanding that exists between all major stakeholders by Increasing communications between the Little Rock Air Force Base, local Arkansas City jurisdictions of Jacksonville, Sherwood, Cabot and the Counties of Pulaski, Lonoke and White about the strong economic and physical relationship between the Base and its Community partners.
- Improving collaboration between all stakeholders by encouraging cooperative land use and resource planning between the LRAFB and area stakeholders so that future development is compatible with the training and operational missions at the installation, while at the same time seeking ways to reduce operational impacts on adjacent public and private lands.
- Development and implementation strategies and tools designed to address the compatibility issues identified during the compatible use process.

The Study will need to re-examine the status of these issues and others that result from the analysis of the Consultants.

In summary, the Compatible Use planning process, including data collection and analysis, shall consider, but not be limited to, the following military mission compatible use factors, as applicable:

- Air
- Water
- Energy compatibility and availability
- Security
- Airspace and land restrictions
- Airborne noise
- Urban growth
- Spectrum encroachment
- Endangered species and critical habitat
- Cultural resources
- Marine resources
- Natural factors

The Compatible Use planning process shall include an Implementation Plan, with monitoring responsibilities identified, to ensure the recommendations advanced in the Compatible Use Study are realized. The Implementation Plan shall include a list of specific public and private actions for each study participant organized by their scheduled execution date –

- Short Term (1-3 years)
- Medium-Term (4-10 years)
- Long-Term (11-20 years)

### **Overall Compatible Use Goals and Objectives**

Some of the following strategies that will guide the implementation of the Project goals and objectives are:

- Conducting a land use assessment that accounts for surrounding potential growth areas.
- Establishing a baseline of existing incompatible land uses around the LRAFB. Conducting an assessment must account for regional and local growth trends. Producing a plan to assist surrounding communities in making informed decisions regarding compatibility planning.
- Producing recommendations and strategies to promote compatible land use planning around LRAFB and within the surrounding communities.

- Within this approach, the City of Jacksonville will work closely with our neighbors, Consultants, operational Committees to emphasize communications with the communities involved through strategic strategies of leadership involvement, town halls and use of local press and social media. The City of Jacksonville will manage an 18-month process utilizing selected Consultants to conduct the Study and produce the defined deliverables.
- Project Timeline: The Study will be conducted over an 18-month period and be directed toward the accomplishment of the Objectives of the Project. These Objectives are repeated here with an associated time period of initiation and well as a completion period.

### **Objectives and Timeline of the Compatible Use Plan Project**

Objective 1. Convene community and military representatives to identify, confirm, and understand compatibility issues and concerns in an open forum.

Quarter 1 - initiate

Quarter 2 - Complete

Objective 2. Identify and document both the community and LRAFB perspectives and needs as a basis for ongoing collaborative land use that is consistent with the LRAFB mission and Community growth needs.

Quarter 1 – initiate

Quarter 3 - Complete

Objective 3. Document increased public awareness, needed education, and additional opportunities for on-going input in an organized and cohesive on-going outreach program.

Quarter 3 – Initiate

Quarter 4 Complete

Objective 4. Specify cooperative land use and resource planning among LRAFB and surrounding stakeholder communities so that future community growth and development are compatible with the LRAFB missions and operations.

Quarter 3 – Initiate

Quarter 4 – Complete

Objective 5. Identify methods to reduce potential operational impacts within the study area

Quarter 3 – Initiate

Quarter 4 – Complete

Objective 6. Provide a set of mutually supported tools, activities, and procedures from which local jurisdictions, agencies, and the LRAFB can select, prepare, approve and adopt in order to implement recommendations developed during the Project process.

Quarter 4 – Initiate

Quarter 4 – Complete

Objective 7. Specify and document actions that include both operational measures to mitigate installation impacts on surrounding communities and local government and agency approaches that reduce community impacts on military operations.

Quarter 4 – Initiate

Quarter 5 – Complete

Objective 8. Document how developed tools can and will help decision makers to resolve compatibility issues and prioritize projects within their annual budgeting cycles.

Quarter 4 – Initiate

Quarter 5 – Complete

Objective 9. Hold a minimum of 2 town hall meetings on the purpose of the Study.

Quarter 1 – Initiate and Complete

Objective 10. Hold a minimum of 2 town hall meetings on the outcomes of the Study.

Quarter 5 – Initiate and Complete

Objective 11. Publish a minimum of 2 press releases on both the purpose and results of the Study.

Quarter 1 & 5 – Initiate and Complete

Objective 12. Produce a draft report for all stakeholder review and feedback.

Quarter 5 - Initiate and Complete

Objective 13. Produce a draft report for all Committee review and feedback

Quarter 5 - Initiate and Complete

Objective 14. Publish a final report for distribution to all stakeholders and Committees.

Quarter 6 - initiate and complete

## **Scope of Consultant Service**

Required responsibilities to complete the Project that will be carried out by the Consultants will incorporate the following work plan, methods and products:

- Overall Project/Study Implementation – This task includes any necessary refinements to the Project Work Plan and implementation of the study to insure consistency, continuity and effective Project management while working with the Project PDA, AO and Committees
- Achievement of all Study Objectives in a manner consistent with the Study timeline

- Work with Project Coordination - Dr. Robert Price, the Project PDA and Jacksonville's Director of Programs and Economic Development will coordinate all communication with federal, state and local agencies and elected officials. All information concerning the Project, including progress reports, meeting agendas and materials, presentations, and draft and final reports will be provided to Dr. Price prior to Committee review and prior to public release. Upon the completion of the Project, all maps, data, and report shall be the property of the project sponsor and provided to all Policy Committee members, Study jurisdiction leadership, elected officials and stakeholders in both paper and electronic formats
- The Contractor will develop and maintain a Project Website. The website will focus on providing communication to Committees, general public, jurisdiction officials & installation officials. The website will include such items as an event calendar, project documents, project updates and maps throughout the length of the Project
- Identify and collect pertinent information and data, studies, reports, comprehensive plans, relevant federal, State of Arkansas and the State of Arkansas noise standards and guidelines, development regulations, and information on current and foreseeable or planned LRAFB military operations. Specifically:
  - Identify, review and summarize land use policies and plans being implemented by local governments within the study area boundary
  - Identify, review and summarize current ordinances, land development codes and policies, military regulations, federal and State of Arkansas and the State of Arkansas laws and regulations that address potential land use conflicts between study area land uses and LRAFB operations and uses; and other regulations that control or reduce potential conflicts between land uses and installation operations
  - Review current coordination mechanisms between the communities and the LRAFB
  - Estimate resident population and demographic profiles within study area with civilian-military breakdown (if available). Utilize current Census tract information or block-level information, and any projections developed by the State of Arkansas. Research commute patterns and traffic patterns surrounding LRAFB and other facilities in the area.
  - Identify existing and proposed infrastructure or community facility improvements proposed within the study area
  - Identify and map any on-post improvements that would potentially alter or increase off-post impacts, or other foreseeable future projects
  - Identify other data needs as necessary or as directed by the Policy Committee, Technical Committee or PDA
  - Identify policies and regulations that govern the planning and placement of alternative or new energy projects.

The consultant will need to include (but not limited to) the following source documents to support this effort:

- LRAFB AICUZ (June 2011)
- Installation Natural Resource Management Plan
- Base Master Plan
- Comprehensive Plan and Zoning Ordinances for all Cities in LRAFB Jurisdiction
- All jurisdiction City Reports 2004–2021
- Pulaski, Lonoke and White County Comprehensive Plans
  
- Evaluate Little Rock Air Force Base Plans that relate to the following:
  - To determine future conflicts, the consultant will evaluate planned expansions for Little Rock Air Force Base in terms of mission, operation, and/or infrastructure. Standard operating procedures will be reviewed to determine impacts on surrounding communities, and staff will evaluate current attempts to mitigate those impacts.
  - Identifying existing and future land uses as well as existing and potential conflicts within noise and AICUZ contour areas to include existing land use compatibility maps.
  - Presenting a description of LRAFB plans, growth objectives and operating procedures, and current impacts on surrounding areas
  - Presenting a description of related community plans, growth objectives that relate specifically to LRAFB planning.
  
- Design and implement Stakeholder and Public Involvement - Public participation is an integral part of the Project 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. 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.
  
- Provide Installation Tour - The Consultant shall participate in and support, as required, an installation tour, including outlying facilities as appropriate. The purpose of the installation-led tour is for the Project Policy Committee and Technical Working Group members to gain a more comprehensive understanding of the military missions, issues, and constraints imposed through incompatible development.
  
- Public/Elected Officials - The Consultant will assist with relationship building and outreach to local, State and Federal public officials representing the participating

jurisdictions who will ultimately be responsible for implementing the Project recommendations

- Public Meetings - The Consultant will hold necessary jurisdiction public meetings throughout the study to educate the public about the purpose of the Project, the planning process, recommendations, and to seek input from the public during key phases of the study.
- Project Initiation - Consultant will hold “Kickoff” meetings before the Policy & Technical Committees at the beginning of the study to explain the Project, Goals and Objectives. Public comments will be sought, including any conflicts with the installation or military operations and recommendations for analysis.
- 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 conflicts, and other preliminary recommendations. Public comments will again be solicited with emphasis on the implementation strategies.
- Final Recommendations - Prior to the Policy Committee and participating jurisdictions taking any formal actions, the Consultant will present the final Project report, including recommendations and an Implementation Plan.
- 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 planning process.  
Examples of installation documents can include:
  - The Installation Development Plan (IDP)
  - Installation Comprehensive Encroachment Management Action Plan (ICEMAP)
  - Air Installation Compatible Use Zone (AICUZ) Study
  - Airfield Obstruction Survey
- Examples of jurisdiction plan reviews will include city and county master Plans for growth and development, industrial development, housing expansion and sports complex development.
- Consultants will create GIS layers that include all factors that impact collaboration and decision making related to the Plan. Minimally, Consultants will: review local, State and Federal regulatory framework for community development; compile and review military documents to map footprint for military operations, and any other pertinent documents;

present collected data and mapping to the Technical Working Group(s), Policy Committee, and public; Publish findings on Project website and survey/interview key stakeholders

- The consultant will utilize Geographic Information Systems mapping technology to display and analyze the following data:
  - Base maps to establish desired scale and map layout for presentation and report-sized maps.
  - Parcel-specific GIS-based coverage for noise contours, Clear Zones, and Accident Potential Zones (APZs).
  - Parcel-specific existing land use maps for the study area.
  - Currently adopted parcel-specific zoning district maps for the study area using data obtained from local governments.
  - Current and historical aerial photography to analyze development patterns and pressures in the region.
  - Building permit data and subdivision approval data from local governments in the region.
  - Current and proposed utility infrastructure and transportation systems in the region.
  - Current environmental features and constraints in the study area using data collected from Arkansas Environmental Quality Control or other local sources, including stream buffers and existing buffer areas surrounding LRAFB.
  - Current and historic population maps that will depict population growth in the area using US Census data and other projections available from the State of Arkansas.
  - Potential sites for future wind or solar projects outside the perimeter.
  - Other mapping as required to complete this task.
  
- Conflict/Compatibility Analysis - Consultants will identify potential conflict over land use and its impact as well as areas of future potential conflict, type of conflict and impact. Map conflict areas will be presented to Committees and working groups to solicit input on resolving conflict and impacts.
  
- Conflict Resolution Strategies - Consultants will develop resolution strategies for all current conflicts and potential for future conflicts. This will include tools, techniques and models that support compatible land use strategies which will guide future and compatible development to protect and preserve military readiness and defense capabilities while supporting continued community economic development. Consultants solicit public input to potential solutions and present these solutions to Policy Committee for review.

- Prepare Study Report - Develop a Draft Plan that includes as a minimum the following components:
  - Document resolution strategies
  - Generate short- mid and long-term priorities
  - Produce Implementation strategies for Project recommendations that recommends actions for Federal, state, local, non-governmental agencies.
  - The Consultant will identify appropriate responsible parties, timelines, estimated costs, and appropriate financing mechanisms to implement the recommendations.
  - Produce a monitoring plan and recommend an organizational structure and process that promotes Project participants to continue working together on compatibility and viability issues beyond completion of the Project.
  - Produce metrics for measuring plan effectiveness
  - Produce a Draft Plan for public presentation and comment
  - Tabulate a collection of responses to Draft Plan and updates as required
  
- Final Plan - Present Final Project to Policy Committee for final approval
  
- Present Final Report to participating local jurisdiction legislative bodies for formal adoption
  
- Deliver completed Report document to study sponsor
  
- Provide 30 printed copies of the final report to City of Jacksonville Mayor's Office for distribution to the Project participants, as well as an electronic copy of the final report for future reproduction and distribution, as needed, along with a four-page maximum Executive Summary for public distribution and to post on project website. Executive Summary shall 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, summary of compatible use issues, and primary recommendation highlights.

Each of these tasks will produce a type specific documentation that will include the following and be provided as Study Deliverables by the Consultant.

- Meeting minutes and agendas.
- Policy Committee membership roster and contact information.
- Public Involvement Plan
- Press releases
- Log of public workshops, including lists of participants, event summaries, and record of

- public input/feedback received
- Documentation of other public involvement activities
- Website
- Updated GIS coverage for existing and future land use, zoning, population, noise contours, historical development patterns, and environmental constraints. All GIS coverage will be delivered in the State of Arkansas Coordinate System. These coverage will have feet as the unit of measurement and shall be delivered in the ArcGIS software format.
- Hard copy maps where necessary and appropriate showing GIS coverage.
- Draft report detailing the review of the existing regulations and including other pertinent data as well as a meaningful analysis of all data gathered.

### **Review - Specific Consultant Tasks and Deliverables Should Include:**

#### **Project Initiation**

The selected consultant will conduct a "kick-off" meeting where the consultant meets the entire Project Policy and Technical Committees for the first time to confirm scope of services, objectives, schedule, and address any questions. The consultant will be responsible for the day to day conducting of the Study.

##### Deliverables

1. Agenda that is communicated to all parties prior to the Kickoff meeting
2. Specification of strategies for Kickoff meeting

#### **Installation Tour**

The Consultant, working through the project sponsor, will coordinate an installation tour, including outlying facilities as appropriate. The purpose of the installation-led tour is for the Study Policy Committee and Study Technical Working Group members gain a more comprehensive understanding of the military missions, issues, and constraints imposed through incompatible development.

##### Deliverables:

1. Meeting minutes and agendas.
2. Policy Committee membership roster and contact information.

#### **Public Involvement**

The consultant will interview local government officials, staff, and military representatives, to understand current and future compatibilities and conflicts, as well as, interview LRAFB representatives to identify current training and mission activities and objectives, as well as anticipated activities.

The consultant will prepare a Public Involvement Plan to outline specific points and methods for involving the general public and stakeholders in the PROJECT process. The consultant will be responsible for creating and distributing press releases related to meetings, updates, and other topics of interest or as directed by the Policy Committee. The consultant will also develop and maintain a website to engage the public between meetings. The website will include, but not be limited to, meeting agendas and summaries, maps, data gathered, documents, recommendations, and committee members. The website will have an email link for the public to use to provide input at any time during the process. The consultant will conduct a minimum of three public workshops: one to introduce the project to the public, one to review draft recommendations, and one to present final findings/recommendations. Each of these workshops will allow members of the public to provide input and feedback. Other activities, such as media interviews and meeting notifications, will be performed by the consultant as well. Specific public involvement activities at various stages of the project will occur at the direction of the TAC and/or Policy Committee.

Deliverables:

1. Public Involvement Plan
2. Press releases
3. Log of public workshops, including lists of participants, event summaries, and record of public input/feedback received
4. Documentation of other public involvement activities
5. Website Development

### **GIS Mapping**

The consultant will utilize Geographic Information Systems mapping technology to display and analyze the following data:

- Base maps to establish desired scale and map layout for presentation and report-sized maps.
- Parcel-specific GIS-based coverage for noise contours, Clear Zones, and Accident Potential Zones (APZs).
- Parcel-specific existing land use maps for the study area.
- Currently adopted parcel-specific zoning district maps for the study area using data obtained from local governments.
- Current and historical aerial photography to analyze development patterns and pressures in the region.

- Building permit data and subdivision approval data from local governments in the region.
- Current and proposed utility infrastructure and transportation systems in the region.
- Current environmental features and constraints in the study area using data collected from Arkansas Environmental Quality Control or other local sources, including stream buffers and existing buffer areas surrounding LRAFB .
- Current and historic population maps that will depict population growth in the area using US Census data and other projections available from the State of Arkansas.
- Potential sites for future wind or solar projects outside the perimeter.
- Other mapping as required to complete this task.

Deliverables:

1. Updated GIS coverage for existing and future land use, zoning, population, noise contours, historical development patterns, and environmental constraints. All GIS coverage will be delivered in the State of Arkansas Coordinate System. These coverages will have feet as the unit of measurement and shall be delivered in the ArcGIS software format.
2. Hard copy maps where necessary and appropriate showing GIS coverage.
3. Draft report detailing the review of the existing regulations and including other pertinent data as well as a meaningful analysis of all data gathered.

## **Identification and Analysis of Land Use and Facilities Conflicts &**

### **The Identification of existing land uses located within current noise contours and APZs**

In order to identify locations where land uses or development patterns may be incompatible between military uses and civilian uses, a small-scale overview of current zoning and land use must occur. The consultant will classify existing land uses within and surrounding LRAFB in terms of compatibility with military operations. Existing conflicts will be reviewed from the aspect of military operations and civilian concerns. Potential future conflicts will be identified based on future land use plans and current zoning. Development controls such as zoning ordinances, subdivision regulations, building code regulations, and other land development policies will be evaluated to determine their ability to reduce future conflicts.

## **Evaluate LRAFB Plans**

To determine future conflicts, the consultant will evaluate planned expansions for LRAFB in terms of mission, operation, and/or infrastructure. Standard operating procedures will be reviewed to determine impacts on surrounding communities, and staff will evaluate current attempts to mitigate those impacts.

### Deliverables

Portions of draft report to include:

1. Identifying existing and future land uses as well as existing and potential conflicts within noise and AICUZ contour areas to include existing land use compatibility maps.
2. Presenting a description of LRAFB plans, growth objectives and operating procedures, and current impacts on surrounding areas
3. Presenting a description of community plans, growth objectives, and development review process.

## **Future Community Development Potential and Assessment of Future Land Use Conflicts**

### **Future Development Potential Analysis**

To determine what might occur in the future, the consultant will collect and analyze data pertaining to current zoning, planned or potential infrastructure expansions, and development activities or constraints in the study area. Future potential development projections will be based on existing comprehensive land use plans and ordinances, environmental or infrastructure constraints and other pertinent data. Staff will develop various land use scenarios which will be overlaid with the study area and noise contours, CZ and APZs using GIS mapping. Preferred land use alternatives will be discussed by the TAC and Policy Committee.

### **Future Land Use Impact Assessment**

Based upon existing and historical conditions, land use and transportation issues, noise impacts, and future development potential of the study area, the consultant will identify future land use alternatives and identify the various potential advantages and disadvantages of each. The consultant will prepare Land Use Compatibility Maps consisting of noise contours, CZ and APZs that are reflective of existing and future land use conflicts.

### Deliverables:

1. Future Land Use Compatibility Maps delineating alternatives, proposed future

land use and zoning maps, including an inventory of vacant lands that cannot be developed due to infrastructure or environmental constraints and existing buffers around LRAFB

2. Draft report sections including land use analysis and conflict assessment.

## **Land Use Policy and Regulation Recommendations**

### **Existing Regulations/Policies**

The Consultant will collect data from all jurisdiction counties and cities pertaining to existing land use ordinances and regulations. The consultant will analyze existing regulations and policies and determine how they may help to either mitigate or prevent encroachment concerns identified in the previous tasks. Existing coordination efforts between local governments and LRAFB during land development will be identified and analyzed. Public involvement will be utilized at this stage to gather input on the existing policies and coordination efforts.

### **New Regulations/Policies**

The consultant will work with the Technical Committee (TC) to identify potential new regulatory and non-regulatory measures to encourage compatible land uses within the study area. Recommendations will be offered for both military and civilian partners. Options such as noise attenuation standards, air space height standards, land exchanges, land acquisition, development incentive programs, conservation easements, transferable development rights programs, performance standards, special overlay zones, and special procedures for reviewing developments with potentially substantial impact within the study area may be explored. Sample ordinance language will be presented for regulatory recommendations. Other measures may be explored at the direction of the TC and/or Policy Committee.

The consultant will also develop a process at the local level for cities and the county to work with the State of Arkansas, LRAFB, the Department of Defense Siting Clearinghouse, FAA and other Federal agencies to support compatibility between development of regional renewable energy resources and military operations, including test and training activities. The Department of Defense Siting Clearinghouse requirements and standards published in Title 32, Code of Federal Regulations, Part 211 shall advise and guide the process to facilitate the early submission of renewable energy project proposals to the Clearinghouse for military mission compatibility review.

#### **Deliverables:**

1. Draft report sections, including recommendations summary and implementation strategies tailored for each jurisdiction.
2. Proposed amendments, if necessary, to regulatory and development codes, and

relevant planning documents.

3. Provide LRAFB recommendations to reduce adverse impacts on surrounding properties tailored for LRAFB's present and foreseeable missions and operations without compromising its mission or continued viability.
4. Provide community recommendations tailored for each participating city and county, including recommended policy statements, ordinances, local government land use controls, noise and other pertinent measures.

### **Draft and Final Project Report**

- **Draft Report presented to Project Staff & any working groups**

The consultant will present all groups the draft Project Report for review. The consultant will incorporate all edits and revisions prior to the draft being submitted to the Policy & Technical Committees. The revised draft will also be placed on the Project website for public review

- **Recommendations to Policy Committee**

Upon satisfactory review and edit by the project Staff, any working groups and the TC, a final report will be forwarded to the Policy Committee for review and comment.

- **Final Draft Report Distributed**

After input has been received from the Project Staff Project Policy Committee, a final draft report will be distributed to each entity for comment and review.

- **Revisions to Final Draft Report**

After the report has been reviewed by all parties, final edits/changes will be made and incorporated as necessary into a final report.

- **Presentation of Final Report to Policy Committee & Project Staff**

The final report will be prepared by the consultant and will include all comments and revisions. This final report will be presented to the Policy Committee at a regularly scheduled meeting.

- **Final Report Released to Public**

Prior to adoption of the final report by the Policy Committee, the report will be released to the public for final review. The report will be available at local government offices,

LRAFB offices, and on the website.

- **Adoption of Final Report**

Upon satisfactory public review a final draft report will be produced and distributed to project Sponsor, LRAFB, OEA, and all participating local governments. The final report will be adopted by the Project Policy Committee and forwarded to participating local governments for consideration for adoption.

- **Final Report Made Available**

The final report will be made available on the website. The report will also be distributed to all Policy Committee members in hard copy and electronically on CD. Finally, the report will be made available on CD for all participating agencies and groups.

Deliverables:

1. Log of all comments received from groups, Committees and the public, and a record of how comments were addressed
2. Resolution of Adoption for Policy Committee and legislative bodies of participating jurisdictions.
3. Hard copy and digital copy of final report
4. A four-page summary of the study for public distribution and posting on the website.
5. Draft and final reports on website

- **Implementation Plan and Action Steps**

By adopting the resolution creating the Project Policy Committee, local governments participating in the Compatible Use Study have agreed to attempt in good faith to locally implement measures recommended in the study report. A specific implementation plan and action steps, which includes assigned responsibilities to each Project entity will be developed. Strategies and procedures for cooperative monitoring of the implementation of recommendations in the plan will be discussed. Action steps for implementing the Project Plan and recommendations will be outlined in the implementation plan. These steps may include continuing the Project planning committee, working groups, policy committee, and the TC, developing public outreach or public relations pieces, or other specific project-related tasks.

Deliverables:

1. A plan for a continued dialogue among LRAFB and project partners.
2. Description of Public relations pieces related to Study recommendations and implementation

- **Presentation of Report and Implementation Plan to Participating Jurisdictions**

The selected consultant will be responsible for presenting the findings of the report and implementation plan to all the cities and counties in the LRAFB jurisdiction as well as all parties involved in the Study

- **Organization**

Throughout the life of the Compatible Use Plan Project, work will be guided by a Policy Committee comprised of voting members from the cities and counties within the LRAFB jurisdiction as well as representation from LRAFB. This Policy Committee, working through the Project Staff, will direct the formation of a Technical Committee and appropriate working groups that will work directly with the consultant in the development of recommendations in the Study. The Policy Committee will be staffed by the City of Jacksonville Project Staff and will meet frequently during the initial phases of the study. Later, the Policy Committee may develop a bi-monthly or quarterly meeting schedule for the remainder of the Study period.

- Available Resources to Support the Study Include:

- LRAFB AICUZ (February 2015)
- Installation Natural Resource Management Plan

- Base Master Plan
- City of Jacksonville Comprehensive Plan and Zoning Ordinances
- Cities of Cabot, Sherwood and Counties of Pulaski, Lonoke and White Master Plans and Zoning Ordinances

The study area will include a five (10) mile primary radius and a fifty (50) mile secondary radius around LRAFB.

- **Results or Benefits Expected**

The Project planning process will benefit the community and the military installation by identifying locations where land use conflicts exists and or have the potential to occur, where mitigation or prevention of activities could be identified and implemented. Such actions will support the long-term viability of the installation while at the same time support community growth and development.

- **Approach and Project Timeline**

The following is the anticipated timeline for the Project study.

Month 1	Receive Grant Award. Publish RFP
Month 2	Select Consultant. Conduct Project Kick-Off Meeting. Conduct Project Policy Meeting
Month 3	Initiate all City and County meetings.
Month 4	Complete all City and County Meetings
Month 5	Complete Project Initiative and Public Involvement
Month 6	Initiate Existing and Historical Conditions Analysis and Mapping.
Month 7	Complete Existing and Historical Conditions Analysis and Mapping.
Month 8	Initiate Identification and Analysis of Land Use and Facilities Conflict.

Month 7	Complete Identification and Analysis of Land Use and Facilities Conflict.
Month 8	Initiate Future Development Potential and Assessment of Future Land Use Conflicts.
Month 9	Continue Future Development Potential and Assessment of Future Land Use Conflicts.
Month 10	Initiate Land Use Policy and Regulation Recommendations.
Month 11	Continue with Land Use Policy and Regulation Recommendations.
Month 12	Initiate and Complete Town Hall Community Meetings
Month 13	Initiate Draft Project Report
Month 14	Complete Feedback on Draft project Report
Month 15	Complete Implementation Plan, Action Steps and Ongoing Monitoring Strategies
Month 16	Complete Feedback on Implementation Plan, Action Steps and Ongoing Monitoring Strategies
Month 17	Complete Implementation Plan, Action Steps and Ongoing Monitoring Strategies Complete Second Town Hall Meeting
Month 18	Complete Presentation of Report and Implementation Plan to Participating Jurisdictions

Project Primary Deliverables:

1. The Primary Project deliverables will include the Project Final Report and Implementation Plan with printed and electronic versions
2. A Public Participation Plan -2-4 Page Project Overview for public distribution and posting on website.

**CONSULTANT QUALIFICATIONS**

The selected consultant must possess the ability, experience, and reputation for high quality service necessary to produce high quality and functional projects. To ensure the consultant is capable of providing an acceptable level of service to the City, the following minimum qualifications must be met:

- Consultant must have extensive experience conducting past Joint Land Use Studies, with particular experience at domestic U.S. Air Force Bases.
- Consultant must have knowledge of Department of Defense (DOD) requirements concerning the Project process.
- Consultant must be available for immediate assignments and be adequately staffed to meet project scope requirements.

**SELECTION PROCESS –**

A Selection Committee of Project staff and representation from the Policy and Technical Committees will select candidates from those responding to this RFP, which appear best qualified relative to the evaluation criteria listed herein. The Selection Committee will rank the candidates in order of preference. The City may enter negotiations with the first-ranked candidate. If a mutually satisfactory agreement cannot be reached with the first-ranked candidate, negotiations will be terminated with that candidate and the negotiation process will be initiated with the second-ranked candidate. This process will be repeated until a mutually satisfactory agreement is reached. When such an agreement is reached, the City will execute a contract pursuant to the agreement and subject to the availability of funding. The City reserves the right to reject any proposal at its sole discretion for any reason.

The evaluation criteria to be used in selecting and ranking consultants include, but are not limited to, the following:

### **SELECTION CRITERIA**

1. Recent similar JLUS consultant experience, particularly at a domestic U.S. Air Force Base.(10 points)
2. Proposed Fee to conduct this Study.(10 points)
3. Capability to perform all aspects of the project as described in “Scope of Consultant Services” within 18 months of Notice to Proceed.(10 points)
4. Quality of projects previously undertaken.(10 points)
5. Qualifications and experience of outside consultants that may be engaged by the consultant under consideration. (5 points)
6. Proposal consistency with RFP Objectives and Scope of work.(20 points)
7. Proposal adherence to all RFP requirements. (10 points)
8. Readability of proposal. (5 points)
9. Internal consistency of Proposal (10 points)
10. Quality of recommendations & letters of reference (10 points)

### **STATEMENT OF QUALIFICATION REQUIREMENTS**

Statements of Qualifications should be organized in the following format. **Responses are limited to 30 pages maximum.** 1.) The City will allow an appendix for resumes, not to exceed two pages, for each proposed assigned staff; 2.) DBE Program/Affirmative Action Plan Information shall be included as an appendix.

Elements listed under each part must be included in the submittal:

- Executive Summary:
  - The Statement of Qualifications shall be prefaced by an Executive Summary of two (2) pages or less, which gives in brief, concise terms a summation of the submittal.
- Required Experience:

Describe the background and experience of the primary and sub-consultants. This section should be a concise document which shall include the following information. Relevant Experience of Consultant:

- The summary must include where the work was performed, and the role performed at each location by the Consultant. The summary shall also include the approach to the work, including efforts aimed at stakeholder inclusion and any unique problems encountered and the solutions developed.
- Relevant Experience of Major Sub-Consultants:
  - It is the intention of the City of Jacksonville to execute a contract with one Consultant and to hold that firm solely responsible for the execution of the entire project. It is recognized that the Consultant may desire or need the services of sub-consultants to undertake various elements and items of this project. If sub-consultants are anticipated, the statement of qualifications should identify the proposed sub-consultants and the specific elements and items for which each will be responsible. For any sub-consultant anticipated to receive 20% or more of the dollar volume of the work under this contract, said sub-consultant shall provide the same relevant experience information requested with respect to the Consultant.
- Assigned Staff:
  - A statement of the project manager and key personnel that would be assigned to the project by the Consultant and its sub-consultants. Include an organizational chart, a description of the interface between the parent organization and the project team, job description of key positions, and resumes of the key personnel who would be performing the work. Each resume or biography must describe the person's professional capabilities, experience, education, training and work commitments. Describe any subcontracting relationships that are proposed for the project.

The City of Jacksonville, Arkansas, retains the right to reject all proposals and to re-solicit if deemed to be in their best interest. Selection is dependent upon the negotiation of a mutually acceptable contract with the successful responder.

#### **PROPOSAL SUBMISSION AND FORMAT:**

Each proposal shall include at a minimum:

1. Letter of interest, name of organization, and project contact information.
2. Current resume of qualifications.
3. Direct response to the selection criteria defined above.
4. Cost of Services.
5. A summary of an understanding and approach to the project.
6. Description of experience including a list of relevant projects with reference contacts.
7. Any other information that will assist the Source Selection Committee in its decision.
8. Office of Management and Budget Standard Form SF 254 for primes and subcontractors.

**PROPOSED TIME SCHEDULE**

The schedule for conducting this selection process is proposed as follows, subject to revision:

Advertise solicitation of RFP	August 5-September 12 , 2019
Possible Pre-Proposal Conference calls with Consultant Firms	September 6, 2019 2:00 p.m. CST
Deadline for submitting questions/clarifications of the RFP	September 1, 2019 by 5:00 p.m. CST
Deadline for the City to receive Proposals from interested firms.	September 13, 2015 by 2:00 p.m. CST
Possible Candidate Interviews ( Conference Call)	Week of September 16, 2019

**DBE PARTICIPATION**

Describe your program for the direct involvement of Disadvantaged Business Enterprises (DBE) in the ownership, management, or operation of your business. If you are a certified DBE, indicate the source of your certification. There are no DBE participation goals set for this contract.

## **GENERAL**

### VERIFICATION OF EMPLOYMENT ELIGIBILITY

The Proposer must comply with the Immigration Reform and Control Act (IRCA) by not knowingly obtaining labor or services of an unauthorized alien. The Proposer is solely responsible for verifying employment eligibility required by IRCA.

### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the city to recruit, employ, and to provide compensation, promotion, and other conditions of employment without regard to race, color, religion, sex, age national origin, or disability. The City affirms that employment decisions shall be made only on the basis of bonafide occupational qualifications. The City shall continually review its employment practices and personnel procedures and take positive steps to assure that equality of employment opportunity in the City of Jacksonville, Arkansas, is a fact as well as an ideal.

### MINORITY AND WOMEN BUSINESS ENTERPRISES

The City of Jacksonville hereby notifies all Proposers that, in regard to any contract entered into pursuant to this advertisement, Minority and Women Business Enterprises (M/HUB) will be afforded equal opportunities to submit bids in response to this invitation and will not be discriminated against on the grounds of race, ethnicity, color, sex, religion or national origin in consideration for an award.

For a Copy of the RFP and/or assistance contact:

Dr. Robert Price

Director, Economic Development & Cultural Alliance

City of Jacksonville, Ar. 72076

1 Municipal Drive

[rprice@cityofjacksonville.net](mailto:rprice@cityofjacksonville.net)

501-681-2288

## **SUBMISSION REQUIREMENTS**

Five (5) copies of the Proposal are to be submitted in a sealed envelope bearing the name and address of the Consultant and should be clearly marked "Compatible Use Plan Consultant Proposal". **Proposals are due by 2:00 p.m. CST, September 13, 2019.**

Department of Finance

1 Municipal Drive

City of Jacksonville, Ar. 72076

Only timely-received submittals meeting the requirements of this Request for Proposals will be considered. No submittal will be considered or accepted which is submitted by a Proposer that is in default under the terms of any existing agreement with the City of Jacksonville, or which has failed to perform its obligations faithfully under any previous agreement with the City. Submittals shall be signed by an authorized representative of the Proposer.

### **QUESTIONS REGARDING THIS REQUEST FOR QUALIFICATIONS**

Questions regarding this project shall be submitted in writing and directed to:

Dr. Robert D. Price  
Director, Economic Development & Cultural Alliance  
City of Jacksonville, Ar. 72076  
1 Municipal Drive  
[rprice@cityofjacksonville.net](mailto:rprice@cityofjacksonville.net)

### **PAYMENT SCHEDULE**

The consultant will be paid based on work actually performed during the preceding month. The consultant should forward a copy of all invoices for payment for work performed and associated expenses, including salaries and overhead, travel, printing costs, postage, telephone, etc., by the 10th day of each month to the mailing address in the Proposal Submission instructions above.

Amendments or revisions of this Request for Proposals resulting from written questions will be developed as expeditiously as possible, and will be distributed to all parties requesting the original proposal package.