



CSRA-RC
CENTRAL SAVANNAH RIVER AREA
REGIONAL COMMISSION

Request for Proposals

Fort Gordon Compatible
Use Study -
Implementation Phase 1

January 28, 2021

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SECTION I: INTRODUCTION AND PROJECT OVERVIEW

The Central Savannah River Area Regional Commission (CSRA RC), a public sector, non-profit planning and development agency that serves a 13-county region in the eastern portion of Central Georgia, is requesting proposals (RFP) from consultants to assist with the development and preparation of items for the implementation of the Fort Gordon/Central Savannah River Area Compatible Use Study (CUS). The population both on and off the installation has increased over the years, and that trend will continue. In order to mitigate potential encroachment, protect missions and ensure quality of life, the communities and Fort Gordon have joined to undertake this implementation process. Funding for this project has been obtained from the Department of Defense (DOD), Office of Economic Adjustment (OEA).

Implementing the CUS is part of a wider effort of continuous, coordinated, and comprehensive planning between Fort Gordon and surrounding communities that began in the early 2000s with the Fort Gordon Joint Land Use Study. It continues on the installation and off with local and regional planning efforts by Fort Gordon, the CSRA RC, and its member communities.

RFP Time Schedule

Announcement of RFP – January 28, 2021
Consultant Questions for RFP – Due by February 11 2021 by 4:30 p.m.
Responses to Consultant Questions – by February 25, 2021
Proposals – Due by March 18, 2021 by 4:30 p.m.
Proposal Reviews – March 19 - April 1, 2021
Selection Announcement – April 2021

Project Overview

Fort Gordon is a 56,000-acre, multi-service and multi-mission U.S Army installation located just outside Augusta, Georgia, and is home to the U.S. Army Cyber Center of Excellence, U.S. Army Cyber Corps, and U.S. Army Signal Corps, as well as various Army, Navy, Air Force, Marines and multinational forces engaged in joint forces activities, training and operations. The installation includes several tenant units under the command of U.S. Forces Command (FORSCOM), Medical units under the U.S. Army Medical Command (MEDCOM), Reserve units under U.S. Army Reserve Command (USAR), and National Guard units under U.S. Army National Guard (ARNG).

Fort Gordon is also the largest communications training facility in the United States, training approximately 16,000 members of the armed forces on an annual basis. In Summer 2020, U.S. Army Cyber Command headquarters began consolidating separate facilities in the Virginia, Maryland and Washington, D.C., area and moving them to Fort Gordon. The Fort is expected to grow by over 4,300 personnel by 2023.

Fort Gordon has a long-standing presence in the Augusta area and the cities and counties around Fort Gordon have grown over the years, reinforcing the close relationship between military and civilian communities. The Fort is critical to the regional economy

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and is the largest single employer in the region. It generates 31,000 military, civilian, and contractor jobs, 24,000 other indirect jobs, and \$2.4 billion in annual economic activity and tax revenue. Continued increases in population and economic activity draw more people to the region, and development has moved toward the noise and accident risk areas generated by military training. As the region continues to grow, potential encroachment has been and remains an issue.

In 2005, the first Fort Gordon Joint Land Use study was conducted. In 2019, an update to the 2005 study was completed – the Fort Gordon/CSRA Compatible Use Study (CUS). A number of implementation recommendations were given for the jurisdictions, Fort Gordon, and the CSRA RC. The study revealed that more information is needed in areas such as light pollution in order to better understand the encroachment environment and help to implement the best measures, including land use recommendations. Land use-related recommendations included the establishment of overlay districts and expanding development review area beyond 3,000 feet to aid in compatible development planning for areas adjacent to the installation. In support of implementation measures, ongoing communication among partners, public and stakeholders is needed to increase understanding of the installation mission and as well as community needs.

Counties covered in the implementation scope were a part of the CUS: Augusta-Richmond, Columbia, McDuffie, Burke, and Jefferson; scope tasks may include some or all the counties and their municipalities.

Project Goals

The purpose of this project is to begin implementation of several actions contained in the compatible use study. The compatible use initiative addresses land use compatibility planning around the installation that supports the installation's mission and operational and training environments, community growth and development in the surrounding area, and resident quality of life.

Goal 1:

To determine the full extent of the light pollution issues in the surrounding area that could negatively impact the current and future missions of Fort Gordon and offer recommendations to mitigate those issues.

Goal 2:

Expand the dialogue that Fort Gordon maintains with its surrounding communities by establishing formal communication channels and requirements for development review submittals, creating additional opportunity for public awareness, and developing a collaborative public involvement process that facilitates coordination.

Goal 3:

Prevent or mitigate incompatible development and encroachment that may jeopardize the mission of Fort Gordon.

SECTION II: SCOPE OF WORK

Task 1: Project Initiation and Administration

This task includes any necessary refinements to the Consultant Work Plan and the overall administration of the project. The CSRA RC will serve as the OEA grant administrator and provide overall project management. The Consultant will support this effort with the following tasks:

A) Work Plan Refinement

The Consultant will meet with CSRA RC staff to review and refine, as needed, the CUS Implementation Phase 1 Work Plan and make any necessary adjustments that will not impact the overall budget and scope of the project. The Work Plan will be presented to the CUS Implementation Committee for approval. The CSRA RC will form the CUS Implementation Committee.

B) Kick-Off Meeting with the CUS Implementation Committee

The Consultant will conduct a kick-off meeting with the CUS Implementation Committee. The purpose of the meeting will be to:

- Understand roles and responsibilities, identify relevant available data and reports, define data gaps and how to fill those gaps, identify key points of contact, establish protocol for communication and the review of interim products, confirm schedule and critical path milestones, and identify stakeholders to be engaged in the process.
- Define how the Implementation Committee wants to engage stakeholders and the public in the process, including the anticipated level of their participation. This information will be used to define methods, meeting formats, and timelines for public and stakeholder involvement that the Consultant will develop as part of the Public Involvement Plan.

C) General Project Administration and Management

CSRA RC staff will manage the day-to-day administration of the project. The Consultant will assist CSRA RC staff by providing general administrative support. The Consultant will participate in brief bi-weekly (every two weeks) project calls with CSRA RC staff to ensure the project is progressing on schedule and on budget.

Deliverables:

- Refined Work Plan
- Meeting minutes, presentations, and data
- Monthly progress reports

Task 2: Light Pollution Study

Night training is an important component of the military training mission, and the degradation of the dark sky environment may threaten the installation's ability to train and operate. In addition to background lighting in the night sky, direct glare created by high intensity lighting in both rural and urban areas can impede the use of night vision devices by aviators, and potentially can interfere with their ability to safely navigate at night. Currently, no counties bordering Fort Gordon have dark sky regulations or current documentation of ambient night lighting.

The purpose of the Light Pollution Study (LPS) is to outline current conditions and explore potential changes to local zoning ordinances, comprehensive plans and other land/development-related policies to help improve conditions for training and overall operations at Fort Gordon. All potential action items resulting from the LPS shall consider not only installation-related operations and activities, but also the surrounding civilian environment and its ability to function in a manner that is not an extreme deviation from what is generally considered normal.

Once the selection of the Consultant has been determined, a final scope of work will be coordinated between the CSRA RC staff, CUS Implementation Committee and the consultant to delineate a more specific detailed list of specific responsibilities for completion. A general description of each of the sub-tasks is described below and shall be included in, but not necessarily limited to, the process of developing the LPS. Additional tasks may be included at the Consultant's discretion.

- General review and technical analysis of existing lighting conditions (using existing data such as Visible Infrared Imaging Radiometer Suite and artificial night sky brightness) in the study area and how those light conditions impact the current and future missions of Fort Gordon. The review and analysis shall include, but not be limited to, the intensity of night light, sources of light pollution, correlation with existing/future land use, ordinances and/or regulations amplifying the issue, security lighting for public safety purposes, and a review of unclassified military night training requirements and equipment.
- Use text narrative, charts and GIS maps for this task
- A mitigation analysis designed to evaluate both on-post and off-post lighting luminaries/fixtures including identification of light luminaries installed in the area for specific uses, such as public rights-of-way, the identification of lighting operators, and the responsible parties for maintenance of light luminaries, how much light is emitted, the direction of the light emitter, the color of the light, and control that can be installed on or within the luminary that controls or limits the amount of light emitted.
- Provide current actions and resources that could be considered immediately to reduce light pollution. These actions and resources could include new technology,

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such as low light-loss fixtures, that is readily available or programs and resources that are already established that could assist in mitigating light pollution.

- A prioritized list of recommended strategies and policies that could further mitigate the lighting impact on Fort Gordon's missions.

The Consultant will:

- Prepare a draft of the report that will first be reviewed by CSRA RC staff for quality, quantity and accuracy, and make any necessary revisions identified by CSRA RC staff.
- Forward the draft report to Implementation Committee members at least two weeks prior to the Implementation Committee meeting for review and comment. The Consultant will develop a PowerPoint presentation summarizing its findings to present at the Implementation Committee meeting. The Consultant will review and incorporate Implementation Committee feedback.
- Use PowerPoint presentation content as the basis for public meetings and other stakeholder outreach activities.
- Prepare a summary of public comments for the draft report and present it to the Implementation Committee for review and incorporate comments as needed in the final technical report.

Deliverables for this Task include:

- Draft Light Pollution Study
- Draft Executive Summary
- Final Light Pollution Study
- Final Executive Summary

It is anticipated that the final deliverable shall consist of the overall work effort and study process, an executive summary, and relevant findings and recommendations, compiled into a document that will be called the Fort Gordon Light Pollution Study. Fifteen (15) printed and bound copies of the document shall be provided to the CSRA RC, along with three (3) CDs of the document and any relevant files, maps (including GIS), supporting data, community/installation contacts, and graphics associated with the final document. Copies shall be shared with the CUS partnering jurisdictions.

Task 3: Public Involvement Plan and Information Materials

The Fort Gordon CUS highlighted the importance of educating the community and having public involvement during and after the study process. This includes providing information to the community and property owners on the operations, training impacts and mission changes at Fort Gordon, as well as on-going compatibility planning efforts. Early and continuous public involvement during the planning process brings diverse viewpoints and values into the decision-making process. Participants make more informed decisions through collaborative efforts and build mutual understanding and trust among stakeholders and the general public. Additionally, the more the public understands the impacts of living or owning property near the installation, the more the

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relationship between the installation and the community will continue to improve. Current and future residents, business owners and developers in the area need to be made aware of noise and other factors that are commonplace when being in close proximity to Fort Gordon.

The Consultant will prepare a public involvement plan (PIP) that covers the key phases of the Phase 1 implementation process, includes participation techniques for use in other tasks of this scope of work and designates printed materials to be created for public distribution. The proposed plan will be presented to CSRA RC staff and the Implementation Committee for input and final approval. The PIP will include the identification of key stakeholders, and methods of communication to engage the following groups:

- Elected Officials
- Implementation Committee Members
- Other Stakeholders
- General Public and Property Owners
- Media

The PIP will include a variety of communication tools to facilitate early and continuing outreach to the above groups during the process, such as periodic newsletters, a project website, media releases/media kits, fact sheets, etc. It is expected that this task will include an evaluation of existing education programs and materials designed to inform the public of operations at Fort Gordon and how those programs and materials are being distributed throughout the community.

A contact list will also be maintained to e-mail project information materials to interested parties; this list will be provided to CSRA RC staff at the conclusion of the project.

Public Meetings & Communications

Public meetings will be held throughout the planning process to inform the public about the purpose of the CUS, the implementation process, light pollution study, proposed zoning overlay recommendations, and to seek input during key phases of the study. The Consultant will be responsible for organizing, presenting and facilitating public meetings.

The Consultant will develop a PIP that includes the following:

Key Stakeholders: The Consultant will define how to identify and engage key stakeholders. The Consultant should anticipate conducting interviews/meetings and data gathering during the project with key stakeholders as part of other tasks in Section II: Scope of Work.

Website: The Consultant will design a website for the CUS implementation, which will be hosted on the CSRA RC website. The Consultant will provide an initial draft model (off-line) for review and a final, operational model (on-line). Once the on-line version has been provided, the Consultant will provide continuous project information for posting.

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The website will contain, at a minimum:

- The purpose and history of the CUS and implementation
- FAQs
- Project timelines
- Public meeting dates or calendar
- A place to submit comments, the posting of pertinent documents for viewing or download, and other pertinent data. The Consultant will define layout and content so as to be consistent with the CSRA RC's website.
- Interactive GIS layers/overlays (e.g. web maps/apps) identifying data such as noise contours, land use, recorded conservation easements and other pertinent information
- Links to external websites and downloadable public information material (e.g. brochures, notices, land use and development regulations)

Implementation Committee Meetings: A CUS Implementation Committee will be established by the CSRA RC to assist in guiding the process. The Implementation Committee will be tasked with providing input on documents and guide the development of recommendations, action strategies, and implementation strategies. The Consultant should anticipate conducting up to six (6) Implementation Committee meetings. The Consultant will prepare all meeting materials and conduct the meetings.

Public Meetings: The PIP will define the types of public meetings best suited to gathering input and communicating information to the general public. The Consultant should anticipate conducting public meetings throughout the project area. Presentations at public meetings will include an overview of elements in the phase 1 implementation process, findings from the light pollution study and proposed overlay zones. The Consultant will prepare all meeting materials and conduct the meetings.

Printed and Digital Literature: The PIP will recommend and develop specific types of printed and digital literature (newsletters, brochures, factsheets) for distribution to inform the public and media about the phase 1 implementation process. The Consultant will develop prototype literature. Upon approval by CSRA RC staff, the Consultant will finalize and distribute to interested parties.

Additionally, the Consultant will design informational materials on areas of importance related to training impacts and operations at Fort Gordon (e.g. training noise/controlled burn smoke off the installation, living near an installation) for distribution to the general public and/or affected property owners during and after this implementation phase. Notifying potential buyers of noise impacts, height limitations, light restrictions, and/or other limitations on development is important. The Consultant will develop prototype literature. Upon approval by CSRA RC staff, the Consultant will finalize and distribute to interested parties.

It is expected that this task will include an evaluation of existing education programs and materials designed to inform the public of operations at Fort Gordon and how those

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programs and materials are being distributed throughout the community. It will be important to understand if any of the existing programs need to be revised based on new technological advances and/or new missions at the installation.

Media Relations: The PIP will define a structured approach for providing the media with information regarding the compatible use implementation process and contents of specific documents, such as the light pollution study. The Consultant will prepare up to six (6) press releases regarding the planning process for release by the CSRA RC to the region's media outlets.

The Consultant will provide the following deliverables through this task:

- Public involvement plan
- Meeting notes, agendas, handouts, presentation materials, maps, comment forms and other materials from Implementation Committee and public meetings
- Advertisement text for public meetings
- Event display posters
- Press releases and media kits
- Draft and Final print and digital materials, including brochures, fact sheets, and newsletters
- Website design and content, including off-line mock-up, final on-line site and information for maintenance/updates

Meeting Restrictions due to COVID-19

Throughout the CUS planning process, the Consultant shall be prepared to participate in meetings either in-person or through videoconferencing using a platform of the CSRA RC's choosing. The CSRA RC will solely determine whether meetings will be in-person or through videoconferencing based on evolving state and federal COVID-19 guidance and restrictions.

Task 4: Coordination MOUs/MOAs

Successful communication between Fort Gordon, local governments, and other agencies is crucial to successful compatible land use planning. In Georgia, all local governments are also required to inform Fort Gordon and take comment of zoning actions within 3,000 feet of the installation per the Zoning Procedures Law. However, the materials provided for this review varies across counties, and this does not account for an expanded geographic review area or other development actions. Coordination can be standardized across communities including what is reviewed, by whom, and over what period of time.

Working with the CSRA Regional Commission, CU Implementation Committee, Fort Gordon, and surrounding jurisdictions, the Consultant will develop a Memorandum of Understanding (MOU) or Agreement (MOA) between Fort Gordon and each participating jurisdiction that will facilitate coordination of compatibility reviews. The MOU/MOA shall establish procedures for communication. One result of this document is to formalize the review process for at minimum, Georgia's required 3,000-ft notification process and perhaps a larger, up to 2-mile review area where agreed upon.

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Information in the final MOU/MOA shall include, but is not limited to:

- Description of the geographic area for the MOU/MOA
- Review processes covered (e.g. major subdivision requests, telecommunications tower requests, rezoning and variance requests)
- Information to be submitted to Fort Gordon for 3,000-ft review
- Designated points of contact (titles and offices)
- Agreed upon review timelines between the jurisdictions and Fort Gordon (with the same timelines for activities across jurisdictions); Review timelines for the 1 or 2-mile area may be different from the 3,000-ft area.
- Plans, programs and projects that Fort Gordon agrees to share with the jurisdictions

The Consultant will:

- Review materials and suggestions from the CUS process, state of Georgia law and examples from other installations.
- Work with participating jurisdictions in the study area and Fort Gordon to develop a MOU/MOA between the installation and the jurisdictions.
- Prepare a draft of the MOUs/MOAs that will be reviewed by CSRA RC staff, participating jurisdictions, and Fort Gordon for quality, quantity and accuracy, and make any necessary revisions identified.
- Prepare final MOUs/MOAs for signing by jurisdiction and installation officials.

Deliverables for this Task include:

- List of contacts from Fort Gordon and communities involved in MOU/MOA development
- Draft MOU(s)/MOA(s)
- Final MOU(s)/MOA(s)

Task 5: Overlay Zoning Districts

Taking land use coordination into practice for future development actions, establishing overlay districts for Fort Gordon's surrounding counties is a useful tool for planning and development that will protect military activities and the surrounding communities' quality of life. Communities are encouraged to utilize the existing noise contours or a 1 to 2-mile buffer distance as the basis for overlays. The overlay district should regulate the areas surrounding the military installation in a way that limits interference with military activities as well as maintain quality of life. The resulting overlays can be used in comprehensive plans, zoning ordinances, and other documents in the future. Factors in crafting the overlay include encroachment potential and potential impacts from/on military training activity.

The Consultant will:

- Work with staff and officials from the surrounding communities within or near noise contours and Fort Gordon to develop overlay districts, including ordinance language and overlay boundary for adoption. Information in the ordinance can

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include acceptable land uses based on noise or other training-related limitations, lighting requirements, height limitations and other applicable regulations.

- Review each participating jurisdiction’s existing ordinances and tailor the overlay to their land use classifications.
- Review participating jurisdiction’s comprehensive plans that include a Fort Gordon “character area” or land use element and note potential conflicts with the overlay.
- Prepare a draft overlay district language and map that will be reviewed by CSRA RC staff and the Implementation Committee for quality, quantity and accuracy, and make any necessary revisions identified.
- Prepare final overlay language and corresponding map.

Deliverables for this Task include:

- List of contacts from the installation and community
- GIS shapefiles for each jurisdiction’s overlays, consistent with DOD and local requirements for their use
- A map displaying the final overlay districts for each participating jurisdiction and attachment with a description on their planned use (zoning, development review, comprehensive planning, etc.)
- Draft overlay zoning ordinance for each jurisdiction, tailored to it
- Final overlay zoning ordinance for each jurisdiction, tailored to it

SECTION III: PROJECT LENGTH AND ADDITIONAL INFORMATION

Project Length

The Consultant will complete the services to be performed in this RFP within an 8 to 12-month timeframe.

Background Documents

Consultants may wish to review the following background documents in preparing their proposals:

Fort Gordon Compatible Use Study - <https://csrarc.ga.gov/planning-documents>

CSRA Regional Plan - <https://csrarc.ga.gov/regional-planning>

CSRA Comprehensive Economic Development Strategy -

<https://csrarc.ga.gov/economic-workforce-development>

Local Comprehensive Plans - <https://csrarc.ga.gov/planning-documents>

SECTION IV: SUBMISSION INSTRUCTIONS

Proposal Requirements

1. Proposal Due Date: Proposals must be submitted no later than March 18, 2021 at 4:30 p.m. local time to Attn: Andy Crosson, 3626 Walton Way Ext., Suite 300, Augusta, GA 30909. Responders shall submit seven (7) printed hard copies of their proposal along with one (1) pdf electronic copy on CD or thumb drive.
2. Cover Letter: The cover letter shall identify the Responders and all subcontractors. The Responders shall agree to all terms and conditions in the RFP and addenda.

Company Name:

Contact Person for this Proposal:

Address:

City/State/Zip:

Phone Number:

Email:

Web Site:

Submitted By:

Title:

Date:

3. Technical Proposal Requirements
 - A. Project Resources: A description of how the Responders anticipates managing resources to achieve success within the project timeframe, and the strategy to complete all tasks identified in the scope of work.
 - B. Project Understanding and Approach: The proposal must include a descriptive narrative which demonstrates an understanding of the CUS scope of work. The proposal must explain the role of sub-contractors used to carry out this work. The proposal shall follow the narrative and scope of services outlined but discuss the planning/technical approach that will be used to achieve the desired outcomes and develop the requested deliverables. Any additional suggestions or approaches not identified in the scope of work but recommended by the Responders as beneficial to meeting project objectives may be included.
 - C. Cost Proposal: The cost proposal shall include a firm-fixed price per deliverable for each task identified in this scope of work in table format, and a separate table which includes the total number of hours devoted to each task by staff member. The cost proposal shall be submitted in a separate envelop and labeled "Cost Proposal". One (1) printed hardcopy and one (1) pdf electronic copy on CD or thumb drive are required.

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- D. Timeline: The proposal must include a deliverables schedule consistent with the overall project length contained in Section III and provide timelines for completing individual tasks.
4. Qualifications, Capabilities and Experience: Proposals shall include the following information:
- Describe the qualifications and capabilities of the Responders as they relate to projects similar to this CUS scope of work.
 - Describe past project experience and include project summaries of relevant projects completed.
 - Identify specific personnel that will be assigned to key roles for the project, including their specific area(s) of expertise. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of time billed to the project. Include an organizational chart which shows the functional relationship between staff members assigned to this project, including any subcontractors. Include biographical information or resumes limited to no more 2 pages in length per individual. Do not list individuals that will not be assigned to this project.
 - Provide a list of references of previously undertaken comparable projects in the past ten (10) years, including brief description of projects, contact names, telephone numbers, and email addresses. This information will serve as references, and the persons listed may be contacted to confirm the work was completed as described and to the satisfaction of the contracting entity.
 - Include a staff availability chart with percentage available for each staff member assigned to this project.
5. Proposal Format: Proposals shall be submitted in a standard format on white, 8.5” x 11” paper. A standard font such as Arial or Times New Roman must be utilized. The font size must be not smaller than 11 point. The margins must be at least one inch on all sides. Pages must be numbered sequentially.
6. Page Limit: Proposals shall not exceed fifty (50) pages. Cover page, table of contents, resumes and biographies do not count towards the page limit.

Submission Conditions

1. Compliance with the RFP: The CSRA RC will review each submittal for compliance with the requirements and conditions described in this RFP. Failure to provide requested information may result in rejection of the proposal. The CSRA RC reserves the right to waive technicalities, informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes technicalities, informalities or minor irregularities.
2. Right of Rejection: The CSRA Regional Commission reserves the right, in its sole discretion, to cancel the RFP at any time, to amend the RFP before the due date for

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responses, to alter the time tables for procurement as set forth in the RFP prior to the due date, to reject any or all Responses submitted.

3. Clarifications and Requests for Additional Information: The CSRA RC reserves the right, in its sole discretion, to contact any and/or all Responders after receiving the Responder(s) submittal to seek clarification of any portion thereof. The CSRA RC reserves the right to request additional information from any and/or all Responder(s) if the CSRA RC deems, in its sole discretion, such information necessary to further evaluate the Responder(s) qualifications and/or capacity to perform.
4. Qualification Investigations: The CSRA RC shall be the sole judge as to the merits of qualifications submitted by Responders. The CSRA RC reserves the right to contact references in the submittal and to conduct its own investigations into the qualification and capability of submittals.
5. Denial of Reimbursement: Responders shall be responsible for all costs associated with submittals. The CSRA RC will not reimburse Responders for any costs associated with this RFP.
6. Rights to Submitted Material: All submittals, responses, inquiries, or correspondence relating to this RFP, and all reports, charts, and other documentation submitted by Responders shall become property of the CSRA RC when received. The CSRA RC reserves the right to use any ideas in a proposal regardless of whether that proposal is selected. All submittals will be subject to release pursuant to Georgia and federal Freedom of Information Acts (FOIA) or judicial process.
7. Other Certifications: Responders must include a statement which addresses the applicant's compliance with the procurement standards in CFR 32 Part 33, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, and all other federal and state procurement requirements.
8. Notification of Withdrawals/Changes to Proposal: Proposals may be modified or withdrawn prior to the deadline for submission by way of a formal letter from an authorized Responder representative.
9. Appeals: Responders not selected may appeal the CSRA RC's decision to award a competitively solicited contract/agreement to another Responder by submitting a written appeal to the Executive Director within ten (10) calendar days of being notified that they were not selected. The written appeal must be sent via certified mail, return receipt requested to: Attn: Appeal of Procurement Award, CSRA Regional Commission, 3626 Walton Way Ext., Suite 300, Augusta, GA 30909.

Questions

Questions related this RFP must be submitted no later than February 4, 2021 at 4:30 p.m. local time. Any questions concerning the scope of this project or requests for additional

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information shall be directed in writing via email to Regina Pyles, CSRA RC Director of Planning, rpyles@csrarc.ga.gov. Answers will be provided on the CSRA RC website - <https://csrarc.ga.gov/> - under the Fort Gordon CU Implementation RFP webpage by February 25, 2021.

No questions concerning this RFP may be directed to, or contacts made, with the anyone other than the CSRA RC Director of Planning, other than as directed herein, until a Responder is selected. Violation of this prohibition may result in the disqualification of the Responder from further consideration.

There will not be a pre-RFP meeting as part of this solicitation.

Submittals

Please submit an original and six (6) bound copies of your response to:

ATTN: BID PROPOSAL ENCLOSED
c/o Andy Crosson, Executive Director
CSRA Regional Commission
3626 Walton Way Ext., Suite 300
Augusta, GA 30909

**NO SUBMITTALS WILL BE ACCEPTED AFTER 4:30 P.M.
ON MARCH 18, 2021.**

SECTION V: SELECTION PROCESS

The CSRA RC will evaluate Responder proposals, choosing one that, in the CSRA RC's sole discretion, best addresses the scope of work to be performed, taking into consideration the selection criteria included in this Section.

All procurements utilizing Office of Economic Adjustment (OEA) grant funds will be in accordance all applicable State of Georgia and local laws and regulations, and all applicable Federal laws and standards.

In responding to this RFP, Responders acknowledge that:

- Responses submitted may be reviewed by a review committee assembled by the CSRA RC, at its sole discretion, which may or may not include staff of the CSRA RC and/or independent individual(s);
- Any notes and/or discussions generated during the review by the review committee are private and will not be shared with any Responder(s); and
- Only a summary of the Review Committee's comments/recommendations will be made available upon completion of the Regional Commission's award of the procurement.

Evaluation Factors

Proposals will be evaluated on the basis of the following criteria:

1. Project Technical Approach and Understanding (40%)

- Understanding of overall needs and expected outcomes of the project.
- Thoroughness of submittal, including approach and methodologies for each task.
- Innovative approaches to the tasks, including public involvement activities.

2. Experience and References (40%)

- Ability to meet the CUS project requirements as outlined in the Scope of Work and ability to meet the timeline as evidenced by past performance in preparing and completing CUS projects.
- Qualifications and previous experience of the firm(s) and personnel assigned to the project.
- Resources and capacity of the project management team and key staff.
- Performance on similar CUS projects, including reference check from previous clients.
- Ability to manage large stakeholder and public participation projects.

3. Price (20%)

- Comparative cost and value of services rendered with respect to quality and quantity.
- Breakdown of costs and time assigned to tasks.

Presentations and Interviews

After the review and scoring of submittals, Responders may be invited to make presentations via videoconference to the CSRA RC Selection Team. Should the CSRA RC exercise this option at its own discretion, presentations must be provided by up to three (3) members of the proposed Responder's team, and shall not exceed 30 minutes, with up to an additional 30 minutes for Q&A from the CSRA RC Selection Team. Criteria for the evaluation of presentations are the same as those included in this RFP.