



REQUEST FOR PROPOSALS
In Accordance with FL 287.055 Consultants Competitive Negotiations Act
(CCNA) and 2CFR200
COVER SHEET

CENTRAL FLORIDA REGIONAL PLANNING
COUNCIL

555 E CHURCH STREET
BARTOW, FL 33830

**TITLE: AVON PARK AIR FORCE RANGE MILITARY
INSTALLATION RESILIENCE REVIEW PROJECT**

SUBMITTAL DUE DATE: Wednesday, November 22,

2023 CONTRACT AMOUNT: \$327,217

PART I – PROJECT BACKGROUND AND GENERAL INFORMATION FOR RESPONDENTS

1. GENERAL INFORMATION

The Central Florida Regional Planning Council (“CFRPC”) is soliciting a Request for Proposals (RFP) from qualified firms to provide Planning and Engineering Services for a Military Installation Resiliency Review (“MIRR”) for the Avon Park Air Force Range in central Florida. **It is anticipated that a time and materials contract will be awarded to the selected Respondent in the estimated amount of \$327,217.**

The need to increase the resilience of military installations is immediate in central Florida. Major hurricanes and inland flooding are the most dramatic examples, but many other risks threaten the long-term sustainability of local military installations. These risks include natural hazards like increases in the frequency and intensity of tropical storms, and the risks imposed by extreme heat, droughts, and wildfires. These hazards are compounded by man-made activities and resulting vulnerabilities such as incompatible development and aging infrastructure. The Central Florida MIRR will support the long-term resilience and sustainability of the Avon Park Air Force Range (APAFR), one of the Department of Defense's most significant military installations acting as a force multiplier for all branches of the armed forces, and the communities that support it.

The MIRR will be a collaborative and strategic process that assesses the current and future resilience risks faced by the APAFR and the surrounding communities. Stakeholders will include county and municipal governments, military staff and commanders, community stakeholders, educational institutions, and state and local agencies. The core purpose of the MIRR is to identify the risks, hazards, and vulnerabilities related to climate resilience and the ability of the APAFR installation to carry out its missions which could be mitigated through investments and solutions in the surrounding communities. Additionally, work will focus on increased coordination, communication, and collaboration between the Range, local community partners, and surrounding local governments to enhance their individual and collective resilience; leveraging federal resources with state and local expertise; and expanding multi-sector collaborative partnerships that the CFRPC has developed, including the newly formed Heartland Regional Resilience Coalition.

This project will foster a collaborative resiliency effort within the Central Florida Heartland Region between our military and surrounding municipalities, to build local capacity, develop cross-sector partnerships, and support military readiness and community resiliency. It will enhance hazard readiness and response today, while directly addressing future conditions, supporting long-term planning, adaptation, and mitigation. Both the process and resulting products will increase collaboration, identify responsibilities and capabilities of key stakeholders, and pave the way for joint planning of priority capital improvement projects to benefit the military and communities. The resulting action plan from this MIRR will guide investments in infrastructure and services to enhance the military mission, achieve facility and infrastructure savings, and increase military and civilian readiness and resiliency across the

region. The regional approach of this project will promote information exchange and support between APAFR and the broader community, including the Heartland Regional Resiliency Coalition and APAFR Sentinel Landscape partners. It will also allow for streamlined collaboration with other Military Installation Resilience Review processes underway in Florida, with the goal of coordination of resiliency efforts, ideas exchange, and promotion of innovative solutions.

Through increased communication and collaboration between adjoining local jurisdictions, CFRPC, the Range, the Heartland Regional Resiliency Coalition, OLDCC, and other RPCs and installations, critical military resilience concerns will be integrated into local government and regional strategies, plans, actions, and investments to protect and enhance the resiliency of APAFR's military operations and the economic and ecological values the Range and Sentinel Landscape provide to the region.

The Central Florida region has one major installation, the Avon Park Air Force Range (APAFR), the largest bombing and gunnery range east of the Mississippi River, used by every branch of the military as a force multiplier for critical training. The APAFR consists of approximately 106,000 acres of land, with approximately 400 square miles of restricted air space, 1,000 square miles of military operation, and includes the Avon Park Air Force Auxiliary Field (also known as MacDill AFB Auxiliary Field). The airfield consists of an 8,000 ft main runway, an operational control tower, an aircraft rescue and firefighting facility and limited ramp and hangar facilities. Of the 106,000 acres, 82,000 acres are open to the public for recreation. APAFR is also one of the first installations in the country to be designated a Sentinel Landscape in 2016.

The APAFR is located within the jurisdiction of two local governments - southeast Polk County and northeast Highlands County – and is adjacent to Osceola and Okeechobee Counties. Polk County is one of the fastest growing counties in the country. Highlands County is an urbanizing county. APAFR hosts civilian public safety and homeland security unit training including South Florida State College Law Enforcement Academy's activities. The Range is also home to: - State of Florida Juvenile Academy - Florida National Guard - Avon Park Correctional Institution - A FEMA staging area Other APAFR programs that contribute to the economies of Highlands and Polk Counties include outdoor recreation, cattle grazing, forest management, and timber sales. The Range's environmental stewardship program protects the unique plant and animal habitats located within the Range boundary and cooperates with The Nature Conservancy and Archbold Biological Station to study and protect the rare plants and endangered species inhabiting the Range.

On a broader, regional scale, the Range is also the anchor installation for the APAFR Sentinel Landscape which contains ecologically valuable lands within the headwaters of the Everglades, a significant portion of the Lake Wales Ridge, and is at the heart of the Florida Wildlife Corridor, a nationally leading example of connectivity conservation. The Lake Wales Ridge is a unique ecosystem that is home to many rare and endangered plant and animal species, and is one of Florida's most productive aquifers, supplying water to more than 1 million people. Hurricane Ian had significant impacts on the Central Florida region, including to the APAFR which suffered flooding and closure of the primary ingress/egress

road for 10 days, emphasizing the need to increase the resilience. Hurricane tracking shows historic repetitive paths across the central Florida region which, in addition to other climate related risks including extreme rain, wind, wildfires, and drought, threaten the long-term sustainability of military operations at the Range, resulting in training modifications or cancellation. To address these issues on a regional basis, the Central Florida Regional Planning Council (CFRPC), the region's council of governments representing the communities of Polk, Highlands, Okeechobee, Hardee, and DeSoto Counties in Central Florida, received funding to perform a Military Installation Resilience Review.

The CFRPC was established by Florida Statute 186.504 and interlocal agreements among the counties served in 1974. In 2010, CFRPC collaborated with APAFR to develop a Joint Land Use Study. The CFRPC successfully administered two implementation plans following the JLUS to develop real estate disclosures, a model conservation easement, and other communication tools including a series of PR videos. Additionally, the CFRPC also developed a Strategic Action Plan for the APAFRSL in 2018. Building on these efforts, the MIRR process will support the long-term resilience and sustainability of one of the Department of Defense's most significant military installations and the communities that support it.

CFRPC will lead a collaborative and strategic process to assess the current and future natural and man-made resilience risks faced by the APAFR and the surrounding communities. Stakeholders include, but are not limited to, county and municipal governments, military commanders, community stakeholders, educational institutions, and state and local agencies.

Project Tasks include: collection, review, and analysis of existing documents; vulnerability assessment of man-made and natural risks including present and forecasted future climate conditions; GIS mapping; recommendations and an action plan to address the identified risks to enhance the military installation's resilience in the short, medium, and long term. Since 2000, severe weather, flooding, and wildfires have led to 19 federally declared disasters in the Central Florida region. The Department of Defense (DoD) has expressed concern over the damaging impacts of climate change on the implementation of missions. APAFR is vulnerable to the compounding hazards and threats posed by the increasing frequency and magnitude of tropical storms, flooding, and increased rainfall.

APAFR is dependent upon critical infrastructure provided by the community including transportation infrastructure and utilities such as potable water, wastewater, natural gas and electricity. This project will improve the integration of the region's primary military installation while strengthening military-civilian engagement. Resilience investment decisions must consider the immediacy of each threat, the unique conditions at the site, and the importance of infrastructure to national security. This will include natural hazards such as extreme weather events, as well as risks involving infrastructure and critical support services. Climate-related risks are already being experienced in Central Florida and have proven to be an increasing threat to communities and the long-term sustainability of the APAFR's mission and operations. As a bombing and gunnery range, critical training activities provided by the APAFR are impaired and/or have to be canceled due to risks such as wildfires, associated smoke, droughts, extreme rainfall, flooding, high winds, etc. These hazards negatively affect both the physical landscape and airspace, with vulnerabilities compounded by man-made

activities such as incompatible urban development and infrastructure susceptible to overload or collapse from significant weather events. As a critical training facility serving all branches of the Armed Forces, resilience failures at APAFR compromise the military preparedness of current and future military personnel to achieve skills in live-fire air and surface weapons testing.

The project will end in **January 2025**, during which time **nine tasks** designed to achieve the grant milestones and deliverables will be completed. Earned value management will be included during the performance monitoring period.

The **first phase** will be focused on building military and community engagement. Several ongoing efforts in the region will facilitate this including the Avon Park Air Force Range Sentinel Landscape, Heartland Regional Resiliency Coalition, and Heartland Regional Resiliency Action Plan. In addition to topic specific workshops and targeted outreach, engagement will occur principally via regional Steering and Technical Advisory Committees. These Steering and Advisory Committees will meet over the life to the grant.

The **Steering Committee** is made up of high-level leadership and elected officials from the military installation, counties, cities, and state agencies. They will meet approximately once per quarter to discuss progress and major findings. The Steering Committee will advise CFRPC and the consultant as to the overall direction of the project.

The **Technical Advisory Committee (TAC)** will be made up of professionals and experts from the military, counties, cities, and state agencies involved. The TAC will meet more frequently, approximately once per month to offer expert analysis and perspective. The TAC will also include non-profit, and university partners including among others: the University of Florida Center for Landscape Conservation Planning, University of Florida Range Cattle Research and Education Center, Wildlife Corridor (FWC), Water Management Districts, Archbold Biological Research Station, the APAFR and APAFR Sentinel Landscape.

The **next phase** will be the development of a vulnerability hazard assessment. Building on previous research, the project team will scope infrastructure to be analyzed as well as hazards to be included. After identifying vulnerabilities and filling data gaps with additional modelling, the team will evaluate the impacts of potential vulnerabilities on mission readiness. This vulnerability assessment will assess the impact of hazards on the military mission and wider local communities that support the Range. Working with the military, local governments, and state agencies, the committees will evaluate and prioritize vulnerabilities to address based on potential risks to operations. Throughout this process the project team will be working with the installation and the local governments on the development of community partnership agreements. These agreements will facilitate rapid implementation of the final recommendations of this process.

The **final report** will include feasible recommendations for structural and nonstructural mitigation measures and identify appropriate responsible parties, timelines, estimated costs, a monitoring plan, and appropriate financing mechanisms to implement the recommendations. Findings will also be presented to appropriate audiences across the state including the Florida

Defense Alliance, Florida Regional Councils Association, Florida Defense Support Task Force, and State departments including the Florida Departments of Transportation, Emergency Management, and Environmental Protection. Project parties will accomplish these tasks through a layered approach. The development of the deliverables within each activity builds upon the results and progress of other activities. There are opportunities for overlap of tasks and selected activities which can be conducted simultaneously. This approach provides partners and stakeholders with opportunities to review and comment on information as it is developed and can better inform both concurrent and subsequent activities.

This project will be led by the Central Florida Regional Planning Council to leverage existing relationships with Military Commanders, municipal and county governments, economic development organizations, and State of Florida agencies. This collaboration will allow leveraging local, state, and federal resources with local expertise, data, and multi-sector partnerships that the CFRPC has developed since its creation in 1974. CFRPC is also currently working with four other Florida Regional Planning Councils on a project related to flooding and resiliency. An added benefit of working with Florida's ten regional planning councils is that the councils work closely together to coordinate and leverage each other's expertise to create not only regional success but statewide success. Conversations are already underway regarding collaboration with ongoing MIRR planning efforts undertaken by other councils in Florida and other states.

Scope of Work/Work Program

The work is divided into nine broad tasks and subtasks for CFRPC and the Consultant.

Task 1 – Project Management (throughout the 12 - 18-month term of the grant)

Task 2 – Range and Community Engagement (throughout the term of the grant)

Task 3 – Community Partnership Development (throughout the term of the grant)

Task 4 – Initial Resilience Assessment (August 2023 - January 2024)

Task 5 - Tabletop Exercise (February 2024-April 2024)

Task 6 – Modelling Impacts of Potential Threats (February 2024 - July 2024)

Task 7 – Consideration of Mutual Support Options between APAFR and Community Partners (May 2024 – October 2024)

Task 8 – Development of Recommendations and an Implementation Plan (August 2024 - January 2025)

Task 9 – Final Report, Deliverables, and Dissemination (November 2024 - January 2025)

2. PURPOSE OF RFP

The CFRPC is seeking consulting planning and engineering services to review climate vulnerabilities, critical infrastructure, intergovernmental coordination opportunities, community engagement and impacts to military operations and surrounding communities. The CFRPC prioritized action to promote and enhance climate resiliency through the formation of the Central Florida Regional Resiliency Coalition to facilitate and promote regional coordination of climate resiliency efforts. The selected consultant will assist the CFRPC in preparing a report concerning Military Installation Resiliency. A preliminary Scope

of Services of the MIRR Project is attached in Part VI hereof.

Respondents should have an established reputation and documented successful experience in providing planning and engineering services. The Respondent selected is expected to have appropriately experienced staff and resources to provide comprehensive and reliable services regarding the MIRR Project and will be required to demonstrate this via the submittal documents and/or associated interviews, if deemed necessary.

The MIRR Project is expected to be complete by January 2025. It is anticipated that a time and materials contract will be awarded to the selected Respondent in the estimated amount of \$327,217.

3. GENERAL PREPARATION AND SUBMITTAL REQUIREMENTS

Respondents are expected to read and understand this RFP and associated documents in their entirety. Respondents should be able to perform the tasks outlined in the preliminary Scope of Services fully and in the timeline required. An inquiry period is provided for Respondents to request clarifications. Failure to do so will not relieve a successful Respondent of its obligations to furnish the services necessary to carry out all the requirements and provisions set forth in the contract.

Proposal forms must be signed in the legal name of the company or firm and by an officer or partner having authority to bind the company or firm by his or her signature. Each part of the proposal should be clearly labelled for easy reference.

One clearly marked original and five (5) additional hard copies of the proposal, and one digital copy (flash drive), shall be enclosed in a sealed envelope or carton clearly marked "MIRR Project RFP Response" and delivered in person, by carrier or messenger, by U.S. Mail "certified", to the attention of:

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Shannon McPhearson, Administrative Director
555 East Church Street
Bartow, Florida 33830

Proposals must be delivered no later than:

Time: 4:00 PM EST

Date: 11/22/2023

Hand delivery to the above address will be accepted only on November 22, 2023 between 9:00 AM and 4:00 PM Eastern Standard Time. If Respondents choose to submit Proposals electronically, CFRPC is not responsible for any technical problems in the electronic

transmission and/or delay in receipt due to technical problems. Such electronic transmittal errors will not alter or affect the deadline date and time for receipt of Proposals. Electronic Proposals should be delivered via email with **“MIRR Project RFP Response”** in the subject line to: smcpherson@cfrpc.org.

Late proposals will not be considered. No Proposals can be withdrawn after the submission deadline without the written permission of CFRPC.

Any inquiries for additional information, clarifications, discrepancies or inconsistencies in the instructions or proposal requirements will only be accepted in writing to smcpherson@cfrpc.org, with **“MIRR Project RFP Inquiry”** in the subject line, until Monday, November 13, 2023 by 4:00 pm EST. CFRPC will respond regarding any discrepancy, omission or inconsistency and provide answers to inquiries. All such questions and responses will be posted on CFRPC’s web site at <https://www.CFRPC.org/RFP/>.

Except as provided above, all prospective contractors are hereby prohibited from contacting any member of the CFRPC Board or employees in any respect regarding this RFP during the bid process. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.

4. SIGNATURES

The Proposal Signature page (see Part V Submittal Forms) must be signed by an individual with authority to sign on behalf of the firm. If signature is by an agent, other than an officer of the corporation or firm or a member of a partnership, a notarized power-of-attorney must accompany the Proposal.

5. COMPLIANCE WITH LAWS, PERMITS

The successful Respondent shall comply with all local, State, and Federal statutes, regulations, directives and orders, as applicable to the services provided and offered to CFRPC.

6. CONVICTED VENDOR, DISCRIMINATORY VENDOR LISTS, SCRUTINIZED COMPANIES LIST, AND E-VERIFY REQUIREMENT

Pursuant to Subsections 287.133(2) and (3), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted

vendor list.

Pursuant to Subsection 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

Pursuant to Section 287.135, Florida Statutes, a company that has been placed on the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List; or the Scrutinized Companies that Boycott Israel List or a company that engages in a boycott of Israel, is ineligible and may not submit a bid, proposal, or enter into or renew a contract with an agency for goods or services of \$1 million or more. At the time of submission of a proposal for a contract or contract renewal for goods or services of \$1 million or more, the company must certify that it is not on either such List and further that it does not have business operations in Cuba or Syria as required by Section 287.135(5), Florida Statutes.

Pursuant to Section 287.135, Florida Statutes, Respondent acknowledges that CFRPC has the option to terminate any contract for goods or services of \$1 million or more if the awarded company is found to have submitted a false certification as provided under Section 287.235 (5), been placed on the Scrutinized Companies with Activities in the Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria

Pursuant to Section 287.135, Florida Statutes, Respondent acknowledges that CFRPC has the option to terminate any contract for goods or services of any amount if the awarded company is found to have or been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

E-Verify: In accordance with Section 448.095 Florida Statutes, the Awardee/Contractor/Consultant agrees to register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired during the term of the award/contract for the services specified in the award/contract. The Awardee/Contractor/Consultant must also include a requirement in subcontracts that the subcontractor must register with and utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the award/contract term. If the Awardee/Contractor/Consultant enters into a contract with a subcontractor, the subcontractor must provide the Awardee/Contractor/Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awardee/Contractor/Consultant shall maintain a copy of such affidavit for the duration of the award/contract. If CFRPC has a good faith belief that the Awardee/Contractor/Consultant has knowingly violated Section 448.09(1), Florida Statutes, CFRPC shall terminate the Contract with the Awardee/Contractor/Consultant, and the

Contractor may not be awarded a contract with CFRPC for at least 1 year after the date on which the award/contract was terminated. The Awardee/Contractor/Consultant is liable for any additional costs incurred by CFRPC as a result of the termination of the award/contract. If CFRPC has a good faith belief that a subcontractor knowingly violated the law, but the Awardee/Contractor/Consultant has otherwise complied with the law, CFRPC shall promptly notify the Awardee/Contractor/Consultant and order the Awardee/Contractor/Consultant to immediately terminate the award/contract with the subcontractor.

7. NOTIFICATION OF AWARD/RIGHT TO PROTEST

CFRPC will award a contract to the highest-ranking Respondent deemed most qualified to provide the services requested by this RFP. The awarded Consultant must be registered to do business in the State of Florida. Information regarding registration can be found at the Florida Department of State, Division of Corporations website at <http://dos.myflorida.com/sunbiz>. Notification of CFRPC's decision regarding this solicitation will be posted on CFRPC's website.

8. FAILURE TO FILE A PROTEST

Failure to file a protest within the time prescribed in section 120.57(3), Florida statutes, or failure to post a bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida statutes. This includes, but is not limited to, any objection to or protest of this Request for Proposal, Notice of Award, the form and content of the Proposals and/or the actions of CFRPC.

9. ACCEPTANCE AND RIGHT OF REJECTION

Respondent understands that Proposals are to remain open for an acceptance period of 120 (one-hundred twenty) days after the submittal due date for evaluation purposes. CFRPC reserves the right to reject all Proposals.

10. ADDITIONAL INFORMATION REQUIREMENTS

Prior to a recommendation for award, CFRPC will require the highest ranked Respondents to demonstrate qualifications to furnish the specified services. Respondents must be prepared to submit written information requested by CFRPC within five (5) business days of a request. CFRPC may review Respondent's prior experience, references and previous contracts for similar services.

11. TENTATIVE SCHEDULE

Below is the tentative schedule for this solicitation and award process. CFRPC reserves the right to modify this schedule if needed due to operational commitments.

Start of advertisement period for RFP	October 27, 2023
Deadline for questions about RFP	November 13, 2023, at 4:00 p.m. Eastern Standard Time
Deadline for responses to questions	November 15, 2023
Deadline for proposals	November 22, 2023, at 4:00 p.m. Eastern Standard Time
Oral Interviews (if applicable)	November 30, 2023
Notice of Award	December 13, 2023

PART II – ADDITIONAL CONDITIONS

1. ADDENDA

The CFRPC reserves the right to revise or amend this RFP. Such revisions and amendments, if any, shall be announced by Addenda to this RFP. Copies of such Addenda shall be posted via link on the CFRPC webpage. Proposal due date shall be at least five (5) working days after the last Addenda.

2. MINOR IRREGULARITIES

The CFRPC reserves the right to either (1) waive any minor irregularities or clerical errors which are not material, or which do not prejudice other Respondents; or (2) to reject any and all Proposals submitted as non-responsive. Conditional Proposals or those which take exception to any provision of the RFP may be considered non-responsive and may be rejected.

3. PUBLIC RECORDS

Each Respondent, by submitting a Proposal, acknowledges the CFRPC's legal obligation in accordance with Chapter 119 of the Florida Statutes, to respond to all public records requests in a timely manner and expressly waives any right to contest, impede, prevent or delay such disclosure, or to initiate any proceeding that may have the effect of impeding, preventing or delaying such disclosure, unless the Respondent establishes its right to a public records exception. It is the responsibility of the Respondent alone to establish its right to any such exception. Under no circumstances will CFRPC be responsible or liable to a Respondent or any other party as a result of disclosing any such information or materials.

Each Respondent may clearly mark each page of the Proposal that contains trade secrets or other confidential commercial or financial information which the Respondent believes should not be disclosed outside of the agency. Disclosure of requested information will be determined in accordance with Florida laws, rules and regulations. Respondents are informed that CFRPC is subject to the Florida Public Records and Sunshine Laws.

Each Respondent, by submitting a proposal acknowledges and agrees that if awarded a contract as a result of this Proposal the following conditions will be made a part of the contract.

- a. Consultant must keep and maintain all public records required by the CFRPC in order to perform services under this Contract.
- b. Upon request from the CFRPC's custodian of public records, the Consultant shall provide the CFRPC with a copy of the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provide in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Consultant shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by

law for the duration of the contract term and following completion of the contract if the Consultant does not transfer the records to the CFRPC.

- d. Upon completion of the contract, the Consultant shall transfer, at no cost, to the CFRPC all public records in the possession of the Consultant or keep and maintain public records required by the CFRPC to perform the service under this contract. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CFRPC, upon request and in a format that is compatible with the information technology systems of the CFRPC.

4. OWNER'S RIGHTS:

The CFRPC reserves the right, in its sole and absolute discretion, to:

- a. Amend, suspend, or terminate this Request;
- b. Revise and modify, at any time prior to the Response due date, factors it will consider in evaluating Responses and to otherwise revise its evaluation methodology;
- c. Extend dates, time periods or deadlines in this Request;
- d. Reject any and all Responses in whole or in part which are non-conforming, non-responsive, or conditional Responses;
- e. Waive minor deficiencies, informalities, irregularities or defects;
- f. Suspend and/or terminate this procurement process at any time;
- g. Reissue the same Request or a different Request for this Project;
- h. Hold meetings and conduct discussions and issue correspondence with one or more of the Respondents to seek an improved understanding and evaluation of the Responses to this Request;
- i. Use assistance of outside advisors (e.g., technical, financial, procurement and legal advisors) in the evaluation process;
- j. Accept Responses that in its judgment will be in the best interest of the CFRPC;
- k. Suspend, discontinue and/or terminate negotiations at any time prior to the actual authorized execution of a contract by all parties;
- l. The CFRPC expressly reserves the right to exercise all rights available to it under this Section and other provisions of applicable Florida law pertaining to this Request without incurring any liability for costs, expenses or damages of any nature whatsoever

suffered or incurred by any Respondent, team member or any other person.

5. DISQUALIFICATION/REJECTION

Without limiting the foregoing, the CFRPC may disqualify and reject any Respondent (including its sub-consultants, affiliates, partners and parent organizations) that:

- a. Fails to include information in its Response required by this Request;
- b. Engages in conduct prohibited by this Request;
- c. Fails to obtain the CFRPC's consent for any action when required by this Request;
- d. Is involved in pending litigation concerning the CFRPC or its Member Governments;
- e. Submits false or misleading information in its Response;
- f. Has a conflict of interest;
- g. Fails to disclose any information which, if disclosed, would materially adversely affect the CFRPC's evaluation of the Response; or
- h. Otherwise fails to comply with or breaches any material requirement of this Request.

6. PROPOSAL COSTS AND EXPENSES

All costs and expenses incurred by a Respondent, or any person working on behalf of a Respondent, in connection with the Request, including the preparation and submission of a Response, providing additional information, attendance at meetings, presentations or interviews, and any other actions taken by a Respondent in response to the Request shall be the sole responsibility of the Respondent. The CFRPC and its agents, officers and directors shall have no responsibility or liability for any costs, damages or expenses incurred by Respondent, team members or any other person as a result of this Request.

7. NON-COLLUSION

The Respondent shall declare that the only person(s) or party(s) interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that is made without collusion with any official of CFRPC and that the Proposal is made without any connection or collusion with any person submitting another on the Contract included herein. By submitting a Response to this RFP, Proposer also represents that its Response has been prepared without collusion or fraud and in fair competition with other Proposers, without any restraint on free competition, and acknowledges that the CFRPC is acting in reliance upon that representation.

8. NONCONFORMING

A Proposal may be deemed nonconforming which contains omissions, erasures, alterations, or

additions of any kind, or which may be obviously unbalanced, or which in any manner shall fail to conform to the requirements provided for herein.

9. PREPARATION AND REVIEW

Proposers are solely responsible for conducting their own independent research and due diligence in the preparation of Proposals and the subsequent delivery of services under the Contract.

PART III – PROCESS AND EVALUATION INFORMATION

1. REQUEST FOR PROPOSAL PROCESS

CFRPC is soliciting Proposals from potentially qualified Respondents. Firms will be selected based on qualifications and project approach in accordance with the Consultants' Competitive Negotiation Act (CCNA), Section 287.055, F.S. Submittals will be scored and ranked according to the Scoring Criteria set forth below. To evaluate the Proposals, both written submittals and, if deemed necessary, oral presentations may be considered by a Selection Committee. CFRPC reserves the right to request additional information and clarification of any information submitted.

2. PROPOSAL EVALUATION PROCESS

Proposals will be evaluated by a Selection Committee in accordance with the Sunshine Law. The Selection Committee members will score the proposals based on the Scoring Criteria below. Based upon compiled scores, the firms will be ranked, and a short list prepared of the top ranked Respondents. If held, interviews will be noticed and held in accordance with the Sunshine Law and will be used to clarify Proposal elements and/or have discussions. Respondents participating in this phase will be provided interview information. Written submittal and interview presentations may be considered to determine the best overall qualified Respondent to be recommended to the Council for award. Should CFRPC's representative fail to negotiate, with the firm determined to be the most qualified, a final Scope of Services and compensation arrangement which CFRPC considers to be fair, competitive and reasonable, negotiations with such firm shall be terminated and the authorized CFRPC representative shall then begin negotiations with the second most qualified firm. Such negotiations shall continue as described above until CFRPC has exhausted the order of short-listed firms. Failing an agreement with such firms, CFRPC may select additional firms in order of competency and qualifications as indicated in the Proposal evaluations until an agreement is reached, or CFRPC may modify or cancel the request for services or reissue the RFP. The initial scores of the written submittals to determine ranking will be based upon the categories, points and criteria as noted below.

3. WRITTEN SUBMITTAL SCORING CRITERIA:

Firms are encouraged to assemble complete, collaborative teams to develop and provide a

Proposal that addresses all disciplines and all areas of expertise. It is the intent to recommend a list comprised solely of firms/teams that offer most, if not the entire spectrum of services required by the Scope of Services. For scoring purposes, the Selection Committee will only consider years of experience for staff whose time will be committed to the project.

Evaluation of the Proposals will be based on the following categories and allocation of points:

TOTAL POINTS = 100

A. Demonstrated ability, both qualitative and quantitative, to work with Department of Defense, military installations, federal, state and local government agencies, elected officials and staff, regional planning organizations, utilities, private sector stakeholders and community representatives **(Maximum 20 Points)**

Score	Criteria
0-6	Limited experience (less than 5 years)
9-13	Moderate experience (5-14 years)
16-20	Significant experience (exceeds 15 years)

B. Experience with threat and hazard identification, risk and vulnerability assessment, both qualitative and quantitative **(Maximum 15 points)**

Score	Criteria
0-4	Limited experience (less than 5 years)
7-11	Moderate experience (5-14 years)
12-15	Significant experience (exceeds 15 years)

C. Experience with community engagement, developing public-private partnerships, including with military installations **(Maximum 15 Points)**

Score	Criteria
0-4	Limited experience (less than 5 years)
5-11	Moderate experience (5-14 years)
12-15	Significant experience (exceeds 15 years)

D. Qualification of all key personnel who will be assigned to this Project **(Maximum 15 Points)**

Score	Criteria
0-4	Limited qualifications, experience and expertise of key personnel on the project team
5-11	Moderate qualifications and expertise of key personnel on the project team.
12-15	Significant qualifications and expertise of key personnel on the project team

E. Detailed explanation of how the Respondent will address and accomplish the Scope of Services (Part VI) within the required Project Schedule (Part VII) **(Maximum 30 Points)**

Score	Criteria
0-10	Limited explanation of how the project team will address and accomplish the Scope of Service, and/or lack of detail or unreasonable project schedule.
11-20	Moderate explanation of how the project team will address and accomplish the Scope of Service, and/or some detail and reasonable project schedule.
21-30	Significant explanation of how the project team will address and accomplish the Scope of Service, and detailed, reasonable project schedule.

Certified Minority Business Enterprise (5 points)

Score	Criteria
0	Respondent is not certified.
5	Respondent includes proper MBE Certification current at the time of submittal. MBE is defined by the Florida Statute 288.703. No MBE points for sub-contractors will be awarded.

Certified Minority Business Enterprise - Certification documents are to be submitted with the Proposal. Certification must be current at time of submittal and issued by a nationally recognized agency such as National Minority Supplier Development Council (NMSDC), Women's Business Enterprise Network Council (WBENC) or their respective state office or affiliate. Certificates are also acceptable if issued by the Florida Office of Supplier Diversity (OSD) or one of CFRPC's member governments.

4. TIE SCORES

In case of a tie, the highest scores in the highest weighted category shall prevail. Category scores will be compared in descending order until the tie is broken.

PART IV – PROPOSAL SUBMITTAL REQUIREMENTS & FORMAT

1. INSTRUCTIONS TO FIRMS

The Respondent's Proposal must be submitted in accordance with these instructions. Failure to follow these instructions could be cause for rejection of the proposal. Submittals should be tabbed and divided in accordance with the sections outline below for ease of review. Submittals must be in a font no smaller than 11 and adhere to the page limits set forth herein. Proposals may be two-sided and each side of type size 8 ½" by 11" will equal one page.

PROPOSALS MUST INCLUDE THE FOLLOWING INFORMATION:

Section 1 – Transmittal Letter (limit 2 pages)

- a. Name and address of your firm and the contact individual authorized to execute agreements with the CFRPC.
- b. Briefly describe your firm's history, ownership, organizational structure, location of headquarters and other facilities.
- c. Describe the type of services provided by the firm, types of clients and length of time in the industry. Provide contact information for the project manager. Provide an overview of the firm's service capabilities.
- d. Complete Addenda and Proposal Signature pages and include in this section. (They will not be included in page count.)
- e. Complete E-Verify form and include in this section. (Not included in page count.)

Section 2 – MBE Certification (limit 2 pages)

- a. Attach evidence of Minority Business Enterprise Certification per Scoring Criteria or state/indicate that Respondent has no Certification.

Section 3 – Disclosures and Conflict of Interest: Provide the following statements/clarifications (limit 2 pages)

- a. State that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on the firm's operations.
- b. Describe any past, pending, or threatened litigation, or regulatory action involving engineering services for design and/or construction projects provided by the Respondent or indicate if none are known to exist.
- c. State that the Proposal has been prepared independently without consultation or communication with any other Respondent for the purpose of restricting competition.
- d. Disclose any potential conflict of interest which would adversely affect the Respondent's ability to provide fair, loyal, and competitive services to CFRPC. Such disclosures shall include, but not be limited to, the Respondent's contractual obligations, property interests, or clientele relationship; or the property interests, contractual obligations or relationships of the Respondent's principals, officers, directors, employees, or agents which are directly or indirectly related to CFRPC and its operations.
- e. Identify current and previous (past 5 years) contractual relationships with CFRPC and

any of our member governments.

Section 4 - Organizational Chart & Project Team Availability (limit 2 pages)

- a. Include a chart graphic showing team organization, highlighting account/contract manager, key team member (prime, sub-consultants, sub-contractors, etc.) names (including Project Managers), associated company, primary office location, and identify team member's role, responsibility, or specialty.
- b. In addition, this section should include a description, table, or graphic of the availability of the key Project team members and sub-consultants/specialists.

Section 5 – Lead Project Manager Experience (limit 5 pages)

Briefly identify the following information for the person being listed as a project manager:

- a. Project Manager Name
- b. Title/Position
- c. Firm/Company
- d. Primary Office Location
- e. Education
- f. Licenses, Registrations, Certifications, Professional Affiliations
- g. Years of Relevant Experience
- h. Role & Responsibilities
- i. List examples of representative projects for the last five (5) years.

Section 6 – Key Project Team Members Experience (limit 5 pages)

Identify the following information for the key project team members:

- a. Team Member Name
- b. Title/Position
- c. Firm/Company
- d. Primary Office Location
- e. Education
- f. Licenses, Registrations, Certifications, Professional Affiliations
- g. Years of Relevant Experience
- h. Role & Responsibilities
- i. List examples of representative projects for the last five (5) years.

Section 7 – Additional Firm & Team Member Information and/or Resumes (limited to no more than a total of 20 pages)

Provide any additional supporting information.

Section 8 – Project Scope of Services and Schedule (limit 25 pages)

Provide a detailed explanation and schedule for how the Project Scope of Services will be addressed and accomplished on time and within budget. (See Parts VI and VII)

PART V – RFP SUBMITTAL FORMS

ADDENDA

The PROPOSER acknowledges that he has received Addenda Number(s):

Number	Addendum Title	PROPOSER Initials
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Number	Addendum Title	PROPOSER Initials
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Number	Addendum Title	PROPOSER Initials
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PROPOSER shall insert number and name of each addendum received and agrees that all addenda issued are hereby made a part of the RFP, and the PROPOSER further agrees that its PROPOSAL is submitted after consideration of said addenda.

NOTE: This form is to be completed and included in Section 1 of the Submittal with the cover letter.

SIGNATURE PAGE:

Firm Name

Firm Address

Authorized Signature

Print Name

Phone Number

Email Address

NOTE: This form is to be completed and included in Section 1 of the Submittal with the cover letter.

AUTHORIZED SIGNATURES

Proposer: Complete the applicable Acknowledgement for An Individual Acting in His Own Right, A Partnership, A Corporation, or a Limited Liability Corporation, (LLC) according to your firm type.

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, acting in an individual capacity. He/she is personally known to me **OR** has produced _____ as identification and did (did not) take an oath.

Notary Public Signature

Print Name

My Commission Expires: _____ (AFFIX NOTARY SEAL)

FOR PARTNERSHIP

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, who is a partner on behalf of _____, a partnership. He/she is personally known to me **OR** has produced _____ as identification and did (did not) take an oath.

Notary Public Signature

Print Name

My Commission Expires:

(AFFIX NOTARY SEAL)

FOR A CORPORATION OR A LIMITED LIABILITY CORPORATION

STATE OF _____

COUNTY OF _____

SWORN TO and subscribed before me by means of physical presence or online notarization,

this _____ day of _____, 20____, by _____

_____, who is _____(Title) of

_____(Corporation Name) a corporation or limited liability corporation under the laws of the State of _____, on behalf of the said corporation.. He/she is personally known to me **OR** has produced _____ as identification and did (did not) take an oath.

Notary Public Signature

Print Name

My Commission Expires:

(AFFIX NOTARY SEAL)

**CENTRAL FLORIDA REGIONAL PLANNING CONCIL
CONTRACTOR/CONSULTANT/VENDOR
E-VERIFY AFFIDAVIT**

STATE OF _____
COUNTY OF _____

BEFORE ME, the undersigned authority, appeared _____, who first being
duly sworn hereby swears or affirms as follows:

1. I make this affidavit on personal knowledge.
2. I am over the age of 18 years and otherwise confident to make this Affidavit.
3. I am the _____ of
_____ (the

“Contractor/Consultant/Vendor”).

4. I am authorized by _____ to make this Affidavit
on behalf of Contractor/Consultant/Vendor.

5. Contractor/Consultant/Vendor acknowledges that Section 448.09, Florida Statutes,
makes it unlawful for any person to knowingly employ, hire, recruit, or refer, for private or public
employment, an alien who is not duly authorized to work in the United States.

6. Contractor/Consultant/Vendor acknowledges that Section 448.095, Florida Statutes,
prohibits public employers, contractors, and subcontractors from entering into a contract unless each
party to the contract registers and uses E-Verify.

7. Contractor/Consultant/Vendor is in compliance with the requirements of Sections
448.09 and 448.095, Florida Statutes.

8. Contractor/Consultant/Vendor understands it shall remain in compliance with the
requirements of Sections 448.09 and 448.095, Florida Statutes, during the term of any contract with

CFRPC.

9. Contractor/Consultant/Vendor's subcontractors are in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes.

10. Contractor/Consultant/Vendor shall ensure compliance with the requirements of Sections 448.09 and 449.095, Florida Statutes, by any and all of its subcontractors.

11. Neither the Contractor/Consultant/Vendor, nor any subcontractor of Contractor/Consultant/Vendor, has had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the date of this Affidavit.

12. If the Contractor/Consultant/Vendor, or any subcontractor of Contractor/Consultant/Vendor, has a contract terminated by a public employer for any such violation during the term of any contract with CFRPC, it shall provide immediate notice thereof to CFRPC.

Signature of Affiant
on behalf of Contractor/Vendor

By: _____
As its: _____
Dated: _____

STATE OF _____
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, on behalf of _____, who is personally known to me or who has produced _____ as identification.

Print Name: _____
Notary Public of the State of Florida

My Commission Expires:

PART VI –SCOPE OF SERVICES

CFRPC seeks Contractor support for the Project, including the following:

- Subject Matter expertise to conduct research, analysis, strategic guidance, advising, resolution strategies and outreach support.
- Additional technical services to complete planning tasks.
- Support for outreach, meetings, workshops, and other engagement activities with project stakeholders.
- Technical support services for developing maps of locations of resilience risks and impact in the study area that are readable within standard Geographic Information Systems (GIS) software (e.g., ESRI's ArcMap, etc.)

The Avon Park Air Force Range (APAFR) will be the subject of this Contract.

The Contractor shall present the proposed approach for completing the tasks outlined below. The Contractor shall demonstrate how the objectives will be achieved and how the Contractor will assist the CFRPC staff in establishing priorities, timelines, task orders, schedules, and budgets. The Contractor shall describe unique models, methodologies, or products that will be utilized in fulfilling the scope of services. The efficient use of manpower and materials shall be considered. Contractors must demonstrate detailed understanding of the Federal, State, and local requirements and compliance with those requirements. The Contractor must demonstrate their knowledge of Resilient Florida legislation and Implementation Funding mechanisms as well as alignment to CFRPC resilience efforts. Considerations for natural resources and the One-Water concept should be integrated into the proposal efforts.

The following is a list of key responsibilities, tasks, and deliverables for both CFRPC staff and the Contractor:

Task 1. Project Management

The selected consultant will, at a minimum: regularly participate in meetings and coordinate with CFRPC staff, DoD representatives, and the project team; identify and facilitate milestone meetings; submit monthly schedule, budget, and project status reports; and prepare a Project Management Plan (PMP).

CFRPC Responsibilities

- A. Define overall scope, timeline, and budget.
- B. Manage consultant (Develop RFPs, manage selection process, execute contract(s)).
- C. Schedule project meetings and coordinate with consultant(s), DoD representatives, and the project team.
- D. Project kick-off meeting with DOD, CFRPC, and Contractor(s).
- E. Schedule - tasks, meetings, milestones, delivery dates.
- F. Participate in regular (at least 20) meetings with Contractor(s).
- G. Financial and other federal reports.

- H. Progress reports (monthly and final).
- I. Manage budget.

Contractor Responsibilities

- A. Submit monthly schedule, budget, and project status reports.
- B. Prepare a Project Management Plan (PMP) to include, at a minimum, the following elements: scope, budget, schedule of tasks, meetings, milestones, delivery dates, regular monthly meetings and milestones, expectations of CFRPC and Contractor. and stakeholder committee input (e.g., documents to be provided, coordination required, etc.).
- C. Progress Reports (monthly and final),
- D. Participate in Project Team Meetings (at least 20).

Task 2. Range and Community Engagement

CFRPC Responsibilities

- A. Develop initial stakeholder lists, including potential members for the Technical Advisory and Steering Committees.
- B. Quarterly briefings to the Steering Committee.
- C. Attend Technical Advisory and Steering Committee Meetings.
- D. Deliver presentations to committees and other community stakeholders as necessary.
- E. Handle workshop logistics, committee coordination, and overall facilitation.

Contractor Responsibilities

- A. Serve as lead facilitator of all meetings of the Technical (“TAC”) (Monthly) and Steering (Quarterly) Committees established by CFRPC and the DoD OLDCC.
 - a. Develop agendas, handle meeting logistics (virtual and in-person to the extent possible), develop and distribute meeting materials, prepare meeting summaries, handle meeting follow-up.
- B. Facilitate and determine analysis priorities.
- C. Confirm preferred data sources and stakeholders for project research.
- D. Identify security concerns and limitations for military installation research that will be incorporated in public facing deliverables.
- E. Conduct workshops (2) including outside experts, stakeholders, and committee members on specific topics to understand vulnerability, and potential impacts.
 - a. Define stakeholder workshop(s) goals, objectives, format, and anticipated outcomes.
 - b. Create summary outline with Project Team feedback.
 - c. Confirm meeting(s) format (virtual or in-person).
 - d. Brainstorm preliminary list of desired experts with CFRPC and APAFR to develop stakeholder lists.
 - e. Develop the draft and final agendas.
 - f. Facilitate workshop discussions.
 - g. Take notes and create summary.
 - h. Summarize workshop feedback.
 - i. Facilitate workshop debriefing with project team.
 - j. Create an outline of the final workshop report.
 - k. Solicit Project Team and TAC feedback.
 - l. Deliver presentations on technical materials from research and report tasks.

Task 3. Community Partnership Development CFRPC Responsibilities

- A. Define and manage overall scope, timeline, and budget.**
- B. Schedule - tasks, meetings, milestones, delivery dates.**
- C. Facilitate Range-Community engagement.**
- D. Hold meetings with the Range to establish understanding of the benefits of and support for the partnership development process.**
- E. Form working groups to identify and develop long-term partnership opportunities for the Range.**
- F. Create cost-benefit analysis for APAFR and potential community or state partners.**
- G. Draft agreement vehicle(s) that provide optimal opportunities for return on investment and rapid implementation of MIRR priorities.**
- H. Present draft agreements to Technical Advisory Committee, Steering Committee, and other stakeholders.**
- I. Coordinate partnership development with other MIRR activities.**

Contractor Responsibilities

- A. Provide support activities**

Task 4. Initial Resilience Assessment

Under this task, the contractor shall work with CFRPC staff, DoD installation representatives and other stakeholders to identify key threats and vulnerabilities, and possible priorities for mitigation. The hazard analysis will be used to develop a Unified Resilience Assessment Standard for the Region.

CFRPC Responsibilities

- A. Participate in interviews, site visits, and data collection as appropriate.
- B. Work with Contractor, DoD, and Committees to determine appropriate scope, time period, and priority research areas.
- C. Provide Contractor with local resources, pre-existing research, and background studies of which CFRPC is aware.

Contractor Responsibilities

- A. Determine analysis scope and priorities with DoD, CFRPC, and Technical and Steering Committees.
 - a. Identify and scope sectors to be analyzed (infrastructure systems, transportation systems, communication systems, water and wastewater, power, and other relevant sectors) to assess how potential hazards will impact critical services.
 - b. Scope the identified hazards, climate projections, and non-climate stressors to be included,
 - i. Hazards should include current probability, frequency, intensity, and level

- iii. Non-climate stressors may include, but are not limited to, land use change, population and demographic change, and economic development patterns.
- c. Establish projected climate risks, scenarios, and time periods to be evaluated.
- B. Identify and maintain resources on previous studies, data, and relevant reports as background information to Project Tasks;
 - a. Identify and gather regional climate studies, geospatial, and other relevant data to include FEMA resources (e.g. FEMA.gov), and studies to identify hazards. Gather regional utilities, transportation, infrastructure, and other sector studies, in cooperation with CFRPC and the TAC.
 - b. Identify data gaps.
- C. Perform interviews with key installation and community personnel to identify risks to operations.
- D. Identify and map military installation's resilience threats.
 - a. Develop preliminary outline for identifying and mapping APAFR resilience threats and scope the project.
- E. Develop deliverable content (e.g., key hazards, issues, gap identification, GIS maps, etc.).

Task 5. STAKEHOLDER WORKSHOP(S)/ TABLETOP EXERCISE

CFRPC Responsibilities

- A. Coordinate the tabletop workshop/charette exercise with the contractor and the stakeholders to discuss and evaluate potential risks and consequences of different natural threat scenarios to include but not limited to flooding, extreme weather events, and unanticipated changes in environmental conditions on the impairment of the continued operational utility of the installation, and critical public services (i.e., Avon Park Correctional Institute potable water and wastewater facilities and operations).
- B. Facilitate tabletop exercise discussion on issues and concerns and identify critical knowledge gaps.
- C. Working with the Contractor, validate analysis criteria, review preliminary findings, and refine the study approach.
- D. Prepare the after-action report on the tabletop exercise.

Contractor Responsibilities

- A. Provide initial resilience assessment materials for the tabletop exercise.
- B. Using feedback from the stakeholders, prioritize short-, medium-, and long-term actions to reduce consequences.
- C. Identify actions for further, more detailed and quantitative analysis.
- D. Identify and develop strategies for adaptation/mitigation.
- E. Prepare after-action follow-up items.

Task 6. Modelling Impacts of Potential Threats

CFRPC Responsibilities

- A. Review, comment, approval of Contractor reports.
- B. Assist in identifying appropriate local contacts.

Contractor Responsibilities

- A. Conduct vulnerability assessment.
 - a. Assess impacts of hazards (short, medium, and long-term) on sectors and community and determine ability to respond during an event.
 - b. Determine adaptation capability (adaptation measures, capital improvement plans human capital, built environment, financial resources, etc.).
- B. Work with Committees to identify short, medium, and long-term impacts and consequences for risks to operations.
 - a. Evaluate and prioritize vulnerabilities and consequences for risks to operations.
 - b. Develop any appropriate recommendations and provide associated draft documentation.
- C. Map out existing responsibilities / capabilities of installation and surrounding communities.
 - a. Identify emergency response capabilities and responsibilities.
 - b. Identify short- and long-term facilities and capital improvement plans and requirements.
 - c. Identify environmental stewardship responsibilities.
 - d. Identify existing leadership responsibilities / capabilities for identified tasks.
 - e. Develop any appropriate recommendations and provide associated draft documentation.

Task 7. Consideration of Mutual Support Options between APAFR and Community Partners

CFRPC Responsibilities

- A. Review, comment, approval of Contractor reports.
- B. Assist in identifying appropriate local contacts.

Contractor Responsibilities

- A. Identify regional synergies for resilience support, collaborations, and potential solutions. . . B. Identify Continuity of Operations Plan (COOP) mission / task alignment.
- C. Identify other mission / task alignment opportunities with regional partners.
- D. Develop cost- benefit analysis.
- E. Develop any appropriate recommendations and provide associated draft documentation.

Task 8 – Development of Recommendations and an Implementation Plan

CFRPC Responsibilities

- A. Review, comment, approval of Contractor reports.

Contractor Responsibilities

- A. Develop implementation site-specific solutions and implementation strategy.
 - a. Assess feasibility of implementing site-specific solutions.
 - b. Work with CFRPC, DOD and stakeholders to develop site-specific solutions and identify feasibility (cost analysis, structural and nonstructural mitigation measures will be evaluated and compared).
 - c. Develop recommendations and implementation plan.
 - d. Identify recommendations and actions for DOD, stakeholders, and relevant agencies to address shared responsibility of climate risks. The Contractor will identify appropriate responsible parties, timelines of impacts, identification of priorities (short, mid-term, and long-term), estimated costs, a monitoring plan, appropriate financing mechanisms to implement the recommendations, and recommendations for an organizational structure and process that promotes continual collaboration of participants on resilience issues beyond completion of the project.
 - e. Conduct site visits where applicable to determine feasibility.
 - f. Assess feasibility of implementing site-specific solutions.
 - g. Handle verbal and written review and feedback on progress reports and draft analyses.
 - h. Draft and provide periodic updates to the Project Team and TAC.

Task 9 – Final Report, Deliverables, and Dissemination

CFRPC Responsibilities

- A. Review, comment, approval of Contractor reports.
- B. Present findings with contractor to appropriate audiences (Florida Defense Alliance, CFRPC & Florida Regional Councils Association, Florida Defense Support Task Force, State-wide agencies (FDOT, DEP, DEM, etc.).

Contractor Responsibilities

- A. Create outline for Draft Military Installations Review final report.
- B. Draft Military Installations Review Report.
- C. Present draft report to Technical Advisory Committee, Steering Committee, and relevant entities.
- D. Incorporate feedback into Final Report.
- E. Complete Final Deliverables: Military Installation Resilience Review Report and Supporting Documents; Geospatial Data; High-level summary recommendations memo.

*The Contractor shall review and consider all input and feedback from CFRPC and the DoD OLDCC. All final documents will require approval for release from the APAFR. The contractor will work with CFRPC to incorporate changes and feedback from APAFR and the committees. Please attach any additional supporting documents (PDF Only).