



REQUEST FOR PROPOSAL

Pine Bluff Arsenal Military Installation Readiness Implementation (MIR Implementation)

To Include the Jurisdictions of:

**City of White Hall
City of Pine Bluff
County of Jefferson
State of Arkansas
and
U.S. Army Pine Bluff Arsenal**

Proposal Requested By:

**Office of the Mayor
City of White Hall, Arkansas
101 Parkway Drive
White Hall, Arkansas 71602**

**Date of the Request for Proposal – April 23, 2025
Date Proposals are due to White Hall Mayor’s Office - May 23, 2025**

**SCOPE OF WORK – PINE BLUFF ARSENAL MILITARY INSTALLATION READINESS
IMPLEMENTATION**

The City of White Hall, Arkansas, is seeking proposals from qualified firms to perform a Military Installation Readiness Implementation (MIR Implementation) Study for Pine Bluff Arsenal, Arkansas, and the surrounding areas. **Award is contingent upon availability of funds.** This study is funded by a grant from the Department of Defense Office of Local Defense Community Cooperation (OLDCC). The Readiness Implementation Grant will provide the resources to address the high-priority findings and recommendations from the initial Military Installation Resiliency Review in support of the U.S. Army Pine Bluff Arsenal. The high priority recommendations address a range of issues to mitigate known vulnerabilities and enhance the community's support to the mission readiness of the Arsenal, to include: technical assessment and planning for off-post critical infrastructure systems, utilities, mass communication, and surface road access during emergency events; a Table Top Exercise to improve local agency coordination, communication and response to future emergency events to enhance the Arsenal's mission; and additional map overlays to support coordination and community response near Pine Bluff Arsenal.

The Department of Defense Office of Local Defense Community Cooperation (OLDCC) provides grants to State and local governments to conduct studies and implement the study recommendations to support the long-term sustainability and operability of military installations. Interested firms must demonstrate knowledge and experience in community planning, development and land use issues, fiscal impact analysis, economic development, environmental permitting, regional air quality attainment, natural resources, infrastructure, noise management, communication and coordination collaboration, and military installation management and operations.

PROJECT BACKGROUND

The City of White Hall, Arkansas, was awarded a Compatible Use Study (CUS) Grant EN858-19-01 in April 2019, to evaluate and address compatibility and encroachment issues near Pine Bluff Arsenal. The study analyzed 11 compatibility factors, identified 19 compatibility issues, and recommended 35 high-priority actions that address encroachment and resiliency challenges facing Pine Bluff Arsenal. The City of White Hall was subsequently awarded a Compatible Use Implementation Grant, EN858-21-02, in June 2021, to implement high-priority recommendations regarding compatible development and encroachment mitigation. Further study of the resiliency-related issues required a third grant under the authority of CFDA Title 12.003 – Resilience Review. The Military Installation Resiliency Review grant was awarded in July 2023, and a professional services contract was awarded in August 2023. The study

concluded in December 2024, and recommended 20 high priority actions for implementation.

INSTALLATION BACKGROUND

Pine Bluff Arsenal is a United States Army military installation located in the southeast region of the state and adjacent to the City of White Hall in Jefferson County, Arkansas. It is north of the City of Pine Bluff and approximately 38 miles southeast of the state capital, Little Rock. Its core mission includes critical manufacturing capability, storage, and maintenance for over 148 smoke ammunition and chemical-biological defense equipment items. The Arsenal's products are critical to our military forces and are used throughout the world. The Arsenal is the sole producer of many of these items and therefore possesses critical infrastructure and capability for the Department of Defense. Approximately 951 government and contractor personnel work at the Arsenal, making it one of the top employers in the region with an annual economic impact of \$146 million and annual compensation of \$87.1 million. It is the only Active-Duty Army installation in Arkansas

Additional information and framework: In 2015, the Governor of Arkansas established an initiative to support and promote the state's military installations and related economic development interests. A key element in the Governor's strategy was the performance of Joint Land Use Studies (subsequently renamed Compatible Use Studies) for the state's military installations. In 2016, The City of White Hall, Arkansas, formed a Military Affairs Advisory Committee (MAAC) to support the Governor's initiative and provide focused attention to the needs of the Pine Bluff Arsenal. The White Hall MAAC was the sponsor of the Compatible Use Study the Compatible Use Implementation grants.

PURPOSE OF THE STUDY

The purpose of this study is to provide resources to implement high priority recommendations and after-action items from the previous study and table-top exercise after-action report, as outlined below. The recommendations include technical assessments, studies/plans and communication enhancements as outlined in the attached Executive Summary (recommendations in the Executive Summary are summarized in tabular format and designated by reference number (i.e., EX #1, etc.).

- (MIR EX #1, #12) **Technical Assessment: Access Road.** Conduct a technical assessment to determine the type, amount, cost, and other specifications related to the purchase of ice and snow removal and pretreatment equipment. The equipment will be dedicated for use in maintaining the Pine Bluff Arsenal access roads.

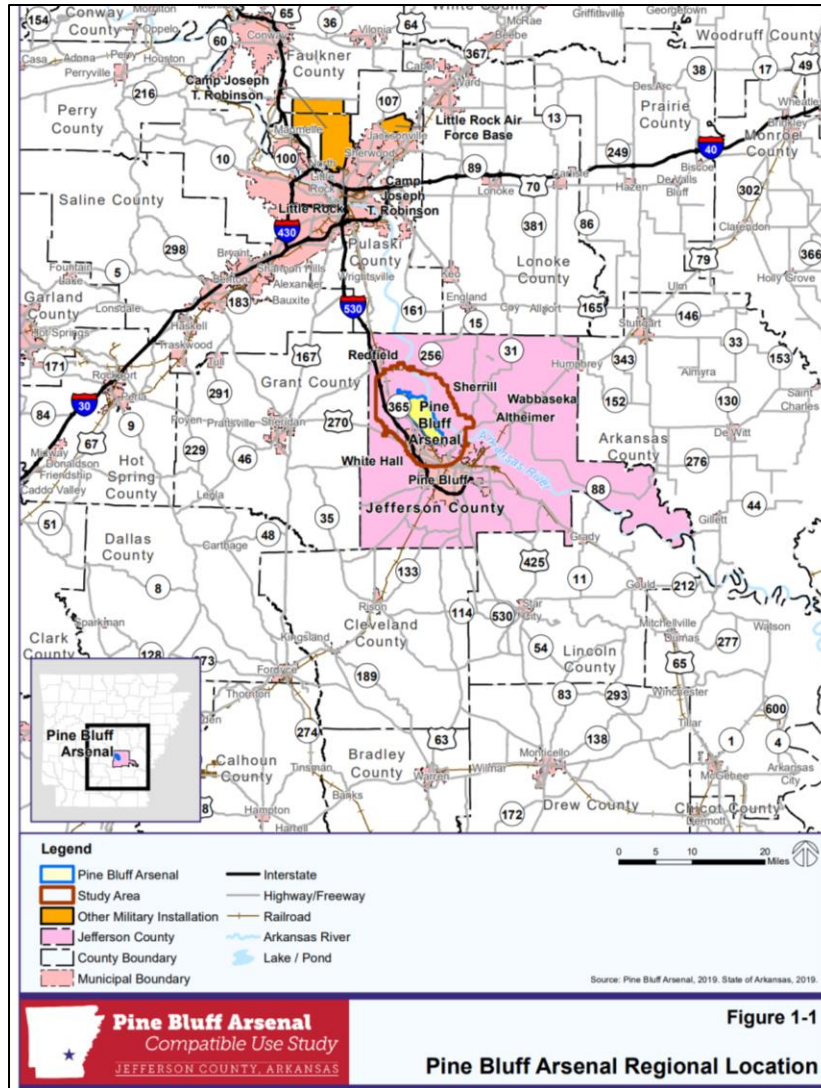
- (MIR EX #2, #13). **Technical Assessment: Emergency Power.** Conduct a technical assessment to determine the type, amount, cost, and other specifications related to the purchase and installation of a backup generator(s) to ensure a continuous power supply at the City of White Hall Community Center, which serves as an alternate Emergency Operations Center (EOC) and emergency relief center. This generator shall support the EOC's critical functions and be equipped with automatic switchgear capabilities to activate immediately during a power outage.
- (MIR EX #3, #15) **Technical Assessment: Outdoor Warning.** Conduct a technical assessment to determine the type, amount, cost, and other specifications related to the purchase and installation of upgraded or replacement systems for the current outdoor siren system. The current outdoor warning system is antiquated and unreliable. Additionally, implement the Integrated Public Alert & Warning System (IPAWS) capability to notify residents using Wireless Emergency Alerts (WEAs).
- (MIR EX #9) **Technical Assessment: Emergency Communications.** Agree upon and develop a countywide secondary communication system to provide reliable backup capabilities during emergencies. Options include, but are not limited to mesh networks, which allow devices to connect directly and reduce congestion, radio frequencies (e.g., VHF, UHF) for low-bandwidth emergency messaging, and satellite-based devices to maintain connectivity when local infrastructure fails.
- (MIR EX #6, #8) **Table Top Exercise.** Conduct a tabletop exercise (TTX) and communication exercise (COMX) to align with command leadership changes at Pine Bluff Arsenal, which occur every two years. The intent is to ensure that leadership at Pine Bluff Arsenal and the surrounding communities renew and reinforce their communication protocols and planning during emergencies. This will allow for outcomes from previous TTXs or COMXs to be evaluated and corrective adjustments to be made.

THE PROPOSED STUDY AREA

The proposed study area includes:

- Pine Bluff Arsenal
- City of White Hall
- City of Pine Bluff
- Jefferson County
- State of Arkansas

The general location and study area are identified in map below.



COMMUNITY ORGANIZATION STRUCTURE FOR MILITARY INSTALLATION READINESS IMPLEMENTATION PROJECT

The MIR project will utilize the community stakeholder planning process that was established during previous Compatible Use Studies. The Technical Committee will be expanded to include utility and emergency response stakeholders to address readiness impacts and response. Recommendations will be developed and presented to the Policy Committee for consideration to mitigate risks and improve reliability of Pine Bluff Arsenal's mission. The MIR project will culminate with a Table-Top exercise to assess the community's readiness and develop lessons-learned.

The City of White Hall has established a Policy Committee comprised of the following members:

- City of White Hall (Mayor)
- City of Pine Bluff (Mayor)
- Jefferson County (County Judge and Justice of the Peace)
- Pine Bluff Arsenal (Commander)
- Economic Development Alliance of Jefferson County (Chairman of the Board)

A Technical Working Group will continue to serve as an advisory body to the Policy Committee and is comprised of the following organizations:

- White Hall Consulting Engineer
- Pine Bluff Arsenal (Various Technical Directors & Staff)
- Southeast Arkansas Regional Planning Commission (Director)
- Jefferson County Economic Development Alliance
- Arkansas Department of Transportation (District 2 Engineer) -

All Policy Committee meetings are open to the public. The Technical Working Group may choose to hold closed meetings and design reviews as required. Public meetings should be conducted throughout the study so that interested members of the public can have the opportunity to learn about the project and provide comments.

Other stakeholders and/or their representatives, include but are not limited to:

FEDERAL AGENCY AND MILITARY INSTALLATION REPRESENTATIVES:

- U.S. Army Pine Bluff Arsenal
- U.S. Army Corps of Engineers
- Food and Drug Administration – National Center for Toxicological Research

STATE GOVERNMENT AGENCIES:

- Arkansas Economic Development Commission
- Arkansas Department of Environmental Quality
- Arkansas Department of Transportation (ARDOT)
- Arkansas Department of Heritage (Historic Preservation)
- Arkansas Department of Public Safety, Emergency Management Division

NON-GOVERNMENTAL ORGANIZATIONS:

- Southeast Arkansas Regional Planning Commission
- Economic Development Alliance of Jefferson County

SCHOOLS AND UNIVERSITIES:

- University of Arkansas – Fayetteville
- University of Arkansas – Pine Bluff
- University of Arkansas – Little Rock
- Pine Bluff School District
- White Hall School District

PRIVATE ENTITY REPRESENTATION:

- Community business leaders, land owners, and developers

AVAILABLE RESOURCE DOCUMENTS TO SUPPORT A RESILIENCE REVIEW:

- Compatible Use Study and Implementation Final Reports (Attached to this RFP)
- Title V Air Permit
- Resource Conservation and Recovery Act (RCRA) Permits
- National Pollution Discharge (NPDES) Water Permits
- Army Operating Concept (AOC)
- Army Stationing and Installation Master Plan
- PBA master plans and strategic development plans
- PBA Installation Operational Noise Management Plan
- Installation Natural Resource Management Plan
- Air Quality reports
- Municipal strategic/comprehensive plans and zoning ordinances
- County Comprehensive Plans

TECHNICAL APPROACH

The recently-completed MIR recommended 20 high-priority actions for implementation. The proposed implementation grant Scope of Work identifies the tasks and deliverables; and cross-references each task to the specific implementation action(s) (e.g., MIR EX #1, refers to the recommendation #1 of the Executive Summary). The Executive Summary is provided as a supporting document to this grant application. The implementation actions address a range of issues to mitigate known vulnerabilities and enhance the community's support to the mission readiness of the Arsenal, to include: technical assessment and planning for off-post critical infrastructure systems, utilities, mass communication, and surface road access during emergency events; a Table Top Exercise to improve local agency coordination, communication and response to future emergency events; and additional map overlays to support coordination and community response near Pine Bluff Arsenal

To address the findings from the MIR, an Implementation Action Plan was developed to provide a plan of action for addressing the vulnerabilities and improving readiness. The Implementation Action Plan outlines specific recommendations to address varying levels of urgency, enabling PBA and surrounding communities to respond effectively to a variety of emergency situations.

The MIR Final Report includes a detailed Threat and Vulnerability Assessment of key readiness factors most likely to have impacts on Pine Bluff Arsenal. Addressing threats and vulnerabilities is vital for strengthening the readiness of Pine Bluff Arsenal and the supporting community. By systematically identifying and evaluating threats, the assessment aims to:

- **Enhance Readiness:** Ensure that PBA can maintain its mission critical operations despite adverse conditions or disruptions.
- **Improve Infrastructure Recovery:** Strengthen both existing and planned infrastructure to withstand potential threats, reducing the likelihood and impact of operational disruptions.
- **Inform Strategic Planning:** Provide a data-driven basis for prioritizing mitigation efforts, investing in infrastructure, and enhancing overall readiness.
- **Foster Collaborative Preparedness:** Promote coordinated efforts between military and civilian stakeholders to address shared vulnerabilities and leverage joint resources for greater community and installation readiness.

PROPOSAL CONTENT

Responses to this Request for Proposal shall include a detailed Work Plan to:

- Address the overall timeline and milestones necessary to complete the study;
- Identify specific activities that will be accomplished each month;
- Identify staffing and number of hours devoted to each activity; and,
- Describe the work products/deliverables produced for each activity.

Respondents may propose modifications to the activities and sequencing reflected below which, based on previous experience, would improve the effectiveness of the study effort while maintaining the budget and timeframe.

KEY MILESTONES

April 2025 – City of White Hall receives grant from OLDCC; solicits project proposals.

May 2025 – Select proposals and issue project contract, organize defense community stakeholders.

August 2025 – Project Kickoff Workshop with PBA and stakeholders.

September 2025 – Project Research and Data Gathering

April 2026 – Table Top Exercise

June 2026 – Final Technical Assessments and cost estimates

July 2026 - Draft Executive Summary and Report for administrative review

September 30, 2026 – Submit final grant deliverables to OLDCC and complete all contract activity.

SCOPE OF SERVICES

Scope of work/work program:

The City of White Hall will serve as the OLDCC grant administrator and project coordinator. The City will provide staff to meet requirements as outlined in Subtask 1.1 below. The City will contract for professional and technical services to meet the technical and information technology components of deliverables, (i.e. technical assessments, studies, technical analyses, stakeholder engagement/workshops, geospatial mapping and geodata services, and strategy development).

The City will support the execution of MIR Implementation through continued coordination with the City's local and regional partners, i.e. PBA, city and county governments, State of Arkansas, facilitating stakeholder engagement and project meetings.

Grant and Project Management.

The City of White Hall, Arkansas, will provide grant management to include at a minimum: grant budget and financial reporting to OLDCC, project and schedule management, professional services contract management, stakeholder coordination, and grant deliverables.

Approach and timeline:

April 2025 – City of White Hall receives grant from OLDCC; solicits project proposals.

May 2025 – Select proposals and issue project contract, organize defense community stakeholders.

August 2025 – Project Kickoff Workshop with PBA and stakeholders.

September 2025 – Project Research and Data Gathering

April 2026 – Table Top Exercise

June 2026 – DELIVERABLE: Final Technical Assessments and cost estimates

July 2026 – DELIVERABLE: Draft Executive Summary and Report for administrative review

September 30, 2026 – DELIVERABLE: Submit final grant deliverables to OLDCC and complete all contract activity.

Task 1: Installation Readiness Implementation – Project Administration and Management

- **Subtask 1.1 Project Management and Administration (City of White Hall - Sponsor)** The City of White Hall will supervise the overall administration of the implementation grant. White Hall will review and validate the work performed by the Consultant, for payment by the city. White Hall and the Consultant will meet periodically to review the contractual scope of work and project schedule, and to establish the proper procedures to be followed for administering the contract. Subtask 1.1 activities include:
 - Preliminary administrative tasks to establish the fiscal protocols and record-keeping and to coordinate and develop the Installation Readiness grant application.
 - On-going grant administration, such as invoice validation and payment, developing OLDCC progress reports and supporting documentation, and grant close-out activities.
 - On-going communication with the OLDCC Project Manager and project stakeholders.
 - Development and undertaking of the Request for Proposals (RFP) (Note: White Hall will issue the RFP).
 - Contract negotiation to include a refined work plan and schedule.
 - Contract execution and documentation of procurement process.

- Subtask 1.1 Deliverables and Actions:
 - Administrative and progress reports via OLDCC Grant Portal
 - Financial Reports via OLDCC Grant Portal
 - Invoice payment to Professional Services Consultant via City Treasurer
 - Request for Reimbursement via PMS Portal
 - Procurement documentation
 - Grant deliverables

- **Subtask 1.2 Project Management and Administration (Professional Services Consultant).** The Consultant will provide administrative and technical support to facilitate project execution and ensure that all components of the implementation plan remain on track. The Consultant will schedule and

coordinate committee meetings with PBA officials, emergency management personnel, and regional government representatives to ensure alignment of mission readiness goals. Stakeholder interviews will be conducted with military leadership, emergency responders, and public works agencies to assess regional interdependencies, identify infrastructure gaps, and determine specific operational needs for enhanced mission readiness.

The Consultant will prepare detailed meeting materials, including agendas, handouts, geospatial maps, PowerPoint presentations, and post-meeting reports documenting key discussion points and action items. The Consultant will submit monthly reports summarizing work progress, key accomplishments, budget status, and anticipated activities for the following period. Risk assessment reviews will be conducted to evaluate potential delays, and mitigation strategies will be proposed to keep project implementation on track.

Subtask 1.2 Deliverables (Professional Services Consultant):

- Kickoff meeting with City staff and key stakeholders to establish project objectives, expected outcomes, and delivery timelines
- Development and distribution of meeting materials, including comprehensive agendas, discussion points, post-meeting action summaries, and presentation materials
- Project Management Plan: The Consultant will prepare a Project Management Plan and meet with White Hall to review the project timeline and technical approach for completing the work products identified. The Consultant will present the goals, objectives, overall approach, and process for completing the work products identified for implementation, emphasizing the schedule and milestones and role of White Hall and project stakeholders.
- Monthly status reports providing a detailed assessment of project progress, challenges encountered, proposed mitigation actions, and financial expenditures
- OLDCC Performance Measures: monthly tracking for final deliverable

Task 2: Technical Assessments. The Consultant will conduct in-depth technical assessments to inform strategic investments that support the operational continuity and long-term sustainability of PBA. These assessments will include data collection, site visits, stakeholder input, and feasibility studies.

The technical assessments, studies/plans and communication enhancements as outlined in the attached Executive Summary (recommendations in the Executive Summary are summarized in tabular format and designated by reference number (i.e., EX #1, etc.).

- **Subtask 2.1 (MIR EX #1, #12) Technical Assessment.** Conduct a technical assessment to determine the type, amount, cost, and other specifications related to the purchase of ice and snow removal and pretreatment equipment. An Intergovernmental Support Agreement (IGSA) may specify how the equipment is shared and prioritized. The Consultant will conduct an extensive evaluation of ice and snow removal and pretreatment equipment needs by reviewing historical weather patterns and road conditions affecting access to PBA. This assessment will identify the required quantity and specifications for snowplows, salt spreaders, brine application systems, and storage facilities. Existing capabilities of municipal agencies responsible for road maintenance will be evaluated to determine opportunities for shared-use agreements for equipment procurement and deployment. An operational framework will be developed for equipment use, maintenance scheduling, and resource allocation.

- **Subtask 2.2 (MIR EX #2, #13). Technical Assessment.** Conduct a technical assessment to determine the type, amount, cost, and other specifications related to the purchase and installation of a backup generator(s) to ensure an uninterrupted power supply at the City of White Hall Community Center (which could serve as an alternative Jefferson County EOC) in the event of electrical failures. This generator shall support the EOC's critical functions and be equipped with automatic switchover capabilities to activate immediately during a power outage. A power readiness assessment will be performed to determine backup generation needs at the White Hall Community Center, which could function as an alternative Jefferson County Emergency Operations Center (EOC). This assessment will identify the power consumption requirements of critical emergency functions housed at the Community Center, determine generator capacity needs and fuel storage requirements, and identify the best placement for generators and necessary infrastructure modifications to support installation. The assessment will also examine long-term maintenance and testing protocols to ensure reliability and readiness.

- **Subtask 2.3 (MIR EX #3, #15) Technical Assessment.** Conduct a technical assessment to determine the type, amount, cost, and other specifications related to the purchase and installation of upgraded or replacement systems for the current outdoor siren system. Enhance the opt-in mass notification system by implementing a flyer style campaign in which all residents of Jefferson County receive paper notification of the system and its importance. Additionally, implement the Integrated Public Alert & Warning System (IPAWS) capability to notify residents using Wireless Emergency Alerts (WEAs). Emergency communication infrastructure will be evaluated, and upgrades or replacements for the current outdoor siren system will be identified. The effectiveness of the existing siren network and coverage gaps will be analyzed. Integration options

with mobile notification systems, automated voice alerts, and emergency radio broadcasts will be explored. A multi-layered public alert system will be developed that incorporates digital messaging, social media alerts, and community outreach strategies to ensure widespread emergency notification.

- **Subtask 2.4 (MIR EX #9) Technical Assessment – Communications.** Agree upon and develop a countywide secondary communication system to provide reliable backup capabilities during emergencies. Options include, but are not limited to mesh networks, which allow devices to connect directly and reduce congestion, radio frequencies (e.g., VHF, UHF) for low-bandwidth emergency messaging, and satellite-based devices to maintain connectivity when local infrastructure fails.

Task 2 Deliverables:

- Comprehensive technical assessment reports detailing procurement specifications, cost estimates, and implementation schedules
- Draft Intergovernmental Support Agreement (IGSA) outlining operational responsibilities, cost-sharing structures, and deployment procedures for shared equipment

Task 3 (MIR EX #6, #8) Table Top Exercise. The Consultant will design and conduct a series of scenario-based tabletop exercises (TTX) and communication exercises (COMX) to assess, refine, and enhance the emergency preparedness and mission readiness of Pine Bluff Arsenal (PBA) and its regional partners. These exercises will focus on testing coordination between military and civilian agencies, identifying operational gaps, and improving crisis response strategies to sustain military missions. The exercises will be developed in collaboration with PBA leadership, the City of White Hall, Jefferson County Emergency Management, the Arkansas Department of Emergency Management, local fire and police departments, emergency medical services, and regional utility providers.

- **Subtask 3.1 Development of Exercise Framework.** The Consultant will work with stakeholders to develop a structured framework for tabletop exercises that aligns with PBA's operational priorities. This will involve defining key objectives, identifying realistic threat scenarios based on historical incidents and emerging risks, and selecting participants from relevant military and civilian agencies. Each scenario will be customized to test critical response elements, including emergency power restoration, regional communications interoperability, and continuity of operations in the event of severe weather or security threats.
- **Subtask 3.2 Facilitation of Tabletop Exercises** The Consultant will facilitate structured exercises that simulate real-world emergency conditions affecting PBA and its surrounding communities. The TTX sessions will provide decision-makers and emergency personnel with a controlled environment to evaluate their response capabilities. Each session will include facilitated discussions, real-time

decision-making simulations, and coordination between military and civilian stakeholders. These exercises will assess logistical response times, incident command effectiveness, and interagency coordination.

- **Subtask 3.3 Evaluation and After-Action Review** Following the completion of each tabletop exercise, the Consultant will conduct a formal after-action review (AAR) with exercise participants. This review will document key findings, identify strengths and weaknesses in the response plans, and provide recommendations for improvements. The Consultant will compile this information into a final After-Action Report, outlining specific corrective actions needed to enhance emergency preparedness and mission sustainability at PBA.

Task 3 Deliverables:

- Comprehensive tabletop exercise framework detailing objectives, scenarios, and participant roles
- Facilitated tabletop exercise sessions with engagement from local, state, and federal partners
- After-Action Reports summarizing findings, identified gaps, and corrective action recommendations
- Biennial TTX and COMX Manual and Guidebook outlining protocols for continued emergency exercises

Task 4: Stakeholder Collaboration. The Consultant will lead a structured stakeholder engagement initiative to ensure alignment between PBA, local government agencies, emergency responders, and regional infrastructure providers. This effort will focus on improving information-sharing, refining coordination strategies, and fostering long-term collaboration to sustain PBA's operational effectiveness and mission readiness.

- **Subtask 4.1: Development of a Countywide Emergency Communication Network.** The Consultant will assess current communication capabilities and propose enhancements to establish a reliable countywide emergency communication network. The evaluation will include potential improvements such as high-frequency radio systems, satellite-based communication devices, and broadband redundancies to ensure uninterrupted connectivity in the event of infrastructure failures. A plan for implementing these upgrades, including procurement recommendations and technical specifications, will be developed.
- **Subtask 4.2: Development of Secondary Communication Networks.** The Consultant will evaluate the existing communication infrastructure and identify opportunities to enhance backup communication capabilities between PBA, local emergency management agencies, and regional response organizations. The assessment will explore the feasibility of implementing secondary communication networks such as high-frequency radio systems, dedicated satellite links, and regional broadband redundancies to ensure continuous information exchange during emergencies.

- **Subtask 4.3 Infrastructure Prioritization and Resource Coordination.** The Consultant will work with local, state, and federal partners to identify mission-critical infrastructure supporting PBA and prioritize resources for upgrades or reinforcements. This includes coordinating with regional energy providers to establish rapid power restoration agreements, working with local water authorities to assess potable water supply reliability, and collaborating with transportation agencies to ensure that critical supply routes remain accessible during crisis events.
The Consultant will facilitate structured collaboration among key stakeholders to strengthen mission readiness and ensure alignment of community and military resources. This effort will focus on establishing formalized partnerships, improving communication networks, and developing coordinated strategies to sustain critical military and civilian operations during disruptions.
- **Subtask 4.4 Establishing a Stakeholder Coordination Forum.** The Consultant will create a structured stakeholder coordination forum to facilitate ongoing collaboration between PBA, municipal governments, emergency management agencies, and community organizations. This forum will serve as a platform for discussing emergency preparedness initiatives, sharing updates on infrastructure projects, and developing joint response strategies for potential threats impacting the region.

Task 4 Deliverables:

- Stakeholder engagement reports documenting key agreements, resource-sharing commitments, and coordination strategies
- Strategic communication framework detailing interagency roles, responsibilities, and emergency information-sharing protocols
- Infrastructure prioritization and resource coordination plans supporting PBA's mission-critical operations
- Implementation plan for countywide emergency communication enhancements and infrastructure designation strategy

Task 5: Construction and Acquisition Planning. The Consultant will develop a detailed plan outlining the construction and acquisition requirements needed to enhance mission readiness at PBA. This plan will focus on implementing infrastructure improvements, acquiring necessary equipment, and ensuring all installations align with military operational priorities. The Consultant will coordinate with local, state, and federal agencies to determine compliance requirements and funding mechanisms for these activities.

- **Subtask 5.1 Development of a Construction and Acquisition Strategy.** The Consultant will identify and prioritize construction projects that directly support mission readiness objectives. This will include assessing existing infrastructure

vulnerabilities, determining feasibility for new projects, and developing preliminary engineering concepts. The Consultant will also outline procurement processes for acquiring specialized equipment, ensuring compatibility with PBA's operational needs and long-term sustainability.

- **Subtask 5.2 Coordination with Regulatory and Funding Agencies.** The Consultant will engage with the U.S. Department of Defense, state agencies, and municipal entities to verify all proposed construction and acquisition plans comply with applicable regulations and funding requirements. This includes preparing necessary environmental and engineering assessments, securing permits, and identifying grant opportunities to support project implementation.
- **Subtask 5.3 Site Preparation and Infrastructure Assessments.** The Consultant will evaluate existing infrastructure conditions to determine required site preparation activities, including utility upgrades, structural reinforcements, and environmental impact assessments.
- **Subtask 5.4 Equipment and Material Procurement Plans.** The Consultant will develop procurement strategies for acquiring mission-essential equipment, including specialized vehicles, backup power systems, and critical operational resources.
- **Subtask 5.5 Implementation Roadmap for Construction and Procurement.** The Consultant will develop an implementation roadmap detailing the timelines, milestones, and logistical considerations required for executing identified projects. The roadmap will include site preparation plans, construction sequencing, equipment acquisition schedules, and contingencies for mitigating potential project risks.

Task 5 Deliverables:

- Comprehensive construction and acquisition strategy report detailing project priorities, cost estimates, and procurement processes
- Regulatory and compliance assessment reports ensuring adherence to local, state, and federal requirements
- Implementation roadmap outlining key milestones, timelines, and risk mitigation measures
- Preliminary engineering designs and feasibility assessments for identified infrastructure projects
- List of recommended equipment acquisitions with technical specifications and cost estimates

Task 6 Final Report and Action Plan. The Consultant will compile findings from all previous tasks into a comprehensive final report and action plan. This document will provide a structured approach for implementing recommended projects, ensuring mission readiness enhancements are executed effectively. The final report will serve as a guide for PBA leadership, local governments, and funding agencies in supporting the long-term sustainment of mission-critical infrastructure and operational capabilities.

- **Subtask 6.1 Compilation of Technical Assessments and Recommendations.** The Consultant will integrate data from technical assessments, stakeholder input, and regulatory analysis to formulate final recommendations. These recommendations will prioritize projects that have the greatest impact on sustaining military operations and community resilience.
- **Subtask 6.2 Development of a Strategic Action Plan.** The Consultant will create a structured action plan detailing specific initiatives, timelines, and responsibilities for implementing key recommendations. The action plan will include strategies for securing funding, maintaining stakeholder engagement, and tracking progress toward achieving mission readiness objectives.
- **Subtask 6.3 Presentation of Final Findings and Recommendations.** The Consultant will present the final report and action plan to PBA leadership, the City of White Hall, and relevant stakeholders. This presentation will provide an opportunity for decision-makers to discuss implementation steps, address concerns, and finalize commitments for project execution.

Task 6 Deliverables:

- Construction and acquisition strategy report detailing project priorities, cost estimates, and procurement processes
- Regulatory and compliance assessment reports ensuring adherence to local, state, and federal requirements
- Implementation roadmap outlining key milestones, timelines, and risk mitigation measures
- Preliminary engineering designs and feasibility assessments for identified infrastructure projects
- List of recommended equipment acquisitions with technical specifications and cost estimates

Task 7: Mapping and Geospatial Analysis. The Consultant will develop high-quality geospatial mapping products to support strategic planning and risk assessment for PBA. These maps will provide a visual representation of critical infrastructure, potential vulnerabilities, and proposed improvements. The Consultant will utilize Geographic Information System (GIS) technology to ensure accurate and actionable mapping data.

- **Subtask 7.1 Data Collection and GIS Analysis.** The Consultant will gather spatial data from multiple sources, including local utility providers, transportation agencies, and emergency management organizations. This data will be analyzed to identify key geographic factors influencing mission readiness and infrastructure resilience.
- **Subtask 7.2 Development of Risk and Infrastructure Maps.** The Consultant will create detailed maps illustrating areas of vulnerability, transportation access points, utility infrastructure, and emergency response assets. These maps will help decision-makers prioritize investments and optimize resource allocation.
- **Subtask 7.3 Integration of Geospatial Data into Planning Frameworks.** The Consultant will work with PBA and regional partners to integrate GIS mapping outputs into ongoing planning initiatives. This will ensure that geospatial data is effectively utilized in decision-making processes and long-term mission sustainability efforts.

Task 7 Deliverables:

- Comprehensive construction and acquisition strategy report detailing project priorities, cost estimates, and procurement processes
- Regulatory and compliance assessment reports ensuring adherence to local, state, and federal requirements
- Implementation roadmap outlining key milestones, timelines, and risk mitigation measures
- Preliminary engineering designs and feasibility assessments for identified infrastructure projects
- List of recommended equipment acquisitions with technical specifications and cost estimates
- Format: All geospatial data used for Military Readiness Implementation and analysis and/or map production will be submitted to OLDCC in Esri Shapefile format (*.shp). Data will be readable within standard Geographic Information Systems (GIS) software (e.g., Esri's ArcMap, etc.), and it will be limited to the area around the project's Area of Interest (AOI) in order to omit unnecessary data. The military service and the community will confirm that all geospatial data is publicly releasable prior to delivery. All geospatial data will include metadata in either the ISO 19139 Metadata Implementation Specification style or the Spatial Data Standards for Facilities, Infrastructure, and Environment-Metadata (SDSFIE-M) style. Metadata records for each dataset will include the minimum required information per metadata style written within the organization's preferred metadata editor software.

TERMS AND CONDITIONS

PROCUREMENT STANDARDS:

This solicitation and contract will follow the General Procurement Standards as defined in **2 CFR 200** and in the following link:

https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=a418423128d6c8865b710d97434eebc0&mc=true&n=sp2.1.200.d&r=SUBPART&ty=HTML#sq2.1.200_1316.sg3

CONTRACT TYPE AND PROCUREMENT METHOD:

The type of contract will be fixed price with procurement by competitive proposal as defined in **2 CFR 200 §200.321 (d)**.

DISCLAIMER:

A disclaimer statement will appear on the title page of the Military Installation Readiness Implementation, or any other OLDCC-funded deliverable as specified in the Scope of Services. It will read: *“This study was prepared under contract with the City of White Hall, Arkansas, with financial support from the Office of Local Defense Community Cooperation, Department of Defense. The content reflects the views of the City of White Hall and does not necessarily reflect the views of the Office of Local Defense Community Cooperation.”*

MANAGING CONTROLLED UNCLASSIFIED INFORMATION (CUI):

The selected consultant shall be required to properly manage CUI throughout the project and ensure all deliverables follow CUI guidelines. The consultant’s project team may be required to sign Non Disclosure Agreements.

QUALIFICATIONS:

The selected consultant must demonstrate qualifications in comprehensive land use planning with particular emphasis on local government and military base planning and previous experience with Military Installation Readiness Implementation. The proposal should provide background on assigned members of the consulting team and subcontractors as applicable, again with emphasis on previous experience with MIR. It is expected that the project will be completed within 18 months after notice to proceed. Interested firms must demonstrate knowledge and experience in community planning, development and land use issues, civil engineering design, fiscal impact analysis, economic development, environmental permitting, regional air quality attainment, natural resources, infrastructure, noise management, communication and coordination collaboration, and military installation management and operations.

SOURCE SELECTION PROCESS AND CRITERIA:

A Source Selection Official will review each proposal and make a recommendation to the Mayor of White Hall, Arkansas, who will approve the recommendation or select an alternative.

IMPORTANT NOTE: All non-selected offerors will be notified by email. The City of White will not provide de-briefings or divulge scores/rankings to any offerors.

The City of White Hall, Arkansas, reserves the right to amend the selection criteria without notice to, or consent of, the proposing organizations. If such amendment would result in an aggregate change of more than 10% to the existing selection criteria, however, the City of White Hall, Arkansas, will give at least ten days notice, via email and acknowledgement, of such amendment and will allow the proposing organizations to amend their proposal during such ten-day period.

The selection criteria are as follows:

1. Experience, qualifications, and technical competence in the types of work required to complete the task (25%)
2. Past performance on projects of a comparable nature (25%)
3. Relevant experience and qualifications of specific personnel and subcontractors to be assigned (20%)
4. Demonstration of consultant's approach to performing the work including an indication that the Pine Bluff Arsenal MIR will be a priority project in determining specific staff scheduling and performance (15%)
5. Familiarity with Arkansas and the regional community; to include the Community Organization Structure outlined on Pages 8-9 of the RFP (5%)
6. Cost of Services per work element and not to exceed proposal (10%)

PROPOSAL SUBMISSION AND FORMAT:

Each proposal shall include at a minimum:

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

One (1) original and five (5) copies of the proposal and qualifications submission should be mailed to the City Hall physical address:

City of White Hall – PBA Military Installation Readiness Implementation
Noel Foster, Mayor
101 Parkway Drive
White Hall, AR 71602

Proposals must be marked on the exterior of the package “Request for Proposal – PBA Military Installation Readiness implementation” and received no later than 4 p.m., Central Time, on May 23, 2025. No faxed or email submissions will be accepted.

All questions regarding this RFP shall be specific and in written form, and directed via email to:

Noel Foster, Mayor: noel.foster@whitehallar.org

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

Each proposal shall state that it is valid for a period not less than ninety (90) days from the date of receipt.

PAYMENT SCHEDULE:

The consultant will be paid monthly based on work actually performed during the preceding month. The consultant should forward a copy of all invoices for payment for work performed and associated expenses, including salaries and overhead, travel, printing costs, postage, telephone, etc., by the 15th day of each month to the email address provided in the Notice to Proceed.