

REQUEST FOR INFORMATION

Cape Cod Commission – Barnstable, MA

Description

In support of the Upper Cape communities and Joint Base Cape Cod (JBCC), the Cape Cod Commission is seeking information on how an interested contractor could develop and/or modify tools and procedures to standardize and improve communication and coordination between the military installation and surrounding jurisdictions across a wide range of subjects and where appropriate to propose different, more proactive and modern tools and mechanisms to achieve effective military-civilian communication and coordination.

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the Commission to contract for any supply or service whatsoever. Further, the Cape Cod Commission is not at this time seeking proposals and will not accept unsolicited proposals. Respondeees are advised that the Cape Cod Commission will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP. If a solicitation is released, it will be synopsised on Barnstable County's website at <http://www.barnstablecounty.org>. It is the responsibility of the potential offerors to monitor this site for additional information pertaining to this requirement.

Background

Through a grant program administered by the Department of Defense, Office of Economic Adjustment, the Cape Cod Commission, a regional planning and regulatory agency for the fifteen towns comprising Barnstable County, Massachusetts, completed a Joint Land Use Study (JLUS) in 2005 with Joint Base Cape Cod (formerly Massachusetts Military Reservation) and the four Upper Cape communities of Bourne, Falmouth, Mashpee, and Sandwich. The JLUS program is a cooperative planning effort designed to reduce land use conflicts and encroachment concerns between military installations and surrounding communities. The Commission updated the JLUS in October 2013. For more information on the JLUS and other related planning documents, go to:

<http://www.capecodcommission.org/index.php?id=306&maincatid=466>

Both the 2005 and 2013 JLUS Update recommended improvements to military-civilian communication and coordination. Communication tools and procedures between the installation and its surrounding jurisdictions are in place. However, the processes and mechanisms used formally or implied to support communication and coordination between Upper Cape towns and JBCC suffer from a lack of effectiveness for several reasons. Being a

joint facility, each military command has separate points of contact for communication and coordination. Current coordination between JBCC and the surrounding communities include quarterly meetings of a joint military – civilian committee and monthly meetings of a Joint Oversight Group. While these meetings provide invaluable information about events that have already taken place, protocols for coordination of future activities and emergencies on either side of the fence could be improved. Online tools are limited to information on the JLUS and related documents on the Cape Cod Commission’s website.

As a result, this RFI is being solicited to explore ways to change how communication and coordination currently occur (across a wide range of subjects), and to develop more proactive tools and mechanisms to achieve effective military-civilian communication and coordination.

More effective communication and coordination is sought related to the following issue areas (both in the surrounding communities and on JBCC):

- 1) Land use and development (both in the surrounding communities and on JBCC)
- 2) Public events in JBCC jurisdictions
- 3) JBCC training and other events
- 4) Shared services opportunities
- 5) Emergency response

The purpose of this RFI is to obtain responses from experienced vendors in this field with guidance or insight on the most effective tools and mechanisms to include in a potential Upper Cape regional communication and coordination platform that would also have the benefit of improving community-JBCC coordination. Responses from this RFI may be used to assist the Cape Cod Commission to develop conceptual requirements for a regional communication and coordination platform. Responses to this RFI should specifically address alternative approaches to the following key issues:

- Improving communication tools that facilitate dialogue between multi-stakeholder groups (e.g., JBCC) about development issues, pending development permits, and proactive and reactive information dissemination / coordination on activities such as planned events / exercises as well as emergent events that affect base personnel and community residents;
- Refining communication strategies between JBCC and surrounding communities;
- Providing a means of updating changes in JBCC personnel/key contacts/local officials in the process of administrative, political and leadership transitions;
- Determining a future role of joint military-civilian committee and/or JLUS implementation committee;

- Developing an orientation and procedures manual for incoming military and civilian officials to coordinate long-term efforts and coordination;
- Determining when an update of the JLUS is warranted;
- Coordinating efforts with JBCC designated contact for continued representation at municipal planning board meetings;
- Developing and maintaining an updated JLUS website for JBCC;
- Suggesting ways to streamline communication.

Submission Requirements

- 1) Name, mailing address, overnight delivery address (if different from mailing address), phone number, fax number, and e-mail of designated point of contact;
- 2) Letter of Interest describing in detail the tools/methods to be used in developing communication/coordination strategy;
- 3) Supporting documentation relating to selection criteria;
- 4) References, including a client list with contact information for the previous five (5) years;
- 5) Although the RFI does not require the submission of a price proposal at this time, an estimate of pricing information submitted as part of the response is highly desirable.

Questions

Questions regarding this announcement shall be submitted in writing no later than March 31, 2015, at 3:00 p.m. to:

Sharon Rooney, Chief Planner
Cape Cod Commission
P.O. Box 226
3225 Main Street
Barnstable, MA 02630

OR

Email to: srooney@capecodcommission.org

Verbal questions will not be accepted.

The RFI solicitation is anticipated to require approximately eight (8) weeks to advertise, receive and review responses. The Cape Cod Commission will use those responses to inform a Request for Proposals (RFP) to be issued within approximately sixty (60) days of receipt of RFI responses.