

REQUEST FOR PROPOSALS

RFP# TCC-R-IH001

The Town of Indian Head Transportation Corridor Resiliency Study



Issued by the
Tri-County Council for Southern Maryland
P.O. Box 745
15045 Burnt Store Road
Hughesville, MD 20637

The Tri-County Council for Southern Maryland (TCCSMD) is seeking a qualified and experienced consulting firm to conduct a Town of Indian Head Transportation Corridor Resiliency Study. TCCSMD has received a \$380,000.00 grant from OLDCC. The Tri-County Council for Southern Maryland (TCCSMD) is a cooperative regional planning and development agency whose purpose is to foster the social and economic development of the Southern Maryland Region comprising Calvert, Charles and St. Mary's Counties.

The Town of Indian Head Transportation Corridor Resiliency Study will be led by the Tri-County Council, which is the sponsoring agency, and includes the participation by the Town of Indian Head, Naval Support Facility Indian Head (NSF IH), the Charles County Military Alliance Council (MAC) and the Charles County Government. The MD State Highway Administration (SHA) and MD Department of Commerce Office of Military and Federal Affairs (OMFA) will provide input when requested.

Study Duration:

Approximately 18 months.

October 1st, 2024 – March 31, 2026

Background:

Since its establishment in 1890, NSF IH and its surrounding community have enjoyed a mutually beneficial relationship that protects national security and supports the economy of Southern Maryland. Strategically located on a peninsula off the Potomac River 30 miles south of Washington DC., NSF IH is essential to the nation's defense both domestically and internationally, hosting several key missions including:

- The Naval Surface Warfare Center Indian Head Division (NSWC IH), which develops and manufactures energetics and propellants used in warfare operations for all services.
- The Marine Corps Chemical Biological Incident Response Force (CBIRF) unit, which detects and responds to credible threats of a chemical, biological, radiological, nuclear, or high-yield explosive incidents affecting the Capital region; and

- Naval Support Activity South Potomac, NSF IH's installation command, which provides executive management and oversight of all infrastructure, buildings, and support services on the installation.

Civilian community partners play a vital role in this relationship. The incorporated Town of Indian Head (population 3,894) was established alongside the Navy base, providing housing, services and transportation to the Navy, its sailors and their dependents, and the many civilian employees and contractors that sustain NSF IH. Other organizations including Charles County, the State of Maryland, the MAC, College of Southern Maryland Velocity Center, U.S. Bomb Technician Association (USBTA), Charles County Public Schools, Rural Maryland Council, and the Tri-County Council for Southern Maryland are essential integrators and facilitators in this support network. Meanwhile, NSF IH contributes \$700 million in annual economic impact as of 2021.

In 2022, the Charles County government completed a Military Installation Resiliency Review (MIRR) in partnership with the University of Maryland Center for Global Sustainability. This study identified several issues of shared importance to the community and NSF IH related to resilience and disaster preparedness, including:

- opportunities exist to improve cohesiveness of transportation systems at the interface between the Town of Indian Head and the naval base, including more sustainable forms of transportation such as walking, cycling, and public transit.
- the lack of transportation connectivity and redundancy within the Indian Head peninsula, which increases vulnerability to climate hazards including sea level rise, coastal erosion, severe storm events and wildfire; and
- a need for more robust communication and planning for emergency response and evacuation in the event of a disaster on the peninsula.

To address these shared concerns, the MIRR study recommended that the Indian Head community pursue several courses of action, including:

- Develop a long-term resilience plan for MD Route 210 and alternative ancillary roads and arteries across the peninsula.
- Establish a plan to protect emergency response assets, especially the three fire stations that serve the peninsula and their critical infrastructure; and
- Remove barriers to establishing a multi-modal transportation network that promotes walking, cycling, rideshare, and public transit.

Need for Assistance:

The NSF IH leadership has identified transportation compatibility as a current encroachment challenge that threatens the safety and security of its mission. In recent years, the main gate at NSF IH has experienced an increase in unauthorized access incidents by private vehicles passing through the gate at high speed. These incidents are accidental and are believed to occur because drivers do not recognize

that they are approaching a military installation. Between 2019 and 2023, NSF IH's main gate experienced 32 unauthorized penetrations, an average of 6.4 per year.

NSF IH and its partners have initiated two short-term actions to manage this challenge. First, in December 2023, the Town of Indian Head fabricated and installed signage along MD Route 210 on approach to the base, with support from the Maryland Highway Department. In the six months since the installation of the signs, no unauthorized vehicle incidents have been recorded at the Gate. Second, NSF IH public works has initiated a workaround to divert after-hours traffic to a smaller side gate, to better protect its personnel from safety and security threats during night-time hours.

Community partners outside the fence line also incur negative impacts related to the transportation network. Speeding along MD Route 210 presents safety and quality-of-life impacts to residents and business owners in the vicinity of NSF Indian Head and beyond. The Town of Indian Head Comprehensive Plan identifies speeding as a top challenge and suggests that traffic calming installations such as roundabouts and bike/pedestrian infrastructure should be incorporated. The Maryland Strategic Highway Safety Plan identifies MD Route 210 as having safety concerns. Traffic congestion at the Gate also sometimes backs up and impedes residents' access to assets such as the Indian Head Post Office, Village Green Park, Indian Head Senior Center, and Indian Head Elementary School.

Additionally, NSF IH is in the early stages of a \$2.1 billion Energetics Comprehensive Modernization Plan (ECMP), which will significantly increase NSWC IH's production capacity and staffing on base. Also, CBIRF anticipates an increase in future manpower on NSF IH. The local road network currently accommodates approximately 4,000 military, civilian, contract workers and commercial vehicles transporting hazardous materials entering and leaving the installation each day, primarily via MD Route 210, which is expected to increase in future years with installation upgrades. The local transportation system must adapt to serve these evolving needs of both the military and the civilian community, in both routine and disaster scenarios.

A successful consultant must have and minimal experience with:

- Adequate staff to handle meetings and hearings and with demonstrated diplomacy and temperament to conduct public assemblies that may at times be contentious.
- Land planners knowledgeable about planning and zoning processes in Maryland and with the DOD; and
- A highly competent GIS staff that is fully equipped to collect GIS data from the jurisdiction and will be assembled into seamless regional maps for this project consisting of compatible data within the timeframe of the study.
- Experience working with military installations and transportation planning.

GENERAL STATEMENT OF JOB

Plans, coordinates, and implements recommendations and initiatives supporting compatible growth at NSF IH. Directs all activities resulting from recommendations and initiatives generated in the Town of

Indian Head Transportation Corridor Resiliency Study. Directs development of supplemental studies and analyses to support compatibility with military growth at NSF IH. Provides planning and technical assistance to other growth impacted areas and municipalities within The Town of Indian Head and Charles County.

TCCSMD is the Study Sponsor and has formed a Town of Indian Head Transportation Corridor Resiliency Study Policy Committee (PC) and a Technical Advisory Committee (TAC) with voting representatives from all three participating agency and will include one ex officio representative from NSF IH, one ex officio appointment from Maryland Department of Transportation (MDOT) and OMFA (MDOC).

The Town of Indian Head Transportation Corridor Resiliency Study will examine the following, among other things:

- Initiate transportation improvements that protect the safety, security, and utility of the NSF IH Gate
- Ensure harmony between the needs of commercial vehicles, commercial enterprises, residents of the Town, and commuter traffic at the interface between the NSF Indian Head and the Town of Indian Head
- Provide for the safe and orderly flow of bicycles, pedestrians, and public transit
- Develop and update shared emergency evacuation and response protocols on the Indian Head peninsula in the event of a natural or manmade disaster, either on-base or off-base
- Establish and strengthen channels of coordination and communication between Navy personnel and their civilian first responder counterparts

Our Transportation Resiliency Study should execute the following specific tasks, in consultation with TCCSMD and other partners:

- Pursue efforts to analyze current and future transportation and pedestrian safety issues compatible with the Town of Indian Head and NSF IH.
- Conduct a transportation analysis to address NSF IH's emergency egress and ingress and the potential impacts to the Town of Indian Head and develop flexible traffic solutions in anticipation of the ECMP buildout.
- Conduct a transportation-oriented emergency preparedness tabletop exercise with the Town of Indian Head, NSF IH and other appropriate stakeholders.
- Develop traffic pattern alternatives to address sensitive and nonsensitive commercial cargo and commuter traffic patterns, potential routes, and transit volume compatible with commercial, residential, and pedestrian stakeholders.
- Develop concept level of planning and initial cost estimates of the selected physical and noninvasive alternatives to address traffic and pedestrian impacts including developing potential stormwater management practices compatible with the Town of Indian Head and NSF IH, including Gate 4.
- Develop a communications plan to present and distribute information to all stakeholders. The communications plan shall include at least two publicly available sessions.

This project will advance the goals of OLDCC in the following ways:

- ***Protect and enhance the public health, safety, and general welfare of those living and working near an active military installation.*** The safe and orderly movement of people and equipment is essential to the residents, businesses and institutions in the Town of Indian Head. Ensuring compatibility between the transportation networks on both sides of the fence line will advance this goal.
- ***Protect and enhance military readiness and defense capabilities while supporting continued community economic development.*** The transportation system at the interface of NSF Indian Head fails to meet the needs of the military mission and hampers economic growth and development in the Town of Indian Head. This resilience plan will help the community and the Navy identify a shared vision for a safer and more sustainable transportation network.
- ***Enhance civilian and military communication and collaboration.*** Strong communication between civilian and military partners ensures that emergency response and evacuation can be effectively executed in the event of a manmade or natural disaster. The Tabletop exercise will involve both civilian and military first responders and government stakeholders in real-world disaster scenarios.

Scope of Work/Work Program:

Deliverable: report detailing concept level of planning of selected alternatives with initial cost estimates to address current and future transportation impacts and challenges within the area of concern.

Area of concern: from intersection of MD Route 210 and Route 225 to the NSF IH Facility Strauss Avenue entry point.

Primary stakeholders: Dept of Navy, Town of Indian Head, MD State Highway, MD Dept of Commerce, Tri-County Council for Southern Maryland, Charles County government, and the Charles County Military Alliance Council.

Secondary stakeholders: Charles County Department of Education (Indian Head Elementary and General Smallwood Middle schools), residential and business owners along the area of concern.

Project work elements:

- 1) Pursue efforts to analyze current and future transportation and pedestrian safety issues compatible with the Town of Indian Head and NSF IH.
- 2) Conduct a transportation analysis to address NSF IH's emergency egress and ingress and the potential impacts to the Town of Indian Head and develop flexible traffic solutions in anticipation of the ECMP buildout.
- 3) Conduct a transportation-oriented emergency preparedness tabletop exercise with the Town of Indian Head, NSF IH and other appropriate stakeholders.
- 4) Develop traffic pattern alternatives to address sensitive and nonsensitive commercial cargo and commuter traffic patterns, potential routes, and transit volume compatible with commercial, residential, and pedestrian stakeholders.
- 5) Develop concept level of planning, initial cost estimates, and financing opportunities/recommendations of the selected alternatives to address traffic and pedestrian

impacts including developing potential stormwater management practices compatible with the Town of Indian Head and NSFIH, including Gate 4.

6) Develop a communications plan to present and distribute information to all stakeholders. The communications plan shall include at least two publicly available sessions.

The transportation corridor resilience study of the MD Route 210 area of concern shall address current and future transportation challenges, establish viable off Installation emergency procedures, and address appropriate stormwater management procedures. Recommended alternatives and cost estimates shall incorporate stakeholder concerns and potential challenges.

Task 1 - Project administration and management

1.1 Project coordination

The TCCSMD will be primarily responsible for overall project management and deliverables, contract procurement, administrative accounting, and coordination amongst all stakeholders. The consultant will work with TCCSMD, Town of Indian Head staff and the MAC to host and schedule meetings and events, provide weekly progress reports, conduct data analysis, and assist in preparation of communication plans and public information sessions.

1.2 Kick Off meeting and work plan

The consultant will develop a work plan and schedule to present to TCCSMD and the Town of Indian Head.

1.3 Stakeholder strategy

The consultant will work with TCCSMD, NSF IH and the Town of Indian Head to identify appropriate stakeholders, coordinate discussions and select alternatives compatible with interested parties.

Deliverables

- 1) Work and communication plan
- 2) Kick off meeting Initial public information session
- 3) Stakeholder strategy

Task 2 - Transportation feasibility and resiliency study

2.1 Transportation study coordination

The consultant will coordinate proposed alternatives with TCCSMD, the Town of Indian Head and other appropriate stakeholders.

2.2 Transportation and pedestrian alternatives

The consultant will evaluate and recommend the feasibility of implementing current and future transportation requirements within the area of concern. This effort shall incorporate data analysis of current safety and traffic volume constraints, off Installation emergency preparedness of ingress and egress procedures and stormwater management implementation of each selected alternatives. The consultant will develop a concept level of planning of preferred transportation and pedestrian alternatives, inclusive of initial cost estimates for each alternative.

Deliverables

- 1) Emergency preparedness tabletop scenario planning effort
- 2) Transportation and pedestrian metric data analysis
- 3) Evaluation of traffic alternatives for sensitive commercial material
- 4) Final report to include recommended alternatives and initial cost estimates

Task 3 - Communication plan strategy

3.1 Communication plan implementation

The consultant will implement the communication plan upon endorsement from the TCCSM, Town of Indian Head and other primary stakeholders and coordinate discussions of recommended alternatives, including presenting study results at the final public information session.

3.2 Tabletop scenario implementation

The consultant will schedule and host an emergency preparedness tabletop scenario to address planned responses during an emergency event.

The Tabletop exercise will be carried out in coordination with the NSA South Potomac N36 office of Training and Exercises. The exercise should utilize FEMA's Homeland Security Exercise and Evaluation Program guidelines as laid out in the FEMA Preparedness Toolkit. FEMA's guidelines define the participant roles and responsibilities, exercise structure, exercise guidelines and evaluation including after-action reporting.

Military participants in the tabletop exercise should include base leadership, public works staff and installation first responders such as police, fire and other incident response personnel. In addition to NSA South Potomac, all major supported commands located on NSF Indian Head should participate, especially NSWC Indian Head Division and the Chemical and Biological Incident Response Force (CBIRF). Civilian first responders should include relevant agencies from Charles County, the Town of Indian Head and the Maryland Department of Emergency

Management.

The tabletop exercise should be conducted in person over the course of 1-2 days. The exercise should include multiple scenarios requiring emergency response centered at locations both on and off of NSF Indian Head. Examples may include natural and manmade disasters originating on the installation, such as storm surge, wildland fire, explosive or chemical incident, terrorist attack or active shooter. Off-base incidents at nearby locations such as schools should also be included. Scenarios should assume both the current traffic pattern and the future/potential traffic pattern(s) being considered in the Study. Scenarios should assume an increase in on-base personnel that is expected to arise from Base Modernization. Scenarios should model both evacuations away from NSF Indian Head, as well as large-scale disaster response onto the installation, and a combination of the two.

3.3 Presentation of recommended alternatives

The consultant will present to the stakeholders the concept level of planning of the recommended alternatives, results of the tabletop scenario, and final report.

Performance Measures: The OLDCC tracks program performance to gauge successes, deficiencies, lessons learned, best practices, and recommendations for improvement. The applicant will work with our project manager with submitting a brief questionnaire at the conclusion of the grant.

Deliverables

Results of tabletop scenario:

- 1) Communication of emergency planning requirements
- 2) Designation of agency coordinators
- 3) Identification of potential deficiencies
- 4) Recommendations to resolve discrepancies and implement solutions

Final report:

- 1) Final report to include analysis and "way-ahead"
- 2) The report will be completed by the firm selected
- 3) Quarterly reports Submitted to TCCSMD

Certificate of Insurance:

The Offeror shall provide a copy of its current certificate of insurance showing the types and limits of insurance in effect as of the Proposal submission date.

Legal Action Summary

This summary shall include:

- a. A statement as to whether there are any outstanding legal actions or potential claims against the Offeror and a brief description of any action.
- b. A brief description of any settled or closed legal actions or claims against the Offeror over the past five (5) years.
- c. A description of any judgments against the Offeror within the past five (5) years, including the case name, court case docket number, and what the final ruling or determination was from the court; and
- d. In instances where litigation is on-going and the Offeror has been directed not to disclose information by the court, provide the name of the judge and location of the court.

EVALUATION COMMITTEE, EVALUATION CRITERIA, AND SELECTION PROCEDURE

Evaluation Committee:

Evaluation of Proposals will be performed by a committee established for that purpose and based on the evaluation criteria set forth below. The Evaluation Committee will review Proposals, participate in Offeror oral presentations and discussions if needed, and provide input to the Procurement Officer. TCCSMD reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate.

Proposal Evaluation Criteria:

The criteria to be used to evaluate each Proposal are listed below in descending order of importance. Unless stated otherwise, any sub criteria within each criterion have equal weight.

Offeror's Response to RFP Requirements and Work Plan

The Tri-County Council prefers an Offeror's response to work requirements in the RFP that illustrates a comprehensive understanding of work requirements and mastery of the subject matter, including an explanation of how the work will be done. Proposals which include limited responses to work requirements such as "concur" or "will comply" will receive a lower ranking than those Proposals that demonstrate an understanding of the work requirements and include plans to meet or exceed them.

Experience and Qualifications of Proposed Staff

Offeror Qualifications and Capabilities

Economic Benefit to the Town of Indian Head and NSF IH

Reciprocal Preference

Although Maryland law does not generally authorize procuring units to favor resident Offerors in awarding procurement contracts, many other states do grant their resident businesses preferences over Maryland contractors. Therefore, in compliance with Maryland law, TCCSMD may apply a reciprocal preference in favor of a Maryland resident business under the following conditions:

- The Maryland resident business is a responsible Offeror.
- The most advantageous offer is from a responsible Offeror whose principal office or principal operations through which it would provide the services required under this RFP is in another state.
- The other state gives a preference to its resident businesses through law, policy, or practice; and
- The Maryland resident preference does not conflict with a federal law or grant affecting the contract.

The preference given shall be identical to the preference that the other state, through law, policy, or practice gives to its resident businesses.

Selection Procedures:

General

Tri-County Council may conduct discussions with all Offerors that have submitted Proposals that are determined to be reasonably susceptible of being selected for contract award or potentially so. However, the Tri-County Council reserves the right to make an award without holding discussions.

In either case (i.e., with or without discussions), the Tri-County Council may determine an Offeror to be not responsible and/or an Offeror's Proposal to be not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Proposals and prior to Contract award. If the Tri-County Council finds an Offeror to be not responsible and/or an Offeror's Proposal to be not reasonably susceptible of being selected for award, TCCSMD will notify that Offeror.

Selection Process Sequence:

Technical Proposals are evaluated for technical merit and ranked. During this review, oral presentations and discussions may be held. The purpose of such discussions will be to ensure a full understanding of the Tri-County Council requirements and the Offeror's ability to perform the services, as well as to facilitate arrival at a Contract that is most advantageous to the Tri-County Council. Offerors will be contacted by the Tri-County Council as soon as any discussions are scheduled.

Offerors must confirm in writing any substantive oral clarifications of, or changes in, their Proposals made during discussions. Any such written clarifications or changes then become part of the Offeror's Proposal. Proposals are given a final review and ranked.

When in the best interest of the Tri-County Council, the Procurement Officer may permit Qualified Offerors to revise their initial Proposals and submit, in writing, Best and Final Offers (BAFOs). The Tri-County Council may make an award without issuing a request for a BAFO.

Award Determination:

Upon completion of the Proposal evaluations and rankings, each Offeror will receive an overall ranking. TCCSMD will select the Proposal determined to be the most advantageous to the Tri-County Council. In making this most advantageous Proposal determination, technical factors will receive equal weight with financial factors.

Documents Required upon Notice of Recommendation for Contract Award:

Upon receipt of a Notification of Recommendation for Contract Award, the following documents shall be completed, signed if applicable with original signatures, and submitted by the recommended awardee within five (5) Business Days, unless noted otherwise. Submit three (3) copies of each of the following documents:

- a. Contract
- b. Contract Affidavit
- c. Non-Disclosure Agreement if applicable
- d. copy of a current Certificate of Insurance with the prescribed limits set forth in Section 3.4 "Insurance Requirements," listing the Tri-County Council as an additional insured, if applicable

A **mandatory** pre-proposal meeting will be held Oct 15th, 2024, to address any inquiries regarding the project. This meeting will be conducted at the Tri-County Council for Southern Maryland Offices located at 15045 Burnt Store Road, Hughesville, MD 20637. The pre-proposal meeting can be attended virtually via Microsoft TEAMS.

All proposals must be received by TCCSMD no later than 1:00 p.m., Eastern Standard Time October 30th, 2024. Submit six (6) paper copies and one (1) electronic copy (in .pdf format) of the proposal in a sealed envelope bearing the submitter's company name and clearly labeled "**Sealed Proposal for The Town of Indian Head Transportation Corridor Resiliency Study**" No e-mail or faxed proposals will be accepted. No late submissions will be accepted.

For additional information, please contact: George Clark, CCTM, TDM-CP, MWD-BS
O- 301-274-1922 ext. 319
C- 301-643-7257
gclark@tccsmd.org

All materials submitted in response to this RFP will become the property of TCCSMD. All expenses incurred by the Offeror in responding to this RFP will remain the responsibility of the Offeror.

TCCSMD reserves the right to reject any or all proposals, accept any proposal that will best serve the interest of the TCCSMD, waive any irregularities in the proposal, and/or cancel this RFP.