

SCOPE OF WORK
REGIONAL COMMISSARY AND EXCHANGE FACILITIES
SITE SELECTION STUDY
CAMP LEJEUNE, NORTH CAROLINA

I. INTRODUCTION

This scope of work outlines the goals, methodology, and format of the Regional Commissary and Exchange Facilities Site Selection Study. The study will be performed by the Naval Facilities Engineering Command Headquarters (NAVFACHQ) with assistance from the Atlantic Division, Naval Facilities Engineering Command (LANTNAVFACENGCOM), and from the Camp Lejeune facilities office.

II. PURPOSE OF STUDY

A new exchange mall and a regional commissary (including regional distribution center) are being considered for Camp Lejeune for the 1985/1986 time frame. The study will determine facility requirements for the commissary and the regional commissary distribution center. It will also determine the most effective location for the proposed commissary and exchange facilities.

III. PROJECT DESCRIPTION

The study will focus on the Camp Lejeune Complex which includes MCB Camp Lejeune, the New River Air Station, and the Naval Hospital. Regional aspects of the military population will be considered to determine impacts on Camp Lejeune Commissary/ Exchange operations/locations. The study will also examine the concept of a regional distribution center concept for commissary operations.

Activities to be served by this distribution center would include: MCAS Beaufort, MCRD Parris Island, MCAS Cherry Point, and the Camp Lejeune Complex.

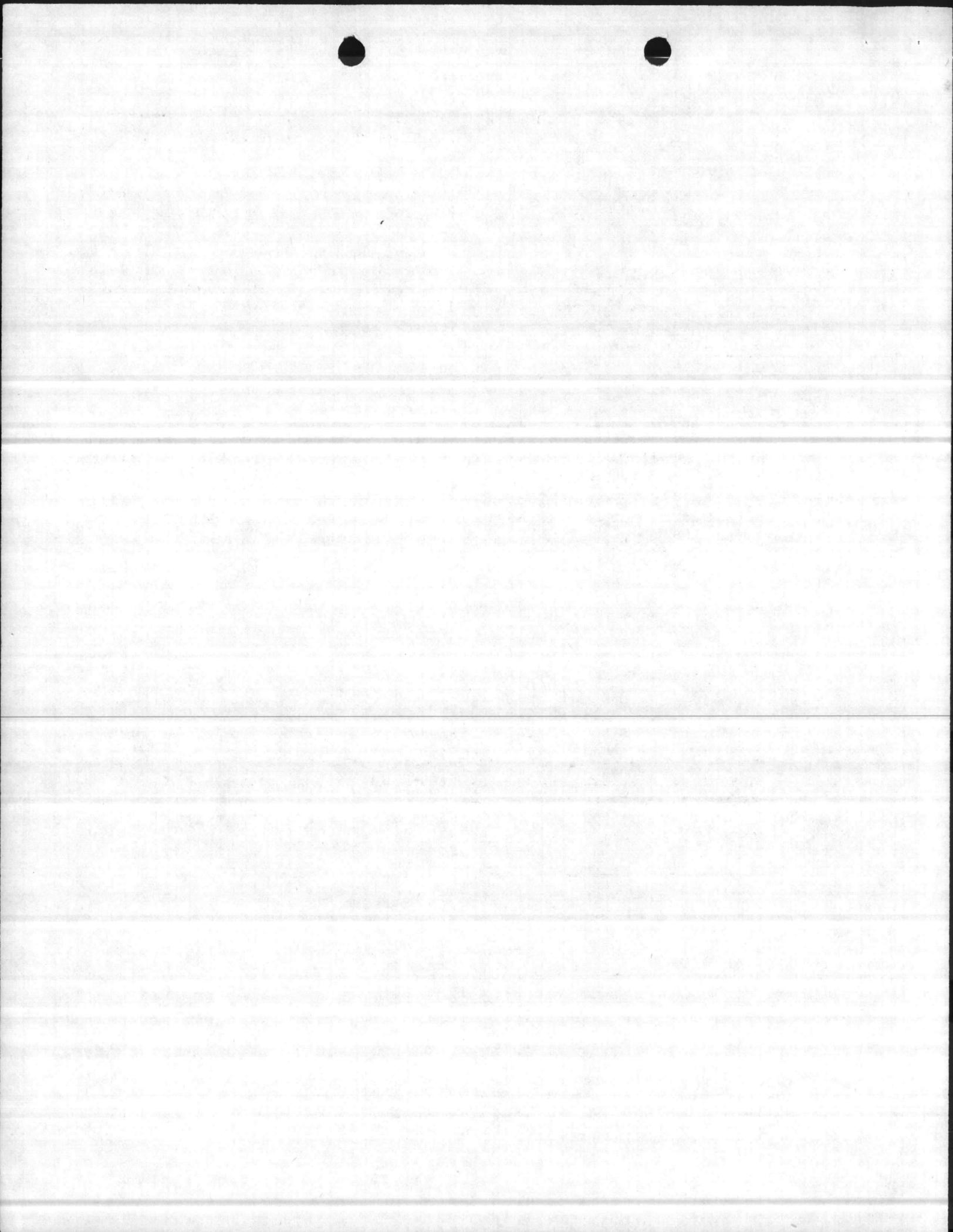
IV. GOALS AND OBJECTIVES

The goal of the study is to determine the best site for a proposed commissary and exchange shopping mall.

Specific objectives of the study include the following:

1. Verify facility requirements for the exchange shopping mall.
2. Determine facility requirements for new commissary facilities.
3. Determine facility requirements for a regional distribution center.

ENCLOSURE (1)



4. Examine the impact of military population centers on potential development sites and facility requirements.
5. Evaluate existing commissary/exchange facilities for possible expansion/remodeling or use for other functions.
6. Identify and evaluate potential sites for construction of new exchange, commissary and regional distribution center facilities.

V. ASSUMPTIONS

- a. Marine Corps will continue to operate commissaries in the area.
- b. The proposed commissary/exchange as well as the regional distribution center may be considered for off-base private property locations.
- c. The military presence in the region will continue.
- d. The military population of the region, both active and retired, will continue to grow.

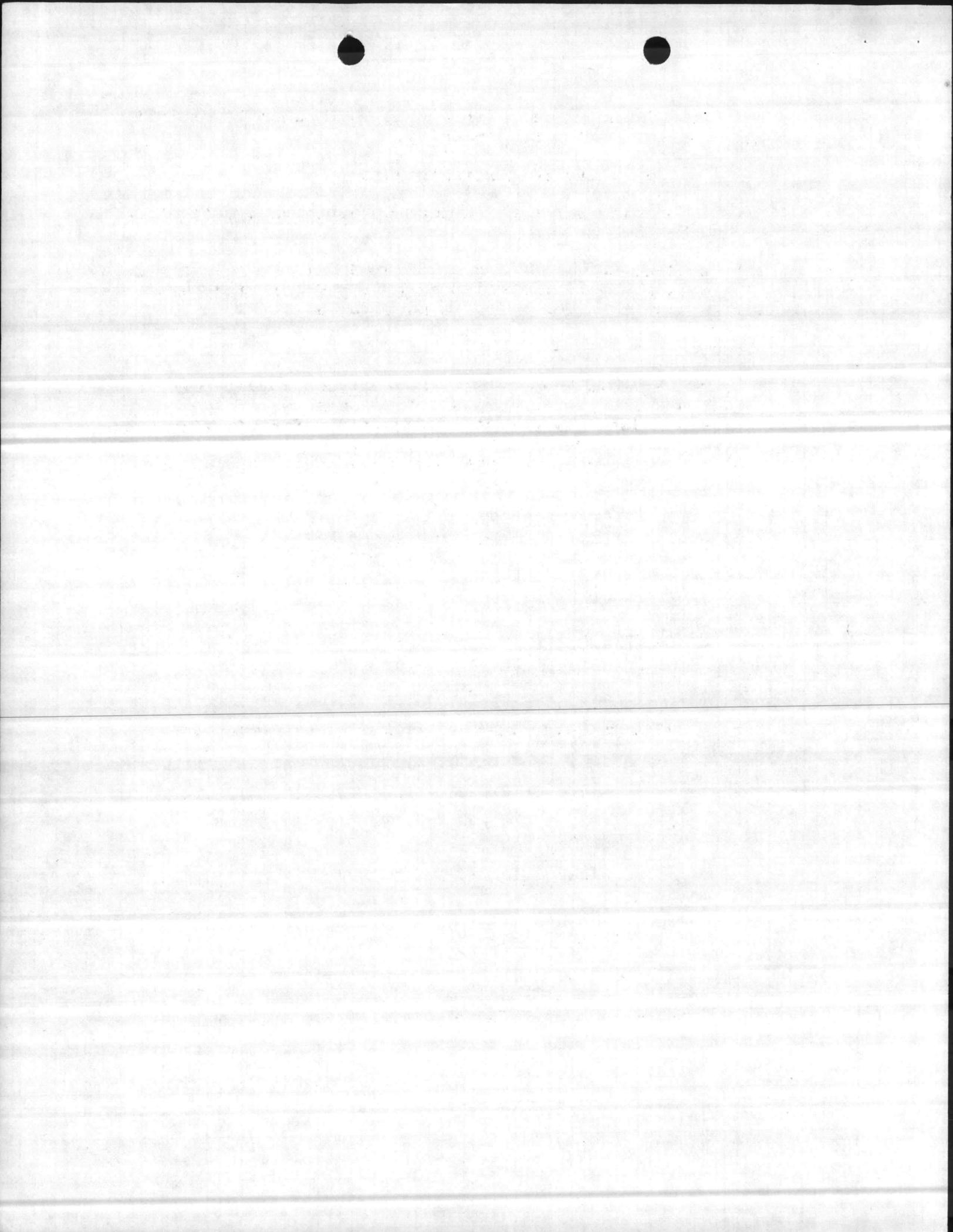
VI. METHODOLOGY

The methodology will be a linear process which includes data collection, analysis, evaluation, and recommendations. The process may have to be adjusted as new information is collected or developed and as evaluation results warrant. A preliminary report will be issued for review and comments prior to printing of the final document. Due to time limitations, the review process will be critical; therefore, agency and user groups will have a minimum amount of time to submit their comments and/or corrections.

Phase I - Data Gathering:

The types of data collected will consist of:

- a. Demographic data.
- b. Commissary/exchange operations, including sales volume and service area.



- c. Planning data concerning the regional, vicinity, and military community.
- d. Facility requirements data.

During the evaluation phase more specific data collection may be required.

Data collection techniques to be used will include field investigations, survey questionnaires, and existing documented information relating to the subject area.

Phase II - Analysis:

Data gathered in Phase I will be analyzed to determine existing conditions and problem areas. This phase will also determine if further data collection is required. The analysis will include facility conditions, demographic characteristics, commissary/exchange operations, and geographic considerations.

Phase III - Evaluation:

The results of Phase II will be evaluated and possible alternatives developed based on the goal and objectives of the study.

Phase IV - Proposals and/or Recommendations:

Alternatives developed in Phase III will be reviewed by NAVFAC and the Camp Lejeune Complex commands for comment. After comments have been received, the best alternative will be developed into a plan of action which may include proposed projects, operational changes, site plans, order-of-magnitude cost estimates, and a priority list of actions as recommended by the study.

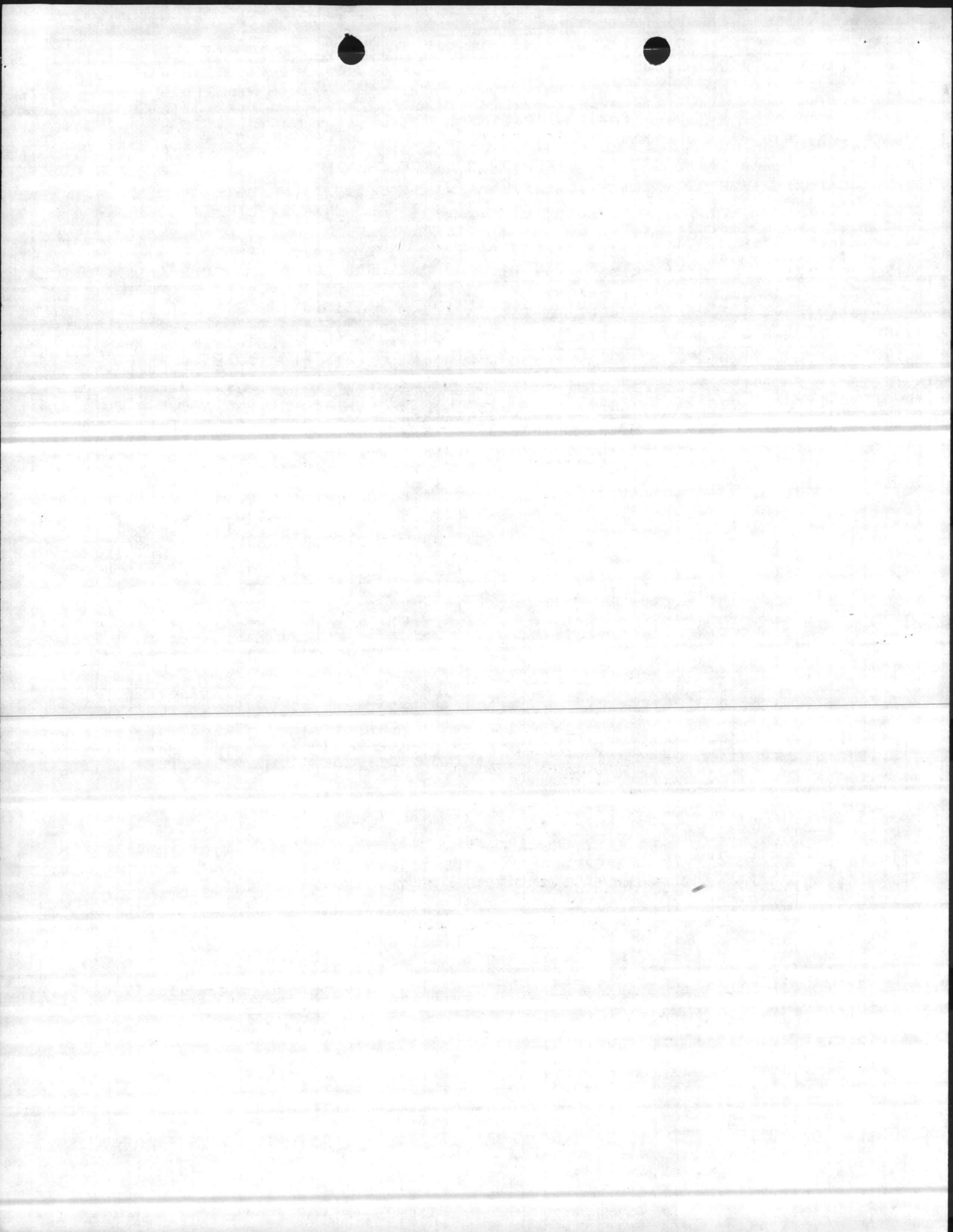
VII. BOOK PLAN

I. Introduction

- A. Background
- B. Goal/Objectives
- C. Assumptions

II. Regional Perspective

- A. Description
- B. Transportation
- C. Military Presence



III. Demographic Analysis

- A. General Trends
- B. Military Population
- C. Military Trends

IV. Exchange/Commissary Operations

- A. Existing Facility Requirements
- B. Determination of Service Areas
- C. Impact of Military Location on Facility Requirements
- D. Collocation of Exchange and Commissary
- E. Regional Distribution Center (Commissary)

V. Commissary and Exchange Site Selection

- A. Existing Conditions
 - 1. Land use
 - 2. Transportation/circulation
 - 3. Restrictions
 - 4. Population centers
 - 5. Potential sites
- B. Analysis
- C. Preferred Sites
- D. Potential Site Development
- E. Evaluation/Recommendations

VI. Regional Distribution Center Site Selection

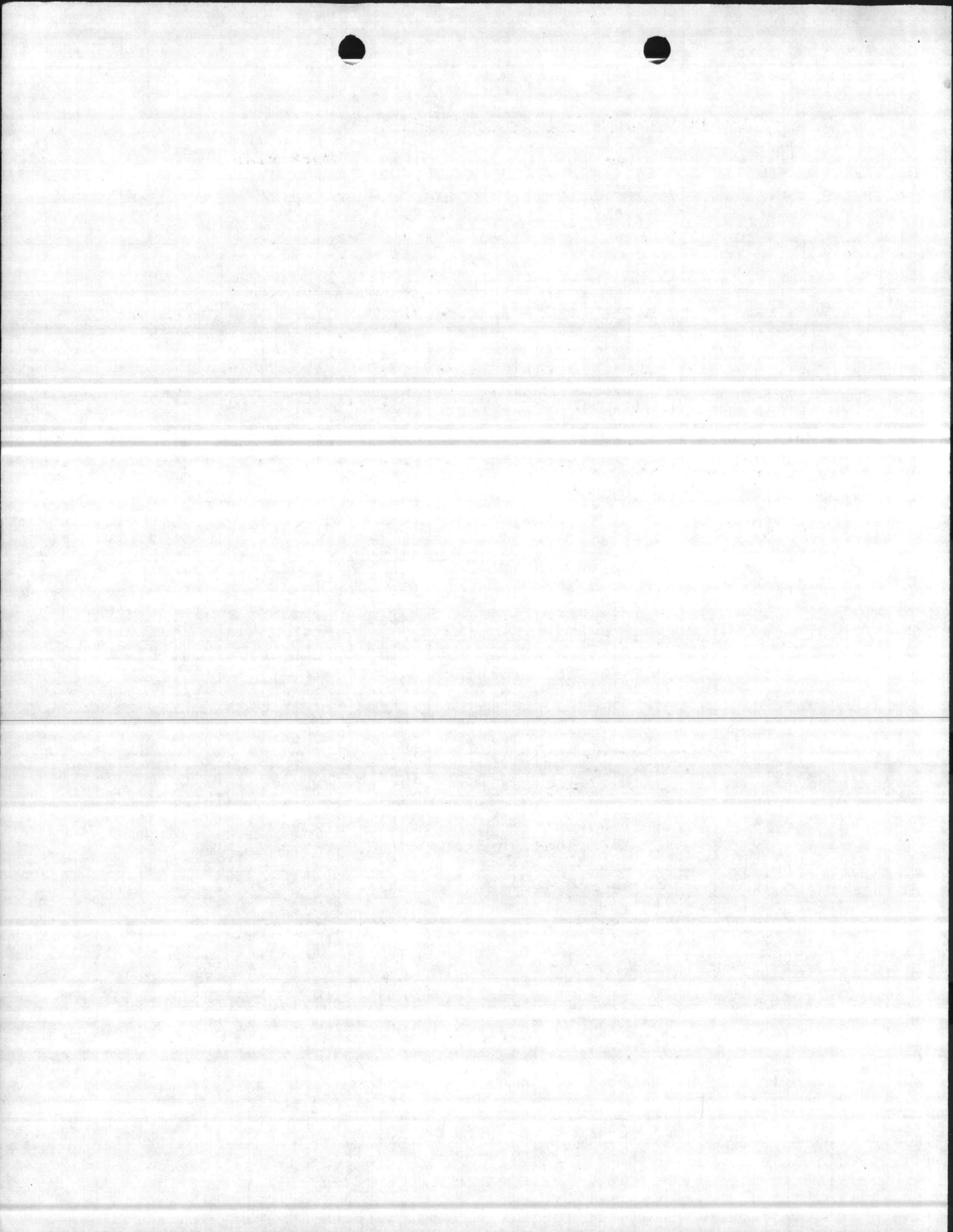
- A. Area Served
- B. Transportation
- C. Potential Sites On-Base
Potential Sites Off-Base
- D. Analysis
- E. Preferred Sites
- F. Potential Site Development
- G. Evaluation/Recommendations

VII. Summary/Recommendations

VIII. Appendices (If necessary)

VIII. FORMAT

The study will be printed on 8 1/2" x 11" paper. The text and graphics will be similar to those prepared in accordance with NAVFAC Instruction 11010.63A, dated 16 December 1979.



IX. TASK DEFINITION AND ESTIMATED WORK EFFORT

Percent Complete	Work Plan
5%	Scope of Work Book Plan
45%	Data collection, site visit, analysis
80%	Proposals/alternatives, preliminary review
100%	Revisions, final editing, and re- production

The work plan represents a minimum required study time of 8 weeks, with one person working full time. The study has an estimated completion date of 1 July 1982.

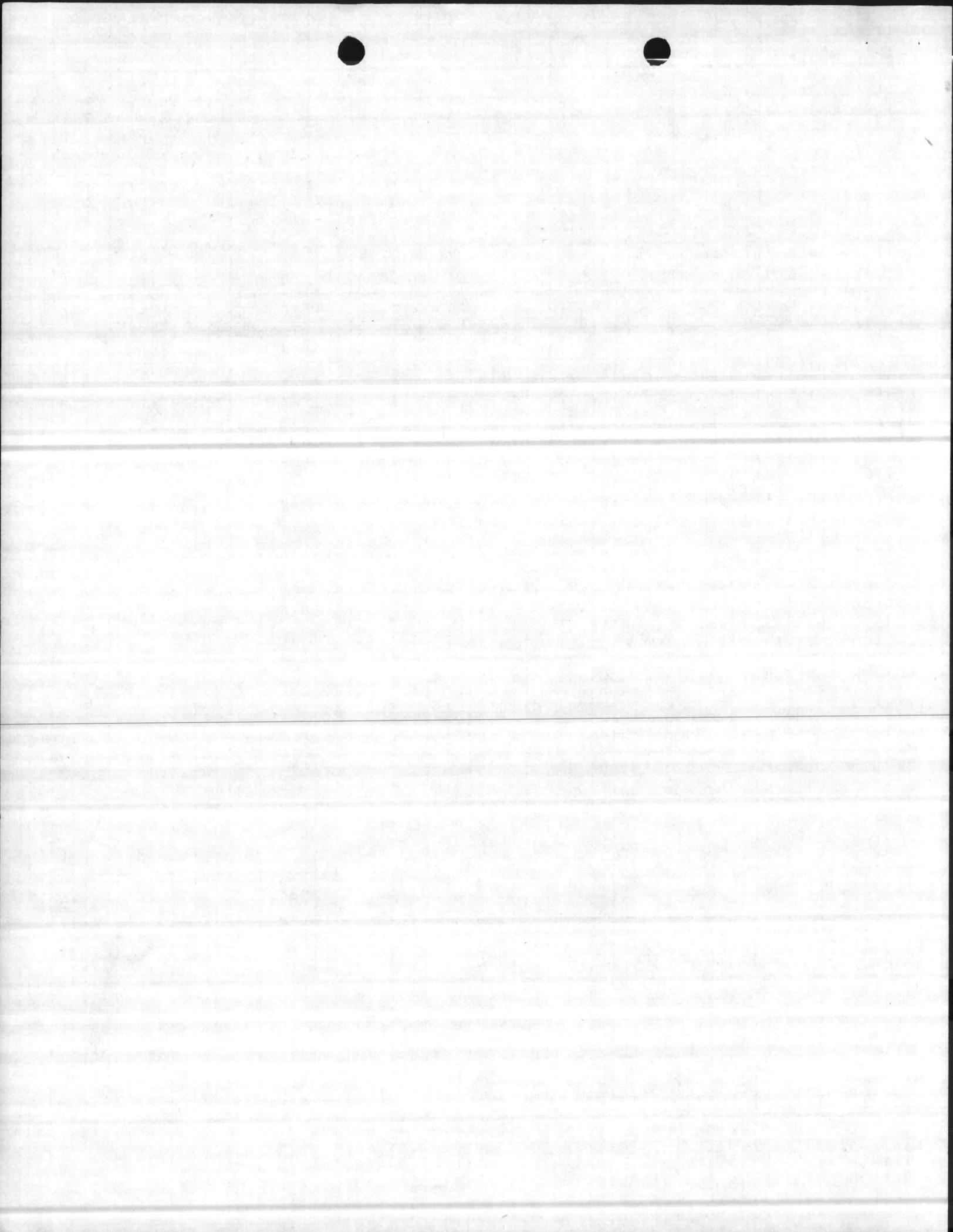
The plan assumes LANTNAVFACENGCOM and Camp Lejeune Complex commands will provide full cooperation in data collection and site surveys.

WORK EFFORT

- A. Data collection will be conducted and will include previous studies and existing master plans.
- B. Site visit will include visits to all area commissary and exchange facilities. The data to be collected will consist of:
 - Existing facility conditions
 - Store operations and requirements
 - Economic profile
 - Sales volume
 - Operating costs
 - Projections
 - Current development plans
 - Support requirements
 - Special problem areas or conditions

Site visit may also include visit to local and regional planning agencies for collection of demographic data, transportation plans, and development plans.

- C. The demographic data will be based on available 1980 census data and regional and local studies by other agencies. Location of

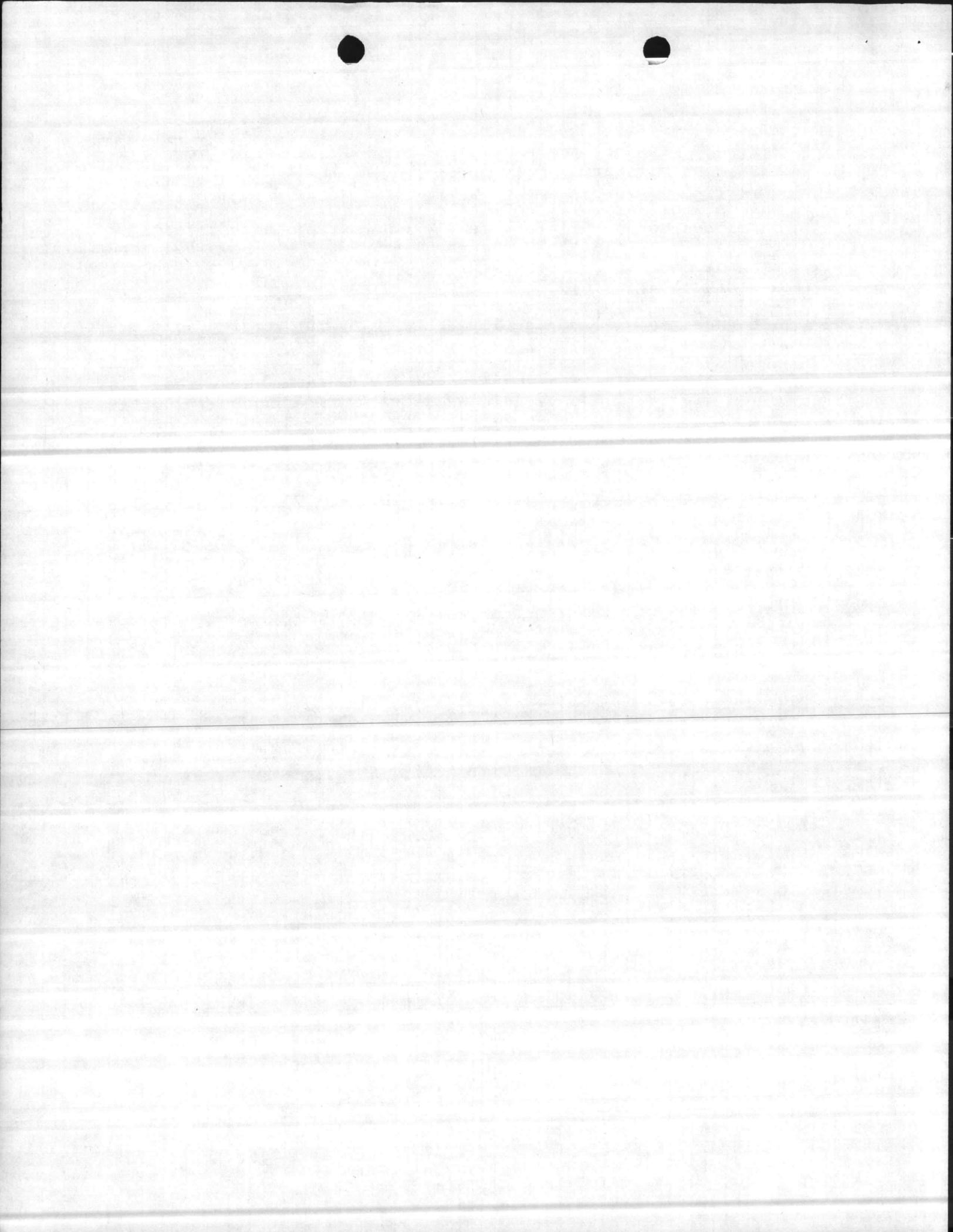


military families will be based on available 1980 census data, retired personnel addresses, local school district impact aid data, and military family housing studies.

- D. Analysis of data will consist of impact of geographic locations of stores versus military family housing locations, transportation network, available shopping alternatives, physical condition of facilities, equipment, supply/demand, and exchange/commissary relationship.
- E. Alternatives will be developed based on the problems discovered in the analysis phase. The proposed alternatives will be evaluated based on the goal and objectives of the study. The evaluation may result in several possible alternatives. The alternatives may include physical and operational changes in both existing and proposed commissary facilities. In the case of physical changes to facilities or proposed development, the alternative will include site plans.

Alternatives will be reviewed by Camp Lejeune commands.

- F. After review and comment, a final list of recommendations will be developed along with a priority plan of action and an order-of-magnitude cost estimate.



MCB CAMP LEJEUNE COMMISSARY/EXCHANGE SITE STUDY

Background Data

1. Land Use

- Existing
- Proposed changes
- Restricted areas
- Problem areas

2. Transportation

- Existing traffic pattern
- Proposed changes
- Traffic volumes
- Problem areas

3. Base Loading

- Current active duty
- Proposed
- Housing survey

4. Military Families in Civilian Community

- How many
- Location
- Retired
- Projected

5. Local Community Development Plans

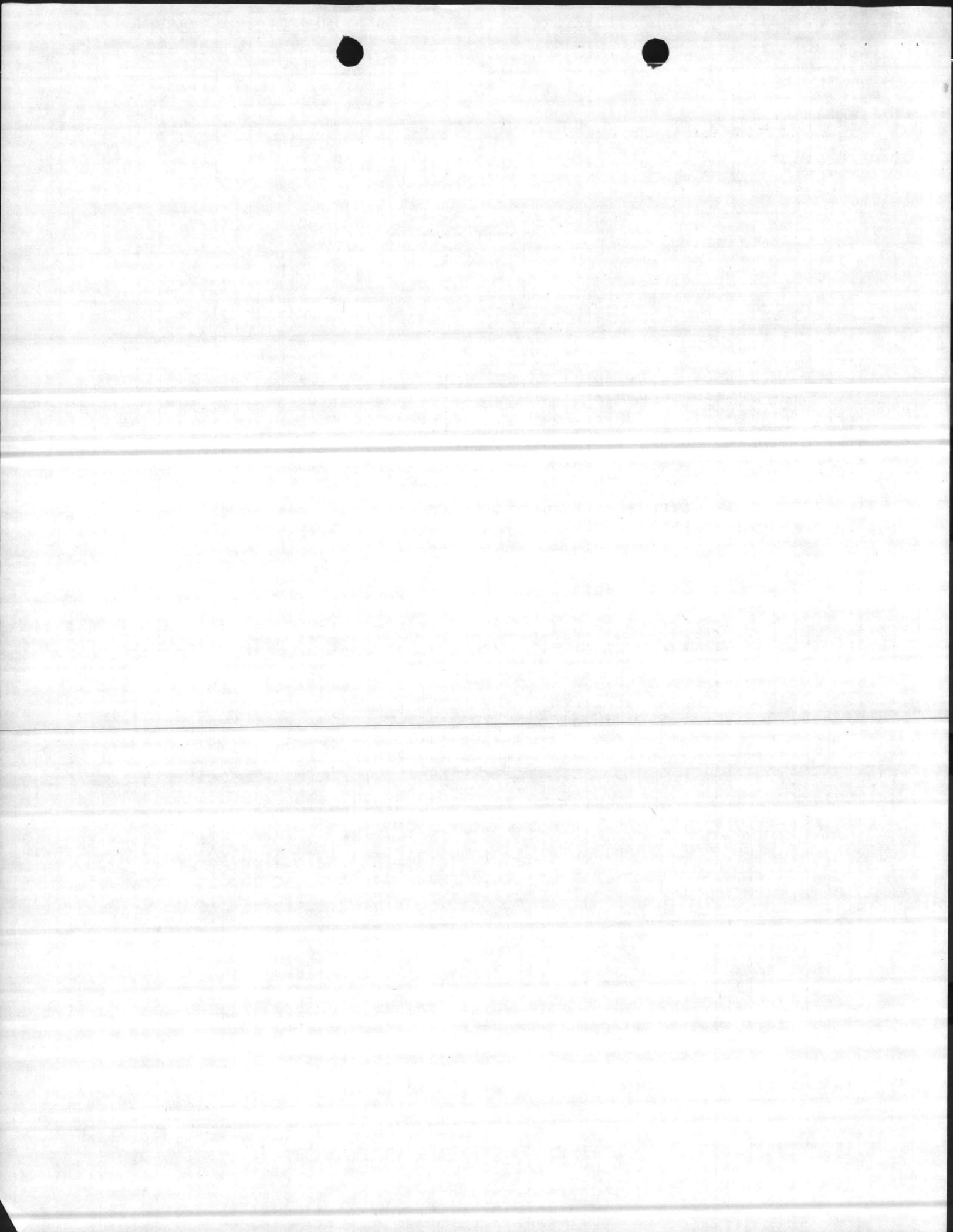
- Residential growth
- Transportation network
- Industrial development

6. Exchange Facilities

- Existing gross SF (sales area)
- Back-up storage SF
- Central storage SF
- Existing parking (number of spaces)
- Monthly sales volume 1980
- Projected sales volume
- Customer survey
- Programmed projects
- Problem areas

ENCLOSURE (2)

ENCLOSURE



7. Commissary Facilities

- Existing gross SF
- Sales area SF
- Back-up storage SF
- Existing parking (number of spaces)
- Central storage SF
- Customer survey
- Programmed projects
- Monthly sales volume 1980
- Projected sales volume
- Problem areas

