



COUNTY OF PARK, WYOMING
BOARD OF COMMISSIONERS

REQUEST FOR PROPOSALS

NATURAL RESOURCE MANAGEMENT PLAN FOR STATE AND FEDERAL LANDS IN PARK COUNTY, WYOMING

Responses Due:
No later than 3:00pm MDT, September 30, 2019

Send To:
Park County Commissioners
ATTN: Response to NRMP RFP
Park County Courthouse
1002 Sheridan Avenue
Cody, WY 82414

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I. ADMINISTRATIVE INFORMATION AND CONDITIONS FOR SUBMITTAL

A. Issuing Office

Park County, Board of County Commissioners, Park County Courthouse, 1002 Sheridan Avenue, Cody, WY 82414

B. Purpose

Proposals are being solicited from qualified land planning or public lands consultants to conduct research and develop a Natural Resource Management Plan (NRMP) for State and Federal Lands in Park County. The successful applicant will work closely with the Board of County Commissioners (Board), selected Park County staff (staff) and the public through the plan development process.

C. Proposal Conditions

1. Primary Contact

Any questions relating to this RFP and specifically the work required as part of this request may be directed to Joy Hill, Director, Planning and Zoning Department, by mail to 1002 Sheridan Ave., Suite 109, Cody, WY 82414; email to jhill@parkcounty.us; or phone at 307-527-8540.

2. Proposal Submittal Deadline and Procedure

The packaged proposal (including all hard and electronic copies) shall be submitted to the Board by 3:00pm Mountain Daylight Time (MDT) on September 30, 2019, in a sealed envelope clearly marked as follows:

Park County Commissioners
ATTN: Response to NRMP RFP
Park County Courthouse
1002 Sheridan Avenue
Cody, WY 82414

Proposals received after the deadline for any reason shall remain unopened and will not be considered.

3. Exclusion

Only hand-delivered, sealed proposals will be accepted. No oral, fax, email or telephone proposals shall be considered.

4. Proposal Construction

Each proposal shall contain no more than twenty (20) 8.5"x 11" pages, with printing on one side of a single page equaling one page and printing on two sides of a single page equaling two pages, including cover letters, tables of contents, resumes or any pre-printed or other promotional material included with the proposal, whether bound or unbound. Front and back decorative cover, section dividers and any pages left blank shall not be included in the page count.

5. Proposal Contents

Each proposal shall include, at a minimum, the following:

- a. Cover letter: Limited to one (1) page, create a cover letter that succinctly explains the Consultant's interest and qualifications for the project and contains the name, address, phone number and email address of the principal contact person.
- b. Qualifications of the Consultant
 - Describe the Consultant's qualifications and relevant or related experience. One overall team should be proposed even when separate contractors are proposed. Include the location of the Consultant's home office and the locations where services would likely be performed.
 - Include a list of related projects that the Consultant has started and completed in the last eight years. Identify the year of each project, the owner's contact person and telephone number. Projects which are referred to as having been accomplished by your firm shall be projects which were managed by personnel who are currently on your staff.
 - A description of your familiarity with the geography, natural resources, economy and needs of Park County.
 - A description of your experience with coordination language and/or coordination activities between local, state and federal government entities.
- c. Name and Qualifications of Project Team
 - A current resume for professional persons who would be working on the NRMP which includes a description of qualifications, skills and responsibilities. At a minimum, resumes for the project manager, primary technical writer(s) and primary researcher must be included.
 - List any outside consultants who may perform services for this project. Describe what services each outside consultant would provide.
- d. Strategy and Implementation Plan
 - Describe your interpretation of the objectives with regard to this RFP.
 - Describe your proposed strategy and/or implementation plan for achieving the objectives of this RFP. The proposer may utilize a written narrative or any other printed technique to demonstrate the ability to satisfy the scope of services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the RFP objectives and deliverables are accomplished.
 - Include a time schedule for completion of the implementation plan.
- e. References
 - A list of at least (3) references for projects of similar size and scope, including at least two (2) references for projects completed during the past six (6) years. Include the name of the organization, a brief summary of the work, the cost of the project and the name and telephone number and/or email address of a responsible contact person.

6. Copies of Proposal

Interested Consultants must submit eight (8) complete hardcopies of their proposal in written format and one (1) copy in electronic format (on CD or DVD only).

7. Altering Proposals

Proposals cannot be altered or amended after the submission deadline.

8. Confidential Information

All materials submitted in response to this RFP shall ultimately become public record. Any material to be treated as confidential or proprietary in nature must be clearly identified with the words "Confidential Disclosure," placed in a separate envelope marked "Confidential," and shall include a justification for the request. Note that confidential materials shall be included in the page count. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.

9. Material Ownership

All proposals and related materials become the property of Park County Board of Commissioners upon receipt and shall not be returned to the proposer. Park County shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP, subject to the limitations outlined in the section titled "Confidential Material."

10. Right to Cancel

The Board reserves the right to cancel the RFP at any time when it is in the best interest of the County.

The Board further reserves the right, without prior notice, to supplement, amend or otherwise modify this RFP or otherwise request additional information from any or all consultants/firms. By submitting a proposal, the consultant/firm thereby agrees the County's decision concerning any submittal in any respect is final, binding and conclusive for all purposes, and acknowledges that the County in its sole and unqualified discretion may waive or deviate from the procedures and/or timeline outlined.

The Board also reserves the right to accept or reject any and all submittals or to waive minor defects or irregularities in the submittal.

11. Authorization to Begin Work

Notice to proceed will be given to the Consultant chosen by the Board to complete the NRMP as soon as the contract is approved by the County Attorney and the Board and signed by the Board and Consultant.

II. SCOPE OF SERVICES

A. Background

The Board is charged with governing Park County in the best interests of all citizens by protecting their health, safety and general welfare, as well as the County's economic base and the natural environment. In 1978, the Board adopted a planning document entitled "Park County Land Use

Planning” to satisfy state law enacted in 1975 requiring all counties to adopt land use plans. In the 20 years that followed, the population grew, and the political, economic, legal and planning environments changed significantly in the County, leading to the need for an updated plan. On September 15, 1998, the Board adopted the Park County Land Use Plan, which is still in use today.

One of the purposes of the Land Use Plan was to meet federal requirements to qualify the County as a “cooperating agency” under the National Environmental Policy Act (NEPA). Status as a cooperating agency gives the County equal status to the lead agency in fact gathering for any environmental analysis as required by NEPA. Another purpose of the Land Use Plan was to establish policies for greater county involvement in public land use decision making. Public lands comprise over 80% of Park County. Federal agency decisions regarding the use of these federal lands have potentially great impacts on the custom, culture and economy of Park County, in addition to the health, safety and welfare of the citizens of the County. The development of the Land Use Plan in 1998 was expected to facilitate greater involvement of the County and its citizens in important federal decisions.

In recent years, the Board has learned that the mere existence of a Land Use Plan does not necessarily qualify the County for a “seat at the table” regarding public land use decisions. The Board recognizes the necessity for the County to express in a written document the specific activities and use of federal and state lands necessary for the continued security and prosperity of the County. To ensure that future opportunities for cooperation and collaboration with federal agencies are not missed, Park County proposes to develop a Natural Resource Management Plan (NRMP) to serve as a basis for communicating and coordinating with the federal government and its agencies on land and natural resource management issues.

The NRMP shall complement the Land Use Plan, with the two serving as the primary comprehensive planning documents for the political jurisdiction of Park County, Wyoming. The purpose is to ensure there is a unifying set of policies for proper coordination between all agencies that have regulatory responsibility within the County, the industries and business utilizing the resources within the County, and all landowners including private, county, state and federal. The Board is seeking the services of a consultant who will conduct research, gather data and ultimately develop the NRMP.

B. Plan Area

Park County is located in northwest Wyoming, south of the Montana State border. Prior to Wyoming becoming a territory in 1868, the principal area of Wyoming, including the area later to become Park County, was comprised of Laramie County and the Dakota Territory. During Wyoming's territorial days, Park County was briefly Carter County which was later changed to Sweetwater County. In 1884, Park County was governed under Fremont County until 1896 when it became a part of Big Horn County. It was during this period in 1890 that Wyoming became a state. Park County was established in 1909 but was not organized until 1911.

As the 4th largest county in Wyoming, Park County spans 6,943 square miles with approximately 1,743 square miles comprising over half of Yellowstone National Park. Incorporated areas in the County include the cities of Cody and Powell, the town of Meeteetse and a portion of the town of Frannie. Clark, Garland, Ralston and Wapiti are small, unincorporated towns. Three rivers flow through Park County: the Greybull and Shoshone Rivers which are tributaries to the Big Horn River, and the Clark's Fork River which flows into the Yellowstone River. Three hard-surfaced

highways serve Park County: U.S. Highway 14-16-20 east and west, U.S. Highway 14 Alternate and Wyoming 120 north and south.

Approximately 83% of the land in Park County is publicly managed, with nearly 79% managed by federal government entities (US Forest Service, National Park Service, Bureau of Land Management and Bureau of Reclamation) and the remainder managed by state and local government entities.

A majority of the private lands in Park County contain agricultural operations. The major industries of Park County are tourism, service industries, retail trade and construction. Local government is the largest employer in the County.

C. Project Goals and Objectives

The desired outcome of this project will be better management of public lands through the development of an NRMP that clearly focuses on a scientific, technical and historic understanding of Park County's resources and how to best manage, develop and protect the critical surface and subsurface resources on these lands. A well-developed NRMP will assist Park County in acting as a fully engaged, educated and cooperating agency with the various federal and state agencies when developing, revising and updating land resource management plans and when making land management decisions.

The primary objective of the NRMP is to set forth County policies and goals to improve effective cooperation and coordination with federal, state and local stakeholders, while ensuring that Multiple-Use Sustained-Yield Act objectives are met. To meet these goals, the NRMP must be factual, legally and scientifically based and written with clear and concise language. Engaging the public before, during and after the Plan's development is necessary.

The consultant is responsible for designing and carrying out an effective public participation component. In addition to the possibility of a Steering Committee, periodic interaction with the Planning & Zoning Commission and County Commissioners, throughout the project, is considered essential. The consultant should conduct a series of outreach meetings, or workshops in outlying rural communities of the county. A portion of the plan shall document the public participation process employed. Local ownership of the plan must be evident throughout the development of the plan.

D. Project Tasks, Project Management and Deliverables

It is expected that the Consultant will meet the project goals and objectives, as well as the following tasks, project management objectives and deliverables. The proposal must clearly articulate how the project's goals, tasks and deliverables will be met within the time and budget allotted. All materials collected or created by the selected Consultant become the property of Park County.

1. Tasks

To complete the project, it is expected that the Consultant will:

- a. **Review applicable state and federal laws** that direct or limit policy development in the various natural resource categories significant to Park County. The NRMP must be consistent with State and federal law. Where applicable, the NRMP should indicate when

County objectives are more restrictive or protective than state or federal regulatory requirements.

- b. **Gather information** about the County’s local customs, local culture and the components necessary for the County’s economic stability.
- c. **Conduct Resource Assessments.** Become familiar with local and regional studies, plans and policies related to the following natural resource categories identified as significant to Park County. NOTE: These categories are not listed in order of importance. Categories shall be prioritized and may change or expand as project work commences.
 - Air Quality
 - Cultural, Historical, Geological and Paleontological Resources
 - Dams and Reservoirs
 - Economic Considerations
 - Energy Resources/Utility Corridors
 - Fire Management
 - Fisheries
 - Forest Management
 - Hydrology (floodplains, rivers and streams, wetlands, riparian areas, wild and scenic rivers)
 - Invasive Species and Pests
 - Irrigation and related infrastructure
 - Land Access
 - Land for Disposal for Economic Development
 - Land Use
 - Law Enforcement
 - Livestock and Grazing
 - Mineral Resources and Development
 - Mining
 - Noxious Weeds
 - Predator Control
 - Recreation and Tourism
 - Soils/Soil Conservation
 - Threatened, Endangered and Sensitive Species
 - Water Rights
 - Water Quality
 - Wild Horses and Burros
 - Wilderness
 - Wildlife

Include background and detailed information on each resource in the NRMP, including qualitative as well as quantitative information. Each resource assessment should include an evaluation of the importance of the resource to the county, location, quality and size, as well as a map of the resource, where appropriate. Each resource assessment should rely on the best data available at the time of publication, though new data collection or research is not required. Each resource assessment should address the question, “What is the state of the resource now?”

- d. **Develop Resource Management Objectives.** For each resource, describe general goals in the form of broad policy statements regarding the use, development and protection for each resource. Objectives should address the question, “What does the county want for and from this resource?” Where applicable, objectives should be stated in measurable terms and include tangible metrics for which resource objectives can be met. This may include quantifiable goals and timelines, where applicable and feasible.
- e. **Describe specific priorities** on how to achieve the County’s Resource Management Objective for each resource. Priorities should tier to Resource Management Objectives for each resource. Priorities should address the question, “How would the county achieve the objectives?”

- f. **Invite others to collaborate.** In developing the NRMP, Park County would like to work with relevant special districts (e.g., conservation districts, watershed improvement districts, etc.) that share our jurisdictional boundaries for planning and data sharing purposes. The County would also like to involve relevant state agencies and federal agencies that manage public lands within Park County in the development of the NRMP. Involvement of the general public is critical at every stage of NRMP development. The County may opt to establish a steering committee to support this effort.

It is expected that the consultant will conduct public sessions to reach the general populace. Design and formatting services for an easily updatable project webpage that can be hosted on the County's website or elsewhere are preferred as an additional means of outreach to the public.

- g. **Gather economic, geospatial (GIS) and related data** to support the creation of tables, maps and other graphics needed to develop the NRMP.
- h. **Create a data library**, which includes all data, maps and information used to support the development of the NRMP and make it available to Park County in its original format (including metadata and source information), as well as a digital format that is easy to read and understand.
- i. **Develop draft and final versions of the NRMP** which comply with the following:
- Identify objectives and priorities to the use, development and protection of natural resources and land in Wyoming;
 - Are based on criteria established by the governor's office in consultation with the counties of Wyoming;
 - Serve as a basis for communicating and coordinating with the federal government and its agencies on land and natural resource management issues; and
 - Are developed or revised in public meetings held in accordance with W.S. 16-4-401 through 16-4-408.

2. Project management

To manage the project, it is expected that the Consultant will:

- a. **Develop a project management plan** that includes a refined scope, schedule, budget, quality control and invoicing protocol.
- b. **Develop a plan for coordinating periodic reviews** with the Board, staff, public and other agencies as needed.

3. Deliverables

Project deliverables include the following:

- a. Project Kick-Off Meeting with the Board;
- b. Periodic meetings, in person or via teleconference, with the Board and staff to report on NRMP development progress, gather input and clarify direction;
- c. Public sessions to engage the general populace.
- d. Six (6) hardcopies and one (1) electronic copy of a preliminary draft NRMP for Board and staff review and comment;

- e. Three (3) hardcopies and one (1) electronic copy of a draft NRMP for public and agency review and comment, following receipt of comments and requested changes from the Board;
- f. A public hearing, hosted by the Board and to which the public and relevant agencies have been invited, to provide an opportunity for public and agency comment on the draft NRMP.
- g. Ten (10) hardcopies of the completed/finalized NRMP (“final NRMP”) including revisions directed by the Board, if any, after hearing from the public and agencies. The final copy shall include maps, appendices and other data or research acquired/achieved during the development of the plan.
- h. A reproducible electronic copy of the final NRMP, in addition to maps, appendices and other data or research acquired/achieved during the development of the plan.

E. Project Timeline and Deadlines

An approximate timeline for project completion follows.

Deadline	Description
9/30/2019 by 3:00pm	Deadline for submission of proposals.
10/1/2019 – 10/7/2019	Proposal review and selection process.
10/8/2019	Notice sent to selected and unselected bidders.
10/15/2019	Contract award.
10/22/2019 or 10/29/2019	Select one day for Project Kick-off Meeting with Consultant, Board, staff, public and relevant agencies to receive input on direction of the project.
February 26, 2020 by 3:00pm	Due date for preliminary draft of NRMP for Board and staff review and comment.
April 22, 2020 by 3:00pm	Due date for draft of NRMP, including changes requested by the Board and staff, to be posted for public and agency review and comment. Notice of public hearing for public review to be placed in local newspapers the week of May 4, 2019.
July 7, 2020	Board of County Commissioners public hearing following 45+ day public review period/possible date of adoption of NRMP.
July 14, 2020	Due date for final (clean) copies of NRMP.

F. Project Budget

The proposed budget for this project is \$50,000. All costs associated with this project and any related activities such as interviews are the sole responsibility of the Consultant. Park County assumes no liability for any costs incurred by Consultants throughout the entire selection process.

III. CONSULTANT SELECTION

A. Selection Committee

A Selection Committee consisting of three (3) to five (5) members will be appointed by the Board to evaluate the proposals received. The Selection Committee members will independently review

and score all proposals based upon selection criteria. The Selection Committee will then meet to discuss the proposals and comments from each member. The final score for each proposal will be determined by taking the average of all Selection Committee member scores. If necessary, the Selection Committee will prepare a consultant short list of the top-ranked proposers. The Selection Committee may conduct either phone or oral on-site interviews to complete the consultant selection process; however, the Selection Committee reserves the right to make a selection based solely upon the proposal received.

The members of the Selection Committee shall not be disclosed to submitting consultants. No submitting consultants shall contact any County representative other than Joy Hill, Director of the Planning and Zoning Department, for purposes related to this proposal, on or after the date of publication of the notice.

B. Selection Criteria

Proposals will be evaluated based upon how well they meet the goals, tasks and deliverables identified in this RFP. A maximum total of 100 points is available for each proposal.

1. Thoroughness and Neatness of the Proposal

A maximum of 10 points is available for this section.

2. Qualifications of the Consultant/Firm

A maximum of 30 points is available for this section.

3. Familiarity with Park County

A maximum of 25 points is available for this section.

4. Familiarity with Cooperation and Coordination Among Local, State and Federal Agencies

A maximum of 20 points is available for this section.

5. Approach to the Project

A maximum of 15 points is available for this section.

C. Contract Award

Park County may negotiate a contract with one or more firms as selected. If the County is unable to negotiate a satisfactory contract with any selected firm, negotiations shall be terminated and the County may undertake negotiations with other qualified firms or individuals. In no case shall the County be exclusively bound to any single firm or individual during the term of any contract as provided herein.