

**SUBLETTE
COUNTY, WYOMING
BOARD OF
COUNTY
COMMISSIONERS**

REQUEST FOR PROPOSALS

**FEDERAL AND STATE LAND USE
POLICY PLAN
SUBLETTE COUNTY, WYOMING**

Responses Due:

5:00 (MST), January 15, 2020

**Send To:
Sublette County
Board of County Commissioners
ATTN: Matt Gaffney, County Administrator
Land Use Plan RFP
P.O. Box 250
Pinedale, Wyoming 82941**

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I. ADMINISTRATIVE INFORMATION AND CONDITIONS FOR SUBMITTAL

A. Issuing Office.

Sublette County, Board of County Commissioners, P.O. Box 250, Pinedale, WY 82941.
Physical address: 250 South Tyler Street, Pinedale, WY 82941.

B. Purpose.

Proposals are being solicited from qualified land planning or public lands consultants to conduct research and update a Sublette County's Federal and State Land Use Policy Plan (hereafter "Plan"), consistent with relevant Wyoming law, including Wyoming Statute § 9-4-218 and criteria for county natural resource plans established by Wyoming Governor Gordon's office pursuant to this statute. The successful applicant will work closely with the Board of County Commissioners (Board), selected Sublette 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: Matt Gaffney, Sublette County Administrator, by mail to: P.O. Box 250, Pinedale, WY 82941; email to matthew.gaffney@sublettewyo.com; or phone at 307-367-5214.

2. Proposal Submittal Deadline and Procedure.

The packaged proposal (including all hard and electronic copies) shall be submitted to the Board by 5:00 (MST), January 15, 2020 in a sealed envelope clearly marked as follows:

Sublette County Board of County Commissioners
ATTN: Matt Gaffney, Sublette County Administrator
Land Use Plan RFP
P.O. Box 250
Pinedale, Wyoming 82941

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

3. Exclusion.

Only mailed or 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-four (24) 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/tabs 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 six (6) 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 Wyoming and Sublette County.
 - A description of your experience with cooperation and/or coordination activities between local, state, and federal governmental entities.
- c. Name and Qualifications of Project Team:
 - A current resume for professional persons who would be working on the Plan which includes a description of qualifications, skills and responsibilities. At a minimum, resumes for the project manager, primary technical writer(s), mapping 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 three (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 six (6) 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 Sublette County Board of County Commissioners upon receipt and shall not be returned to the proposer. Sublette 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 Plan as soon as the contract is approved by the Sublette County Attorney and the Board and signed by the Board and Consultant.

II. SCOPE OF SERVICES

A. Background.

The Board is charged with governing Sublette 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. Public lands comprise almost 80% of Sublette County. State and Federal agency decisions regarding the use of these public lands have significant impacts on the custom, culture, and economy of Sublette County. The Board is seeking the services of a consultant who will conduct research, gather data, and ultimately develop the Plan

In 2009, the Board adopted a planning document entitled "Sublette County Land Use Plan" to satisfy state law enacted in 1975 requiring all counties to adopt land use plans. In the 10 years that followed, the political, economic, legal, and planning environments changed significantly in the County, leading to the need for an updated plan.

The purpose of many of the County's planning efforts is to meet federal requirements to qualify the County as a "cooperating agency" under the National Environmental Policy Act (NEPA) and to establish policies for greater County involvement in public land use decision making. 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. In addition, Wyoming Statute §18-5-708 recognizes the special expertise of the Board of County Commissioners concerning coordination of planning efforts with federal agencies.

B. Plan Area.

Sublette County is located in western Wyoming. Sublette County spans 4,936 square miles. 80% of the County is owned by various federal agencies. The main economic activities are oil and natural gas exploration and production, agricultural and ranching, and tourism. The county's population is approximately 10,200.

C. Project Goals and Objectives.

The desired outcome of this project will be better management of public lands through the development of a Plan that clearly focuses on a scientific, technical, and historic understanding of Sublette County's resources and how to manage, develop, and protect significant surface and subsurface resources. A thorough plan will assist Sublette 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 use and management decisions.

The primary objective of the Plan 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 Plan must be factual, legally, and scientifically based and written with clear and concise language.

The consultant is responsible for designing and carrying out an effective public participation component. In addition to the possibility of establishing a Steering Committee, periodic updates with the Planning & Zoning Commission and County Commissioners is considered essential. The consultant shall conduct a series of outreach meetings designed to solicit public comment and input.

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 Sublette 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 Sublette County. The Plan must be consistent with state and federal law. Where applicable, the Plan should indicate when County objectives are more restrictive or protective than state or federal regulatory requirements.
- b. **Review Existing County and Conservation District Plans** and 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 and infrastructure identified as significant to Sublette County. NOTE: These categories are not listed in order of importance and shall be prioritized by the Consultant and may change or expand as project work commences.
 - Land Use & Access
 - Hydrology (floodplains, rivers and streams, wetlands, riparian areas, wild and scenic rivers)
 - Water Quality
 - Water Rights
 - Irrigation and related infrastructure
 - Dams and Reservoirs
 - Fisheries
 - Air Quality
 - Cultural and Historical
 - Geological and Paleontological Resources
 - Economic Considerations
 - Land Disposal for Public Purpose & Economic Development
 - Energy Resources, including wind
 - Pipeline & Electrical Transmission Corridors
 - Forest Management
 - Fire Management
 - Wilderness
 - Recreation and Tourism
 - Law Enforcement
 - Mineral Resources and Development
 - Migration Corridors
 - Mining
 - Livestock and Grazing
 - Noxious Weeds
 - Invasive Species and Pests
 - Predator Control
 - Soils/Soil Conservation
 - Threatened, Endangered and Sensitive Species
 - Wild Horses and Burros
 - Wildlife

Include background and detailed information on each resource and associated infrastructure in the Plan, 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 and associated infrastructure, where appropriate. Each resource assessment should rely on the best data available at the time of publication, though new data collection or research may not be required. Each resource assessment should address the question, "What is the state of the resource and associated infrastructure 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 address the question "How would the County achieve the objectives?"
- f. **Invite others to collaborate.** In developing the Plan, Sublette County would like to work with the Sublette County Conservation District for planning and data sharing purposes. The County would also like to involve relevant state agencies and federal agencies that manage public lands within Sublette County in the development of the Plan. Involvement of the general public is critical at every stage of Plan 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 Plan.
- h. **Create a data library**, which includes all data, maps and information used to support the development of the Plan and make it available to Sublette 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 Plan** which comply with the following:
 - Identify objectives and priorities for the use, development, and protection of natural resources and land in Sublette County;
 - Are based on criteria established by the Governor's Office in consultation with the counties of Wyoming (attached to this RFP);

- Serve as a basis for communicating and coordinating with the state and federal government and its agencies on land and natural resource management issues; and
- Are developed or revised in public meetings held in accordance with Wyoming Statutes §16-4-401 through §16-4-408.

2. **Project management.**

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

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

3. **Deliverables.**

Project deliverables include the following:

- Project Kick-Off Meeting with the Board;
- Periodic meetings, in person or via teleconference, with the Board and Staff to report on Plan development progress, gather input, and clarify direction;
- The consultant shall conduct at least one (1) outreach meeting or workshop with the Sublette County Conservation District. This meeting shall be advertised and conducted in accordance with the Wyoming Open Meetings Act.
- Six (6) hardcopies and one (1) electronic copy of a **preliminary draft** Plan for Board and Staff review and comment;
- Following receipt of comments and requested changes from the Board, provide twelve (12) hardcopies and one (1) electronic copy of a **draft** Plan for public and agency review and comment;
- An advertised 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** Plan;
- Six (6) hardcopies of the completed/finalized Plan (“Final Plan”) 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;
- A reproducible electronic copy of the Final Plan, 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.

2020	
Deadline	Description
January 15, 2020	Deadline for submission of proposals.
Mid-January, 2020	Proposal review and selection process.
Late January 2020	Notice sent to selected and unselected bidders.
February 4, 2020	Contract award.
2020	
TBD	Select one day for Project Kick-off Meeting with Consultant, Board, Staff, public and relevant agencies to receive input on direction of the project.
TBD	Due date for preliminary draft of Plan for Board and Staff review and comment.
TBD	Due date for draft of Plan, 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 (TBD-2020).
TBD	Board of County Commissioners public hearing following 45+ day public notice\review period.
August 1, 2020	Due date for final (clean) copies of Plan.

F. Project Budget.

The proposed budget for this project is up to \$50,000. The project is dependent upon approval and funding through the Federal Natural Resource Policy Account administered by the Governor’s Office. If full funding is not approved by the Governor’s Office, Sublette County has no contractual obligation to any bidder to pursue this project. By submitting a bid, all bidders acknowledge that award of the contract is contingent on the full appropriation of funds from the Governor’s Office. All costs associated with this project and any related activities such as interviews are the sole responsibility of the Consultant. Sublette County assumes no liability for any costs incurred by Consultants throughout the entire selection process.

III. CONSULTANT SELECTION

A. Selection Criteria.

Proposals will be evaluated based upon how well each meets the goals, tasks, and deliverables identified in this RFP. A maximum 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 Sublette 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.

B. Contract Award.

Sublette 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. Sublette County reserves the right to reject any or all bids for any reason and to waive any irregularities. Further, Sublette County is not statutorily bound to award this bid to the lowest bidder and may award the bid in the best interests of Sublette County.