



COUNTY OF BIG HORN, WYOMING
BOARD OF COMMISSIONERS
NATURAL RESOURCE MANAGEMENT PLAN STEERING COMMITTEE
LAND PLANNING DEPARTMENT

REQUEST FOR PROPOSALS
NATURAL RESOURCE MANAGEMENT PLAN
FOR STATE AND FEDERAL LANDS

Responses Due:
No later than 2:00pm, May 24, 2016

Send To:
Lori Smallwood, Clerk
ATTN: Response to NRMP RFP
Big Horn County
P.O. Box 31
Basin, WY 82410



Funding assistance for this project is provided by the award of a
Community Development Block Grant from the Wyoming Business Council

I. ADMINISTRATIVE INFORMATION AND CONDITIONS FOR SUBMITTAL

A. Issuing Office

Big Horn County, Board of County Commissioners, 420 W. C St, Basin, WY 82410.

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 Big Horn County (BHC). Upon completion, the NRMP will be adopted as an addendum to the BHC Land Use Plan. The successful applicant will work closely with the Board of County Commissioners (Board) and the BHC NRMP Steering Committee.

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 Commissioner Jerry Ewen at jerry.ewen@bighorncountywyo.gov. No submitting Consultant shall contact any County representative or Steering Committee member other than Commissioner Ewen for purposes related to this proposal, on or after the date of publication of this RFP.

2. Proposal Submittal Deadline and Procedure

The packaged proposal (including all hard and electronic copies) shall be submitted to the Big Horn County Clerk by 2:00pm on May 24, 2016 in a sealed envelope clearly marked as follows:

Lori Smallwood, Clerk
ATTN: Response to NRMP RFP
Big Horn County
P.O. Box 31
Basin, WY 82410

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

3. Exclusion

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 only, including cover letters, tables of contents, resumes or any pre-printed or other promotional material included with the proposal, whether bound or unbound. Any pages left blank, front and back decorative cover and section dividers 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 subcontractors are proposed. Include the location of the Consultant's home office and the location(s) 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 range 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 BHC.
 - A description of your experience with coordination language and/or coordination activities between local, state and federal government entities.
- c. Names 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 current workload/availability. Identify each person's role on the NRMP development effort. 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 plan for achieving the objectives of this RFP.
 - 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 detailed time schedule for completion of the project.
- 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.

f. **Cost Breakdown**

- Provide a breakdown of all costs estimated for completion of the project. Refer to Section II.D. for specifics on the proposed budget.

6. Copies of Proposal

Interested Consultants must submit seven (7) 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 they are received by BHC.

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, 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 BHC Board of Commissioners upon receipt and shall not be returned to the proposer. BHC 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 BHC. The Board also reserves the right to accept or reject any and all submitted responses to the RFP.

11. Authorization to Begin Work

Notice to proceed will be given to the Consultant as soon as the contract is approved and signed by all parties and returned to BHC.

II. SCOPE OF SERVICES

A. Background

The Board is charged with governing BHC in the best interests of all citizens by protecting their health, safety, morals and general welfare, as well as the County's economic base and the natural environment. In 1977, the Board adopted the BHC Comprehensive Land Use Plan. In the 30 years that followed, the political, economic, legal and planning environments had

changed significantly in the County, leading to the need for an updated plan. On January 6, 2010, the Board adopted, by resolution, the 2009 Big Horn County Land Use Plan, hereinafter referred to as the "Land Use Plan," thus superseding the 1977 plan.

The County's land use vision is expressed in the Land Use Plan as the following:

"Big Horn County will be a rural county of productive farms and ranches, unobstructed pastoral and mountain scenery, clean air and water, abundant open space, and well planned communities where people can live and work enjoying small town living."

The Land Use Plan calls for the development of a Natural Resource Management Plan for State and Federal Lands to identify policies specific to the management of natural resources on publicly managed lands in BHC. These lands make up nearly 82% of the County's land base and the use and management of these lands directly impact the health, safety and welfare of the citizens of the County. Therefore, the Board recognized 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.

The Land Use Plan as amended by the NRMP is the primary comprehensive planning document for the political jurisdiction of Big Horn County, Wyoming. Its 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

BHC, named for the Big Horn Mountains which form its eastern boundary, is located in north central Wyoming, south of the Montana State border. The Bighorn River flows from south to north through the central portion of the county. As the 11th largest county in Wyoming, BHC spans 3,137 square miles (2,007,680 acres), making it larger than Rhode Island or Delaware. There are nine incorporated towns in Big Horn County. The total population within the county is approximately 12,000.

Approximately 82% of the land in BHC is publicly managed, with over 76% managed by federal government entities (i.e., Bureau of Land Management, U.S. Forest Service, Bureau of Reclamation, National Park Service and the Department of Defense) and the remainder managed by state government entities.

C. Project Goals

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 BHC'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 BHC to act 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 in order to improve effective cooperation and coordination with federal, state and local stakeholders, while ensuring that Multiple-Use Sustained-Yield Act objectives are met. In order to meet these goals, the NRMP must be factual, legally and scientifically based and written with clear and concise language.

D. Project Budget

BHC has budgeted a maximum of \$67,000 for the completion of this project. The selected Consultant must deliver all services outlined in this request for no more than the allotted amount. All costs associated with the development of the NRMP (e.g., meetings, travel, research, administration/project management, etc.) shall be included in this amount. BHC assumes no responsibility for costs in excess of the \$67,000 project budget.

BHC assumes no liability for any costs incurred by Consultants related to the Consultant selection process.

E. Project Tasks and Deliverables

It is expected that the Consultant will meet the following tasks 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 BHC.

1. Tasks

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

- a. Review the existing, partial draft of the BHC NRMP and regularly interact with and engage the NRMP Steering Committee in the development of the final document.
- b. Become familiar with related existing local and regional studies, plans and policies related to the following natural resource categories identified as significant to BHC. NOTE: These categories are not listed in order of importance. Categories shall be prioritized and may change or expand as project work commences.
 - Access
 - Agriculture
 - Air
 - Cultural, Paleontological and Archaeological Resources
 - Invasive Species and Pests
 - Law Enforcement
 - Mineral Development
 - Predation
 - Recreation and Tourism
 - Soil Conservation
 - Special Land Designations
 - Land for Disposal for Economic Development
 - Special Species Management
 - Forest Management
 - Utility Corridors
 - Water Resources

- Wildfire Suppression, Fuels Management and Fire Rehabilitation
 - Wildlife Management
- c. Be familiar with applicable state and federal laws that direct or limit policy development in the various natural resource categories significant to BHC.
 - d. Gather economic, geospatial (GIS) and related data to support the creation of tables, maps and other graphics needed to develop the NRMP.
 - e. Seek input and information from persons or agencies that specialize in the natural resource categories deemed significant to BHC.
 - f. Create a data library, which includes all data, maps and information used to support the development of the NRMP, and make it available to BHC in its original format (including metadata and source information), as well as a digital format that is easy to read and understand.

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 reviews with the NRMP Steering Committee, Board, BHC Project Manager, public and other agencies as needed.

2. Deliverables

Project deliverables include the following:

- a. Project Kick-Off Meeting with the Board and NRMP Steering Committee.
- b. A minimum of two (2) meetings (in person or via teleconference) with the Board and NRMP Steering Committee to report on NRMP development progress, gather input and clarify direction following the Project Kick-Off Meeting and in advance of delivery of the draft NRMP. The Consultant will be available on an as-needed basis to touch base with BHC's Project Manager.
- c. An electronic copy of a preliminary draft NRMP for Board and Steering Committee review and comment.
- d. Four (4) hard copies 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 Steering Committee.
- e. An in-person meeting or teleconference following the public and agency comment period to review comments and consider remaining changes to the NRMP.
- f. Six (6) hard copies and one (1) electronic copy of the completed/finalized NRMP that incorporates revisions directed by the Board of Commissioners and Steering Committee, 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.

F. Project Timeline and Deadlines

The effort is anticipated to begin on or soon after June 20, 2016.

An approximate timeline for project completion follows.

- **May 24, 2016: Deadline for Submission of Proposals** by no later than 2:00pm Mountain Time)
- **May 24 – June 6, 2016: Proposal Review and Selection Process**
- **June 7, 2016: Contract Award**
- **June 20 – June 24, 2016: Select one day for an in-person Project Kick-Off Meeting with the Consultant, Board and Steering Committee to receive input on direction of the project and share progress on NRMP development.** NOTE: The Consultant shall also conduct at least two (2) additional in-person meeting or teleconference with the Board and Steering Committee to share progress following the Project Kick-Off Meeting and in advance of the delivery of the preliminary draft NRMP.
- **February 6, 2017:** Due date for the preliminary draft of the NRMP for Board and Steering Committee review and comment, no later than 3:00pm (Mountain Time).
- **March 27, 2017:** Due date for the draft NRMP for public and agency review and comment, no later than 3:00pm (Mountain Time).
- **May 30 – June 2, 2017:** Consultant shall select one day to conduct an in-person meeting or teleconference with the Board and Steering Committee to review public and agency comments and discuss any changes that need to be made to the NRMP.
- **July 10, 2017:** Due date for the final NRMP, no later than 3:00pm (Mountain Time).
- **July 18, 2017:** Adoption of the NRMP as amendment to the BHC Land Use Plan.

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 Commissioner Jerry Ewen 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. Completeness of the Proposal

The Selection Committee will determine if all required proposal contents and copies were submitted. The Selection Committee reserves the right to reject a proposal package if it is deemed incomplete.

2. Capability of the Consultant and Project Team

A maximum of 30 points is available for this section. The Selection Committee will evaluate the Project Team's capability to perform the work based on unique qualifications, experience with this type of work, location of the project team and the team's current workload and performance record.

3. Familiarity with Big Horn County

A maximum of 25 points is available for this section. The Selection Committee will evaluate the demonstrated knowledge of the geography, natural resources, economy and needs of BHC.

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

A maximum of 25 points is available for this section. The Selection Committee will evaluate past experience(s) of the Consultant with regard to cooperation and coordination efforts among local, state and federal agencies and how well those experiences relate to the project goals and objectives.

5. Approach to the Project

A maximum of 20 points is available for this section. The Selection Committee will evaluate how well the Consultant has planned a basic course of action and how well that course of action will meet the project goals, tasks and deliverables.

C. Contract Award

After the selection of a consultant, a contract will be awarded.