

**CARBON COUNTY WYOMING
BOARD OF COUNTY COMMISSIONERS**

**REQUEST FOR PROPOSALS
(Date: October, 2019)**

**NATURAL RESOURCE MANAGEMENT PLAN
FEDERAL LANDS
IN CARBON COUNTY, WYOMING**

Responses Due:

3:00 P.M. Mountain Daylight Time (MDT) on October 31, 2019

Send To:

**Carbon County
Board of County Commissioners
ATTN: Gwynn Bartlett, County Clerk
Response to NRMP RFP Carbon County
415 West Pine St.
P.O. Box 6
Rawlins, WY 82301**

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I. ADMINISTRATIVE INFORMATION AND CONDITIONS FOR SUBMITTAL

A. Issuing Office.

Carbon County, Board of County Commissioners, Carbon County Courthouse, P.O. Box 6, Rawlins, WY 82301. Physical address: 415 West Pine Street, Rawlins, WY.

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 Federal Lands in Carbon County consistent with relevant Wyoming law, including Wyo. Stat. §9-4-218 and criteria for county natural resource plans established by Wyoming Governor Gordon's office. The successful applicant will work closely with the Board of County Commissioners (Board), selected Carbon 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: Sid Fox, Director of the Planning and Zoning Department, by mail to: Carbon Building, 215 West Buffalo Street, Suite 336, Rawlins, WY 82301; email to: sidneyfox@carbonwy.com or phone at 307-328-2614.

2. Proposal Submittal Deadline and Procedure.

The packaged proposal (including all hard and electronic copies) shall be submitted to the Board by **3:00 P.M. Mountain Daylight Time (MDT) on October 31, 2019**, in a sealed envelope clearly marked as follows:

Carbon County Board of County Commissioners
ATTN: Gwynn Bartlett, County Clerk
Response to NRMP RFP
Carbon County Courthouse
P.O. Box 6
Rawlins, WY 82301

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

3. Exclusion.

Only commercially delivered 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 Carbon 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 NRMP 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 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 Carbon County Board of County Commissioners upon receipt and shall not be returned to the proposer. Carbon 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 Information."

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 Carbon County Attorney and the Board and signed by the Board and Consultant.

II. SCOPE OF SERVICES

A. Background.

The Board is charged with governing Carbon 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 over 60% of the land area of Carbon County. State and Federal agency decisions regarding the use of these public lands have significant impacts on the custom, culture and economy of Carbon County. The Board is seeking the services of a consultant who will conduct research, gather data and ultimately develop the NRMP.

On November 9, 2010, the Board adopted the Carbon County Comprehensive Land Use Plan (CCCLUP), which was amended on April 3, 2012. This Carbon County Comprehensive Land Use Plan is intended as a guide for future development on lands within County jurisdiction. The CCCLUP does not adequately address policy and objectives for land use and management of public lands.

The NRMP shall complement the CCCLUP, with the two serving as the essential land use planning documents for the political jurisdiction of Carbon County, Wyoming. Their purpose is to ensure there is a unifying set of policies for proper coordination between all agencies that have regulatory and advisory responsibility within the County.

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, W.S. §18-5-708 recognizes the special expertise of the Board of County Commissioners concerning coordination of planning efforts with federal agencies.

The Board recognizes the necessity for the County to express in a written document the specific activities and use of federal lands necessary for the continued security and prosperity of the County. To ensure that future opportunities for cooperation and collaboration with state and federal agencies are not missed, Carbon County proposes to develop a Natural Resource Management Plan (NRMP) to serve as a basis for communicating and coordinating with other government agencies on land use and natural resource management issues.

B. Plan Area.

Carbon County is located in south central Wyoming and spans 7,964 square miles. With a population of 15,884 residents and ten incorporated municipalities; Rawlins, Wyoming (pop. 9,227) is the County seat. Carbon County is known for abundant natural resources—originally being named for the plentiful coal deposits that originally powered the Union Pacific Railroad. Carbon County is also known for its gas, oil and uranium deposits. More recently there has been a substantial increase in wind energy development projects.

Carbon County includes portions of three hydrologic basins: the upper North Platte River, Little Snake River, and the East Portion of the Great Divide Basin. The North Platte River drains into the Seminoe and Pathfinder reservoirs in Northern Carbon County. The Little Snake River flows to the Yampa River then to the Green River—which is a tributary of the Colorado River.

The County's major transportation network is the I-80 corridor, where the Interstate and the Union Pacific Railroad bisect the County. Major Federal and State Highways through the County include: US Highway 30, US Highway 287, WY 130/230, WY 70, WY 220, WY 487, and WY 789. Carbon County has two scenic byways on WY 130 and WY 70.

Land Surface Management: Represents the surface management status (federal lands, state lands, deeded lands, etc.) of all land in the County. See Attachment 1 – Map.

AGENCY	ACRES	PERCENT OF COUNTY LAND
		AREA
Army Corps of Engineers	2,006	0.0%
Bureau of Land Management	2,047,857	40.5%
Bureau of Reclamation	35,160	0.7%
US Forest Service	626,014	12.4%
US Fish & Wildlife Service	2,222	0.0%
State	346,530	6.9%
Private	1,991,582	39.4%
TOTAL	5,051,371	100.0%

Approximately 60% of the land in Carbon County is publicly managed, with nearly 54% managed by federal governmental entities (US Forest Service, Bureau of Land Management and Bureau of Reclamation) and the remainder managed by state and local governmental entities.

The major industries in Carbon County are agriculture, recreation & tourism, gas & oil production and refining. Wind energy production, construction and retail trade also play an important role in the local economy. The local and regional economy (agriculture, timber, tourism\recreation and energy\mining) are dependent upon access to public lands which contribute to a diversified and stable local economy.

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 Carbon County's resources and how to manage, develop and protect significant surface and subsurface resources. A thorough NRMP will assist Carbon 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 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.

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, or

workshops with each of the three Conservation Districts in the County. Local support of the plan must be evident throughout the development of the plan and a portion of the plan shall document the public participation process employed.

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 Carbon 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 Carbon 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. **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 Carbon County. NOTE: These categories are not listed in order of importance. Categories shall be prioritized and may change or expand, or additional categories may be included, as project work commences.

• Land Use & Access	• Fire Management
• Hydrology (floodplains, rivers and streams, wetlands, riparian areas, wild and scenic rivers)	• Wilderness
• Water Quality	• Recreation and Tourism
• Water Rights	• Law Enforcement
• Irrigation and related infrastructure	• Mineral Resources and Development
• Dams and Reservoirs	• Mining
• Fisheries	• Livestock and Grazing
• Air Quality	• Noxious Weeds
• Cultural and Historical	• Invasive Species and Pests
• Geological and Paleontological Resources	• Predator Control
• Economic Considerations	• Soils/Soil Conservation
• Land Disposal for Public Purpose & Economic Development	• Threatened, Endangered and Sensitive Species
• Energy Resources, including wind	• Wild Horses and Burros
• Pipeline & Electrical Transmission Corridors	• Wildlife
• Forest Management	

Include background and detailed information on each resource and associated infrastructure 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 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 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, Carbon County would like to work with three conservation districts 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 Carbon 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 Carbon 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 for the use, development and protection of natural resources and land in Carbon County;
 - Are based on criteria established by the Governor’s Office in consultation with the counties of Wyoming (See Attachment 2 – Criteria);

- 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 W.S. §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 NRMP development progress, gather input and clarify direction;
- The consultant shall conduct at least one (1) outreach meeting or workshop with each of the three Conservation Districts in the County. These meetings shall be advertised and considered public sessions to engage the general populace;
- Eight (8) hardcopies and one (1) electronic copy of a **preliminary draft** NRMP 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** NRMP 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** NRMP;
- Twelve (12) 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;
- 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.

2019	
Deadline	Description
October 31, 2019	Deadline for submission of proposals.
November 1-19, 2019	Proposal review and selection process.
By November 22, 2019	Notice sent to selected and unselected bidders.
December 3, 2019	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 NRMP for Board and staff review and comment.
TBD	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 (TBD-2020).
TBD	Board of County Commissioners public hearing following 45+ day public notice\review period.
May 1, 2020	Due date for final (clean) copies of NRMP.

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. All costs associated with this proposal and any related activities such as interviews are the sole responsibility of the Consultant. Carbon County assumes no liability for any costs incurred by Consultants throughout the entire selection process.

III. CONSULTANT SELECTION

A. Selection Committee.

The Board shall act as the Selection Committee. The Board, acting as the Selection Committee, will independently review and score all proposals based upon the selection criteria. The Board will then meet to discuss the proposals and hear 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 Board will prepare a consultant short list of the top-ranked proposers. The Board may conduct either phone or on-site interviews to complete the consultant review process; however, the Board reserves the right to make a selection based solely upon the proposals received.

No submitting consultants shall contact any County representative other than Sid Fox, Director of the Planning and Zoning Department, Phone: 307-328-2614, for questions 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 Carbon 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.

Carbon 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.