

**MILLARD COUNTY
REQUEST FOR PROPOSALS (RFP)**

COUNTY RESOURCE MANAGEMENT PLAN (CRMP)



RESPONSES DUE: September 16, 2016

CONTACTS

The primary contacts for questions regarding this RFP will be County Commissioner Dean W. Draper (sdraper@co.millard.ut.us). The secondary contacts for questions regarding this RFP will be Sheryl L Dekker, Millard County Planner (sdekker@co.millard.ut.us).

The County Courthouse is located at 50 South Main, Fillmore, Utah 84631. The URL for the County's website is www.millardcounty.org.

This Request for Proposals is intended to solicit competitive responses for integrating scientific, technical, and qualitative information necessary to assist in local management of natural and other resources.

All applicants are encouraged to thoroughly review this solicitation prior to submitting.

INTRODUCTION

Millard County is seeking a consultant to prepare a high-quality and comprehensive County Resource Management Plan (CRMP). It is expected that the selected firm will prepare a CRMP that complies with the content and timeline requirements of [House Bill 323](#).

The Bureau of Land Management (BLM) and the U.S. Forest Service (USFS) create Land and Resource Management Plans (LRMPs) as the basis for nearly all natural resource management policy and decision-making for federal lands. The Federal Land Policy and Management Act (FLPMA) mandates that LRMPs are consistent with state and local plans "to the maximum extent... consistent with federal Law..." FLPMA specifically states that:

1. Local governments must be given prior notice of agency activities;
2. Agencies must keep apprised of local plans;
3. Agencies must consider local plans;
4. Local governments must be meaningfully involved; and,
5. Agencies must make their plans consistent with local plans.

In light of these coordinating requirements, Millard County's CRMP shall identify and communicate local knowledge, goals and objectives, and management policies related to local resources, landscapes, and uses. The selected consultant will be one that has demonstrated experience in the preparation of resource management plans, environmental consulting, National Environmental Policy Act (NEPA) compliance, public facilitation, and multiple-uses on public lands.

The Millard County CRMP is intended to amend the General Plan and, therefore, must follow the appropriate legal procedure. A complete CRMP shall be submitted to the Millard County Planning Commission for review and recommendation during a public hearing no later than **May 1, 2017**, and adopted by the Board of County Commissioners (BOCC) during a public

hearing no later than **August 1, 2017**. Following adoption at the local level, Millard County's CRMP will be submitted to the State of Utah Public Lands Policy Coordinating Office (PLPCO). PLPCO will review the CRMP, provide comments, and incorporate it into a statewide resource management plan. The selected firm will be expected to assist Millard County in earning PLPCO approval.

ABOUT MILLARD COUNTY

Millard County is known for its iconic rugged west desert and desert mountains, with beautiful mountains to the east, abundant outdoor recreational opportunities and high quality of life. It is home to Great Basin National Park, Fillmore's Statehouse Museum which was the original State Capitol of Utah, Great Basin Museum and Topaz Museum. The Topaz museum houses history and displays of the Topaz Internment Camp during World War II. Millard County's Fish Lake National Forest Ranges are a great asset and has miles and miles of the Piute Trails. The Sevier River flows southwest through northern Millard County to the Sevier Dry Lake bed.

Altogether, the County encompasses 6,808 square miles, 69% of which are publically owned, and is managed by state and federal agencies. Tribal and private lands cover less than one percent of the land area in the county.

Public lands play an essential role in Millard County's economy, reputation, and cultural heritage. Mining and minerals extraction has had a continuous presence in Millard County since the 1920s.

RELATED PROJECTS

In preparation for the CRMP process, Millard County compiled a matrix of existing resource management plans and documentation related to the 28 resource areas identified in HB 219. The matrix is included as Addendum A in this RFP.

With financial support from the Six County Association of Local Governments (SCAOG), Millard County is one of four counties currently participating in a data management effort. They are collecting, identifying, cataloging, and hosting a comprehensive collection datasets related to the 28 resource areas identified in HB 323. Millard County has requested particular emphasis on the following ten areas: Air Quality; Water Quality & Hydrology; Economic Considerations; Riparian Areas; Water Rights; Recreation & Tourism; Energy; Mining & Mineral Resources; Wilderness; Livestock & Grazing; Cultural, Historical, Geological, and Paleontological Resources. All catalogued datasets will be available to the selected firm, agency or individual.

Several federal, state, and local planning processes within Millard County are ongoing, and will continue in parallel with the CRMP process.

SCOPE OF WORK

Millard County seeks the support and leadership of a team capable of developing a CRMP, in parallel with other community and economic development activities, through research, analysis, trend forecasting, and defined community outreach as described below. The consultant's overall responsibility and scope of work is to prepare a County Resource Management Plan containing findings, goals and objectives, and implementation measures. Emphasis must be placed on plan creation, compliance with House Bill 323, and PLPCO approval. The consultant will also provide meeting facilitation services during the public outreach process as necessary. The consultant shall provide professional services to support the following tasks:

- A. Develop a project management plan that includes a refined scope, schedule, budget, quality control, and invoicing protocol.
- B. Develop a project coordination plan that describes how the selected firm will ensure a coordinated approach among and between Millard County, local jurisdictions, and state and federal agencies including the Public Lands Policy Coordinating Office, and other persons or agencies as needed.
- C. Review and analyze existing resource management plans, resource datasets, past, present, and near-future related projects.
- D. Prepare key trends and forecasts related to local resources and resource utilization, social factors, economic factors, and financial indicators for inclusion into the CRMP.
- E. Provide understanding and develop consensus of the County's primary strengths, weaknesses, opportunities, and threats (SWOT analysis) that directly impact resource management and coordination with federal land management agencies.
- F. Prepare a final CRMP deliverable containing findings, goals and objectives, implementation measures, and monitoring procedures. The CRMP shall take the form of a .pdf document and easily navigable website, and serve as the basis for coordination and cooperation between federal, state, and local stakeholders.
- G. Meetings:
 - a. The consultant will be expected to regularly interface with staff (in-person meetings and conference calls) concerning the process and tasks throughout the project. The consultant should have frequent interaction with staff to ensure that the County's desired objectives are met and that Millard County's unique concerns are addressed. The consultant will also be expected to consult with the County's elected officials, including its legal counsel, and Indian Tribal leadership within County boundaries.

- b. Preparation and facilitation of up to four (4) Community workshops with local resource managers, user groups, business and community leaders, interested citizens, and other local stakeholders.
- c. Briefing with the countywide advisory groups.
- d. Attendance of at least three (3) meetings and/or study sessions with the Millard County Planning Commission and BOCC to discuss findings and present the draft and/or final CRMP.

BUDGET

The proposed budget for this project is \$25,000. All costs associated with this project and any related activities such as interviews are the sole responsibility of the selected firm, agency or individual. Millard County assumes no liability for any costs incurred by the selected firm throughout the entire selection process. The selected firm assumes any and all costs that exceed the proposed budget of \$25,000.

PROPOSAL AND PROJECT TIMELINE

RFP Issued	August 31, 2016
Deadline for Proposed Submission	September 16, 2016
Consultants Selected for Interviews	September 20, 2016
Interviews Conducted	September – October, 2016
Consultant Selected & Contracted	September-October, 2016
Development of Tasks & Deliverables	September-October, 2017
Final Draft Deliverables Submitted to the Millard County Planning Commission, Commission for Review, Public Comment, and Recommendation	August 1, 2017
Final Draft Deliverables Submitted to the Board of Millard County Commissioners For Review, Public Comment, and Adoption	August 1, 2017
Final Deliverables Submitted to PLPCO	September 2017

PREPARATION AND SUBMITTAL OF PROPOSALS

A. Pre-Submittal Meeting

The RFP Selection Team will hold not hold a pre-submittal question and answer meeting. Call (435)-864-1414 ddraper@co.millard.ut.us or (435) 864-1405 sddekker@co.millard.ut.us if you have questions.

B. Copies of Proposal

Proposers are to provide five (5) hard copies of their proposal in written format and one (1) copy in electronic format, marked clearly on the outside "RFP for Millard County CRMP."

C. Submittal Procedure

The packaged proposal that includes all hard and electronic copies shall be labeled "RFP for Millard County CRMP." Proposals must be received by Millard County Clerk Marki Rowley, 765 S Hwy 99, Suite 6, Fillmore, UT 84631 by close of business on September 16, 2016.

Proposals must contain the following:

a. Cover Letter

Limited to one page, create a cover letter that succinctly explains the firm's interest and qualifications for the project and contain the name, address, phone, and email of the principal contact person.

b. Qualifications of Firm

Describe the firm's qualifications and relevant or related experience. One overall team should be proposed even when separate contractors/firms are proposed.

c. Name and Qualifications of Project Team

Include identification and resumes of personnel to be directly involved in the project, including principal planners, project managers, and any other staff that may have interaction with the stakeholders or that may be used in the collection of data, maps, information, or creation of materials. When firms list personnel to be used on this project, the firm agrees to make the personnel available to complete the work at whatever level the project requires.

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.

Firms may utilize a written narrative or any other visual 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 your firm's implementation plan.

e. References

Provide at least three (3) references for projects of similar size and scope, including at least two (2) references for project completed during the past five years. Include the name of the organization, a brief summary of the work, the cost of the project, and the name and telephone and/or email address of a responsible contact person.

f. Outside Consultants

List any outside consultants or firms who might perform services for this project. Describe what services each outside consultant would provide and at least three previous projects demonstrating the firm's capability to perform the services.

g. Statement of Project Understanding

Provide a one-page statement outlining the philosophy of the team in approaching this project and the team's grasp of the issues and goals to address this project.

D. Selection Team

The RFP Selection Team members will receive copies of each Proposal submitted. Each Contractor's Proposal will be reviewed, scored, and ranked by the Selection Team based on the Selection Criteria. As needed, the Team may conduct interviews.

E. Selection Criteria

Proposals will be evaluated based on how well they meet the Scope of Work identified in this RFP. Proposals are not to exceed 15 pages. Millard County reserves the right to solicit additional information from the Proposer or their references.

ADMINISTRATIVE INFORMATION

A. Issuing Office

Millard County Planning & Zoning, Millard County Offices – Delta , 71 S 200 W, PO Box 854, Delta, UT 84624

B. Purpose

Obtain competitive proposals from qualified individuals or firms interested in gathering, aggregating, analyzing, and summarizing scientific, technical, and other data necessary to assist in coordinated regional planning and county management of natural and other resources.

C. Proposal Deadline

Proposals are due by close of business on September 16, 2016 to Marki Rowley, Millard County Clerk (435) 743-6223) mroweley@co.millard.ut.us) at Millard County Public Safety Building, 765 S Hwy 99, Suite 6, Fillmore, UT 84631.

D. Altering Proposals

Proposals cannot be altered or amended after the submission deadline.

E. Acceptance of Proposal Content

The contents of the proposal of the selected firm shall become contractual obligations if acquisition action ensues. Failure of the selected firm to accept these obligations in a contract shall result in cancellation of the award and such vendor may be removed from future solicitations.

F. Exclusion

No oral, telegraphic, or telephone proposals shall be considered.

G. Addenda

Any interpretations, corrections, and changes to this RFP or extensions to the opening/receipt date shall be made by a written Addendum to the RFP by Millard County. Firms shall acknowledge receipt of all addenda in their proposal.

H. Exceptions and Substitutions

All proposals meeting the intent of this RFP shall be considered for award. Firms taking exception to the specifications shall do so at their own risk. Millard County reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, the firm must state these exceptions in the section pertaining to that area. The exception/ substitution, if accepted, must meet or exceed the stated intent and/or specifications. The absence of such a list shall indicate that the firm has not taken exceptions, and if awarded a contract, shall hold the firm responsible to perform in strict accordance with the specifications or scope of services contained herein.

I. Confidential Material

All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. "Proprietary or confidential information" is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words "Confidential Disclosure" and placed in a separate envelope shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. If denied, the firm shall have the opportunity to withdraw its entire proposal, or to remove the confidential or proprietary restrictions. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.

J. Material Ownership

All proposals and related materials become the property of the Millard County upon receipt and shall only be returned to the firm at Millard County's option. Selection or rejection of the proposal shall not affect this right. Millard 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 limitations outlined in the section titled "Confidential Material". Disqualification of a proposal does not eliminate this right.

K. Open Records

All proposals shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the proposal so identified by offer as such shall be treated as confidential information to the extent under the Government Records Access and Management Act.

L. Right to Cancel

Millard County reserves the right to cancel the RFP at any time when it is in the best interest of Millard County. Millard County also reserves the right to accept or reject any and all submitted responses to the RFP.

M. Applicable Federal and State Requirements

The Contractor shall conform to all applicable state and federal regulations.

N. Authorization to Begin Work

Notice to proceed will be given to the selected firm as soon as the contract is approved and signed by all parties and returned to Millard County.