

REQUEST FOR PROPOSAL (RFP)
PROFESSIONAL CONSULTING SERVICES
A REGIONAL INDEX OF SUSTAINABILITY INDICATORS
FREMONT COUNTY / WESTERN GREATER YELLOWSTONE CONSORTIUM
BUILDING SUSTAINABLE COMMUNITIES

On behalf of the Western Greater Yellowstone Consortium, Fremont County is hereby soliciting proposals from qualified firms interested in providing the professional services as described in this RFP.

Proposal Due Date: **November 2nd, 2012**
No. of Copies: One (1) original plus one (1) electronic copy in PDF format on a CD / detachable drive..

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Submit to: Fremont County Planning and Zoning
Attention: Stephen Loosli
125 N. Bridge Street
St. Anthony, ID 83445

Fremont Co. Contact: Stephen Loosli
(208) 624-4643
E-mail questions to sloosli@co.fremont.id.us

Primary Consortium Contact: Janice Brown
(208) 528-0269
E-mail questions to jbrown@yellowstonebusiness.org

SUMMARY

This Request for Proposal (RFP) is for developing a set of measures and indicators that will support future implementation of an integrated, 4-county Regional Plan for Sustainable Development (RPSD). The focus area for this study is to develop a:

REGIONAL INDEX OF SUSTAINABILITY INDICATORS

The Western Greater Yellowstone Consortium (WGYC) has been awarded a Sustainable Communities Regional Planning Grant to support regional planning efforts that integrate housing, land-use, economic and workforce development, transportation, and infrastructure developments in a manner that empowers regions to develop sustainable economies. This specific scope of work is designed to:

- *Develop viable, measurable indicators of system performance for the 4-county region, and identify the necessary policy/program measures and feedback indicators that will help evaluate the RPSD's long-term success.*
- *Help the entire Consortium self-assess its own performance, including the extent to which the public was involved and how collaboration influenced project outcomes*

BACKGROUND

The Western Greater Yellowstone Consortium (WGYC) supports metropolitan and multijurisdictional planning efforts that integrate housing, land use, economic and workforce development, transportation, and infrastructure investments in a manner that empowers jurisdictions to consider the interdependent challenges of: (1) economic competitiveness and revitalization; (2) social equity, inclusion, and access to opportunity; (3) energy use and climate change; and (4) public health and environmental impact. The economic development strategy places a priority on investing in partnerships, including nontraditional partnerships (e.g., arts and culture, recreation, public health, food systems, regional planning agencies and public education entities) that translate the Livability Principles into strategies that direct long-term development and reinvestment, demonstrate a commitment to addressing issues of regional significance, use data to set and monitor progress toward performance goals, and engage stakeholders and residents in meaningful decision-making roles.

The WGYC consists of the following entities

Counties:

Fremont, Madison, Teton, Idaho and Teton, Wyoming

Cities:

Ashton, Driggs, Island Park, Rexburg, St. Anthony, Victor

Nonprofit Organization Partner:

Yellowstone Business Council

Federal and State Agency Partners

US Bureau of Land Management, US Forest Service, Idaho Department of State Lands

Funding Agency:

U.S. Department of Housing and Urban Development

Study elements will provide the WGYC the information needed to meet the HUD objectives for the study and for local municipalities to meet comprehensive planning requirements set by the state and goals and policies established locally.

The final deliverable from the overall grant will be a Greater Yellowstone RPSD that will include a Framework for Sustainable Development, a four-county Comprehensive Resource Plan and Sustainability Strategy, and a model development code for use by cities and counties. The Plan will be developed by the WGYC utilizing the reports, findings, and recommendations from focus area studies.

LIVABILITY PRINCIPLES

When developing region-specific objectives and the associated strategies and work plans within each of the study focus areas, it is imperative that these efforts are consistent with the Sustainability Partnership’s Livability Principles which are:

- Transportation Choices,
- Equitable, Affordable Housing
- Economic competitiveness
- Supporting Existing Communities
- Coordinating and Leveraging Federal Policies and Investment
- Value communities and neighborhoods

INFORMATION AVAILABLE FOR CONSULTANT

Proposal submittal information and other information regarding the grant program and studies is available at

<http://sustainableyellowstone.org/>

SCOPE OF WORK - Content

The Sustainability Indicators Advisory Team will select the consultant best suited to develop the following three types of indicators that will be used to monitor both the short-term and long-term success of the RPSD:

- a. **System Performance Indicators** – These will be 1-3 long-term measures of sustainability which will be defined primarily by the Indicators Advisory Team and Consortium Partners through the consultant’s facilitation. Specifically, these system performance indicators will

- 1) Show how we are preserving the outstanding qualities of the region while still providing the means for our 4-county populations to thrive
 - 2) Illustrate progress towards healthy interdependence of the four counties
 - 3) Demonstrate long-term land stewardship and underscore how we can share a landscape among four counties and with those who visit from around the world. One system-wide indicator could track increased congruency in how public and private lands are being managed over time.
- b. **Policy & Performance Measures** – The selected consultant will work with each of 10 advisory team in developing appropriate, policy and performance metrics for their assigned grant element. The consultant will ensure that these measures are comparable across each study element and that they roll up easily into periodic reports
- c. **Rapid Feedback Indicators** – **The consultant will need to research and report on:**
- 1) What data is being collected on a routine basis by all of our agencies and institutions that will help us track progress in certain study areas
 - 2) The grants and partnerships that emerge from this project that indicate the extent of collaboration attributed to this project
- d. **Procedural Measures to Monitor for the 3-Year Project Period** – The Consortium has committed to engage the under-represented public as well as traditional stakeholders through its three-year grant effort. The consultant will assist the Indicators Advisory Team in making the following determinations:
- 1) Degree and nature of public participation achieved (use IAP2 Spectrum)
 - 2) Extent of collaboration that occurred within three-year project window

Cross-Boundary Coordination and Public Outreach

Because the ultimate objective of this effort is regional coordination, a primary element of the study effort will be to develop and utilize a coordination strategy. This will include multiple levels and elements of coordination including coordination with grant/contract administration (Fremont County), **the other consortium advisory teams** (for their own indicator development), and other stakeholders such as utilities, city and county departments, state and federal regulators and public land managers.

Central to the coordination strategy will be a public outreach program that will be presented in a **coordination and public outreach plan** for this project. It will be critical to engage under-represented populations through creative approaches, understanding the importance of the indicator development process versus the final outcome

Deliverables

1. Outline of proposed approach to developing indicators, including cross-boundary coordination and public outreach, to be presented in a **Work Plan** developed in concert with the Indicators advisory team within the first 90 days

2. Summary list of all indicators developed and how the indicators should be measured in the future
3. Report of how public participation and collaboration objectives were achieved

Budget Allocation

- \$75,000 budget is inclusive of labor, travel overhead

TWO-YEAR SCHEDULE

- Commence work by January 1, 2013, and complete by December 31, 2014
- Submit regular progress reports per contract requirements and confer with the volunteer Indicators advisory team that will be partners in the overall effort

PROPOSAL REQUIREMENTS

Proposals shall be submitted containing the following information in the order outlined, the format described, and according to the proposal submittal requirements. Proposals not meeting these requirements may be considered non-responsive and rejected.

Information to be Submitted

1. Cover page (Not included in the page count) with title submitting firm name, key contact, address, phone
2. Qualifications of Consultant Team
 - a. Firm description: history, years in operation, office locations, annual revenue
 - b. Describe specialized experience of team with respect to sustainability standards and measurement, sustainability indicators, and experience with facilitation and mediation; collaborative skills
 - c. Familiarity with the four counties involved in consortium and challenges faced by rural communities in the intermountain west
 - d. Project Experience Include summary of maximum of five (5) related projects. For each project list:
 - i. Staff proposed for this project who worked on the project
 - ii. Project scope and consultant fee on project
 - iii. Project client reference; name, phone number, email, and physical address.
 - e. Project Manager
 - i. Description of qualifications
 - ii. Current work load including projects this individual is managing, and the project size, location, and percent complete.
 - f. Project Team Members
 - i. Description of qualifications
 - ii. Individuals shall be listed with specific project responsibilities and they shall not be removed or replaced without County approval.
3. Approach and Methodology
4. Proposed Schedule. The desired schedule is submittal of draft report within **21 months** of contract award and final report within **2 months** after receipt of comments on the draft report. Please provide a proposed schedule. If the proposed schedule does not meet these anticipated deadlines, provide justification.

5. Provide Project Manager and Team Member resumes as an appendix (not in page count). Limit resumes to two pages
6. Other Proposal Elements (Appendix)
 - a. Provide Proof of Insurance, as applicable
 - b. Provide proof of license to conduct business in Idaho and Wyoming

Proposal Format

1. Proposals shall contain the required information discussed above, in the general order listed, not exceeding ten (10) pages in length (not including the Appendix) with all pages standard letter size (8.5x11 inches).
2. Front and back cover pages are not included in the page count
3. Font shall be not smaller than 10 point.

Proposal Submittal

1. Submit proposal to Fremont County by 5:00 p.m. on November 2, 2012, to:
Fremont County Planning and Zoning - Attention: Stephen Loosli
125 N. Bridge Street, St. Anthony, ID 83445
 The County will not consider proposals received after the deadline.
2. Questions pertaining to this request for proposals must be submitted by email and shall be directed to Janice Brown at jbrown@yellowstonebusiness.org. All questions shall be submitted before midnight on **October 22, 2012**. List of questions and answers will be published on the consortium website (www.sustainableyellowstone.com) not later than **October 26, 2012**.

2012 PROPOSAL EVALUATION SCHEDULE

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| 1. RFP released | October 11 |
| 2. Question due date | October 22 |
| 3. Proposal due date | November 2 |
| 4. Proposal reviews and interviews, if needed | November 3-16 |
| 5. Contract award date | December 1 |
| 6. Finalize agreement, scope and fee | December 31 |

PROPOSAL SELECTION

The successful consultant selected based on qualifications and in accordance with County procurement policy. The Consortium reserves the right to complete oral interviews after proposal evaluation. Proposals will be ranked according to the following submittal sections and associated weight.

1. Qualifications of the Consultant Team (50%)
 - a. Experience and Understanding of Project Issues (20%)
 - b. Experience and Understanding of Local Conditions and Issues (15%)

- c. Experience, Qualifications and Availability of Project Management (15%)
- 2. Approach and Methodology; 40%
- 3. Proposed Schedule; 5%
- 4. Firm responsiveness / compliance with RFP / quality of presentation; 5%

Final contract fees will be negotiated. If the Owner and consultant cannot successfully negotiate a contract, the Owner will enter negotiations with next highest ranked consultant.

ADDITIONAL INFORMATION

1. The issuance of this RFP does not constitute an assurance by Fremont County that any contract will actually be entered into by the County and Consortium, and expressly reserves the right to:
 - a. Delay or deny approval of the work if in Consortium’s best interest
 - b. Waive any immaterial defect or informality in any response or response procedure
 - c. Reject any and all proposals
 - d. Reissue the Request for Proposals
 - e. Invite additional respondents to the proposal
 - f. Request additional information and data from any or all respondents
 - g. Extend the date for submission of responses
 - h. Supplement, amend, or otherwise modify the RFP, and cancel this request with or without the substitution of another RFP
 - i. Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
 - j. Disqualify any respondent on the basis of any real or apparent conflict of interest.
2. By responding to this solicitation, each respondent agrees that any finding by the County of any fact in dispute as to this solicitation or the responses thereto shall be final and conclusive, except as provided herein.
3. NO OBLIGATION TO PAY. The County and Consortium has no obligation, express or implied, to reimburse or pay applicants for any expenses associated with preparing or submitting a response to this request. Applicants understand that proposals are prepared and submitted at their own expense.
4. PROPOSALS PUBLIC KNOWLEDGE. All proposal documents are considered public knowledge. Any information considered to be a trade secret, confidential, or privileged, which is not be made public must be clearly identified as such.
5. CONFLICT OF INTEREST. The Consultant agrees to ensure that, at the time of contracting, the Consultant has no direct or indirect conflict of interest and employs no person or subcontractor with any such known interest.