

**REQUEST FOR QUALIFICATIONS – PLANNING SERVICES in
RURAL COMMUNITIES/NATURAL RESOURCES/OUTDOOR RECREATION**

**FREMONT COUNTY / HUD WESTERN GREATER YELLOWSTONE CONSORTIUM
REGIONAL PLAN FOR SUSTAINABLE DEVELOPMENT**

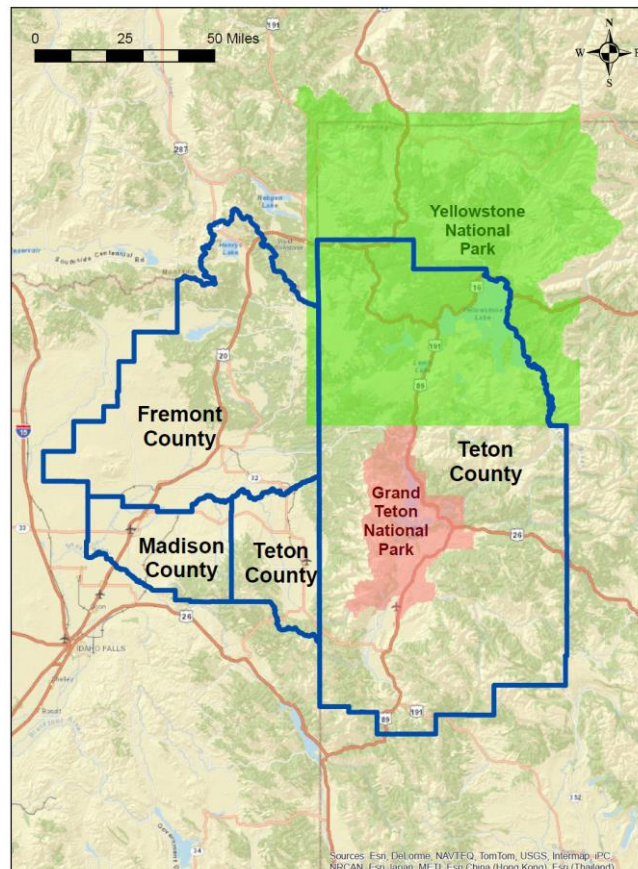
On behalf of the Western Greater Yellowstone Consortium, Fremont County is hereby soliciting interested firms and individuals to provide professional planning services as described in this Request for Qualifications (RFQ).

Qualifications Statements Due: **Monday, August 4, 2014**

No. of Copies: Electronic submittal in pdf format

Submit to: Fremont County Planning and Building
Attention: Tom Cluff, Administrator
tcluff@co.fremont.id.us

Project Contact: Janice Brown, Special Projects Manager
(208) 624-4643
E-mail questions to jabrown@co.fremont.id.us



SUMMARY

The Western Greater Yellowstone Consortium (Consortium) is preparing a “Teton View” Regional Plan for Sustainable Development that integrates housing, land-use, economic development, multi-modal transportation, and infrastructure development in a manner that will empower sustainable economies across a four-county region. This plan is being supported by a \$1.5 million Sustainable Communities Regional Planning Grant received from the U.S. Department of Housing and Urban Development (HUD).

This Request for Qualifications (RFQ) seeks submittals from individuals/firms who wish to assist Fremont County, Idaho -- the lead agency for the HUD Grant – with the final analyses, integration and preparation of its *Teton View Regional Plan for Sustainable Development*, due to HUD in early 2015.

The ***Teton View Regional Plan for Sustainable Development (Regional Plan)*** will provide regional guidance to the local, state and federal entities operating in the four consortium counties, thus allowing each jurisdiction’s land use and management plans to voluntarily complement one another. The guiding principles for this Regional Plan are derived from the *Greater Yellowstone Framework for Sustainable Development (GY-Framework)* – a voluntary set of ecosystem-based standards designed to foster responsible rural land development both inside and surrounding Yellowstone and Grand Teton national parks. Application of the GY-Framework also ensures fulfillment of the six Livability Principles embraced by the three federal agencies that comprise the Partnership for Sustainable Communities (HUD, EPA, and DOT). These principles are:

- Provide more transportation choices
- Promote equitable, affordable housing
- Enhance economic competitiveness
- Supporting existing communities
- Coordinate and leverage federal policies & investment
- Value communities and neighborhoods

The Regional Plan will be written to reflect the character of those places in Idaho and Wyoming that have inspiring views of the Teton Mountain Range – the prominent landform that dominates the eastern or western horizon for all counties. Towards this end, a form-based model development code is being crafted to enhance the livability of both our larger cities and smaller communities. Applying the principles identified in this model code also should help preserve the essential character of each county’s private agricultural lands and the surrounding public lands. Strategies will be outlined in the final regional plan to advance those unifying, rural values held by the people who live as well as visit here. An index of regional sustainability indicators is being developed that will assist in measuring short- and long-term progress towards a mutually-beneficial future.

HUD GRANT BACKGROUND

A \$1.5 million Sustainable Communities Regional Planning Grant was awarded to Fremont County and the Consortium in February 2012 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 grant guidelines emphasized 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 program’s 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 Consortium consists of the following 16 entities:

Four Counties: Fremont, Madison, Teton, Idaho, and Teton, Wyoming

Seven Cities: Ashton, Driggs, Island Park, Rexburg, St. Anthony and Victor, Idaho, and Jackson, Wyoming

One Nonprofit Organization: Yellowstone Business Council

Four Federal and State Agencies: US Bureau of Land Management, Caribou-Targhee National Forest, Bridger-Teton National Forest, Idaho Department of Lands

INFORMATION AVAILABLE FOR CONSULTANT(S)

Proposal submittal information and other information regarding the grant program and the range of studies completed to date is available at <http://sustainableyellowstone.org/>. Note that an [ArcGIS Interactive Map](#) has already been developed to display multi-modal routes and other information for the four-county region. The consultant(s) will be asked to build use this platform for displaying additional data layers in coordination with GIS personnel supplied by Fremont County.

REGIONAL PLANNING SERVICES to be CONTRACTED: August 2014 – March 2015

Fremont County seeks assistance from qualified and experienced rural community and/or natural resource planners to draft six sections of the *Teton View Regional Plan for Sustainable Development*. Planners will integrate recent study results from the HUD planning project, assemble secondary data, and reference existing land use and management plans to access needed content. Some survey of existing literature will be required in topic areas where new studies have not been conducted due to funding limitations. Needed assistance falls into two general categories: natural resources/agriculture/resource-based recreation and tourism; AND city/county planning/infrastructure/transportation planning. Assisting planners will not be expected to develop recommendations in isolation, but weave together research results, Consortium member input, and citizen guidance from public participation activities into a set of action strategies for each section of the plan.

Natural Resource Planner – Required components cover these three character districts/themes:

Preserve Our Agricultural Heritage

- a) Description and mapping of agricultural land use across four counties
- b) Conservation District planning for soil/water; USDA commodity forecasts etc.
- c) Water Resource Plans: Henry's Fork Basin and Snake River (WY) management plans
- d) Public and private range management programs across the region (including BLM and Forest Service)
- e) Prospects for sustainable forest and sustainable agriculture certification programs based on research into marketing of local foods and wood fiber utilization

Steward Our Wildlife, Public Lands and Special Sites

- a) Overview of natural resources/biodiversity as part of the Greater Yellowstone ecosystem
- b) Discuss prominence of public lands in shaping regional character (GIS public land layer)
- c) Highlights of federal and state land management plans (FS, USFWS, BLM, NPS, IDFG)

- d) Wildlife and habitat management (IDFG, ITD safety study, HF Legacy Project)
- e) Protection of special areas and sites (byways, historic buildings, sand dunes etc.)
- f) Relevant sections of city and county comprehensive plans re: water & habitat protection

Support Four-Season Recreation

- a) Overview and mapping of recreation opportunities across all four counties
- b) Description/status/value of region's fisheries and the angling-related economy
- c) Discussion of developed and dispersed recreation opportunities across region (OHV and snowmobile trails, trail network discussion from multi-modal plan)
- d) Profile of major ski resorts and resort-based economies (Teton Village, Grand Targhee resorts)

Rural Community Planner – Required components cover these three character districts/themes:

Sustain Our Small Cities

- a) Compare/contrast each town's comprehensive land use and economic development plans
- b) Summarize/analyze/integrate each jurisdiction's economic base and economic development activities
- c) Workforce discussion for each town; compare/contrast state Labor Dept. statistics
- d) Educational needs and opportunities (EITC in Driggs, Upper Valley; Island Park School)
- e) Relevant highlights from Regional Housing Needs Assessment
- f) Highlights from Teton Valley Development Code/ Victor Complete Streets
- g) Transportation system priorities – roads, rural access, public transportation
- h) Small Town Case Study - GY-Framework Certification for Mountainside Village

Enhance Our City Centers

- a) Compare/contrast each city's comprehensive plans
- b) Summarize/analyze each city's economic base and economic development activities
- c) Workforce discussion for each city; compare/contrast the two cities labor pools
- d) Educational needs and opportunities (BYU-Idaho, Central Wyoming College, etc.)
- e) Relevant highlights from Regional Housing Needs Assessment
- f) Advancing intra-city transit (START Bus, Rexburg fixed-route study); Complete Streets
- g) City Center Case Study - GY-Framework Certification for Town of Jackson/Teton Co. WY

Upgrade and Integrate the Region's Infrastructure and Public Facilities

- a) Regional utilities and power sources/potential (E Center report)
- b) Regional broadband infrastructure and communications (Rexburg Broadband study)
- c) Regional transportation and intercity connectivity (Multi-Modal Study, Teton Co, WY ITP)
- d) Regional recycling system and materials recovery (Regional Recycling System study)
- e) Regional surface and ground water protection (existing DEQ, Public Health plans for each state)
- f) Regional preparedness for responding to climate change and natural hazards (wildfire, etc.)

SCHEDULE: The public review draft of the regional plan needs to be completed no later than January 31, 2015, so the public participation phase may proceed as planned in February. Two weeks will be allotted for incorporating public comment in early March, and the final product will be unveiled at the final Teton View Regional Summit, to be held near the end of March 2015.

CONSULTANT INFORMATION

Information to Be Submitted

1. Cover page (Not included in the page count) with title, firm name, key contact, address, phone
2. Qualifications of Consultant(s)
 - a. Firm description: history, years in operation, office locations, annual revenue
 - b. Describe specialized experience of consultant(s) with study focus area
 - c. Experience with local stakeholders and governing agencies associated with the region
 - d. Consulting Experience: Summarize a maximum of five (5) related projects describing:
 - i. Project scope and consultant fee on project
 - ii. Project client reference; name, phone number, email, and physical address
 - e. Personal essay on the importance of advancing sustainable development in the Greater Yellowstone region (a writing sample for each consultant not to exceed two pages)
3. Proposed Budget/Schedule – Present an anticipated budget for delivering the required components based on your hourly rate, travel and other direct costs. Draft chapters must be submitted within the set project schedule (January 31, 2015, deadline).
4. Appendices
 - a. Provide Consultant resume(s) in appendix (not in page count). Limit resumes to two pages.
 - b. Provide Proof of Insurance, as applicable
 - c. Provide proof of license to conduct business in Idaho

Qualifications Format

1. Statements of qualifications shall contain the required information discussed above, in the general order listed, not exceeding seven (7) 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

Qualifications Submittal

Electronically submit the statement of qualifications including appendix by **11:59 pm on August 4, 2014**, to Fremont County Planning and Building Administrator Tom Cluff at tcluff@co.fremont.id.us

The County will not consider statements of qualification received after the deadline.

Questions pertaining to this RFQ must be submitted by email and shall be directed to Special Projects Manager Janice Brown at jbrown@co.fremont.id.us. All questions shall be submitted **before 11:59 pm on Sunday, July 27, 2014**. A list of questions and answers will be published on the consortium website (www.sustainableyellowstone.org) by close of business on **Tuesday, July 29, 2014**.

EVALUATION of QUALIFICATIONS SCHEDULE

- | | |
|--------------------------------------|-----------------------|
| 1. RFQ advertised | July 16-19, 2014 |
| 2. Question due date | July 27, 2014 |
| 3. Due Date - Midnight | August 4, 2014 |
| 4. Submittal review | August 5-6, 2014 |
| 5. Finalist Interviews and decision | August 7-8, 2014 |
| 6. Finalize agreement, scope and fee | August 11-15, 2014 |

CONTRACTOR SELECTION

The successful consultant(s) will be selected based on qualifications and in accordance with County procurement policy. Fremont County reserves the right to complete oral interviews of the finalists after its initial evaluation. Submittals will be ranked according to the following criteria and associated weight:

1. Qualifications of the Consultant(s) (75%)
 - a. Experience and understanding of project issues (25%)
 - b. Experience and understanding of local conditions and subject matter (25%)
 - c. Experience, qualifications and availability of consultant (25%)
2. Approach and Methodology (10%)
3. Proposed budget and schedule (10%)
4. Consultant responsiveness / compliance with RFP / quality of presentation (5%)

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

ADDITIONAL INFORMATION

1. The issuance of this RFQ 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 submissions
 - d. Reissue the Request for Qualifications
 - e. Invite additional respondents
 - 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 RFQ, and cancel this request with or without the substitution of another RFQ
 - 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 responses are prepared and submitted at their own expense.
4. **SUBMITTALS PUBLIC KNOWLEDGE.** All documents submitted 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.