

**Request for Proposals  
2016 Community Engagement with  
Forest Plan Revision Process for  
EIAF grant**

***Submission Deadline:***

***Must be received in the Rio Grande County  
Administrator's office no later than 9:30 a.m.,  
March 16, 2016***

***Submit to Suzanne Benton***

***719-657-4215***

***[rqcfinance@riograndecounty.org](mailto:rqcfinance@riograndecounty.org)***

## Description

Rio Grande County is working with the Department of Local Affairs (DOLA) to address increased community engagement in the Forest Plan Revision process with the Rio Grande National Forest. Other partners include Hinsdale, Mineral, Conejos, Costilla, Alamosa and Saguache counties, RWEACT (Rio Grande Watershed Emergency Action Coordination Team), additional counties located in the San Luis Valley (to be identified), local Chambers of Commerce and other economic development and stakeholder groups. Rio Grande County is seeking proposals for a facilitation consultant to implement a public engagement process including public meetings, gathering of information, analysis of information, work closely with and present findings to the Forest Plan Revision team (Rio Grande National Forest Deputy Forest Supervisor, Public Affairs Officer, Forest Planner, RWEACT Core, and other members of the team to be identified). This facilitation implementation process includes working with communities surrounded by and located in the Rio Grande National Forest.

This facilitation consultant team will expand current, regional efforts for planning, analysis, public engagement, coordination and collaboration with federal land managers and stakeholders in the counties of Hinsdale, Mineral, Rio Grande, Conejos, Costilla, Alamosa and Saguache during a Forest Plan Revision process.

The chosen consultant team will be expected to:

- Work with a Forest Plan Revision Team that includes representatives from the Rio Grande National Forest and Rio Grande Watershed Emergency Action Coordination Team (RWEACT) to identify the most appropriate, cost effective and useful facilitation strategies with an immediate implementation plan, with late spring 2016 timelines and implementation of jointly developed public meeting schedule.
- Prepare, conduct outreach, and facilitate public meetings
- Coordinate meeting locations, including reservations, set-up, tear-down, and any required follow-up
- Provide bottled water and light snacks per meeting
- Note-taking at each meeting and provide meeting summaries to team
- Utilize best practices for marketing and outreach to maximize community engagement in public meetings
- Prepare and facilitate discussions at identified public meetings
- Periodically review effectiveness of community engagement meetings and implement adjustment recommendations
- Provide written narrative accomplishments monthly for use in grant-writing reports and outreach regarding process
- All materials developed through this process become the property of Rio Grande County as the fiscal agent of this grant

Results-oriented companies and/or individuals with high quality experience that have a record of success in facilitation and community engagement are preferred. The selected consultant team will be expected to work closely with partners for the entire contract period.

All interested and qualified respondents are invited to submit a proposal of cost estimates for consideration.

## Background

The Rio Grande National Forest is revising their 1996 forest plan. The forest plan is the overarching document that guides all management decisions and activities on the entire Rio Grande National Forest, including activities such as wildfire management, grazing, timber production, recreation, wildlife management, and firewood cutting. This Revision process is governed by the recently finalized 2012 Planning Rule for all national forests. The Rio Grande is the first forest in the Rocky Mountain Region to undertake this effort.

There are three main phases to the forest plan revision process under the 2012 Planning Rule: assessment, plan revision and monitoring.

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The assessment stage is an evaluation of existing and possible future conditions and trends of the social, economic, and ecological systems within the plan area. This evaluation helps determine what needs to be changed in the 1996 forest plan.

Alternatives to the existing plan are developed and analyzed in the plan revision stage. Public participation helps both with the development and analysis of the alternatives. This stage culminates with a final revised forest plan.

The monitoring phase is a continuous assessment that provides feedback on management effectiveness. It informs if there is a need to change or adapt the forest plan.

Currently, assessment reports are being provided to and by the USDA Forest Service.

## **Scope of Work**

Consulting firms are asked to provide a cost estimate to accomplish objectives. A more complete Scope of Work will be developed in partnership with the selected facilitation consultant and a Forest Plan Revision team with members from the Rio Grande National Forest and RWEACT. The Scope of Work will be attached to and made part of a contract to be executed with Rio Grande County and the consulting firm and include a tentative meeting schedule. Following contract execution, invoices will follow a combination of price per hour, mileage reimbursement, and price per meeting cost.

## Work Plan

- On behalf of multiple counties, Rio Grande County enters contract with the State of Colorado for Energy Impact Assistance Grant #8056 for community engagement in a Forest Plan Revision and development of a Watershed Stewardship Agreement
- Issue RFP for consultant or consulting firm (this document) for Cost Estimate Proposals
- Hire consultant or consulting firm
- Consultant or consulting firm meets with Forest Plan Revision Team to develop firm Scope of Work and Timelines to be included in a contract to be executed between Rio Grande County and selected consultant or consulting firm
- Implementation of Scope of Work
  - Spring, summer, fall 2016 community engagement
  - Narratives for grant-reporting and outreach
- Evaluation of community engagement for improved process (ongoing as needed)

## Proposal Format

Any consulting firm or individual consultant responding to this RFP is expected to include the material below. Please understand that expensive submittals are neither necessary nor desired. Emphasis should be concentrated on conformance to RFP instructions, completeness, and clarity of content. Straightforward, concise descriptions of capabilities to satisfy the RFP are desired.

- Proposals must be emailed to Suzanne Benton, [rgcfinance@riograndecounty.org](mailto:rgcfinance@riograndecounty.org) no later than 9:30 a.m. March 16, 2016. These proposals must be in the Administrator's Office by this time. You will receive notification that your email has been received. All files must be consolidated into one document. You must also send a cc'd copy to Kristine Borchers at [kristineborchers@yahoo.com](mailto:kristineborchers@yahoo.com)
  - Six hard-copies of the proposals that is emailed must be submitted in an opaque, sealed envelope with the outside of the envelope identified with the Firm's Company Name, telephone number for contact, and "Community Engagement for the Forest Plan Revision Process." These must be mailed or delivered (and received) to Rio Grande County, County Administrator, 925 6<sup>th</sup> Street, Room 207, Del Norte, CO 81132 no later than 9:30 a.m., March 16, 2016
  - All written proposals must be submitted on 8.5 x 11 formats.
  - Please use fonts no smaller than 10 point.
  - **Title Page** must contain the RFP name or names to which you are responding, your company name, address, web site address, telephone number, fax number, email address, and primary contact person.
  - **Cover letter** signed by the person or persons authorized to sign on behalf of the respondent.
  - **Proposal:** Discuss your overall proposed approach to facilitation.
    - Organize contents in the order in which the requirements are presented in the RFP.
    - Number all proposal pages
    - Information that the respondent desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material.
  - **Qualifications and References:** Provide a statement of your qualifications, experience and training as they pertain to this request for proposal. Identify you or your company's capability and experience on similar assignments. Include a description of the firm, its organizational structure, and the location of the office that would manage this project. List three recent clients for whom similar or comparable services have been performed. Please include the name, mailing address, email address, and telephone number of each.
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- **Proposed Budget:** Include estimated costs for each of the assigned tasks, with a breakdown of costs within specific tasks when possible and/or requested. The price you quote should be inclusive. If your price excludes fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. This should include development of Scope of Work and implementation of identified community engagement schedule.
  - 1) Invoices will follow a combination of price per hour, mileage reimbursement (state reimbursement rate), and price per meeting cost
  - 2) Provide a Cost Estimate for price per hour for preparation of the overall project and meeting with Team deliverables
    - Tasks:
      - Work with a Forest Plan Revision Team that includes representatives from the Rio Grande National Forest and Rio Grande Watershed Emergency Action Coordination Team (RWEACT) to identify the most appropriate, cost effective and useful facilitation strategies with an immediate implementation plan, with late spring 2016 timelines and implementation of jointly developed public meeting schedule.
      - Periodically review effectiveness of community engagement meetings and implement adjustment recommendations
      - Provide written narrative accomplishments monthly for use in grant-writing reports and outreach regarding process
  - 3) Provide a Cost Estimate for overall cost per meeting.
    - Tasks:
      - Prepare, conduct outreach, and facilitate public meetings
      - Coordinate meeting locations, including reservations, set-up, tear-down, and any required follow-up
      - Provide bottled water and light snacks per meeting (not to exceed approximately \$50 / meeting)
      - Note-taking at each meeting and provide meeting summaries to team
      - Utilize best practices for marketing and outreach to maximize community engagement in public meetings
      - Prepare and facilitate discussions at identified public meetings
  - 4) Travel to / from meetings will be reimbursed at the State Approved rate of \$.52 / mile. Identify your home office location so that estimated travel costs may be evaluated.
- **Subcontractors:** If the execution of work to be performed by your company requires the hiring of subcontractors, you must clearly state this in your proposal. Before subcontractors are to be employed, they must be identified and the work they perform defined. Provide the names, addresses, and EINs of each subcontractor when known. The Committee will not refuse a proposal based on the use of subcontractors, but we retain the right to refuse the subcontractor you have selected.

## RFP Submittal Due Date

Electronic copies must be received by 9:30 a.m. March 16, 2016. If you provide an electronic copy, you should receive a confirmation email of receipt. Hard copies can follow the electronic submission and must also meet deadline requirements.

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## **Equal Opportunity Requirements**

The selected respondent will not discriminate against any subcontractor or applicant for employment because of race, color, religion, sex or national origin. The respondent will take affirmative action to ensure that applicants are employed, and that employees are treated well during employment, without regard to their race, color, religion, sex, or national origin.

## **Invoicing Requirements and Any Questions Regarding this RFP**

Respondents must be financially able to undertake and satisfactorily complete any contract awarded by the Committee. The respondent may never exceed the budget awarded to them at any time. Invoices will be provided to Kristine Borchers, [kristineborchers@yahoo.com](mailto:kristineborchers@yahoo.com) for approval and submittal for payment to Rio Grande County. Questions can be directed about this project, this RFP, this bid process, or this award process by contacting Kristine Borchers, [kristineborchers@yahoo.com](mailto:kristineborchers@yahoo.com) or 970-596-9071

## **Contract Terms**

Successful applicant will be expected to enter into a standard Contract with Rio Grande County.

## **Conflict of Interest**

Respondents must disclose any direct or indirect conflict of interest that may unduly influence authorization, approval, or award of a service contract to the respondent.

## **Contract Award Process**

Contract(s) will be awarded to a respondent(s) based on a competitive selection of proposals received. All proposals will be initially evaluated to determine if they meet the mandatory requirements.

## **Ownership of Work Products**

All work products and intellectual property prepared by or used by respondents pursuant to a contract shall be considered the sole property of the community for which they were developed and Rio Grande County.

## **Bid Opening**

Bids will be opened in a public Board of County Commissioners meeting at the Rio Grande County Commissioner's meeting room at 10:00 a.m. on March 16<sup>th</sup>. Commissioners will take bids under advisement at that time.

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