



CROOK COUNTY AND PROSECUTING ATTORNEY

Crook County Courthouse, 309 Cleveland

Post Office Box 397

Sundance, Wyoming 82729

www.crookcounty.wy.gov

JOSEPH M. BARON, County and Prosecuting Attorney

joeb@crookcounty.wy.gov

Telephone: 307 283-1090

LYNDA R. BLACK, Deputy County and Prosecuting Attorney

lyndab@crookcounty.wy.gov

FAX: 307 283-1091

September 9, 2019

To all potential proposals

RE: Request for Proposal for a Crook County Natural Resource Management Plan

Dear Potential Contractor:

The Board of County Commissioners in and for Crook County, Wyoming request that any potential contractor submit a proposal to revise any existing and or create a new Crook County Natural Resource Management Plan as set forth in Chapter 39, of the Wyoming Session Laws 2019.

DUE DATE: Written or electronic proposal must be received by the Crook County Clerk on or before 4:30 PM September 30, 2019.

REVIEW DATE: The Board will review the proposals on Wednesday October 2, 2019 at 10:30 AM and select several they want to interview.

INTERVIEW DATE: November 5 or 6, 2019 at the Commissioners Room in Sundance, WY

AWARD DATE: To be determined and contingent on submitting a successful application to the Wyoming Governor's Office.

PURPOSE OF PROPOSAL: The purpose of this request for proposal (known as the RFP) is set forth in W.S. 9-4-218 (a) (viii) and is to find a Contractor of Crook County's choice that can:

1. Development and revision of comprehensive natural resource management plans prepared by counties. Plans funded pursuant to this paragraph shall:
 - (A) Identify objectives and priorities for the use, development and protection of natural resources and land in Wyoming;
 - (B) Be based on criteria established by the governor's office in consultation with the counties and consistently applied in each comprehensive natural resource management plan;

- (C) Serve as a basis for communicating and coordinating with the federal government and its agencies on land and natural resource management issues;
- (D) Be developed or revised in public meetings held in accordance with W.S. 16-4-401 through 16-4-408. The public meetings shall allow for participation and contribution from the public.

2. Prepare a successful application to the Wyoming Governor's Office to obtain grant funding for the RFP.
3. Submit an application to the Board by December 2, 2019 so that they may review the Application on December 4, 2019 for submission to the Wyoming Governor's Office pursuant to the statutory criteria for funding and the policy on eligibility by the Governor's Office.
4. Use the WCCA Template for County Natural Resource Plans as necessary.

COSTS: All costs in connection with responding to this RFP (including preparation of proposals and travelling for meetings) are your firm's responsibility. Neither Crook County, nor the State of Wyoming shall be held responsible for such costs in any manner.

RIGHT TO REJECT: This RFP does not in any way bind the County to any obligations or liabilities in connection with your firm receiving or responding to this RFP. Our organization may or may not, in its sole discretion, make a selection and reserves the right to reject any and all proposals received.

INFORMATION REQUESTED

A. SERVICES

The following services may be required in connection with the Project. It is therefore expected that the selected firm shall be experienced and capable of providing the services.

Development and revision of comprehensive natural resource management plans prepared by counties. Plans funded pursuant to this paragraph shall:

- (A) Identify objectives and priorities for the use, development and protection of natural resources and land in Wyoming;
- (B) Be based on criteria established by the governor's office in consultation with the counties and consistently applied in each comprehensive natural resource management plan;
- (C) Serve as a basis for communicating and coordinating with the federal government and its agencies on land and natural resource management issues;
- (D) Be developed or revised in public meetings held in accordance with W.S. 16-4-401 through 16-4-408. The public meetings shall allow for participation and contribution from the public.

B. CONTRACTOR CAPABILITY

Please confirm that your company is capable of providing the services in a competent and timely manner and provide a description of your firm's experience in providing the services across the relevant regions.

C. TEAM

Please submit details on the team that will provide the services including names, titles, departments, education and professional experience.

D. REFERENCES

Please provide three references. For each reference please include firm's name and contact information (including the name of the person to be contacted at the firm). The references should be able to comment on your firm's services that are similar to the services mentioned in this RFP.

E. CONFLICTS

Please be aware that our organization would consider it a conflict if your firm represents or works with the following entities: Federal or State Agencies within Crook County, Wyoming. Should you represent or work with any of these entities please explain how you would manage issues of conflict or potential conflict.

F. FEES

Please submit details on how your firm will assess and invoice fees and disbursements. Fees will be limited to the grant award from the State of Wyoming and subject to approval by the County Commissioners and State of Wyoming. The cost of completing the project will be considered.

G. MASTER AGREEMENT

Please provide comments on the master agreement, if any, which is attached.

H. OTHER

The Contractor that is preparing the RFP can and should utilize information from the county website at www.crookcounty.wy.gov and any other source including but not limited to the statutory criteria set forth in Chapter 39, of the Wyoming Session Laws 2019; the policy on eligibility by the Governor's Office; and the WCCA Template for County Natural Resource Plans.

Sincerely,

Joseph M. Baron
Crook County Prosecuting Attorney