



REQUEST FOR PROPOSALS
Focal Species Habitat Mapping Project for
Teton County, Wyoming

June 24, 2016

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I. Purpose

The objective of this project is to create a transparent, and replicable framework to identify, describe, rank and map important wildlife habitats and movement corridors, which will inform Teton County Commissioners and planners as they amend and apply land development regulations. The approach will reflect the relative values of important habitat types for focal species using objectively collected observational data, and the best available science. The methodology will be able to incorporate new data that meets established standards as it is developed, to refine the species maps. The analytical, decision-informing system and maps will allow Teton County to fulfill its stewardship obligation to best protect important wildlife habitat and movement corridors as set forth in the Teton County Comprehensive Plan.

Teton County intends to enter into a contract with a professional consultant to develop a GIS map and description of the relative value of different important habitat types for identified focal species in Teton County (Appendix I). The final product will inform a future Natural Resources Overlay (NRO) map and natural resource protection standards.

II. Background

The Jackson/Teton County Comprehensive Plan (Comprehensive Plan) calls for the protection of native species populations through a system of regulations and requirements that are based on relative value of habitat. Teton County has completed a Geographic Information System (GIS) digital layer of designated vegetation and non-vegetation cover-types on all lands in Teton County, Wyoming, excluding most large acreages under federal ownership. Teton County intends to use the work produced out of this proposal in a broader effort to update the Town and County Land Development Regulations regarding habitat protection. Policy 1.1.a of the Comprehensive Plan states the following:

“Protecting wildlife requires protecting wildlife habitat and wildlife movement corridors. Our Natural Resource Overlay (NRO) that protects wildlife habitat and wildlife movement corridors will consider the importance and abundance of habitat types and be based on a set of focal species that indicate the health of all native species and includes culturally and economically significant species. The most abundant and visible wildlife species are not necessarily indicative of overall ecosystem health. Likewise, while a habitat may be important, it may also be abundant and therefore only relatively critical, while another important habitat may be declining and/or disappearing due to development and climate change and therefore absolutely critical. As our NRO and other programs to protect wildlife habitat from the impacts of development and transportation evolve, they should be updated to reflect the best available data on the relative critical value of different habitat types for identified focal species.”

Peer review is requested throughout each of the three significant phases of this study as identified by Tasks. For the purposes of consistency where indicated in the procedural steps outlined in this RFP peer review shall include Teton County Planning Department (TCPD) staff, the Natural Resources Technical Advisory Board (NRTAB), Wyoming Game and Fish Department (WGFD), and other academic and scientific professionals as determined by TCPD staff.

III. Scope of Work and Services

Task A. Identify Important Habitat Characteristics of Focal Species

1. Using the provided list of focal species (Appendix I), the Consultant will confirm the ability to work with the preliminary list, and identify any important changes to the list designated in the RFP. The Consultant will identify focal species important habitat through referenced published literature, referenced expert knowledge, or derived correlations from available datasets. Where sufficient data is readily available, the consultant will analyze the data in a scientific, statistical, repeatable manner. Results will first be validated using proven, accepted statistical validation techniques, only secondarily or when rigorous scientific analysis is not possible due to the lack of available data, will identified important habitat be validated by expert opinion. Habitat descriptors will be a function of vegetative covertype associations and abiotic factors including but not limited to slope, aspect, or elevation. Important habitat will capture a variety of essential natural history requirements for a given species or suite of species, including but not limited to reproductive habitat, migration corridors, and crucial winter range. The consultant will develop text and a spreadsheet table describing the ecological function of the important habitat described for each focal species habitat overlay.
2. **Task A** Deliverable is a narrative for each of the identified focal species describing important habitat and associated habitat descriptor variables, such that important habitat distribution maps can be generated in a

GIS format as described in Task B. The spreadsheet table describing ecological function of important habitat for each focal species will be included as GIS metadata. This information will be peer reviewed.

Task B. Map Important Habitat for each identified focal species

1. The consultant will develop a GIS layer of critical habitat distribution within Teton County for each identified focal species, using clearly defined methods with reference to source literature supporting the chosen methodology.
2. **Task B** Deliverables will be a GIS layer illustrating important habitat distribution within Teton County for each focal species, and a spreadsheet table describing important habitat ecological function by species.
 - a. All GIS layers will include thorough metadata documentation.
 - b. Where point data is available, distribution of focal species important habitat will be determined using that point data and an assessment of important habitat map accuracy.

Task B deliverable products will be submitted to the TCPD for peer review. Individual GIS layers will be utilized in Task C only after approval through this internal review process.

Task C. Assessment of Relative Value of Important Habitat

There is a broad, landscape context within which focal species persist in Teton County. The abundance, connectivity and ecological health of discrete important habitat types are important factors that inform the relative value of important habitats. Task C of this project requires the Consultant to evaluate species-specific important habitat in a broader context of habitat availability, threats to habitat sustainability, and habitat connectivity.

1. The Consultant shall develop a framework to determine relative value of important habitat. A methodology for this component of the study will be presented in the proposal. The project final output is envisioned to utilize the consolidation of all focal species habitat map layers for illustration of the relative critical value of different habitat types. A weighting system will be described *a priori* in order to assign ranking values to special factors that influence focal species use of the landscape. Examples of focal species important habitat attributes to incorporate into the weighting schema include:
 - a. Overlapping important habitat for multiple focal species
 - b. A habitat or habitat feature for a single species of concern
 - c. A crucial migration corridor
 - d. Rare or declining vegetation type associated with focal species' distribution
 - e. Landscape metrics such as habitat patch size, proximity, edge/ecotone abundance
2. **Task C** Deliverables include:
 - a. GIS map layer(s) illustrating the consolidated focal species important habitats, as attributed through the application of weighting schema as described in the Task C methodology to represent the relative habitat value.
 - b. Seven (7) copies of the Draft final report to the Teton County Planning Department that compiles and presents focal species relative habitat analysis, methodologies, along with attendant GIS map layer(s), text, and if applicable tabular information in spreadsheet format defining selection methodology and delineating important habitat relative values. This report Draft will be peer reviewed.
 - c. Draft Final Report findings, following peer review and incorporation of peer review edits, will be presented to County Elected Officials.
 - d. Seven (7) copies of the Final Report will be submitted, and will include comprehensive description of methods, results and discussions for each of the Tasks outlined in this RFP. Final reports will be provided in both digital and hard copy to the Planning Department. The digital delivery will include all GIS layers in either Shapefile or MapInfo Table format, with associated metadata.
 - e. The final report will include a description of how additional important habitat layers or revisions to the Final Report layers can be improved or updated in the future. The vision of this study is to achieve a GIS platform that can be refined and improved with time, in iterative steps within a pre-established framework.

Term/Project Timeline and Correspondence

The applicant shall include a project timeline for completion of Tasks A, B, and C with their submittal. The Board of County Commissioners expects the Focal Species Habitat Mapping Study to be completed in six (6) months, or sooner, from the date the contract is awarded. Any extensions to complete all Tasks are not anticipated in the six (6) month timeframe, and further any requests for extensions to complete the Project may not be recommended.

The Consultant shall provide monthly written progress reports to the TCPD project manager, which will be required related to completion of Task Deliverables, and general progress.

IV. Estimated Cost of Services

The County has budgeted \$45,000.00 for this Project. The applicant shall provide a detailed breakdown of services by task with hours, personnel, and cost of each task, including a total estimated cost of services. If cost of project proposed exceeds the budget amount, the consultant shall provide both a rationale for why it exceeds the budget and a revised scope that would meet the allotted budget specifying what would be eliminated from the scope of work and services described above. The Consultant who is selected shall invoice the TCPD for each deliverable and the County shall remit payment to the Consultant upon each Task being delivered to the Planning Department and found sufficient.

V. Insurance Requirements

A. Insurance

The Consultant shall provide at its own expense the following insurance for its business entity and its employees in connection with the work required under this contract:

1. Worker's Compensation: Statutory.
2. General Public and Auto Liability: \$1,000,000.00 each occurrence and aggregate.

B. Liability

The Consultant shall indemnify and hold harmless the County against all forms of liability, claims, damages, and demands, including attorney's fees and litigation expenses, of every kind and nature and that which results from or in any manner arises out of, or in connection with, the performance of work under this contract.

VI. Employment Discrimination Prohibited

During the performance of a contract awarded pursuant to this "Request for Proposals," the Consultant agrees to not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Consultant, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, will state that the Consultant is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for meeting these requirements.

VII. Proposal Content

At a minimum, the Applicant's proposals shall contain the following information:

- A. Understanding:** Consultant's understanding of project intent and scope, required services and work product;
- B. Consultant Qualifications:** Qualifications of the Consultant, including a current company profile, qualifications of specific individuals who will provide the services and work product required for this project, conservation ecology and corridor ecology credentials, their availability and time commitment, and examples of similar completed work and client references;

- C. **Demonstrated Relative Experience:** Information regarding preparation of comparable work projects, including a list of at least 3 references/clients from previous similar work projects, which will be contacted;
- D. **Insurance:** Required coverage (Workers' compensation, General public and auto liability);
- E. **Timeline:** for completion of work including key milestones;
- F. **Fee for Services:** with breakdown by tasks, budget time and cost per task/deliverable, and including all expenses including costs related to meetings with Planning Staff, NRTAB and the Board of County Commissioners;
- G. **Conditions and Additional Services:** Specific contract and performance conditions, including hourly rates for additional services; and,
- H. **Exceptions:** Any exceptions, which the Applicant is requesting to the requirements of this Request for Proposals.
- I. **Contact:** Name, address, phone numbers, and email of firm, with contact person and title.

VIII. Special Provisions

- A. **Fee for Services and Payments:** Invoicing and Payment terms shall be in accordance with the provisions of the Teton County Policies Manual and Handbook (2011 Edition) and Bid/Contract, Services – Contracting and applicable Wyoming State Statutes.
- B. **Award of Contract:** The TCPD in consultation with the NRTAB shall review the bid proposals and the Teton County Planning Director shall make his recommendations to the Board of County Commissioners for Notice of Award and contract to the preferred Applicant who meets the criteria. The County shall select a Consultant and award a contract based upon criteria and evidence of capabilities including, but not limited to, the following areas:
 1. Demonstrated understanding of project scope and scope of Consultant services;
 2. Qualifications to perform required services;
 3. Cost basis, fee for services, and terms of payment;
 4. References of provider, and years in business;
 5. Ability to meet time requirements and proposed work plan; and
 6. Adequate insurance (verified with insurance required in bid specification);
 7. Defensible and reproducible product;
 8. Preference in the selection will be given to applicants with expertise in Teton County, Wyoming.

The County may negotiate with two or more respondents. After negotiation with selected respondents, the County shall select the one that, in its opinion, has made the best overall presentation and cost projections. If the County determines that only one respondent meets the qualifications, it may enter into negotiations with that respondent.

- C. **Reservation of Rights:** Teton County reserves the right to reject any and all proposals, to waive informalities and irregularities in proposals received, to reject non-conforming, non-responsive or conditional proposals, and to accept the proposal that in the County's sole judgment best serves the interests of Teton County, Wyoming.
- D. **Method of Submittal of Proposals:** Sealed bid proposals must be received at the Teton County Planning & development Department, 200 S. Willow, 2nd Floor, Jackson, Wyoming, by

4:00 pm, July 15, 2016

Proposals received after this time and date will be returned unopened. It is the responsibility of the respondent to ensure the bid proposal arrives on time. Please provide seven bound copies and one electronic copy of the proposal. Mail or hand deliver proposals to the attention of:

Hamilton Smith
Teton County Planning & Development Department
P.O. Box 1727
200 S. Willow
Jackson, WY 83001

Fees for Services as stated in the bid proposal shall be firm for 6 months, beginning TBD, 2016. No faxes or electronic submittals will be accepted. All proposals shall be the property of the TCPD and the County and will become a public record.

E. Schedule

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|-----------------------------|----------------|
| 1. RFP Issued | June 24, 2016 |
| 2. Proposals Due | July 15, 2016 |
| 3. Notification of Award | August 2, 2016 |
| 4. Contract Review/Approval | August 9, 2016 |

- F. **Required Compliance:** The Applicant who is awarded the contract shall be required to comply with all Teton County, State of Wyoming, and Federal requirements related to the contract.

Please direct any questions or requests for additional information regarding this Request for Proposals to Hamilton Smith at the Teton County Planning & Development Department, (307) 733-3959.

Appendix I. Focal Species List

Moose
Mule deer
Elk
Snake River fine-spotted cutthroat trout
Western toad
Great blue heron
Trumpeter swan
Northern goshawk
Northern harrier
Bald eagle
Great gray owl
Greater sage-grouse
Willow flycatcher
Common yellowthroat
Brewer's sparrow
Sage thrasher
Western Meadowlark