

## REQUEST FOR QUALIFICATIONS

Environmental Analysis Preparation Services  
Teton County, Wyoming Planning & Development Department  
**Submittal Deadline:** June 1, 2009

### **General Description and Purpose**

The Teton County, Wyoming Planning & Development Department is required by the Land Development Regulations (LDRs) to establish a pre-qualified list of on-call environmental consultants. The qualified consultants will work on a contract basis for Teton County to prepare Environmental Analyses (EA) for Intermediate and Major level developments. EAs shall be prepared in compliance with the Teton County LDRs and the following services will be required of successful candidates:

- preparation for and attendance at the EA pre-application conference,
- preparation of cost estimate and timeline to complete EA,
- preparation and submittal of Habitat Inventory and Development Impact Assessment in compliance with the LDRs and the EA checklist of requirements,
- preparation and attendance at second EA pre-application conference to discuss the alternatives analysis,
- preparation and submittal of the final EA,
- invoicing of completed work on a monthly basis and final invoicing within 30-days of EA submittal,
- insufficiencies remedied within 60-days of notice by consultant at no expense to the applicant or Teton County,
- preparation and submittal of the conceptual and detailed Habitat Enhancement Plans, if required, preparation for and attendance at public hearings before the Planning Commission and the Board of County Commissioners.

### **Submittal Requirements**

The Statement of Qualifications (SOQ) shall include a cover letter with the company/corporation names and address and the name and telephone number of the person who will be authorized to represent the Proposer regarding all matters related to the SOQ and any contract subsequently awarded to the Proposer. The letter shall be signed by the person(s) authorized to bind the company to all commitments made in the SOQ. If the Proposer is a partnership, the SOQ must be signed in the name of the partnership by the general partner thereof. If the Proposer is a corporation, the SOQ must be signed on behalf of the corporation by two authorized officers (Chairman of the Board of Directors, President or Vice-President and a Secretary, Treasurer or Chief Financial Officer) or an officer authorized by the Board of Directors to execute such document on behalf of the corporation. All signatures above must be original and in ink on at least one copy of the SOQ submittal.

Inclusion on the list of environmental consultants will be based on cost and by demonstration of the following minimum qualification requirements for the individual or the group of individuals that comprise the consultant team:

- Professionals with the educational background and demonstrated expertise in the art and science of balancing the principles of ecology, conservation and management of wildlife, its habitats and natural resources with development.

- Bachelor's or Master's (preferred) degree in environmental sciences, wildlife biology and/or ecology and natural resources is required. Degrees in botany, environmental policy, hydrology, geomorphology, or others may be considered based on experience in the field.
- Education and/or demonstrated expertise in the management of the Teton County Species of Special Concern and their protected habitats.
- Education and/or demonstrated expertise in the management of Teton County protected natural resources.
- Expertise shall be demonstrated through education and experience, and a history of providing objective development impact assessment.
- Demonstration of experience and professional certifications (Wildlife Society, Society of Wetland Scientists, Wetland Delineation Certification, etc.) in the field of environmental sciences and environmental impact assessment.
- Demonstrated understanding of the Teton County Land Development Regulations and Jackson/Teton County Comprehensive Plan.

The Proposer must designate experienced professionals and technical staff to competently and efficiently perform the work through its own personnel or subconsultants. The submittal must identify the project team composition, project leadership, key personnel, reporting responsibilities, and address how subconsultants will fit into the management structure. Individuals and/or consulting firms not meeting all qualifications may qualify for the list if they can demonstrate they can obtain subconsultants that meet all qualifications in Section 3150 of the Land Development Regulations and enumerated herein.

The SOQ shall not use elaborate promotional material beyond what is necessary to provide a complete and accurate response. Resumes for all key staff shall be submitted by the Proposer.

The SOQ shall include three written letters of reference, with contact information, from individuals who have personal knowledge of your team's ability to prepare documentation similar to Teton County's Environmental Analysis.

#### **Insurance and Indemnification**

The SOQ shall demonstrate appropriate insurance coverage including but not limited to workers' compensation insurance. Coverage shall be in place at the time the Proposer submits the SOQ and at the time the Proposer accepts the County's offer of employment for a particular development project. The Proposer shall not hold Teton County or any landowner responsible for any personal injury or property damage while contracted with Teton County.

#### **Term of Contract and Participation in Pool of Consultants**

The pool of professional environmental consultants shall be maintained by the Teton County Planning & Development Department for a thirty-six (36) month calendar term. The chosen consultants shall prepare all Major and Intermediate EAs during that term. The calendar term shall begin August 17, 2009. The Planning Director, applicant and consultant shall execute a written agreement of employment, provided by the Planning Director, for each development project.

#### **Local Preference**

Preference will be given to applicants with expertise in Teton County.

### **Cost of Preparation of Statement of Qualifications**

Any costs incurred by the Proposer responding to this RFQ in anticipation of receiving a contract award shall be the responsibility of the Proposer submitting the response. Teton County shall not reimburse the Proposer of any such expenses.

### **Statement of Qualifications Interpretation and Addenda**

Any change to or interpretation of the RFQ will be sent by the County to each firm or individual requesting such changes. Receipt of any changes or interpretations shall become a part of said RFQ and may be incorporated into any contract awarded. Where such amendments require changes in the RFQ, the final date for submission may be postponed.

### **Public Records Disclaimer**

All documents, data or information provided as part of the Environmental Analysis process will be part of the public record.

### **Protest Procedure**

An appeal of the selection process for the qualified environmental consultant list may be made by any person aggrieved by the process. The Planning Director will make recommendations to the Board of County Commissioners as to which consultants should be included in the list of consultants, but the Board will make the final decision on August 4, 2009. Persons aggrieved by the Board's decision can appeal the District Court.

### **Process for Project Assignment within Selected Pool of Consultants**

Consultants on the qualified list of environmental consultants will be offered work on rotation. The order of the rotation will be established using a random method prior to August 17, 2009.

### **Conflicts of Interest**

Consultants on the list of qualified environmental consultants may be removed from the list for a particular development proposal for the following reasons:

- Any consultant who is, or has, worked for the developer on the subject development proposal unless those services have been for compliance with the National Environmental Policy Act (NEPA), or
- Any consultant who has a personal or private interest in the subject development proposal. For the purpose of further clarification, the following constitute a personal or private interest:
  - with respect to the consultant, an interest that is direct and immediate as opposed to speculative and remote; and
  - an interest that provides the consultant a greater benefit or a lesser detriment than it does for a large or substantial group or class or persons who are similarly situated.

### **Acceptance**

This RFQ provides interested professionals with the information necessary to enable them to prepare and submit information for consideration by Teton County. Teton County reserves the right to enter into further discussions with any Proposer based solely upon the initial response to the RFQ and the right to

negotiate the fee schedule with the selected Proposer if they are fully qualified and it is deemed to be in the best interest of Teton County.

The Proposers selected for the qualified environmental consultant list shall be required to enter into written contracts with Teton County. This RFQ and the SOQ, or any parts thereof, may be incorporated into and made a part of each final contract; however, the County reserves the right to further negotiate the terms and conditions of the contract with the selected Proposers.

#### **Schedule of RFQ Submission and Review**

The Teton County Planning & Development Department shall adhere to the following schedule in the receipt, review, and evaluation of submittals.

<b>May 1, 2009</b>	RFQ available for distribution
<b>June 1, 2009</b>	Submittal due date
<b>July 13, 2009</b>	Planning Director's recommendations issued to the Board of County Commissioners
<b>July 21, 2009</b>	Board of County Commissioners hears Planning Director's recommendation during their regularly scheduled meeting
<b>August 4, 2009</b>	Board of County Commissioners issue notice of qualified Proposers during their regularly scheduled public meeting
<b>August 17, 2009</b>	Qualified list of consultants is in effect

#### **Submittal Deadline**

One original and seven copies of the Proposer's Sealed Qualifications Statement are due at 4:00 P.M. MDT, Monday, June 1, 2009 at the Teton County Planning & Development Department. Statements received after that date and time shall be considered late and will not be considered for the list of environmental consultants. Late submittals shall be returned to the Proposer's authorized representative.

Consortiums, joint ventures, or teams submitting offers will not be considered responsive unless it is established that contractual responsibility rests solely with one individual, firm, or corporation. Responses to and/or questions regarding this RFQ should be submitted, via Federal Express, United Parcel Service, DHL or hand delivered to:

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