

REQUEST FOR PROPOSALS

WEST BOX ELDER COORDINATED RESOURCE MANAGEMENT PLAN WEST BOX ELDER CONSERVATION DISTRICT

Deadline for submission: Friday, February 03, 2012

Duration: Final document due December 31, 2013

Background

The West Box Elder Coordinated Resource Management Plan includes approximately 5 million acres in the Northwest corner of the State of Utah in Box Elder County (See Attachment A). The land in the watershed is primarily used by residents for agriculture production by forage cropping and also livestock grazing, but is also an important area for wildlife such as the Greater Sage Grouse, mule deer, elk and many other plant and animal species. Local landowners and other stakeholders have been active in improving the natural resources in the area, but have not been part of an overall integrated plan that would maximize the benefits of the work done. Development of a comprehensive plan for the entire region has been initiated. Several meetings with local land owners and agency representatives have been held to help determine the interest and needs in the area. Financial resources have been provided to help develop a comprehensive plan with the local residents so that the resources can be protected and utilized as efficiently as possible. Land ownership is intermingled and the development of a coordinated approach to improving the resources is an ideal approach (See Attachment B)

Purpose

The purpose of this solicitation is to procure qualified consulting services to assist in the development of a Coordinated Resource Management Plan addressing natural resource and related socio-economic issues in the region. A committee of local landowners and agency representatives will be responsible for making decisions and determining planning directives. Consulting services proposed to be obtained through this request will facilitate the planning process, help in collection and compilation of existing data, and deliver a final CRMP document to the committee by the planning deadline.

Interested parties are expected to submit hard copy proposals to:

**West Box Elder Conservation District
Attn: Bracken Henderson
1860 North 100 East
North Logan, UT 84341**

Project Proposals that are incomplete or submitted via e-mail or facsimile will not be accepted.

Requirements/Needs

1) Meeting Facilitation

2) Knowledge and experience in:

- Rangelands
- Hydrology/Water Resources
- Noxious Weed Control
- Socioeconomic
- Forestry
- Pasture and Hayland
- Riparian Assessment
- Wildlife (Including Threatened, Endangered and Candidate Species)
- Mapping and GIS

There has been considerable discussion related to specific needs in these areas. Some data and information has already been collected and it is expected that this will be used in the formation of the CRMP document to reduce overlapping effort by consultant services moving forward. Consultant services will be expected to provide insight and feedback in refining needs further, and developing committee decisions into the CRMP document.

3) Adaptability to a phased approach

The CRMP will be developed following a phased approach. . A watershed steering committee has been established (Phase 1) and now meets monthly. It is anticipated that consulting services being sought through this RFP would complete phases 2-5. In the event that resources become limiting in the time allotted, consultant services will be expected to adapt as directed by the West Box Elder Conservation District to the completion of whatever phase is feasible given the constraints that may be encountered. The phases listed below are described in detail in the Plan of Work included as Attachment C.:

Phase 1. Establishing and strengthening the local watershed steering committee.

Phase 2. Assessment of watershed characteristics and issues

Phases 3 and 4. Watershed Planning/Inventory Elements. Each planning element will include a characterization of current conditions, assessment of future needs, evaluation of management options, and recommendations.

Phase 5. A Coordinated Resource Management Plan (CRMP) document will be prepared for approval. This document will provide the base information to complete a future NEPA analysis.

Phase 6. Recommendations and Implementation

Phase 7. Project Administration and Reporting

Proposals from Consortia, Joint Ventures and Teams

Proposals from consortia, joint venture or teams will be accepted. In such cases, a lead firm must be identified for contracting purposes. Qualifications must be prepared for each member of the consortia, joint venture, or team as listed in the proposal format.

Proposal Format

The proposal should be described clearly, focusing on demonstration of skills required and putting forward how the candidate intends to meet the needs of the CRMP. Do not exceed 8 pages including tables and figures, 1" margins, and not smaller than 11-point font in the main text. The literature citations, budget, budget justification and qualifications documentation are not included in the 8-page maximum length.

The proposal should present:

- Institution name(s), mailing address, phone number and e-mail address.
- List of collaborators and their affiliations.
- Approach and methods to be used.
- Project timeline.
- Experience relevant to Western Box Elder County and associated natural resource issues.
- Qualifications of the institution and/or principal consultant(s) including a sample of work.
- Literature citations (attach as PDF).
- Budget and budget justification (attach as PDF).

IMPORTANT COST ESTIMATE/BUDGET NOTE: The Cost Estimate provided in the submitted Proposal will be used for a cost/service analysis and will not be considered as final bid. The West Box Elder Conservation District will consider acceptable proposals and negotiate with the consultants providing the selected Proposal to determine acceptable compensation for services.

Review Process

All proposals will be reviewed and ranked by the West Box Elder Conservation District according to the following criteria:

- Qualifications of the consultant
- Qualifications of subcontractors
- Qualifications of key personnel assigned to this project
- Understanding of relevant natural resource issues
- Thoroughness and clarity of suggested approach
- Experience and proven record of success with comparable projects.
- Budget Proposal

Final approval will be determined by the West Box Elder Conservation District.

Equal Opportunity and Nondiscrimination

All contracts will be awarded according to the criteria listed in this RFP and according to deliberations with consultants following the selection of acceptable proposals. Contracts and selection procedures are subject to all applicable state and federal laws concerning civil rights, nondiscrimination, and equal opportunities for employment.

Insurance Requirements

The successful firm will be expected to maintain insurance coverage as required by state and federal law.

Rejection Rights

The West Box Elder Conservation District reserves the right to reject any and all proposals in response to this RFP. The West Box Elder Conservation District also reserves the right to cancel this RFP at any time and to reissue this or a substitute RFP at a later date.

Cost of Proposal/Qualifications Statement Preparation

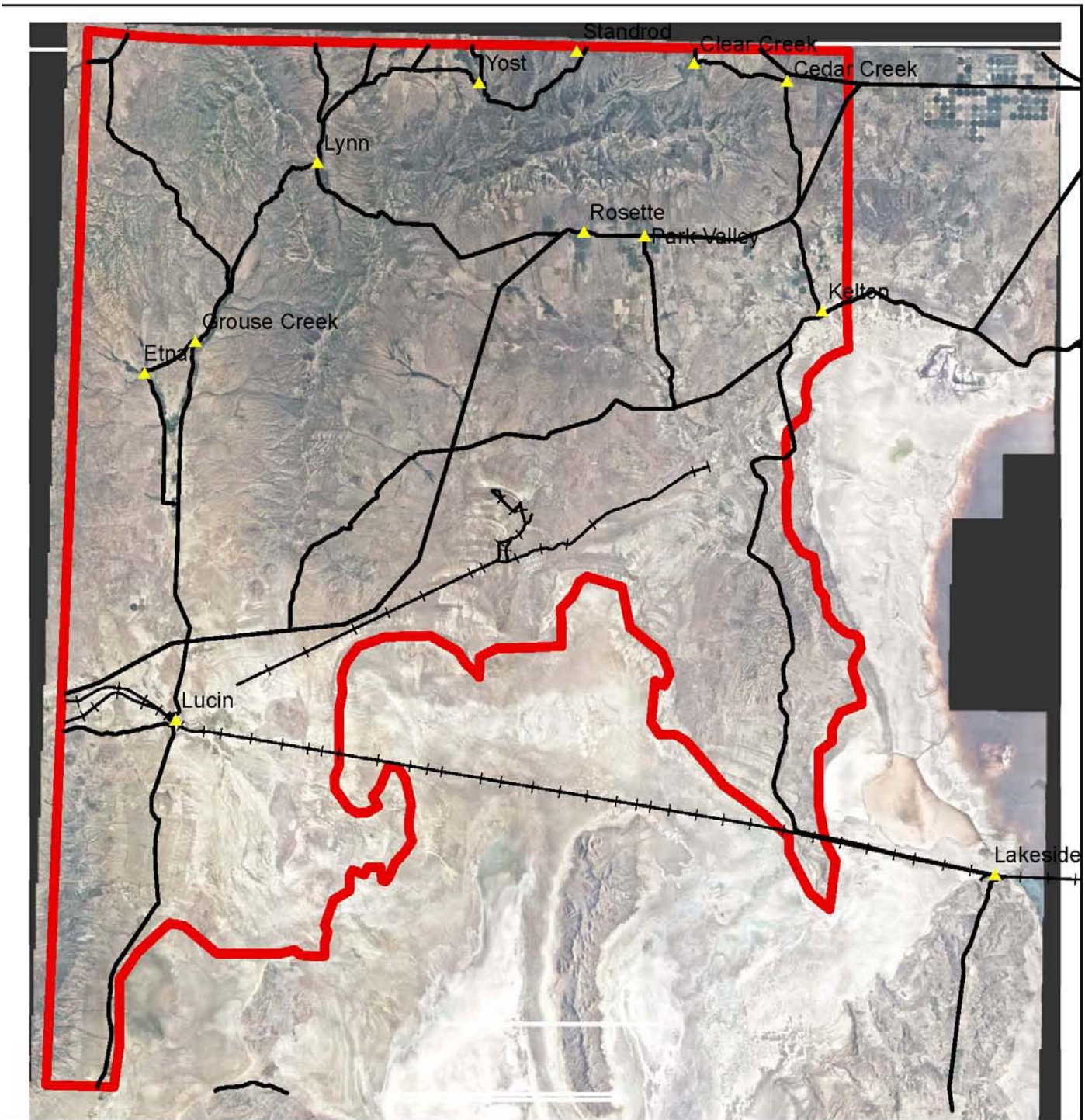
All costs associated with any response to this RFP are the sole responsibility of respondent firms. Any such costs will not be reimbursed for successful firms, nor will any such costs be included as part of an ensuing contract or agreement.

Questions concerning proposal preparation may be directed to:

Diane Tanner
wboxwatershed@gmail.com
(435) 747-7488

Bracken Henderson
bracken.henderson@ut.nacdnet.net
(435) 753-6029 X 116

WEST BOX ELDER COORDINATED RESOURCE MANAGEMENT PLAN



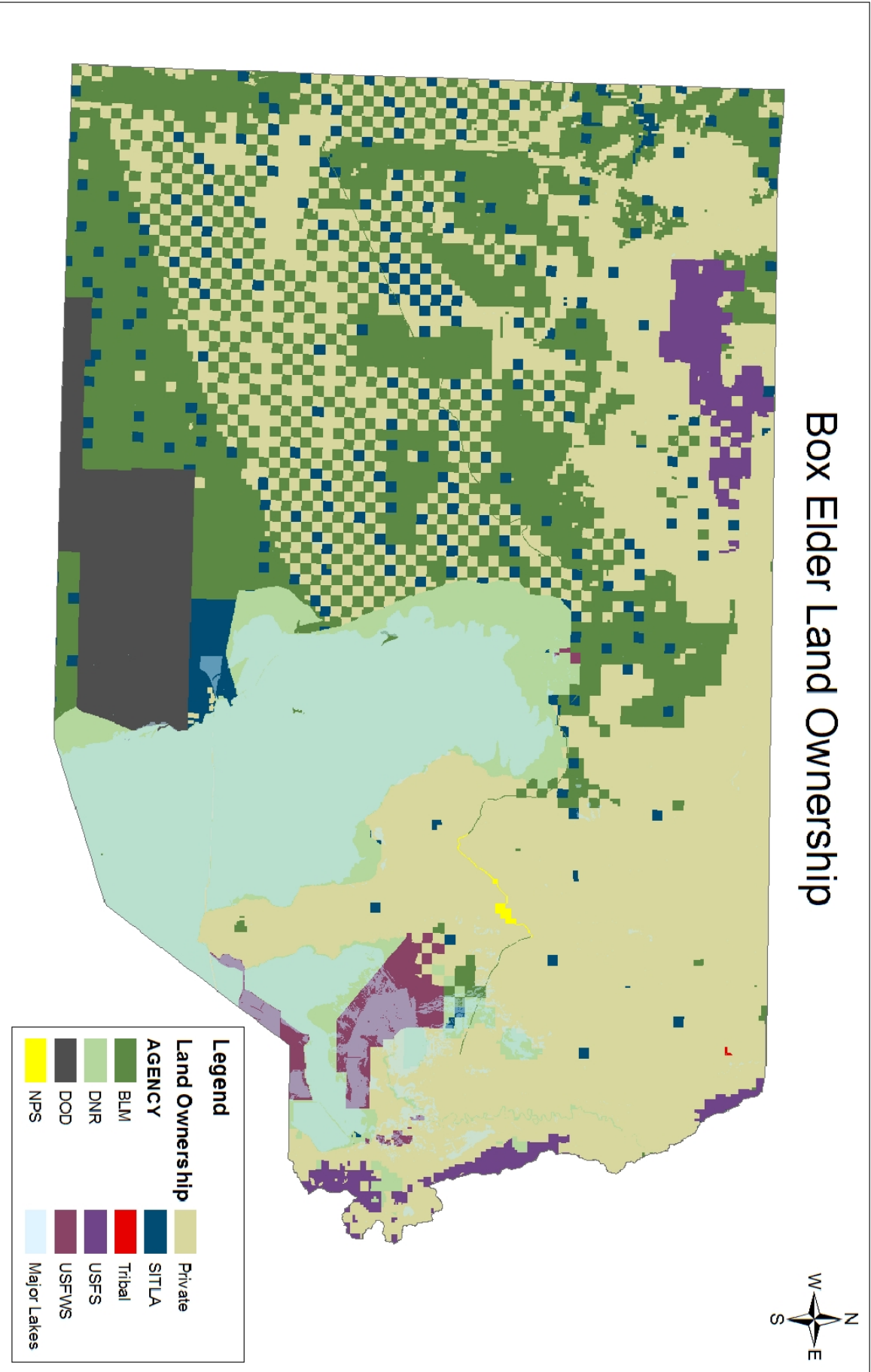
Legend

- ▲ TOWNS
- MAJOR ROADS
- + RAILROADS
- ▭ WEST BOX ELDER CRMP BOUNDARY

Approximate acres in boundary: 1,569,500



Box Elder Land Ownership



West Box Elder CRMP

Plan of Work

March 1, 2011

Project Description/Background

The West Box Elder Coordinated Resource Management Plan (CRMP) includes approximately 5 million acres in the Northwest corner of the State of Utah in Box Elder County. The land in the watershed is primarily used by residents for agriculture production by forage cropping and also livestock grazing, but is also an important area for wildlife such as the Greater Sage Grouse, mule deer, elk and many other plant and animal species. Local landowners and other stakeholders have been active in improving the natural resources in the area, but have not been part of an overall integrated plan that would maximize the benefits of the work done. Development of a comprehensive plan for the entire region has been initiated. Several meetings with local land owners and agency representatives have been held to help determine the interest and needs in the area. Financial resources have been provided to help develop a comprehensive plan with the local residents so that the resources can be protected and utilized as efficiently as possible.

The initiation of the West Box Elder CRMP was by local landowners interested in improving resource integrity and use. The West Box Elder Conservation District is interested in overseeing this effort to maintain emphasis on local priorities. Throughout the process of creating a CRMP for Western Box Elder County, there will be many priorities discussed. While all resource issues will be considered, emphasis will be on those that matter most to individuals living and/or operating within the plan boundaries. The CRMP document will outline the resource considerations made during the process and identify priority resource issues and potential projects slated to address those concerns.

Project Goals and Objectives

The goal of the project is to prepare a CRMP for the area included within the West Box Elder Conservation District. The plan will provide a framework for specific actions and management strategies to maintain and improve natural resources within the watershed. The plan will determine site-specific natural resource concerns and conditions on rangeland, pastureland, riparian areas, wooded areas, and agronomic lands within the CRMP boundaries. The plan will include specific objectives for improving water quality and quantity, soil erosion and soil quality, riparian resources, range and wildlife habitats, air quality, resources for domestic livestock, as well as address the socio-economic opportunities for the surrounding community. The plan will provide recommendations for future actions using practices which will help achieve these objectives. The local watershed committee will provide the leadership necessary to facilitate the planning effort. Ultimately, the plan will lead to coordination and implementation of stakeholder projects.

Other purposes of the plan include:

- Enabling communities to better organize, lead, and control or coordinate conservation plans and actions that fit them best. The plan will identify where we want to go, why we want to go there, how we will get there, and what we need to get there.
- Considering natural resource elements included in the watershed: flooding, wildfire, soil erosion, wildlife habitat requirements, vegetation quality and quantity, irrigation water quality and quantity, recreation, cultural and historical resources, economic and social development.
- Informing and educating interested parties about conservation issues in the region.
- Promoting the exchange of ideas and strategies to address issues.
- Fostering communication, cooperation and coordination.
- Benefits to resource improvement, economic stability, and public satisfaction.
- Education through field tours, action meetings, and assisting with inventories within the community & with landowners.
- Directing agency coordination and technical assistance to the community.
- Directing future funding of conservation projects in the area.

Following several meetings to discuss development of a plan to identify natural resource concerns in the area, several general resource concerns were identified as follows:

1. Agricultural Water Resources

Lack of storage for irrigation
Water well filing/water rights

2. Rangeland

Properly functioning rangeland
Riparian area condition
Livestock production sustainability

3. Weeds

Noxious and other invasives
Early detection rapid response planning

4. Socio-Economic Limitations

Communication improvement
Community sustainability
Emergency service and training
Jobs
Insurance

5. Wildlife

Threatened, Endangered and Candidate species/habitat
Wild ungulate populations/habitat
Conflicts for feed/forage with livestock
Consolidated hunting units

6. Forestry

- Juniper encroachment
- Aspen management
- Forest health

Summary of Work Completed by NRCS

This is a summary of the work that has currently been completed as well as a summary of the work that still needs to be done. It should be noted that the work listed as complete is only on the Grouse Creek Watershed. The work that has currently been completed by NRCS describes the current condition of the specific topics. It does not describe the desired future condition or the potential alternatives to achieve the desired condition. The alternatives and the desired future condition will need to be completed by the Coordinator and the steering committee.

Riparian Assessment and Inventory (SVAP) – No work has been done by NRCS. A contract will likely be needed to complete this work.

Range Assessment and Inventory – Data exists with BLM and The Nature Conservancy. Compilation will likely need to be contracted.

Irrigation Systems Assessment – The initial irrigation scenario has been described by NRCS. However further work is needed to gather more information on current use of existing farm land and the economic viability of a pressurized mainline system. A watershed balance should be calculated to determine future sustainability of irrigation. Further work will also be needed to determine the desired future condition and the alternatives to attain that goal.

Wildlife Management – No work has been completed by NRCS. A contracted will be needed for this task.

Cultural Resources and T&E Species – No work has been completed by NRCS. A contracted will be needed for this task.

Socio-Economic Inventory – The initial socio-economic scenario has been described by NRCS. However further work will be needed to determine the desired future condition and the alternatives to attain that goal.

Forestry Assessment and Inventory – No work has been completed by NRCS. A contracted will be needed.

Water Rights Inventory – NRCS will complete this task.

Hydrology including dam site analysis - NRCS will complete this task.

Agricultural/Pastureland Assessment – Minimal work has been completed by NRCS. A contract will be needed or the coordinator will need to complete this task.

GIS Work – Minimal mapping work has been completed by NRCS including a location map and a land ownership map. Most GIS work will be completed by NRCS at the request of the coordinator. Danny McBride, in the Ogden NRCS office, will coordinate this assistance.

Project Beneficiaries

The project will benefit local land owners and others who work and recreate within the watershed. The completed plan will enable implementation of projects that will improve and protect natural resources while improving the productivity of the land within the watershed.

Method

The CRMP will be prepared as directed by the CRMP Handbook, by a combination of people who are qualified to perform the elements identified in the plan of work. The West Box Elder Conservation District (WBECD) will hire a local coordinator for the project and will be responsible to hire someone to write the CRMP document.

The following roles have been identified:

1. WBECD will contract out for project coordination, administration and oversight, and the writing of the CRMP.
2. NRCS has or will provide the items listed in previous section entitled “Summary of Work Completed”.
3. Contracted services will be sought for by the WBECD for any other elements of the plan that need expertise that cannot be provided for by NRCS staff.

Phases

The watershed plan will include the following elements:

Phase 1. Establishing and strengthening the local watershed steering committee.

The local watershed steering committee has met six times in the last five months. The committee consists of professional staff from Federal, State and local agencies who share an interest in the watershed. Local landowners are also members of the committee.

To this point in time, the committee has mostly been involved in discussions of what the resource concerns are. It is now time for the committee to actively help coordinate the development of the watershed plan.

Subcommittees will be created to help oversee the various elements of the plan, as described in this plan of work. It is anticipated that the committee will continue to meet regularly, with oversight provided by a coordinator hired by the WBECD with funds from an NRCS earmark.

The watershed committee also needs to become more involved with providing information and outreach to the citizens and landowners in the watershed. A newsletter will be created and sent to those living in the watershed, as well as to those who own property but live outside of the area. There will also be a landowner workshop to inform the public about the scope of this project and receive input.

Phase 2. Assessment of watershed characteristics and issues

The purpose of this work element is to provide a general description of the CRMP area, with the intent of identifying issues of concern and opportunities to improve the condition of the watershed. A review of the physical, biological and chemical condition of the watershed, as well as the social components will help to identify areas that may be in need of some type of watershed project, or may respond well to project implementation.

Following are areas to be described:

Current population and projected population (2035), topography, cities, major roads, rivers and streams, irrigation canals, watershed and sub watershed boundaries, authorities and jurisdictions, Federal regulatory agencies, State of Utah regulatory agencies, Federal land management agencies, State of Utah land management agencies, municipal governments, population and land use, social and recreation, geology and soils, groundwater, climate, hydrology, geomorphology, cultural resources, wildlife present as well as threatened and endangered and sensitive species, and water quality.

During the assessment of watershed characteristics, it is likely that information will be lacking that may be useful. An example is water quality data. As those kinds of needs come to the attention of the watershed committee, they may likely need to ask for approval to add to existing data.

Phases 3 and 4. Watershed Planning/Inventory Elements. Each planning element will include a characterization of current conditions, assessment of future needs, evaluation of management options, and recommendations

Mapping of various physical characteristics and land uses, are necessary elements to the watershed plan. The project will research the maps that are available through NRCS, State, and County. Maps will include, but not be limited to:

- a. Watershed area, and possible sub watershed boundaries
- b. Streams
- c. Authorities and Jurisdictions
- d. Population and Land Use
- e. Social and Recreation
- f. Geology and Soils
- g. Groundwater
- h. Climate
- i. Geomorphology
- j. Habitat
- k. Water Quality

It may be necessary to create other maps, or provide other GIS overlays.

Inventories needed:

- a. Riparian Assessment and Inventory Range Assessment and Inventory
- b. Wildlife Habitat and Management as well as T&E and Sensitive Species
- c. Forestry Assessment and Inventory

- d. Water Rights Inventory
- e. Hydrology
- f. Agricultural Assessment
- g. Pastureland Assessment
- h. Cultural Resource Assessment

The planning/inventory phase is intended to identify the current condition of the resources including the extent of the condition (acres, rates, numbers, etc...). During the inventory process and the evaluation of the condition of the inventory, alternatives for protection, restoration, and/or improvement are identified and then evaluated as to their effectiveness and economic viability.

Phase 5. A Coordinated Resource Management Plan (CRMP) document will be prepared for approval. This document will provide the base information to complete a future NEPA analysis.

The goal of the CRMP is to enhance the quality and productivity of natural resources by achieving compatibility among the multiple uses in the CRMP boundary. The objective is to improve and maintain natural resources in ways consistent with the priorities of the landowners, land users, interest groups and land management agencies.

Coordinated Resource Management planning is a voluntary, non-regulatory process that uses consensus as the strength of the process. Land owners, users, managers and other interested parties work together as a team from beginning to end to determine the desired future condition of the watershed and the steps that are necessary to achieve that condition.

Phase 6. Recommendations and Implementation

This planning element will identify areas where watershed management practices can be implemented to achieve specific watershed improvement. The intent is to determine which management practices will be most effective in improving the condition of the watershed to achieve the stated goals.

Some specific implementation practices might include structural management practices, as well as suggestions for non-structural management practices. In many instances, the suggested implementation practice may be a change from traditional management of the land.

Phase 7. Project Administration and Reporting

The Reports, including submittal of federal forms for payment, will be done on a quarterly basis. If work is being completed and invoiced, then payment requests may be submitted monthly. Matching documentation will be provided quarterly. A final report will be prepared at the end of the project.