

**Valley County, Idaho
Waterways Management Plan**

REQUESTS FOR PROPOSAL (RFP)

Introduction

Valley County, Idaho is seeking the services of a qualified consultant to complete a Lakes Management Plan, including Lake Cascade, Payette Lake, Upper Payette Lake, Little Payette Lake, Warm Lake, Horsethief Reservoir, Herrick Reservoir, Boulder Lake, Deadwood Reservoir, Alpine Lakes, and other waterways i.e. North Fork of the Payette River.

The Plan will be an effort co-managed by Valley County and City of McCall with collaborative input from Idaho Department of Lands, U.S. Forest Services, State Parks, and other public agencies. While the Plan would be a County wide, the City of McCall has interest in Payette Lake and is assisting to provide project management, technical and financial resources for the Plan especially as it relates to Payette Lake and the McCall Area planning jurisdiction.

The Plan would provide the basis for policies, ordinances, programs, and practices for the specific water bodies. A public involvement process that uses a broad interest steering committee and numerous public outreach techniques to gather public input should be developed.

There are a number of existing studies on Lake Cascade and Payette Lake. There are also studies currently being conducted.

Qualifications

The consultant team must have thorough knowledge and practical experience relating to the professional services and activities involved in recreation, reservoir/lake management, county system planning, and open space planning. The following factors will form the basis for evaluating the proposals:

- Quality, creativity, ability, and approach put forth in the detailed approach outlined by the professionals or firms that clearly and specifically illustrates the tasks that will be completed and accomplished to reach and develop the final plan;
- Summary of qualifications demonstrating experience and knowledge;
- Knowledge and understanding of the geographic region, long-range planning, community development, reservoir/lake management planning, natural resources, recreational tourism, public engagement, and the variety of uses of amenities and operations in these environments;
- Proposing firm's fee structure and overall proposed fee;
- Project timeline; and
- Results of reference checks and past performance for other clients.

Finalists will be selected based upon the proposal's response to the RFP, experience, knowledge of the region, and references, as noted above.

Scope of Work

The Lakes Management Plan should provide a focused vision, identify priority project areas, and specific strategies to accomplish specified goals/visions. Valley County and the respective jurisdictions will use this Plan to help guide them in meeting the recreation demands of visitors and residents and balance the ecological importance of the lakes and reservoirs.

Resident and visitor input will be very important to the success of the Plan. The consultant will outline a specific, targeted, creative public engagement program for each plan, which should emphasize specific community and visitor outreach techniques that reach a broad constituency. The public engagement programs shall include a summary table of tasks, timelines, and responsibilities for implementation (consultant, staff, etc.). The public engagement programs shall identify key timeframes for consultant/staff core team meetings, stakeholder group meetings, and review and approval with the Board of County Commissioners and McCall City Council.

The consultant will take on the bulk of the responsibilities for facilitating meetings, tracking, coordinating, and implementing the overall flow of meetings, prepare all meeting materials, exhibits, presentations, and arrange meeting space and refreshments. County/City staff will work closely with the consultant for public input sessions. Presentation materials developed by the consultant will be made available to staff.

The selected team will be provided access to all relevant County/City and partner staff, facilities, and information to develop meaningful recommendations. County/city staff will work with the consultant to determine the relevant information to be included on project maps. The consultant will be solely responsible for developing any maps for this project.

Focus areas should include indicators or changes in use, such as emerging visitor use trends, potential new recreation/visitor services/areas, assessment of short-term and long-term surface disturbance, and assessment of vegetation and habitat conditions. The qualified consultant shall address and utilize existing studies (there are new studies underway on Payette Lake):

- Drinking water protection
- Recreational safety management, including enforcement, carrying capacity, etc.
- Coordination of State and County regulations, including coordinated regulation of the lakes
- Back-up information for grant requests
- Public education
- Monitoring and quantitative benchmarks
- Citizen input focused exclusively on lake and river management
- Expanded or new access points

- Economic Impacts of water bodies

The consultant will, at a minimum, be responsible for performing the following:

Task 1. Project Initiation

Upon notification to proceed, key members of the project team will coordinate with staff to collect initial data, set key meeting dates, and identify all issue areas. A final scope of work with milestones and timelines will be prepared and agreed upon. Committees will be formed to include City/County staff, elected officials, and affected agencies. It will be important to include a diverse array of individuals and interest groups in the planning process. This phase will include:

- Facilitating an Internal Project Kickoff
- Developing a detailed Work Plan
- Outlining a Public Involvement Plan
- Conducting stakeholder interviews and site tour

Task 2. Visioning and Trends

This task involves data collection and documentation of the existing policy framework, assets, and public opinions. A regional understanding of lake recreation opportunities and their use should also be considered. This phase will include:

- Preparing current trends report
- Reviewing current plans and management
- Hosting public event(s) to gather initial input
- Facilitating advisory group, elected, and/or committee meetings

Task 3. Opportunities and Choices

The consultants will develop a policy framework and then based on the framework, outline opportunities for physical or regulatory improvements. Specific recommendations will be sought on current operations and management. This analysis must be based on the County and its partners current facilities and resources, trends within the recreation management, and the needs of the residents and visitors. This phase will include:

- Preparing vision and goals, either for the overall system or for the specific lakes
- Outlining various options for improvements and changes to management/regulations
- Outlining and mapping management zones for lakes and other water bodies
- Facilitating advisory group, elected, and/or committee meetings
- Hosting public event(s) to gather input on choices

Task 4. Implementation and Plan Development

An action plan will identify specific projects, policy changes and other actions that are necessary for implementing the plan. A master plan will be prepared that documents the process, shows how the recommendations were formulated, and displays the results in a

concise format. As best as possible, the master plan should be represented in narrative form but also in graphical form, utilizing maps, graphs, charts, photography, and other visual representations.

- Developing final implementation actions
- Facilitating advisory group, elected, and/or committee meetings
- Hosting public event(s) to gather present draft plan
- Preparing final plan for approval process(es)

Submittal Requirements

Prospective teams shall submit one (1) digital copy of their Submittal to Cynda Herrick, cherrick@co.valley.id.us, all of which must be received by November 15, 2020, at 5:00 p.m. MST, in order to be considered for this project. Proposals that omit any information or do not use the format requested may result in disqualification. Brevity and substantive content are strongly encouraged but there is no suggested page limit to the proposal. Submittals should include the following and will be evaluated according to these criteria:

1. Understanding

Discuss the major issues your team has identified on this project and how your firm/team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the expertise your firm/ team offers and how you propose to use that expertise to benefit the County to add value to the project.

2. Firm Qualifications

To be considered for this project the applicant will need to have completed at least three (3) similar projects in both size and scope and provide information about these similar projects. Include a project description, the name of the agency, phone number, address, and name of the contact person. Include subconsultant information as applicable.

3. Project Team

Résumés of all key professional staff, including core staff and key subconsultant that will be involved with providing these services.

4. Approach and Deliverables

Description of the approach should include sufficient detail including a list of meetings and deliverables.

5. Schedule

Proposer shall submit a detailed timeline of dates and schedule for the planning process including but not limited to start date, proposed end date, meeting dates, review meetings dates, etc.

6. Fee

Provide the cost of each task identified in the Scope of Work. Identify all direct costs (i.e., travel, printing, etc.) for each task. Provide a total not-to-exceed figure for the entire Scope of Work.

Timeline (tentative)

The following are the scheduled dates currently planned by the County. The County reserves the right to modify this schedule at its discretion:

- RFP Released: October 1, 2020
- RFP Due Date and Time: November 15, 2020
- Evaluation of RFP's:
- Anticipated Notice of Award: January 1, 2021
- Anticipated Notice to Proceed: January 15, 2021
- Anticipated Completion of Project: September 30, 2022

Budget

A not to exceed amount will be required as part of the contract.

ADMINISTRATIVE REQUIREMENTS

- Any contract resulting from this RFP will be between Valley County, Idaho, and the successful proposer. Any work that the proposer intends to subcontract to other entities must be identified in the proposal.
- Contractors will be required to maintain books, records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. Valley County, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying.
- Contractors must complete all required reports and billing documentation in a timely manner. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
- The successful proposer will maintain professional liability, general liability and workers compensation insurance policies, which will name Valley County as an additional named insured and must include the identity of the subcontractor(s). Certificates of insurance verifying coverage will be required before the work can begin.

We consider applicants on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, and any other legally protected status.