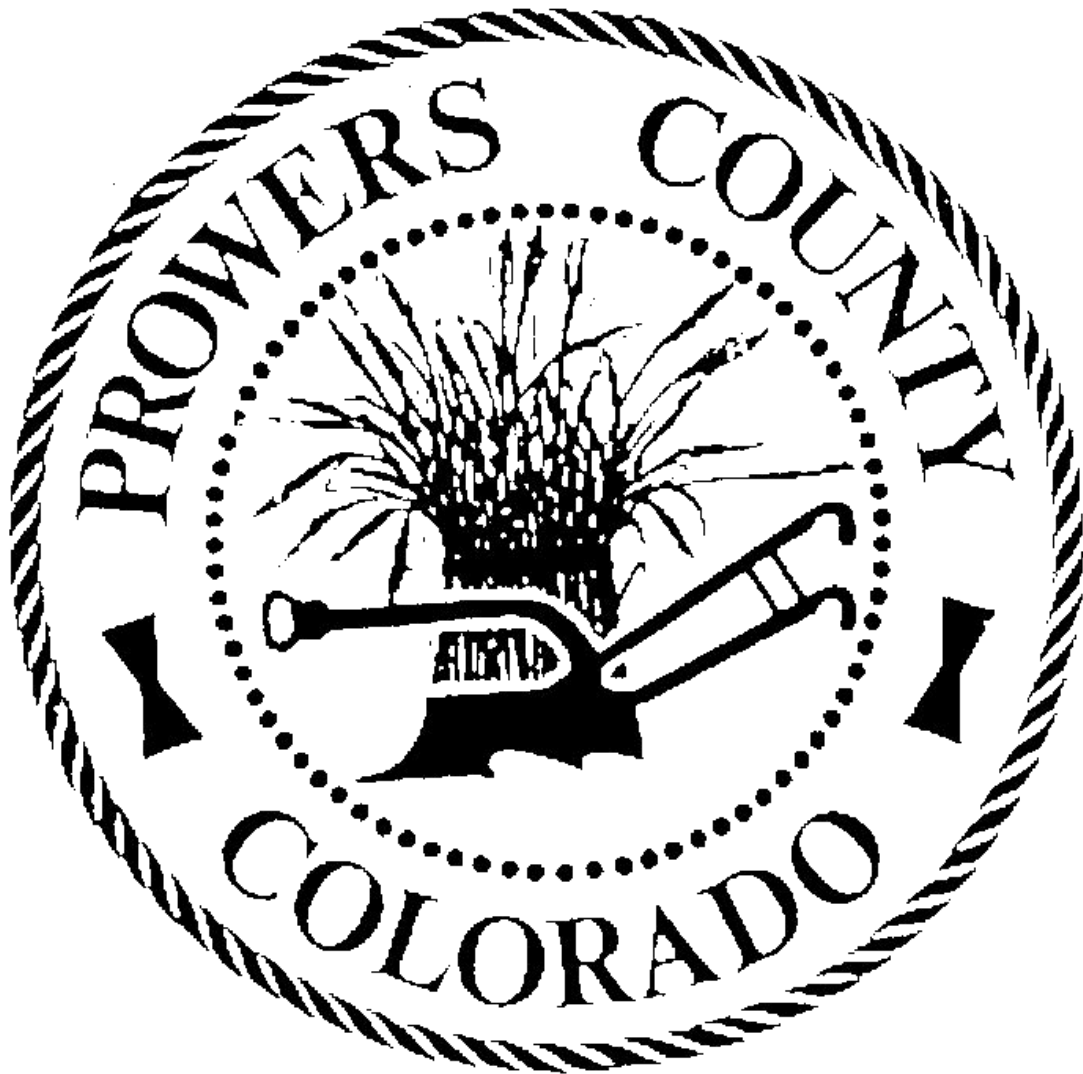


REQUEST FOR PROPOSALS

Prowers County Environmental and/or Permitting Consultant
May 2024



Proposals Due: Monday June 7, 2024 by 4:30 pm MDT

**Prowers County Land Use Office
1001 South Main Street
Lamar, CO 81052**

1. General Information

a. Community Background

Prowers County is located in the southeastern corner of Colorado, adjacent to the Kansas border in the east. The county comprises five incorporated communities: the City of Lamar, the largest community and County seat, and the towns of Wiley, Granada, Hartman, and Holly. Prowers County has a long history of agricultural production, both farming and ranching, and still relies heavily on that industry for its economic development. Prowers County also hosts the Arkansas River, stretches of the Historic Santa Fe Trail and the American Discovery Trail, the Amache-Granada Japanese Relocation Center National Historic Site, Two Buttes mountain, commercial (BNSF) and passenger (Amtrak) rail, and the crossroads of two great American corridors: US Highway 50 and US Highway 287.

b. Summary of Request

Prowers County has become an area of interest for renewable energy projects and transmission lines. Prowers County is seeking to enter into a professional services contract with an environmental and/or permitting consultant, with renewable energy experience to assist Prowers County on Areas And Activities Of State Interest (1041 Regulations) ensuring that applicants are submitting, applying for all environmental permits, and adhering to said permits. This position will be based on a contract with a consultant providing work when Prowers County receives applications for 1041 Permits, pre-application meetings, and any other potential project where an Environmental and/or Permitting Consultant's expertise is needed.

c. Submission Information and Deadlines

i. Approved Methods of Submission

1. The preferred method of submission is in writing.

2. All proposals must be signed. Unsigned proposals will not be considered.
3. Proposals will be submitted to:
Prowers County Land Use Office
Attn: Michelle Hiigel
1001 South Main Street
Lamar, CO 81052
4. The envelope or box submitted to the Land Use Office must be sealed and clearly marked “**Environmental and/or Permitting Consultant**.”
5. Please include two (2) original, signed copies of the proposal in the sealed, marked envelope.
6. If a submission is made using Express or Overnight services, please ensure the submission is contained in a sealed envelope, marked as noted above, within the Express or Overnight envelope. The County is not responsible if any employee or official pre-opens, or fails to open any submission that is not properly marked.
7. While Prowers County prefers proposals be submitted in writing to the Prowers County Land Use Office, if an applicant believes they require accommodation to submit electronically or by fax, the applicant may contact:
Michelle Hiigel, Prowers County Land Use Administrator
mhiigel@prowerscounty.net (719) 336-8988.

ii. Submission Deadline

1. Proposals will be received by:
June 7, 2024 4:30 pm MDT
2. Late proposals will not be accepted.

iii. Conditions

1. As stated above, the proposal **must be signed** by an authorized official or representative of the applicant's firm or organization.
2. No proposal will be accepted if the terms and conditions in this RFP are not met in their entirety by the applicant.
3. One proposal will be accepted from any person, firm, corporation, or organization.
4. All costs incurred in the preparation of the proposal will be borne exclusively by the applicant.
5. Any known conflicts of interest, whether real or perceived, by the applicant should be fully disclosed and explained on the Acceptance of Conditions/Conflicts Disclosure Exhibit below. Any conflicts of interest, whether real or perceived, become known to the applicant at any point after submission of the proposal, the applicant will disclose those conflicts immediately.
6. Prowers County reserves the right to waive informalities and reject any proposal, or any part of any proposal and to award a contract to the applicant deemed in the best interest of the County.
7. Prowers County reserves the right to negotiate the final terms of the contract with the selected applicant, even if those terms vary from those found in this document.
8. Prowers County reserves the right to contact all applicant references and to request and contact additional references, including clients of the applicant, for the purposes of determining potential conflicts of interest.

d. Proposed Schedule

- | | | |
|------|---|---------------|
| i. | RFP advertised | May 8, 2024 |
| ii. | Pre-proposal meeting 9:00 am MDT
(virtual and if needed) | May 24, 2024, |
| iii. | Proposals Due, 4:30 pm MDT | June 7, 2024 |
| iv. | Proposals opened and Final Selection | June 11, 2024 |

2. Scope of Work

a. Applicant Required Qualifications

- i. Environmental and permitting regulations knowledge
- ii. Experience working with renewable energy projects
- iii. Ability to research and analyze unique local concerns.
- iv. Financial solvency and capability to fulfill the requirements of the contract.
- v. Knowledge of Colorado Land Use statutes and laws.
- vi. Experience with Colorado Land Use codes, including innovative approaches to Rural land use concerns.
- vii. Ability to travel to Prowers County for in person public meetings as needed
- viii. Ability to attend virtual meetings as needed.

b. Required Proposal Elements

- i. Cover letter(s) for the applicant and any subconsultants.
- ii. Summary of Proposal showing familiarity with the Scope of Services.
- iii. Org Chart showing adequate personnel and contact information, including sub consultants, primary contact.

1. Successful applicants must provide appropriate and knowledgeable personnel to fulfill the requirements of the contract. Please include resumes for all key personnel
 2. Personnel must comply with the provisions of CRS 8-17.5-101, et seq Illegal Aliens - Public Contracts.
- iv. Acceptance of all terms and conditions set forth in this RFP.
- v. Cost Proposal:
1. The wage per hour of the consultant and subcontractors
 2. Acceptance of Conditions statement
 3. Personnel and subconsultant personnel listing, with job titles that can be connected to the compensation portion of the budget.

c. Scope of Services

The full and final scope of work will be developed in collaboration with the selected applicant, but will include the following at a minimum:

- i. Review the preliminary applications submitted for permitting of projects pursuant to the County's 1041 Regulations, provide a written letter or report documenting additional information needed in the preliminary applications to meet the requirements of the County's 1041 Regulations, and participate in discussions related to these matters.
- ii. Review the final applications submitted for permitting of projects pursuant to the County's 1041 Regulations, provide a written letter or report documenting additional information needed in the final applications to meet the requirements of the County's 1041 Regulations, and participate in discussions related to these matters.
- iii. Provide research and guidance related to impacts each project will have within the project area and outside the project area on communities; schools; historic resources; archeological resources; and the habitats of state/federal threatened or

- endangered fish, animals, birds, insects, and plant species; and participate in discussions related to these matters.
- iv. Provide research and guidance related to hydrologic, atmospheric, geologic, pedologic, biotic, visual, and noise impacts from the project, and participate in discussions related to these matters.
 - v. Provide research and guidance related to environmental concerns and topics at the local, state and federal levels specific to renewable energy, and participate in discussions related to these matters.
 - vi. Provide information to Prowers County staff and the Permit Authority regarding the permits the applicant is expected to seek and obtain from Federal, State and local agencies and governments for the project, and participate in discussions related to these matters.
 - vii. Review and provide written comments of your analysis of studies provided by the applicant, and participate in discussions related to these matters.
 - viii. Review, provide written comments and participate in discussions regarding Prowers County's completeness review for applications submitted pursuant to Prowers County's 1041 Regulations.
 - ix. Participate, in person or virtually, in discussions with Prowers County staff and the Permit Authority to provide guidance related to matters to be included in the 1041 permit for the protection of Prowers County citizens and preservation of the resources in and around the project area.
 - x. Participate, in person or virtually, in public hearings related to the 1041 permit.
 - xi. Perform other duties within your area of expertise as assigned by Prowers County staff or the Permit Authority.

3. Evaluation of Proposals

The Prowers County Board of County Commissioners will open the Proposals and briefly discuss them in a public meeting, before selecting a winning proposal.

4. Pre-Proposal Meeting

The pre-proposal meeting is intended as a forum for applicants to ask all pertinent questions regarding the RFP and will be held virtually on Google Meet at **9:00 am MDT, on Friday, May 24, 2024**. Applicants who wish to register for the pre-proposal meeting must contact Michelle Hiigel, Prowers County Land Use Administrator, at mhiigel@prowerscounty.net by **5:00 pm MDT on Wednesday, May 22, 2024**. The pre-proposal meeting will only take place if applicants have registered by the deadline. No questions regarding the RFP will be answered after the pre-proposal meeting. All questions and answers from the pre-proposal meeting will be shared on the Prowers County website.

5. Exhibits

- a. Exhibit 1 - Prowers County Competitive Bid Form
- b. Exhibit 2 - Acceptance of Conditions/Conflicts Disclosure

EXHIBIT 1



PROWERS COUNTY
ADMINISTRATION OFFICE
 301 SOUTH MAIN STREET, SUITE 215
 LAMAR, COLORADO 81052-2857
 (719) 336-8025 FAX: (719) 336-2255

COMPETITIVE BID (CB) FORM

<i>Yellow areas to be completed by Prowers County</i>			
Department:	Land Use	*Bid Closing Date:	06/07/2024
Bid Project Name:	PC Environmental/Permitting Consultant	*Bid Closing Time MDT:	4:30 pm
CONTACT INFORMATION			
Name:	Michelle Hiigel	Phone:	(719) 336-8988
Fax:		Email:	mhiigel@prowerscounty.net
BRIEF BID DESCRIPTION: See any additional information on page 2		BID OPENING DATE:	
Prowers County Land Use Environmental/Permitting Consultant		Prowers County BOCC Meeting 06/11/2024 <i>Date</i>	
Posted:			
<input checked="" type="checkbox"/> Prowers County Website <input checked="" type="checkbox"/> Prowers Journal		<input checked="" type="checkbox"/> Lamar Ledger <input type="checkbox"/> Other: _____	

Instructions:

- Bids should be submitted to the Land Use Administration Office by the time and date specified above.
- Bids should be clearly marked with Bid Project Name specified above.
- Faxed or e-mailed bids are acceptable. FAX: 719-336-2255 E-MAIL: mhiigel @prowerscounty.net
- The vendor should provide the information below.

VENDOR INFORMATION			
Company Name:	_____		
Address:	_____		
City:	_____	State:	_____
		ZIP:	_____
Telephone:	_____	Fax:	_____
E-Mail:	_____		
Signature:	_____		
Printed Name:	_____	Title:	_____

EXHIBIT 1

ITEM SPECIFICATIONS or SCOPE OF WORK

See Full Request for Proposals

Vendor Checklist

- Complete and sign page 1 of CB form and return with bid documents.
- Provide Proof of Workers' Compensation Insurance (if applicable).
- Provide Proof of Liability Insurance Coverage/Bonding (if applicable).

Terms and Conditions

1. All bids are subject to final approval in writing by Prowers County.
2. Prowers County reserves the right to revise, amend or waive bid requirements, and may require a written contract with the Vendor.
3. Prowers County has approved a bid policy which allows for a preference to Vendors located in Prowers County not to exceed 5%. Therefore, the lowest bidder may or may not be awarded a contract in the sole discretion of Prowers County.
4. Any dispute with a Vendor shall be resolved by the Prowers County, Colorado County Court or District Court sitting without jury in Lamar, Colorado.
5. Prowers County reserves the right to reject any and all bids, and may require additional information from any Vendor concerning the bid project.

EXHIBIT 2

ACCEPTANCE OF CONDITIONS/CONFLICTS DISCLOSURE

No employee, elected official, or appointed board member of Prowers County, or any such person's spouse or dependent child has an existing or pending, direct or indirect, financial, ownership or personal interest in the applicant, or applicant's sub consultants, of this Request for Proposal, except as detailed below:

I hereby agree to all instructions, terms and conditions contained in this Request for Proposal:

Applicant Firm:

Address

Phone number and email address

Printed name and Title

Signature and Date
