



**Town of Frisco, Colorado  
Request for Proposals  
USFS Proposal for Resource Management in Frisco's  
Backyard and NEPA Review**

**Release Date: Wednesday, December 1, 2021  
Submittal Deadline: 12:00 pm, Friday, January 14, 2022**

## Introduction

The Town of Frisco is seeking the services of a qualified consultant in order to develop a proposal for resource management on the lands located generally south and east of the Town, known as Frisco's Backyard. Public outreach conducted as part of the 2017 Frisco Trails Plan showed strong community interest in enhancing and legitimizing existing trails in the Backyard area. The Town also has a significant interest in improving forest health and managing wildfire risk through fuel reduction and forest management efforts in this area.

*Frisco Trails Master Plan Goal 1: Partner proactively with the USFS on: the maintenance of existing trails; rehabilitation, restoration, re-routing or abandonment of unsustainable trails; and developing new trails on NFS lands surrounding the Town of Frisco.*

The Backyard area is entirely comprised of National Forest System (NFS) lands managed by the Dillon Ranger District of the White River National Forest (WRNF). As this area is located on federally managed lands, the Town is asking the consultant to act as a third party consultant to assist with developing a proposal to the WRNF and complete the National Environmental Protection Agency (NEPA) process on behalf of the United States Forest Service (USFS).

## Project Goals and Scope

The overarching project goal is to develop a proposal for USFS consideration that balances the protection of natural resources and ecosystem health with the development and management of recreational resources in the Frisco Backyard area. The proposal should outline management goals and implementation strategies in relation to forest health, wildfire fuel reduction, wildlife habitat, cultural resources, and recreation opportunities.

### **Project Area**

Frisco's Backyard area encompasses the land located generally south and east of Frisco, comprising Mount Royal, Miners Creek, Rainbow Lake, Ophir Mountain and Gold Hill. While outside of town limits, these NFS lands are a very important community recreation destination, with a natural forested backcountry character, yet close in proximity to Frisco. This area provides more of a backcountry experience in contrast to the developed recreational experience available on National Forest lands under permit to the Town of Frisco at the Peninsula Recreation Area. The proposed physical boundaries of the NEPA are the north shoulder of Peak One to Mt. Royal to the Kayak Lot, East shoulder of Peak One to Miners Creek Trail to Gold Hill Trail, FS boundary on east and north sides.

### **Project Scope**

The project scope is broken into two distinct phases: Phase 1 – Development of proposal for USFS consideration and Phase 2 - NEPA Review.

#### **Phase 1 – Proposal Development:**

Over the last several years, some initial planning work for the Backyard area has been conducted. Summit County completed preliminary planning for wildfire mitigation in the eastern portion of the Backyard area. The WRNF completed a major fuels reduction project for the Ophir Mountain area in 2019 and a 39 acre fuel reduction treatment directly adjacent to the town in 2020. The Town of Frisco has developed high-level goals and trail recommendations in the 2017 Frisco Trails Master Plan. WRNF staff has completed initial fuel load and stand surveys within the project area and Town of Frisco staff has conducted initial site visits and layout of trails projects. Using these projects as a baseline, the Town is seeking to develop a proposal for USFS consideration that will incorporate recreation resource management, including trail maintenance and construction, along with wildfire fuel reduction, and consideration of other resource management needs in the project area

The primary goal for Phase 1 is to revisit the existing planning work, confirm the proposed trail recommendations, establish units for proposed fuel reduction efforts, and identify other potential resource management objectives. The outcome for Phase 1 is a proposal for USFS consideration for resource management in the Backyard area. The scope of work for this phase will include, at a minimum, the following tasks:

- Project Management – The Consultant will be responsible for the development and facilitation of the project schedule, and coordination of all activities, tasks, meetings, and deliverables with the Town’s designated Project Manager.
- Hazardous Fuels Treatment Unit Analysis – The Consultant will coordinate with WRNF and Town personnel to identify individual treatment unit boundaries and preliminary treatment prescriptions to manage hazardous fuels.
- Trails Analysis – The consultant will develop a list of priority trails projects that considers all users of this area and identifies how different projects will benefit and balance the interests of different users. Further, trails projects are not limited to the trails themselves and may also include ancillary facilities (e.g., parking, restrooms, etc.) and access related components.
- Operations and Maintenance - Integral to the success of this plan is the partnership structure between the Town and WRNF to ensure ongoing management and maintenance of the Backyard area and identified projects. The operations plan should consider the type of permitting and finance structure needed for the Town and WRNF to meet their respective needs.

This phase will result in the delivery of:

- USFS Proposal for Resource Management in Frisco’s Backyard – This will include documentation to support the process of creating and gaining USFS approval of the proposal. The proposal will address resource management, wildfire mitigation, and trails projects within the Backyard area.

### **Phase 2 – NEPA Review:**

Upon acceptance of the proposal by the USFS, the consultant shall serve as the administrator for the NEPA process. Third party contractor services will be provided to facilitate WRNF review of the proposal within the determined NEPA process. At this time, we anticipate the project will be reviewed as an Environmental Assessment.

The scope of work for this phase will include, at a minimum, the following tasks:

- Initiation - Development of a work plan that includes the anticipated project timeline, roles, responsibilities, milestones, and other relevant details.
- Kick-off meeting – A kick-off meeting with the WRNF and Town of Frisco will be held to review the work plan and make sure that expectations are aligned between all parties.
- Proposal Development – Work with WRNF and Town of Frisco to develop a mutually acceptable project proposal to take through the NEPA process.
- Environmental Review - Perform an environmental assessment on the proposed wildfire treatment, trail alignments, other identified projects, and associated permitting to meet all applicable environmental regulations, including NEPA (42 U.S.C. 4231), the Council on Environmental Quality's regulations implementing NEPA (40 CFR part 1500 et seq.), and applicable requirements of the Clean Water Act and Endangered Species Act.
- Project Management - The consultant shall provide updates to Town and WRNF staff and specialists on or near milestone dates set in the project timeline through Interdisciplinary Team meetings to ensure progress toward the project goals and timely completion. Regular meetings of WRNF and contractor staff will allow staff to provide any needed support, assess work quality, oversee progress towards project milestones, and approve any changes to the project work plan or timeline.
- Public Process – The Consultant will be responsible for facilitating all public processes, which includes a public comment period(s) for stakeholder groups and members of the public. It may also include hosting a public meeting consistent with NEPA guidelines during the comment period(s). The consultant will also be required to provide project update to the Planning Commission and Town Council during this phase.

This phase will result in the delivery of:

- Resource reports used to perform the environmental review and assessment
- Environmental documentation adequate to cover all applicable federal regulations
- Presentation and final report providing a summary and conclusion of the environmental assessment for review by Town and WRNF staff.

## Background Research and Plan Review

The following plans and information are available at the Town's website under the Frisco Backyard Fuels and Trails Plan and NEPA Review RFP.

- 2017 Frisco Trails Master Plan
- 2011 WRNF Dillon Ranger District Ophir Mountain Forest Health and Fuels Project Environmental Assessment, Finding of No Significant Impact, and Decision Notice
- Summit County Community Wildfire Protection Plan, Ten Mile Basin Focus Area [CWPP-Focus-Areas---Ten-Mile-Basin \(summitcountyco.gov\)](https://www.summitcountyco.gov/CWPP-Focus-Areas---Ten-Mile-Basin)

Relevant Town and surrounding area GIS data will be made available to the selected firm.

## Timeline

The Consultant will demonstrate successful past experience on projects of similar scope and character, and production capacity to meet the project goals and schedule. Phase 1 is scheduled to begin in January of 2022. Phases 1 and 2 will occur over a 12 to 24-month period.

## Submittal Information

### Important Dates

RFP Release Date	Wednesday, December 1, 2021
Virtual Meeting for Interested Parties	2:00 pm, Thursday, December 16, 2021
Questions Due	4:00 pm, Thursday, December 30, 2021
Responses to Questions	Thursday, January 6, 2022
Proposals Due	12:00 pm, Friday, January 14, 2022
Virtual Bid Opening	1:00 pm, Friday, January 14, 2022
Virtual Interviews	Week of January 17, 2022
Potential Bid award by Town Council	Tuesday, February 8, 2022

### Proposal Requirements

1. Letter of Proposal and Commitment: This letter should identify the firms and key staff who will be working on the project, and commit them for the duration of the project, if selected. The letter should also state that the firm has read and understands the requirements of the RFP. This letter must be signed by a duly authorized official of the appropriate firm.
2. Qualifications: This refers to the ability of the proposer to meet the terms of the RFP, and should include at least three examples of projects (with contact information for lead client staff contact of such projects) completed within the past five years that will confirm the proposer's expertise in providing comprehensive planning and NEPA services. Examples must be specific to the key staff identified in and be at or near completion at the time of submitting the RFP.
3. Methodology and Approach: Provide a comprehensive description of proven methods and plans for carrying out the Project Scope as detailed above. Philosophical approach to individual and teamwork should be considered as a part of this request.
4. Additional Items: Include all other pertinent information regarding this RFP, particularly anything that the proposer feels addresses why its business or team would be a good match for this project.
5. Schedule: Proposer shall submit a preliminary timeline of dates and schedule for the planning process including, but not limited to, start date, proposed end date, public meeting dates, draft product dates, etc.
6. Rate Schedule: Proposer shall submit a schedule of rates and total costs applicable to the RFP. Rates shall reflect the allocation of key staff personnel and subcontractors to the project. This schedule of rates should include all information regarding reimbursable, ancillary services, payment schedules to subcontractors, add-ons, etc.

## Evaluation Criteria

The successful firm or team will be motivated to work with staff, community members, and elected officials on a multi-disciplinary planning effort and will have expertise in the following areas:

- Wildfire and fuels treatments
- Multi-use trails planning
- Sustainability assessments (e.g., environmental, economic, social)
- Public participation and communication
- Graphics and illustration
- Forest Service Directives
- Environmental review documents and the NEPA process

The following is a list of weighted criteria that will be used to evaluate proposals:

Proposer Qualifications and experience	30%
Methods and approach	30%
Knowledge of the Town and Dillon Ranger District	20%
Proposed fees and costs	20%

## Deadline and Instructions

Please submit digital copies of the proposal either via email to the address below or via flash drive delivered to the address below. Please note files over 10 MG cannot be accepted via email and must be delivered via flash drive or through a file share service such as dropbox. Submittals must be received no later than 12:00 p. (MST) on Friday, January 14, 2022.

Email: [SusanL@TownofFrisco.com](mailto:SusanL@TownofFrisco.com)

Delivery: Town of Frisco  
Attn: Susan Lee  
1 Main Street  
PO Box 4100  
Frisco, Colorado 80443

The Town will not accept late proposals. The Town reserves the right to reject any or all proposals or accept what is, in its judgment, the proposal which is in the Town's best interest. The Town further reserves the right, in the best interests of the Town, to waive any technical defects or irregularities in any and all proposals submitted.

During the Request for Proposal selection process, all proposals shall remain confidential. The entire selection process (procurement) file shall be opened to the public (which includes all proposers) after an agreement is approved by the Town, except those items for which confidentiality has been requested in writing by the Proposer, and providing that the Town Attorney has reviewed and determined this to be properly confidential under the State Open Records Act and other relevant statutes and regulations.

## Questions and Answers

All questions concerning this RFP must be submitted by email to Susan Lee for the Town of Frisco, at [SusanL@townoffrisco.com](mailto:SusanL@townoffrisco.com) by 4:00 pm, Thursday, December 30, 2021. Addenda, reports, and responses to questions will be distributed by Thursday, January 6, 2022. Please check the Town website for any addendums to the RFP.

## Proposer Interviews

The Town plans to conduct virtual interviews with selected firms during **the week of** January 17, 2022. The Town requests the proposers seek to make themselves available during this time. Any cost incurred by the respondents in preparing or submitting a response to this RFP or interviewing for this project shall be the respondents' sole responsibility.