

# NoCoPLACES 2050 Facilitator

## Request for Proposal

### PURPOSE

The NoCoPLACES 2050 Initiative (NoCo) is seeking a contractor with relevant experience and qualifications to help coordinate and facilitate NoCo meetings in 2020.

### PROJECT DESCRIPTION

NoCoPLACES 2050 is a convening of eight land management agencies and other stakeholders in the northern front range of Colorado that collaborates to protect and conserve natural and cultural resources while providing equitable access and a quality recreation experience for current and future generations. The eight land managers are the U.S. Forest Service, the National Park Service, Colorado Parks and Wildlife, and the counties of Gilpin, Clear Creek, Jefferson, Boulder, and Larimer.

NoCo grew out of the need to manage the impact Front Range population growth is having on Colorado's mountains and a desire to protect and conserve what makes Colorado a special place. The objective of these land management agencies is to change the systems by which public lands are managed. To that end, NoCo will conduct a series of ½ day meetings on issues and trends ("Core Topic Meetings") that affect the management of public lands in the northern front range with the goal of creating Policies and Adaptive Management Guidelines that will help shape local, state and federal management plans for these areas. The issues and trends to be examined include social/behavioral science, wildlife management, forest/habitat health and climate change, equitable access and infrastructure, transportation and mobility, funding and economic contribution, trends in visitor use and recreation demands, carrying capacity, user conflicts, volunteer stewardship, and misaligned regulations and policies between jurisdictions. One meeting will be held per month for a total of 12 meetings with the first meeting anticipated to be held in March of 2020.

Each meeting will have its own subcommittee (the "Subcommittee") with representatives from NoCo that will:

- Interview outside groups/experts beforehand and, if pertinent, extend an invitation to present to NoCo
- Set agenda (with timeline)
- Help identify 4-5 key takeaways ("Takeaways") that contribute to a living document of shared Principles and Adaptive Management Guidelines for our NoCo region.

A draft gantt chart of these ½ day and follow-up meetings is attached. A specific scope of work for the Contractor is provided below.

## SCOPE OF SERVICES

The Scope of Services of the Contractor will include:

- Assisting NoCo staff and Subcommittees with all aspects of meeting preparation. This could include assistance with:
  - Identifying potential presenters
  - Convening planning meetings
  - Drafting the agenda for each meeting
  - Identifying key Takeaways
- Facilitating each of the Core Topic Meetings
- Facilitating and coordinating the Making Sense Meetings that fall between the Core Topic Meetings
- Leading outreach to and coordinating with presenters/partners to answer any follow-up questions identified in the Making Sense Meetings
- Taking detailed, substantive notes at each of the meetings that will be developed into formal records of the meetings
- Producing a report at the end of 2020, combining Takeaways from all of the meetings
- Other support as needed
- Optional: Please provide a separate quote for using your own audio/video equipment (can be as simple as a Smart Phone and some microphone, recording devices that pair with the Smart Phone), to record the presentation portions of the Core Topic Meetings with very minimal post-processing. These videos will be hosted on NoCo's website for public viewing.

Once these Core Topic Meetings have concluded, there may be a need for additional facilitation as NoCo transitions to discussing solutions. NoCo reserves the right to sole source this work beyond the initial contract or issue a subsequent RFP, at its sole discretion.

## SCHEDULE

The Request-for-Proposal schedule is as follows:

- RFP is posted on January 24th, 2020
- Deadline for questions is January 31st, 2020
- Responses to all questions will be posted February 4th, 2020
- Deadline for proposal submission is February 7th, 2020
- Oral Presentations/Interviews in Boulder (if necessary) the weeks of February 10th/17th, 2020
- Estimated Notice of Intent Award the week of February 17th, 2020
- Estimated Starting Date ASAP
- Completion Deadline - 12-months from contract date

## SUBMITTAL REQUIREMENTS

The Request-for-Proposal response shall include the following information and shall be organized as follows:

1. Cover Letter
2. Table of Contents
  - a. Firm Overview: Provide concise details of your Firm which includes information describing size, services, credentials, qualifications and expertise, office location and specific experience in meeting facilitation. NoCo has particular interest in firms with experience facilitating discussions around outdoor recreation and natural resource issues.
  - b. Relevant Experience: Provide specific examples of relevant efforts (minimum 3) of similar scope and complexity the Firm has completed in the last seven years. Include Client references for each Project submitted.
  - c. Current Workload: Provide a description of projects undertaken by your Firm that would be concurrent with the timeframe of this project.
  - d. Project Team: Provide an Organization Chart and Resumes for the Key Individuals assigned to this project. Include names, titles, education, professional credentials, functional role, professional registration and/or associations as well as relevant personal experience.  
It is the expectation of Clear Creek County that the individuals noted above will not be changed after the Project is awarded except in unusual circumstances beyond the Firm's control.
  - e. Project Approach: Provide a detailed narrative and proposed schedule describing your specific approach as well as your ability to meet the needs of this Project. Outline your understanding of the Project and identify critical issues based on your Firms' experience.
3. Appendix:
  - a. Provide any other information – unique capabilities, value-added services, etc. – relevant to the NoCo's evaluation of your Firm.
  - b. Response information shall be limited to the information requested as noted above.

Clear Creek County will not be responsible for any cost associated with the preparation of the Firms' responses to this Request-for-Qualifications.

## SUBMISSION OF RESPONSE

Responses shall be submitted electronically (PDF or Microsoft Word) to:

Alex Alma  
NoCoPLACES 2050 Project Manager

[alex.alma@state.co.us](mailto:alex.alma@state.co.us)

The subject title should read "Proposal for NoCoPLACES 2050 Facilitator"

Firms may not contact any team members, staff or employees of Clear Creek County or other parties involved in this project. All communications regarding this project should be directed to: Alex Alma, NoCoPLACES 2050 Project Manager at [alex.alma@state.co.us](mailto:alex.alma@state.co.us).

***The deadline for submitting a Response is 4:00 p.m. local time on February 7th, 2020.***

You will receive confirmation within 48 hours that your submission was received. Responses received after the deadline will **NOT** be considered. All timely and properly prepared Responses will be considered for evaluation.

## SELECTION

NoCo will appoint a Selection Committee. The Selection Committee will analyze the submittals and will evaluate the Firms regarding their qualifications and expertise, including, but not limited to, relevant experience, capability of professional staff, location, project approach and demonstrated performance as well as ability to maintain budget and schedule considerations.

## RESERVATIONS

NoCo reserves the right to reject any and all Responses and to waive any informality, technical defects or clerical errors in any Responses as the best interest of the NoCo may require. Selection procedures will be conducted in conformance with all applicable qualifications-based selection requirements.

## ADDITIONAL INFORMATION

Clear Creek County, a NoCo member, will serve as the fiscal agent for distributing funds for the Contractor. Please note, however, that the work solicited here will occur all across the the northern Front Range on behalf of the NoCoPLACES 2050 effort.

Questions & Inquiries:

Applicants may submit written questions to NoCoPLACES 2050 Project Manager Alex Alma at [alex.alma@state.co.us](mailto:alex.alma@state.co.us) by not later than 4:00pm on January 31st, 2020.

## ATTACHMENTS

[2020 Draft Gantt Chart for NoCo Meetings](#)  
[NoCo Problem Statement](#)