

Sheridan County Comprehensive Plan Update



Request For Proposals

Issued by:

**Sheridan County Public Works Department
Planning Office
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INTRODUCTION

Sheridan County (2,527 sq. miles) is located in northern Wyoming along the western perimeter of the Powder River Basin energy province. The entire county is situated within the Lower Yellowstone River Drainage. The eastern three-quarters of the county is characterized by a rolling, northern High Plains environment, while the western one-quarter consists of foothills, transitional plains-to-mountain and sub-alpine/alpine environments. Tying these two regions together are several streams originating in the Big Horn Mountains that provide the life-blood for agricultural activities and settlement in the plains.

The county's landscape is dominated by agricultural land-uses typical of semi-arid regions of the Intermountain West. The vast majority of the county is utilized for livestock grazing purposes. Dry land crop and irrigated crop areas represent the next largest land use. Urban and semi-urban areas represent a very small percentage of the total but are most important in terms of impacts on the county as a whole.

Sheridan County has always been important in terms of regional transportation. Native Americans followed migrating herds of buffalo north and south along the east flank of the Big Horns. Early gold prospector, settlers and military interests established the Bozeman Trail. Construction of the B&M Railroad in the 1880s spurred the settlement of permanent communities and agriculture in the area. The railroad continues to play a major role in the county's economy. Air transportation and the interstate highway were similarly established as a direct result of the county's strategic location.

With a total estimated 2017 population of 30,210, Sheridan County ranks #7 in the state, and has experienced an annual growth rate of about 0.5%. The unincorporated portion represents more than one-third of the entire population of the county. At the municipal level, the population breaks down as follows:

- Clearmont - 147
- Dayton - 824
- Ranchester - 974
- Sheridan – 17,860
- Unincorporated – 10,405

The Services, Retail Trade, Construction and Public Administration sectors (in descending order) dominate Sheridan County employment (2005). Other sectors include (again in order) Finance-Insurance-Real Estate, Manufacturing, Transportation & Communication, and Agriculture-Forestry-Fishing, Wholesale Trade sectors.

A five-member Board of County Commissioners governs Sheridan County. Other elected officials include the Assessor, Clerk, Clerk of Court, Treasurer, Coroner, Attorney and Sheriff. The County Commissioners appoint five members to the Planning & Zoning Commission that make recommendations to County Commissioners on both long-range planning matters, and zoning/subdivision applications.

As a part of the project, the County may create a Comprehensive Plan Steering Committee, composed of local residents. Its responsibility would be to provide direction and input to the selected planning consultant in the preparation of the comprehensive plan update described herein. If established, the consultant would guide the plan's development through the Steering Committee for the duration of the project. An alternative may be to simply work through the existing county electeds, Planning & Zoning Commission, and appointed and staff institutions. In any event, the appropriate method of plan guidance should be determined based on contract negotiations between the selected consultant and the county.

The County Public Works Department, which the Planning Office is a part of, answers directly to the County Commissioners. The Department is a small, multi-faceted operation housing the county's engineering, road & bridge, rural water system and development/permitting functions. For this project, the Department will 1) act as the contract administrator, 2) provide existing, reasonably available, relevant data and information as requested by the consultant, and 3) assist the consultant, to the extent that resources are available as determined by the County Planner, in preparation of the plan.

PROJECT DESCRIPTION

The Sheridan County Public Works Department is soliciting "Requests For Proposals" (RFP) from qualified professional firms to update its Comprehensive Plan, 2008 for the unincorporated area of Sheridan County, Wyoming. The purpose of the Comprehensive Plan is to direct the coordinated, efficient, and orderly development of Sheridan County that will, based on an analysis of past trends, and future needs, best promote the public health, safety, morals and general welfare. (The County's current plan can be viewed at: <http://www.sheridancounty.com/info/pw-plan/complan.php>) More specifically, the plan shall:

- Build upon and supplement the foresight presented in the 2008 plan and present methods to update the vision for Sheridan County;
- Take into account adopted plans of contiguous local government to the extent that they affect extra-jurisdictional interests;
- Encourage a more efficient growth pattern to be guided into urban or rural growth centers;
- Provide for the adequate and timely provision of county facilities and services in order to support existing and planned development;
- Direct growth to where county facilities and service capacity is available or committed to be available in the future and provide an adequate supply of buildable land for at least 20 years;
- Promote opportunities for business expansion and creation and the economic health of the county;

- Encourage the development of distinct urban/agricultural perimeters;
- Protect areas of environmental concern;
- Conserve and manage natural resources; and
- Protect life and property from the effects of hazards.

Changes have occurred since the original plan's adoption. Declining mineral activity has moderated population growth and construction. Urban areas, however, are witnessing a resurgent manufacturing component that could spur development. Rural residential development - a result of the powerful urge to live in, and be a part of, the county's beautiful natural surroundings- continues to be a consistent driving force. It is time once again to evaluate, and where necessary, re-establish the county's values and aspirations concerning its future. What is appropriate development in the county? What defines good growth? How is good growth encouraged? What are the "best planning practices" the county should consider adopting/revising to implement the plan?

The consultant will update the plan by reexamining: the county's vision for itself; its goals, policies and guidelines consistent with an updated vision; appropriate land-uses on a county-wide basis; and the ways and means through which the plan can be implemented. Integral to this effort will be clear documentation on how the existing plan has been implemented. The consultant is responsible for designing and carrying out an effective public participation component. In addition to the possible Steering Committee, periodic interaction with the Planning & Zoning Commission and County Commissioners, throughout the project, is considered essential. The consultant should conduct a series of outreach meetings, or workshops in outlying rural communities of the county. A portion of the plan shall document the public participation process employed. Local ownership of the plan must be evident throughout the development of the plan.

SCOPE OF WORK

DATA COLLECTION AND INVENTORY

In updating the plan, the consultant shall undertake supporting studies that are relevant to elements included in the plan. Emphasis shall be placed on quantifying how the community has changed since in the intervening period since 2008. Use of studies conducted by others concerning the future of Sheridan County is highly encouraged. Specific information to be developed by the consultant should include:

- Population trends and forecasts for the next 20 years in five-year increments
- Land-use inventories, in tabular and narrative form, of the amount, type, intensity and density for these land uses:
 1. Agriculture (organized by irrigated, dry land crops, and range land)
 2. Residential (organized by general category and density)
 3. Commercial (organized by general category of intensity)
 4. Industrial (organized by general category of intensity)
 5. Transportation (public and private)
 6. Education
 7. Parks and Recreation
 8. Forest
 9. Public Utilities
 10. Water bodies
 11. Mineral Production
- Economic forecasts
- Verification of identified significant natural or manmade features and hazards (i.e. floodplains, wetlands, abandoned underground mines, etc.)
- Land areas, in map form, that are served by public water and sewer
- Lands with developable mineral reserves
- An analysis and evaluation of the following:
 1. Patterns of existing land-uses
 2. Trends in the supply, demand and price of land
 3. Factors that have historically shaped the development of land
 4. Trends and events that may affect future development
 5. Type, location and quality of agricultural land
 6. Ability of existing transportation, water and sewer systems to accommodate 20 years of growth
 7. Any need for redevelopment
- Future Land-use projections for the next 20 years in five-year increments for:
 1. Residential Land-uses
 2. Commercial and Industrial Land-uses

The County Public Works Department has access to a wide variety of data on its Geographic Information System (ArcGIS). This data will be available to the consultant, free of charge.

ISSUES AND OPPORTUNITIES

Utilizing the collected information, along with input gathered from public participation, the consultant will set forth those issues and opportunities that set the stage for updating the plan's elements. It is expected that the consultant will rely heavily on a Steering Committee/ Planning & Zoning Commission, or other local guidance entity, for this portion of the plan's development. Input on growth issues should also be obtained by the consultant directly from the:

- County Public Works Department
- County Attorney
- County Sheriff
- Community Health Services
- Sheridan County Chamber of Commerce
- Forward Sheridan
- State Agencies (WYDOT, WDEQ, WG&F, State Engineer, State Lands, etc.)
- Federal Agencies (USFS, BLM)
- Municipalities of Dayton, Ranchester, Sheridan and Clearmont
- Unincorporated communities, such as Story, Parkman, Big Horn, Powder Horn Ranch, Arvada
- Sheridan County Conservation District
- Builders Association
- Energy Producers (coal, gas, oil)
- Sheridan Community Land Trust
- Powder River Basin Resource Council
- Sheridan County School Districts
- Sheridan Area Water Supply (SAWS)
- Water & Sewer Districts
- Board of County Commissioners
- Fire Protection/Emergency Services entities
- Energy Producers (coal, gas, oil)
- Ag Producers

It is expected that the consultant will conduct several public sessions to reach the general populace. Design and formatting services for an easily updatable project webpage that can be hosted on the county's website is essential.

Anticipated products from this phase of the plan should include:

- Updated Vision themes;
- A description of the major trends and forces considered in formulating the Vision, including the impact of forecasted changes in the region;
- A report of major opportunities and advantages as well as disadvantages for growth that affect Sheridan County, including specific areas within the county;
- An account of the major problems affecting or caused by growth facing Sheridan County during the next five-year period;

- Graphics necessary to illustrate contrasting alternative futures (i.e. current trends vs. preferred vision);
- A summary of the anticipated implications of the Vision for the elements of the plan.

Examples of topics that may be specifically addressed include: open space; efficiency of public service delivery; quality of the built environment; compatibility of different land-uses; natural hazards/features; road/trail planning and design; and water/sewer development.

PLAN ELEMENTS

Building on the previous planning steps, the consultant will update the following plan elements:

- Land-use element
- Transportation element
- Services and Facilities element
- Natural and Scenic Resources element
- Economic Opportunities and Jobs element
- Distinct Communities element
- Regional Cooperation element
- Communities in Focus element

IMPLEMENTATION STRATEGY

To achieve the goals, policies, and guidelines established as a part of the process, the consultant shall update the program of implementation of specific public actions as well as actions proposed by non-profit and for-profit organizations to be taken in connection with the elements. The program shall be prepared in a uniform format for all elements. For each element, the program of implementation shall, as applicable, also include, but shall not be limited to the following:

- A time frame for identified actions;
- An allocation of responsibilities for actions among the various governmental agencies and where applicable, not-for-profit and for-profit organizations having interests in carrying out the programs;
- A general description of any land development regulations or incentives that may be adopted by the county to achieve the goals, policies and guidelines set forth in the plan;
- A description of procedures that the county may use in monitoring and evaluating the implementation of the plan;
- The proposed development criteria to be incorporated into any land development regulations or subplans;
- A statement describing proposed public programs or changes in existing programs;
- Recommendations for further legislation or actions at the state or local levels as may be necessary to implement the plan.

PLAN PRODUCTS

All documents, reports, studies and maps are to be produced in a digital format. Information shall be transferred to the county. The consultant will agree to transfer ownership of all information and materials produced as a part of the plan to the county.

Draft and Final Documents:

- Bound
- 8 1/2 x 11 size
- MS Word and .pdf format
- 30 copies of both Draft and Final

Maps in documents:

- ArcGIS format, exportable into main "Word" document
- Color
- 11 x 17 maximum size

PROPOSAL CONTENT & FORMAT

The proposal must be organized in sections containing the following information:

- **Firm Description.** Firm's structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the head office and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed that demonstrate relevant experience. Include all jurisdictions for which similar work has been performed in the recent past. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding project performance. When submitting projects for which the firm worked in an auxiliary capacity or in a joint venture or partnership, identify the lead firm. Experience in Intermountain West planning will be favored.
- **Key Personnel.** Provide professional resumes for persons assigned to the project (including any important sub-consultants) and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Proposals must identify a project manager responsible for day-to-day management of project tasks and be the primary point of contact. An organization chart of the project team is appropriate.
- **Cost & Schedule.** It is anticipated that the entire project be completed within a 12-month time frame. The following are major milestones for development of the plan:
 - Project Start-Up

- Data Collection and Inventory
- Issues and Opportunities
- Implementation Strategy
- Draft Plan
- Final Plan

A cost estimate must also be included broken down by milestone.

Please submit one electronic copy in .pdf format and 10 copies of the requested proposal to:

Sheridan County Public Works Department
Attn: Mark Reid
224 S. Main Street
Sheridan, Wyoming 82801

Suggested modifications to the scope of services are always encouraged and welcome. Questions regarding this RFP are to be directed to Mark Reid, County Planner, Sheridan County, 307-675-2420, or mreid@sheridancounty.com

Proposals shall be submitted not later than 5:00 PM, August 31, 2018.

EVALUATION & CONTRACT AWARD

Proposals will be ranked on qualifications. Firms will be evaluated based on the following factors:

REGIONAL EXPERIENCE

- Demonstrated ability to prepare plans in places similar to Sheridan County.

LOCAL UNDERSTANDING

- Demonstration of awareness of issues particular to Sheridan County.
- In tune with both rural and urbanizing area concerns.

PROJECT STRATEGY

- Articulates a clear understanding of how the planning project will be accomplished.

PUBLIC PARTICIPATION

- Level of attention given by consultant towards encouraging participation in the planning process.

ENGAGEMENT OF ADVISORY GROUPS

- Degree to which consultant proposes to involve members of any advisory groups.

REASONABLENESS OF SCHEDULE

- Appropriate allocation and distribution of work hours that accomplishes identified tasks.

PROJECT MANAGEMENT TEAM

- Documentation that shows qualified personnel, in terms of applicable experience and education, are participating in the plan's preparation.

ADEQUATE RESOURCES

- Sufficient available staff, technical skills and equipment to complete the proposed work within the requested time frame.

PERFORMANCE ON PAST PROJECTS

- Success on previous projects: deadlines, cost control, quality and cooperation.

OVERALL PROPOSAL QUALITY & DETAIL

- Amount of effort expended by consultant to prepare proposal.
- Original thought given to proposal.

PROJECT INNOVATIONS

- Ideas or suggestions to improve the schedule, feasibility, or scope of the project.

PRICE PROPOSAL

- Is the amount of work produced by the consultant accurately reflected in the cost?

Sheridan County may at its option, create a short list of proposals and invite firms for interviews. Sheridan County may dispense with interviews and select a firm to perform the work.

Sheridan County may negotiate a contract with one, or more firms as selected. If the County is unable to negotiate a satisfactory contract with any selected firm, negotiations shall be terminated, and the County may undertake negotiations with other qualified firms or individuals. In no case shall the County be exclusively bound to any single firm or individual during the term of any contract as provided herein.

Sheridan County reserves the right to reject any or all submittals or to waive minor defects or irregularities in the submittal. Sheridan County further reserves the right, without prior notice, to supplement, amend or otherwise modify this RFP or otherwise request additional information from any or all firms. By submitting a proposal, the consultant thereby agrees the County's decision concerning any submittal in any respect is final, binding and conclusive for all purposes, and acknowledges that the County in its sole and unqualified discretion may waive or deviate from the procedures and/or timetable outlined. All materials submitted become the property of Sheridan County, and are made available to the public. All costs incurred in connection with responding to this RFP will be borne by the submitting firm or individuals.