

**To:** Tyler Ashcroft[tashcrof@blm.gov]  
**From:** Jarnecke, Pamela  
**Sent:** 2017-04-12T12:25:14-04:00  
**Importance:** Normal  
**Subject:** Fwd: Example of EIS contract  
**Received:** 2017-04-12T12:25:27-04:00  
[GSENM MMP-A EIS Bid Schedule \(Final\).doc](#)  
[GSENM MMP.A EIS cost estimates \(Final\).xlsx](#)  
[2013 GSENM MMP.A EIS SOW Letter \(Final\).doc](#)  
[GSENM MMP.A EIS SOW \(Final\).docx](#)

All I could find were MOUs between federal agencies for EA level. the tasks for GSENM is a more recent SOW but probably not very applicable - sorry!

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**STATEMENT OF WORK**  
**for**  
**Livestock Grazing**  
**Monument Management Plan Amendment**  
**and Associated Environmental Impact Statement**  
**Grand Staircase-Escalante National Monument**  
**Utah - Bureau of Land Management**

## **I. INTRODUCTION**

The U.S. Department of the Interior (USDI), Bureau of Land Management (BLM), Grand Staircase-Escalante National Monument (GSENM) requires environmental planning support services to complete a Livestock Grazing Environmental Impact Statement and Monument Management Plan Amendment (referred to henceforth as MMP-A/EIS) for grazing lands administered by GSENM. This Statement of Work (SOW) is for tasks and deliverables necessary to establish land use-level decisions associated with livestock grazing, thereby amending the GSENM Management Plan (MMP). The land use-level decisions to be made include identifying which lands administered by GSENM for livestock grazing will be available or not available for that use. Decisions associated with implementation planning will not be addressed. Implementation planning includes the preparation of both activity-level plans (e.g., allotment management plans) and project-specific plans (e.g., water developments or fences).

The planning area includes all lands for which GSENM has livestock grazing management responsibility. This includes BLM lands within GSENM and additional lands within portions of the Kanab Field Office and the Arizona Strip Field Office (ASFO) as well as lands administered by the National Park Service (NPS) in Glen Canyon National Recreation Area (GLCA). The planning area is bordered on the west by Bryce Canyon National Park (BRCA) and KFO; on the north by Dixie National Forest (DNF); on the east by Capitol Reef National Park and GLCA; and on the south by ASFO, KFO, Utah State and Institutional Trust Lands (SITLA), and GLCA. Small areas of additional state, municipal and private lands also border or are contained within the planning area. See Map 1 for a map of planning area.

The planning area encompasses approximately 2.3 million acres of federal lands in Garfield and Kane Counties, Utah and Coconino County, Arizona. Several small, rural communities are located within or adjacent to the planning area. Approximately 68% of the planning area is in Kane County, approximately 32% is in Garfield County, and less than 1% is in Coconino County.

GSENM's decision area for this planning effort includes all BLM lands for which the Monument has livestock grazing management responsibility, including some KFO and ASFO lands. The decision area for GLCA includes lands within the Recreation Area for which GSENM has livestock grazing management responsibility. The decision area does not include state, municipal or private lands.

The following tables show the approximate land ownership and county acreages within the planning area and the acreages in the decision area.

**Table 1. Land Ownership Acreages within the Planning Area**

<b>Surface Acres in the Planning Area</b>	<b>Approximate Acres</b>
BLM	1,934,849
National Park Service	318,874
State (including SITLA)	19,941
Private	42,525
<i>Approximate Total Acres Within Planning Area</i>	<b>2,316,189</b>
<b>Counties within the Planning Area</b>	
Kane, UT	1,582,677
Garfield, UT	730,256
Coconino, AZ	3,256
<i>Approximate Total Acres Within Planning Area</i>	<b>2,316,189</b>
<b>Federal Land Acreages Within the Decision Area</b>	
BLM - GSENM	1,866,247
BLM - KFO	54,885
BLM – ASFO	13,537
NPS - GLCA	318,874
<i>Approximate Total Acres Within Planning Area</i>	<b>2,253,543</b>

GSENM was the first national monument BLM was charged with managing and is included in the BLM's National Landscape Conservation System (NLCS). It lies in southern Utah in the heart of the Colorado Plateau and includes the Escalante Canyons, Kaiparowits Plateau, and the Grand Staircase physiographic regions. The Escalante Canyons and the Grand Staircase regions are especially popular for recreational use with more than 750,000 visits in 2012. Lands within the planning area range from desert shrub (~3870 ft.) to Ponderosa pine/Douglas fir forest (~8630 ft.). The area exhibits varied topography, geology, soil, and flora and fauna components including desert shrub, riparian, sagebrush grasslands, blackbrush shrublands, Pinyon-juniper woodlands, oak woodlands, and Ponderosa pine/Douglas-fir forests. It is also rich with world-class paleontological resources of the late Cretaceous Era and archaeological and historical resources from the early Archaic times through the Pioneer and settlement era.

BLM will award a single contract but Contractor should provide cost breakdown for each phase and task as portions of the contract may be awarded as funds become available.

## **II. BACKGROUND**

GSENM was established in 1996 by Presidential Proclamation 6920 under the Antiquities Act of 1906 (34 Stat. 225, 16 USC 431) to protect a spectacular array of historic, biological, geological, paleontological, and archeological objects. The Monument Management Plan (MMP) that became effective February

2000 provides both a set of decisions outlining management direction and creates a framework for future planning and decision making.

The MMP, however, deferred decisions related to livestock grazing and did not identify lands available or not available for that use. Instead it directed BLM to complete grazing assessments, allotment management plans, and authorizations by July 2003. A multi-year attempt to move forward with grazing authorizations that began in 2000 was unsuccessful, though BLM released the GSENM Draft Monument Plan Amendment & Draft Rangeland Health Environmental Impact Statement (DEIS) to the public in 2008. BLM management ultimately decided that the DEIS failed to meet the BLM's purpose and need for action. The primary cause of failure was determined to be an attempt to encumber the DEIS with a sufficient level of environmental analysis required for grazing permit renewal at the allotment level.

Most livestock grazing land use decisions on GSENM reflect those set by four regional Management Framework Plans (MFPs) signed in 1981 and a few subsequent plan amendments completed in 1999. Since 1999 Congress has provided temporary authority to BLM (known as "rider authorization") to renew expiring livestock grazing permits/leases without changing terms and conditions before completing associated procedural requirements under NEPA and the Endangered Species Act (ESA). It is via this mechanism that grazing permits/leases in the planning area have been renewed to date.

Within the planning area there are 79 active livestock grazing allotments (areas of land designated and managed for grazing of livestock). Sixteen areas have been identified as unavailable for livestock grazing by past land use planning decisions. Currently, 91 permittees are authorized to graze cattle and horses in the planning area.

Much has changed at the local, regional, and national levels since land use decisions for grazing on GSENM lands were last established. GSENM was established. Land acquisitions via state-federal exchange as well as by purchase and donation of private lands have transferred approximately 200,000 acres of inholdings to BLM within the Monument boundary. National Landscape Conservation System (NLCS) manuals were released that establish policy and guidance to ensure that conserving, protecting, and restoring the values for which NLCS units were designated are the highest priority in the planning for and management of these lands. The use of science as a basis for land management has become a priority. The spread of invasive species are affecting Monument ecology by reducing biodiversity, and forage, habitat and soil productivity, while also impeding the restoration of native plant communities. A substantial and continuing increase in visitation to the Monument and surrounding public lands has resulted in an increased demand for recreation and increasing conflicts between recreational use and livestock grazing. Further, the communities surrounding the Monument are experiencing challenges resulting from the transition from Old West reliance on resource-extractive and commodity-based economies to New West amenity-based economies, here associated with outdoor recreation and tourism.

### **III. GOALS & OBJECTIVES**

BLM's goal is to complete the analysis and approve a plan amendment that identifies lands available and unavailable for livestock grazing by October 2016 (Record of Decision signed). This planning effort will result in NEPA compliant documents that provide land use-level decisions for livestock management on all grazing lands administered by GSENM. It will not include allotment management plans, permit renewals, or project-specific decisions. All products and processes associated with this effort must meet

the requirements of applicable federal laws, regulations, court decisions, and agency guidance.

The resulting MMP-A/EIS will comply with the requirements as set forth in the Bureau's Land Use Planning (LUP) Handbook H-1601-1 (2005), and all current instruction memoranda. The planning handbook (Appendix C, page 14-15, Section B) clearly directs BLM to identify the lands available or not available for livestock grazing considering the following factors:

1. Other uses for the land;
2. Terrain characteristics;
3. Soil, vegetation, and watershed characteristics;
4. The presence of undesirable vegetation, including significant invasive weed infestations; and
5. The presence of other resources that may require special management or protection, such as special status species, special recreation management areas (SRMAs), or ACECs.

The planning handbook further directs that the following should also be included for lands available for livestock grazing:

1. Identification on an area-wide amount of existing forage available for livestock grazing (in animal unit months),
2. Identification of future anticipated amounts of forage available for livestock with full implementation of the land use plan while maintaining a thriving natural ecological balance and multiple use relationships,
3. Description of possible grazing management practices such as:
  - a. grazing systems
  - b. range improvements (including land treatments),
  - c. changes in seasons of use and/or stocking rates
4. Identification of guidelines and criteria for future allotment-specific adjustments in the amount of forage available for livestock, season of use, or other grazing management practices.

BLM anticipates that numerous partners, Cooperating Agencies, stakeholders, and the Monument Advisory Committee (MAC) will be involved in this planning process and will assist in providing data and information. The MMP-A/EIS should be designed and written so as to be easily understood by many, including BLM, other federal agencies, Indian tribes, local and state government agencies, interest groups, and citizens. In soliciting input and comment from advisory committees, industry, and/or other nongovernmental organizations, the Contractor shall ensure the EIS process is in compliance with the Federal Advisory Committee Act (FACA).

This planning effort should be grounded in the scientific method using the best available data and information - properly referenced, summarized or otherwise documented - to respond to issues, describe current conditions and trends, and to predict impacts. Monitoring, availability of new information, and advances in science and technology provide insight that should be considered in the amendment of the existing plan. Examples include:

- Current rangeland resource condition inventories;
- The BLM Colorado Plateau Rapid Eco-regional Assessment;
- Southern Rockies Landscape Conservation Cooperative Strategic Synthesis.

Additionally, information related to socio-economics, recreational use, visitor experience preferences, cultural resources, and invasive species has also been collected and analyzed since the existing plan was finalized and should be used for this planning effort.

Lastly, this planning effort should include a reasonable range of alternatives that respond to the purpose and need for the plan amendment. It should also include an analysis of environmental effects of those alternatives that is logical, defensibly supports any conclusions drawn, and ensures that both BLM and NPS will be able to develop records of decision.

#### **IV. PURPOSE AND NEED**

##### **Purpose for Amending the Existing Plan**

The purpose of this land use plan amendment is to identify all lands managed by GSENM for livestock grazing as available or not available for that use. Guidelines and criteria for future allotment specific adjustments in the amount of forage available for livestock, season of use, or other grazing management practices would also be identified (as per LUP Handbook H-1601-1, Appendix C, page 14-15, Section B).

##### **Need for Amending the Existing Plan**

This plan amendment is needed to provide for the comprehensive management of livestock grazing that ensures protection of the objects and values included in Presidential Proclamation 6920 which established the Monument.

The amendment is also needed to integrate GLCA Values and Purposes into livestock management decisions for lands within the recreation area where GSENM manages livestock grazing.

Additionally, since the MMP became effective, new information has become available, new policies have been established, and existing policies have been revised. These developments, along with emerging concerns and changing circumstances, further substantiate the need to amend the existing plan. This amendment is needed as well to provide flexibility to adapt to new and emerging issues and opportunities through adaptive management of both landscape scale decisions as well as guidance and criteria for implementation-level decisions for livestock grazing based on new information and monitoring.

#### **V. AUTHORITIES**

The authorities listed below will guide this planning effort.

- Omnibus Public Land Management Act (OPLMA) of 2009 (16 USC 7202)
- Presidential Proclamation 6920
- Federal Land Policy and Management Act (FLPMA) of 1976 (43 USC 1701-1782)
- National Environmental Policy Act (NEPA) of 1969, as amended (43 USC 4321 *et seq.*)
- Taylor Grazing Act of 1934 (43 USC 315)
- Antiquities Act of 1906 (16 USC 433)

Numerous policies have been issued or revised since the existing MMP became effective in February 2000. Examples include the following:

- The LUP Handbook H-1601-1 that provides supplemental guidance to BLM employees for implementing the BLM land use planning requirements established by FLPMA and the regulations in 43 CFR 1600 was revised in 2000 and 2005.
- A series of NLCS manuals were released in 2012. One of these is *BLM Manual 6100 - National Landscape Conservation System* which addresses multiple use of NLCS lands in this way:

*Section 302(a) of FLPMA states that public lands are to be managed under the principles of multiple use and sustained yield "except that where a tract of such public land has been dedicated to specific uses according to any other provisions of law it will be managed in accordance with such law." Therefore, as a general rule, if the Act of Congress or presidential proclamation that designates an NLCS unit conflicts with FLPMA's multiple use mandate, the designating language will apply. Land use planning decisions for each NLCS unit must be consistent with the purposes and objectives of the designating proclamation or Act of Congress. (BLM Manual 6100 pg.1-6).*

- Secretarial Order No. 3289, issued in 2009, that *"established a Department-wide approach for applying scientific tools to increase the understanding of climate change and to coordinate an effective response to its impacts on tribes and on the land, water, ocean, fish and wildlife, and cultural heritage resources that the Department manages."*

## VI. SCOPE

The Contractor shall coordinate, facilitate and manage the planning process needed to develop a legally and technically defensible GSENM Livestock Grazing MMP-A/EIS that addresses issues and subsequently analyzes a reasonable range of alternatives for all lands where GSENM has livestock grazing management responsibility.

The project phases, tasks, deliverables, and quality standards are detailed in Section XIII. The contractor shall be responsible for timely submission of deliverables that meet BLM quality standards.

### A. Preliminary Planning Issues:

A planning issue is a point of disagreement, debate, or dispute over resource management activities or land use that is well defined and entails alternatives between which to choose. It has a cause and effect relationship with the proposed action or alternatives is within the scope of the analysis; has not been decided by law, regulation, or previous decision; and is amenable to scientific analysis rather than conjecture.

Preliminary planning issues have been identified, in the previous planning effort, in subsequent GSENM assessments (WO NLCS MMP Implementation Review and NRST Situation Assessment), and in formal and informal meetings and discussions with federal, state, Tribal and interested stakeholders concerning livestock grazing management on GSENM. These issues, as they relate to livestock grazing, are likely be addressed in the MMP-A/EIS and are listed below. Additional issues will likely be added through the scoping process, but must meet the established preliminary planning criteria (Section VI-B).

- How should livestock grazing decisions be determined where conflicts exist with the protection, conservation, or restoration of Proclamation-identified scientific and historic objects and values?
- Which lands will be available for livestock grazing?
- Should lands not currently available for livestock grazing remain unavailable? What criteria should be used to determine if these decisions should be carried forward?
- What amount of forage for livestock grazing can be made available and continue to be available for future anticipated demands?
- What criteria would be used to make allocations of forage between livestock, wildlife, and non-consumptive uses?
- What criteria should be used to set management priority among allotments?
- How should emergency allotments (grass banks) be addressed, and how should they be utilized?
- What criteria should be used to make future allotment-specific adjustments?
- How should rangeland management activities and related improvements be designed to conserve and protect Monument objects and values?
- Should livestock grazing be used as a vegetation management tool? If so, what criteria would decide when to do so?
- How should existing rangeland improvement seedings be managed?
- How would changes in livestock grazing impact local custom and culture?
- How would changes in livestock grazing impact the area's economy?
- How would changes in livestock grazing impact recreational use?

## **B. Preliminary Planning Criteria**

BLM planning regulations (43 CFR 1610) require preparation of planning criteria to guide the management plan amendment process. Planning criteria are the standards, rules, and other factors developed by managers and interdisciplinary teams for their use in forming judgments about decision making, analysis, and data collection during planning. Planning criteria streamline and simplify the resource management planning actions.

The following preliminary planning criteria were developed internally and are to be reviewed by the public before being used in the MMP-A/EIS process. The criteria will be included in a Federal Register Notice of Intent (NOI) to initiate this planning process. After public input analysis, they become



proposed criteria, and can be added to or changed as the issues are addressed or new information is presented.

- This plan amendment process will be limited to making land use planning decisions specific to livestock grazing.
- Lands addressed in the MMP-A/EIS process will be public lands managed by BLM and NPS.
- The approved plan amendment will comply with FLPMA, NEPA, and CEQ regulations at 40 CFR 1500 - 1508 and Department of the Interior regulations at 43 CFR 46 and 43 CFR 1600; the LUP Handbook H-1601-1, Appendix C, page 14-15, Section B; the BLM NEPA Handbook (H-1790-1), and all other applicable BLM policies and guidance.
- Land use planning decisions must be consistent with the purpose and objectives outlined in the presidential proclamation for GSENM.
- The process must utilize the *Utah Standards for Rangeland Health and Guidelines for Livestock Grazing Management*. BLM will apply existing applicable Land Health Standards (43 CFR 4180; BLM Manual MS 4180) to all alternatives.
- The BLM and NPS will address socio-economic impacts of the alternatives. Socio-economic analysis will use an accepted input-output quantitative model such as IMPLAN or RIMSII, and/or JEDI for analysis.
- Management of Wilderness Study Areas (WSAs) will be guided by BLM Manual 6330-Management of Wilderness Study Areas.
- BLM and NPS will coordinate and communicate with state, local, Tribal, and other federal governments to ensure that the BLM and NPS consider provisions of pertinent plans, seek to resolve inconsistencies between state, local, Tribal, and other federal plans, and provide ample opportunities for those governments to comment on the development of alternatives.
- The MMP-A/EIS process will analyze a range of alternatives that focus on the relative values of resources and resource uses and ensure responsiveness to the issues, not the uses that will give the greatest economic return or output. A No Action alternative and a No Grazing alternative will be included.
- BLM and NPS will endeavor to use current scientific information, research, technologies, and results of inventory, monitoring, analysis, and coordination to determine appropriate management strategies.
- The plan amendment will be based on the principles of Adaptive Management.

## VII. GOVERNMENT FURNISHED MATERIALS

1. GSENM Presidential Proclamation 6920: BLM will furnish an electronic version of the proclamation establishing GSENM.
2. GLCA Enabling Legislation: NPS will furnish an electronic version of the Glen Canyon National Recreation Area enabling legislation that outlines the relationship between BLM and NPS for

administering livestock grazing within GLCA.

3. GSENM Monument Management Plan (2000): BLM will furnish an electronic version of the Final EIS/Approved Monument Management Plan and Record of Decision.
4. GLCA 1979 General Management Plan (GMP): NPS will furnish an electronic version of the GMP.
5. KFO Resource Management Plan (2008): BLM will furnish an electronic version of the Final EIS/Approved Monument Management Plan and Record of Decision.
6. BLM – NPS Interagency Agreement for Grazing Management: NPS will furnish an electronic version of the current interagency agreement describing the process used by BLM and NPS to coordinate grazing management efforts at GLCA.
7. GLCA Grazing Management Plan/Environmental Assessment (EA): NPS will furnish an electronic version of the GLCA Grazing Management Plan/EA (1999).
8. NPS "Directors Order 12 Handbook": NPS will furnish an electronic version of their agency-specific NEPA guidelines.
9. GSENM Draft Monument Management Plan Amendment and Draft Rangeland Health EIS (2008): BLM will furnish an electronic copy of the Draft Monument Management Plan Amendment and Draft Rangeland Health EIS (2008).
10. GLCA Values and Purposes Determination(s): NPS will furnish an electronic version of the Values and Purposes Determination(s) from the 2008 EIS-DMMP effort.
11. Management Framework Plans (MFP): BLM will furnish electronic versions of the Escalante MFP (1981), Paria MFP (1981), Vermilion MFP (1981) and Zion MFP (1981).
12. IM 2012-169 Resource Management Plan Alternative Development for Livestock Grazing: BLM will furnish an electronic version of IM 2012-169 which communicates policy guidance regarding resource management plan/environmental impact statement (RMP/EIS) alternative development for livestock grazing.
13. Preparation Plan: BLM will furnish the Preparation Plan for the MMP-A/EIS. The Preparation Plan describes the anticipated planning issues, preliminary planning criteria, data needs, personnel requirements, public participation plan, and other information.
14. Public Participation Plan: BLM will furnish the contractor with the Public Participation Plan detailing all formal public outreach, agency participation, and communications to meet all the legal public participation and notification requirements, other outreach needs, and public and agency collaboration objectives. It will also include methods and strategies to effectively engage the public and agencies in the planning process.
15. National Riparian Service Team (NRST) Situation Assessment Report: In 2012 the NRST conducted a situation assessment associated with understanding the issues and conflicts regarding planning for livestock grazing in the Monument and produced a report documenting

their findings. BLM will furnish a copy of this report.

16. Washington Office (WO) GSENM MMP Implementation Review Report and Action Plan: In 2010 the WO conducted a MMP Implementation Review and produced a report of their findings. Those finding were addressed in an Action Plan prepared by the BLM Utah State Office (UTSO) and GSENM.
17. Interdisciplinary Team (IDT) List: BLM will provide contact information for resource specialists serving on the MMP-A/EIS IDT.
18. References: Any references, reports, studies, guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards needed for the planning effort that are not available electronically will be provided by BLM.
19. Images: BLM will furnish available aerial photos and digital images for use in analysis or publications.
20. Geographic Information Systems (GIS): BLM will furnish available Geographic Information System data for the Contractor's use in developing maps, graphics, and resource analysis.
21. Data:
  - a. *Inventory, Assessment and Monitoring Data:* The MMP-A/EIS will be completed using currently available information to the extent possible, including relevant information contained within the Draft Monument Management Plan Amendment and Draft Rangeland Health EIS (2008). The Contractor may be required to collect, compile, and/or analyze new data and information, but would not be required to conduct on-the-ground data collection. The Contractor shall ensure that the use of supplied data conforms to BLM data standards. BLM specialists will be the primary sources of existing data and information concerning the resources within the planning area. The BLM Project Manager will be the point-of-contact for this information.
  - b. *Other Data:* BLM will supply all other existing and available graphic or tabular resource data relevant to producing the MMP-A/EIS that is not considered proprietary, regardless of the form.
  - c. *New Data:* Data collection and revisions may occur throughout the planning process and the Contractor may be required to incorporate it into the MMP-A/EIS as it becomes available.
22. Mailings: BLM will provide the initial mailing list for the planning effort to Contractor. It shall be the responsibility of the Contractor to maintain and update the mailing list, and provide BLM with mailing labels as requested.
23. Meeting Spaces (including rentals): BLM will provide meeting space or pay for renting meeting spaces if that becomes necessary.

#### **VIII. TASKS TO BE PERFORMED BY BLM**

1. Federal Register Notices: BLM will draft and submit Federal Register Notices.
2. Planning Website: BLM will maintain the GSENM planning web site and update the Utah Environmental Notification Bulletin Board (ENBB).
3. Outreach Materials: BLM will be responsible for developing print and electronic public outreach materials (e.g., newsletters, press releases, flyers, etc.). BLM will be responsible for distribution of these materials.

At a minimum, BLM will be responsible for developing newsletters during the planning process at these phases/milestones:

- a. Scoping outreach - informing the public on how they can be involved in the planning process, including the public scoping meetings;
  - b. Scoping results – informing the public about scoping results, planning issues and draft planning criteria, the planning schedule, data summary and data gaps, and future steps in the planning process;
  - c. Availability of Draft MMP-A/EIS;
  - d. Availability of Final MMP-A/EIS; and
  - e. Issuance of Records of Decision.
4. Official Presentations: BLM will take the lead in presentations/consultations/meetings with the BLM WO, UTISO, and the State of Utah. The Contractor shall participate and contribute as requested.
  5. BLM Staff: BLM will provide representatives at all public scoping meetings, workshops or hearings. BLM will also provide an interdisciplinary team (IDT) of specialists and contact information for those specialists.
  6. Cooperating Agency Solicitation: BLM will solicit Cooperating Agency status from potential cooperators. BLM anticipates having as many as seven Cooperating Agencies.
  7. Social and Economic Baseline Assessment Report: BLM will complete the Social and Economic Baseline Assessment Report.
  8. Section 7 Consultation: BLM will coordinate and complete the Section 7 Biological Assessment (BA).
  9. Consultation with Native Americans Tribes: BLM will coordinate and complete tribal consultations.
  10. Section 106 Consultation with the State Historic Preservation Office (SHPO): BLM will coordinate and complete consultation with SHPO.

11. Governor's Consistency Review: BLM will coordinate and complete the Governor's Consistency Review.
12. Protest Responses: BLM will be responsible for BLM protest responses.
13. BLM Record of Decision: BLM will prepare the Record of Decision (ROD) for BLM lands.
14. Mailings: BLM will do mailings using labels provided by Contractor.
15. Document Copies: BLM will provide hard copies and CDs of all documents to be distributed. The Contractor shall provide production-ready electronic copies of these documents.

#### **IX. TASKS TO BE PERFORMED BY GLCA**

1. Values and Purposes Analysis: GLCA will complete analysis of NPS values and purposes.
2. Protest Responses: NPS will be responsible for NPS protest responses.
3. NPS Record of Decision: GLCA will prepare the ROD for NPS lands.

#### **X. CONTRACTOR FURNISHED MATERIALS**

The Contractor shall furnish all personnel, equipment, transportation, supplies, and incidentals except those indicated as government-furnished, to perform all work necessary for completion of the MMP-A/EIS.

#### **XI. GENERAL STANDARDS FOR CONTRACT PERFORMANCE**

1. Quality Standards: The MMP-A/EIS must be legally and technically defensible and meet the requirements of applicable federal laws, regulations, court decisions, and agency guidance. The quality standards given with each task have been included to provide additional information to define the results BLM requires from this contract.
2. Experience: BLM seeks a contractor who understands their role in the development of a BLM LUP Amendment/EIS. Contractor shall demonstrate an in-depth understanding of and experience with NEPA and BLM Planning regulations and policy. A smaller, effective, core team with experience analyzing the major issues associated with this effort, rather than a large team comprised of all disciplines is a more effective strategy.
3. Status Reporting: Conference calls shall be conducted on a regular basis (at least twice per month) between the Contracting Officer's Representative (COR) and Contractor to discuss the schedule, contracting issues, work progress, and any other relevant issues. Periodic progress or other review meetings will be conducted by the COR and scheduled at their discretion.
4. Internal Review Comments Tracking and Response: Contractor shall be responsible for receiving, tracking, and analyzing comments from internal reviewers, and discussing

recommendations with BLM in order to reach agreement on changes to be made, and then to incorporate those changes into the various documents associated with the planning effort. The BLM COR and Monument Manager will be responsible for deciding whether to incorporate internal review comments. However, Contactor shall be responsible for documenting these decisions and making the appropriate changes in the document.

Contractor shall be responsible for providing written responses to comments provided by internal reviewers, explaining whether comments were incorporated, and if not, why not. The feedback loop is critical both to establishing and maintaining credibility with staff, cooperators, and advisors, as well as to continued participation throughout the various review periods. This shall be built into the comment form so it is easy to track.

The feedback loop to internal reviewers regarding how their comments were addressed shall be completed in a timely manner and before another review period begins. All changes to be incorporated shall be clear, understandable, and documented in the Administrative Record.

5. Geographic Information Systems: Contractor shall perform all GIS work and analysis required for this planning effort, including the production of maps for public meetings and for planning documents, as well as any spatial analysis or modeling required for alternatives development. The Contractor shall catalogue and prepare GIS data for the Administrative Record. GIS data shall be submitted in Universal Transverse Mercator (UTM) coordinate system with NAD83 datum, Zone 12 North, and units in meters. All GIS data and metadata developed as part of this project shall be delivered in a file geo-database format compatible with ESRI ArcGIS 10. Contractor shall also deliver a brief narrative description of what data were used in the analysis, and the procedures utilized in data development.
6. Information Protection: Contractor shall be responsible for protecting all information used, gathered, or developed as a result of work under this contract. Contractor shall protect all Sensitive but Unclassified (SBU) government data. Contractor shall not make copies, screen captures, or otherwise save SBU government data to be removed from the physical premises without explicit written permission from the BLM COR. All information, work papers, drafts, and final documents developed or accessed, or any product or system developed are the property of the United States Government. Any location-specific information pertaining to cultural resources (whether map, description, or photo) is proprietary to BLM. Such information shall not become the property of any contractors working on the MMP-A/EIS, shall not be attached to any document (paper or electronic), and is not subject to any public release or FOIA requests (36CFR 7.18).
7. Contractor Personnel: Personnel listed in the proposal shall be the same as those assigned to the project for the duration of the contract. Should listed personnel leave the company or need to be removed from the project, they shall be replaced by equally qualified personnel and BLM must approve those replacements. The same shall be true for any sub-contractor personnel.
8. Miscellaneous Presentation (Internal and External) Deliverables: Contractor shall be prepared to develop presentation components and assist with internal briefings, public meetings, workshops, small group presentations, field trips, mailings, pamphlets, and informal contacts, as specified in this SOW.

## XII. GENERAL STANDARDS FOR SUBMISSION OF DELIVERABLES

Contractor shall be responsible for timely submission of deliverables identified in this SOW. A schedule of due dates for deliverables will be agreed to by BLM and Contractor during the development of the Project Management Plan. If a Contractor deliverable is dependent on the provision of materials, data, or information by BLM, due dates for BLM provision of these materials will be developed as well. If BLM does not meet agreed upon due dates, Contractor due dates will be adjusted accordingly. It is not acceptable if a product is turned in to meet a time frame but does not meet the content requirements and quality standards.

All submitted deliverables shall follow these guidelines:

1. Grammar and Style: All submitted documents shall read in a singular, active (not passive) voice, be formatted consistently using easy-to-read fonts, and be free of errors. When graphics (images, maps, charts, etc.) and tables, can effectively present relevant information, they shall be used in place of lengthy textual explanations.
2. Executive Summary: All major documents (i.e. Draft MMP-A/EIS, Final EIS, and ROD) associated with this effort shall incorporate a concise executive summary that summarizes the purpose of the document and all major points and decisions.
3. Software: All review document submittals that are primarily text shall be provided in Microsoft Office software applications format (MS Word in most instances). Maps and other graphic submittals shall be provided in PDF format. Should it be warranted, Adobe Creative Suite software may also be used with concurrence of BLM. The print and web production-ready files shall be provided in PDF format.
4. GIS: Contractor shall provide BLM GIS data in a format and at intervals agreed upon by BLM and Contractor during the kick-off meeting. Contractor shall also provide metadata and process steps as well as data in a Federal Geographic Data Committee (FGDC) format compatible with ERSI GIS software (see [www.fgdc.gov/standards](http://www.fgdc.gov/standards)).
5. Internet:
  - a. *Hosting*: Contractor may not host any BLM materials on publicly accessible websites. Any web-based deliverables will be hosted on BLM servers.
  - b. *Web-based Deliverables*: All materials and information submitted for BLM's website shall meet all applicable federal, state and local regulations. Web-based deliverables shall be provided in PDF format. Materials submitted by Contractor for viewing on BLM's website shall be user-friendly, easily downloaded and navigated, and be free of viruses, spyware, and all other invasive problems. Graphics and images shall be at appropriate resolution for optimal web viewing, not of higher resolution than necessary that causes files to be needlessly large.
  - c. *Section 508 Requirements*: All materials submitted for posting to BLM's website shall also meet the requirements of Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220) which requires

federal agencies to make their electronic and information technology accessible to people with disabilities. See website: <https://www.section508.gov/#> for detailed information.

6. Schedule: Contractor shall propose a schedule for completion of the Final EIS, ROD, and Approved MMP-A three years from the contract award date. BLM and Contractor shall agree to lengths of review periods to meet this schedule.
7. Reviews: BLM will have the option of reviewing drafts and requesting revisions until they meet BLM's satisfaction. Contractor, upon receipt of BLM's comments on any draft, shall have 15 calendar days to respond with written revisions, unless otherwise agreed.
8. Administrative Record: Contractor shall be responsible for organizing, managing, and completing the Administrative Record. Contractor shall establish an Administrative Record protocol that BLM staff will follow to transfer documents to the Contractor. Contractor shall be responsible for maintaining electronic, searchable versions of all documents for inclusion in the project file supporting the Administrative Record. Contractor shall ensure all hard copy documents are scanned as PDF files using optical character recognition (OCR). The Administrative Record shall be organized using a BLM-approved structure that allows for easy document search and retrieval. An index of all documents shall be provided. All bibliography and reference materials listed in the appendices shall also be available in the administrative file in PDF format. This project is organized by phases; an Administrative Record deliverable is identified in Phases 2, 4, 5, 6, 7, and 8. At the completion of the project, Contractor shall transfer the complete Administrative Record, including all original documents, to BLM. The Administrative Record shall be subject to audit at any time. . See LUP Handbook H-1601-1 for further discussion and guidelines on the Administrative Record.
9. Comment Analysis: Contractor shall be responsible for collecting, cataloging, tracking, analyzing and summarizing public comments. To accomplish this, Contractor shall develop a database using an agreed upon format and structure that is easily searchable, tracks responses, and is compatible with BLM's standard operating environment. Specifically, Contractor shall:
  - a. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest;
  - b. Categorize comments and cross reference interest and issue to sections of the plan;
  - c. Determine the number of individuals/groups/agencies raising the same or similar issue that can be addressed with the same approach or resolution; and
  - d. Recommend appropriate planning approaches to address issues.
10. Mailing List Maintenance and Mailings: BLM will provide contractor with an initial mailing list and Contractor shall be responsible for organizing and maintaining the mailing list using an agreed upon database format and structure that allows for additions throughout project, label production, and tracking of mailings. The database shall track all individuals/groups commenting or expressing interest in the planning process and those signing in at public meetings. The database shall be compatible with BLM's standard operating environment.



Contractor shall provide mailing labels (electronic) for mailings that BLM will do throughout project.

**NOTE:** Comment Analysis database and Mailing List database may be designed as single database with multiple functions, if practicable.

11. Delivery: Deliverables shall be electronic unless paper copies are specified. Deliverables shall be addressed to the BLM COR as follows:

BLM-Grand Staircase-Escalante National Monument  
 Allysia Angus  
 669 South HWY 89 A  
 Kanab, UT 84741  
 aangus@blm.gov

12. Deliverable Approvals: Deliverables will be approved by the BLM COR after review by BLM.

### **XIII. TASKS TO BE PERFORMED BY THE CONTRACTOR**

Work is identified in phases, with specific tasks identified for each phase. The implementation of each phase is dependent upon availability of funding. The entire MMP-A/EIS planning process shall be bid upon as one job. However, each phase and task will be initiated as an option with a specific task order. It is the BLM's intent to award all described phases and tasks.

Contractor shall perform the tasks below. The reference to days in the following phases/tasks is considered calendar days, unless otherwise stated. BLM and Contractor will develop a realistic schedule after the contract is awarded.

#### **PHASE 1 – INITIAL COORDINATION / ORIENTATION and PROJECT MANAGEMENT**

Phase 1 includes the following tasks:

1. Initial Coordination Meeting and Orientation Field Trip; and
2. Project Management Plan and Detailed Work Schedule.

##### **Phase 1 - Task 1: Initial Coordination Meeting / Orientation Field Trip**

BLM IDT, planning staff and key contractor staff will attend an initial one-day coordination meeting in Kanab, Utah. Cooperating Agency representatives will attend some portion of this meeting.

Contractor shall also attend a two-day orientation field trip immediately following the coordination meeting with key BLM staff to become familiar with the planning area.

- a. Contractor, with coordinated input from BLM, shall develop an agenda for the initial coordination meeting. BLM will develop the agenda for the field trip.

- b. Contractor shall facilitate, record, and provide a written record of meeting.
- c. BLM will identify Project Lead/COR, MMP-A/EIS reviewers, and IDT members, Contractor identifies Project Manager (PM) and team members, thereby creating a BLM/Contractor IDT.
- d. BLM and Contractor shall discuss and agree on the following outcomes:
  - i. Changes to the draft Project Management Plan and Detailed Work Schedule for all phases (see Phase 1, Task 2);
  - ii. MMP-A/EIS outline, format, and general content;
  - iii. Plan to communicate and document management protocols between BLM and Contractor;
  - iv. Content, frequency, and dates for submission of contract management reports to COR;
  - v. Method for the Contractor to request GIS data; mechanism to share data; and format and frequency that BLM will provide GIS data to the contractor for analysis; and
  - vi. Administrative Record organizing structure tool and Administrative Record protocol, including how BLM staff will transfer documents to the contractor; and format and frequency that BLM will provide GIS data to the contractor for Administrative Record.

**Quality Standard:** The meeting and field trip shall accomplish all the desired outcomes in the task above and on the approved agendas. The meeting records shall be complete and shall be provided to the COR.

Deliverables:	Due Date
1. Coordination Meeting Agenda: Contractor shall provide BLM with a draft agenda to review prior to finalizing.	Final Agenda: Within 10 days of contract award.
2. Coordination Meeting Facilitation: Contractor's PM and core team will attend.	Within 15 days of contract award.
3. Orientation Field Trip: Contractor's PM and core team will attend.	
4. Coordination Meeting and Field Trip Notes: Contractor shall provide complete and detailed notes (electronic) from the meeting and field trips to COR to be shared with all participants.	Within 7 days of the Coordination Meeting.

#### Phase 1 - Task 2: Project Management Plan and Detailed Work Schedule

Contractor shall develop a detailed Project Management Plan identifying how all tasks identified in SOW shall be completed to reflect a three-year timeline. The plan shall include:

- 1. A work breakdown structure and risk management strategy, critical path and schedule for all phases and tasks of the MMP-A/EIS, and associated personnel responsibilities;
- 2. A staffing plan, including identification of Contractor's PM, Core Team, IDT and support staff; include educational background and qualifications of all staff;
- 3. How subcontractors, if any, shall be used and managed;

4. A protocol, including quality control measures, that Contractor shall employ in order to ensure effective communication with BLM.

Contractor shall develop a detailed work schedule showing critical paths and delivery dates for each phase and task of this planning effort. BLM will confirm key dates for primary milestones at the Coordination Meeting.

**Quality Standard:** Project Management Plan and Detailed Work Schedule shall fully describe the major components of the planning process, how and when these will be accomplished, and include a contact information list for both parties.

Deliverables:	Due Date
1. Draft Project Management Plan and Detailed Work Schedule	By orientation meeting.
2. Final Project Management Plan and Detailed Work Schedule	7 days after orientation field trips.

## PHASE 2 – SCOPING and INITIAL COMMENT ANALYSIS

Phase 2 includes the following tasks:

1. Public Scoping Meetings;
2. Scoping Report; and
3. Administrative Record.

### Phase 2 - Task 1: Public Scoping Meetings

BLM will publish the NOI and mail public scoping newsletters. The public scoping period will be a minimum of 60 days.

At least three meetings shall be held in the following locations: Kanab, Escalante, and Salt Lake City, Utah. Meetings shall be held during a one-week period. Contractor shall produce all meeting materials (i.e. maps, posters, handouts, etc.). Drafts of all materials will be approved by COR.

Contractor shall provide BLM with mailing labels (electronic) for the public scoping newsletters. The mailing list database shall be utilized during this task. See Section XII, 10. Mailing List, for additional detail.

Contractor shall be responsible for organizing and facilitating meetings associated with the formal public scoping process. BLM will arrange for meeting spaces. Contractor shall work with BLM to design an effective strategy to solicit input from the public during these meetings. Contractor is encouraged to suggest creative meeting facilitation techniques that will allow the broadest range of issues to be identified and to reinforce the concepts of collaborative, community-based planning. The meetings shall be for the general public, affected and interested user groups, stakeholders, and local, state, and federal agencies. BLM managers and staff will be present at the meetings to answer questions, thus the contractor need only send those individuals (i.e. Project Manager, recorder or

others) necessary to facilitate the meetings.

Contractor shall be responsible for collecting and documenting public scoping input that is provided via comment letters and e-mails received by BLM (and then provided to Contractor) as well as input received at scoping meetings. Public scoping input shall be incorporated into a meeting record for each meeting and into the final public scoping report.

**Quality Standard:** Contractor shall, working with BLM, ensure that all public scoping meetings are conducted and advertised timely to meet agency standards (see LUP Handbook H-1601-1) are functional, and information is presented clearly with no misstatements and/or omissions. All meeting materials shall be accurate, attractive and clearly understandable by the general public. Input shall be solicited and collected at meetings to identify issues, develop possible alternatives or elements of alternatives, and to identify public concerns for incorporation into meeting records and scoping report.

Deliverables:	Due Date
1. Mailing list database.	35 days prior first public scoping meeting.
2. Public scoping meeting mailing list labels (electronic)	35 days prior first public scoping meeting.
3. Draft public scoping meeting materials (maps, posters, handouts, etc.).	10 days prior to meetings.
4. Final public scoping meeting materials.	Day of meeting.
5. Facilitation of three (3) public scoping meetings.	TBD
6. Records (electronic) of each public scoping meeting.	15 days after last public scoping meeting.

## Phase 2 - Task 2: Scoping Report

Contractor shall prepare and submit a scoping report to BLM for review that includes a synthesis of all scoping input (prior assessments, scoping meetings, letters, emails, etc.). The scoping report shall also include the final list of public comments, along with recommendations and rationale for the issues and planning criteria to be considered in the MMP-A/EIS process.

The comment analysis database shall be utilized during this task. See Section XII, 9. Comment Analysis, for additional detail.

Specifically, the scoping report shall address:

- a. Issues to be resolved during the planning effort;
- b. Issues to be resolved through policy or administrative action (*Note: GSEMN will hear these issues as they are presented during the planning process and, even though they are of policy or administrative nature, will consider ways to improve effectiveness.*);

- c. Issues that have already been addressed but should be better communicated to those who raised the issues; and
- d. Issues beyond the scope of this planning effort.

The scoping report shall include rationale for each issue placed in categories (b), (c), and (d). Contractor shall incorporate all issues in category (a) into the MMP-A/EIS and use these issues to develop alternatives and in the analysis of potential impacts of the alternatives in the EIS.

BLM will produce and mail a scoping results newsletter. Contractor shall provide BLM with mailing labels (electronic).

**Quality Standard:** Scoping report shall follow the format agreed to by BLM, and shall include a summary of verbal input, and 100% of the written and electronic input, obtained during the formal public comment period or presented during public scoping meetings. The standard format contained in Appendix F-2 in the LUP Handbook H-1601-1 shall be used for the report.

Deliverables:	Due Date
1. Comment Analysis Database	7 days after last public scoping meeting
2. Draft Scoping Report	30 days after last public scoping meeting
3. Final Scoping Report	30 days after BLM review comments are provided
4. Scoping Results Newsletter Mailing List Labels (electronic)	Along with Draft Scoping Report

### Phase 2 - Task 3: Administrative Record

Contractor shall prepare and submit an Administrative Record containing a complete record to date of acceptance of final public scoping report.

**Quality Standard:** The Administrative Record shall conform to WO IM-No. 2006-225, *Standardized Guidance on Compiling a Decision File and Administrative Record* LUP Handbook H-1601-1, Appendix F-6 "Recommended Administrative Record File Plan for Land Use Planning Projects".

Deliverables:	Due Date
1. Phase 2 - Administrative Record	7 days after public scoping report is finalized.

### PHASE 3 – ANALYSIS OF MANAGEMENT SITUATION

Phase 3 includes the following task:

1. Analysis of Management Situation.

Phase 3 - Task 1: Analysis of Management Situation	
<p>Contractor shall develop and write the Analysis of Management Situation (AMS) using information and data provided by BLM and Cooperating Agencies. The analysis shall be short, concise, and focused on the issues relevant to livestock grazing management in the area. It should not be an exhaustive review of everything known about the area. This analysis shall:</p> <ol style="list-style-type: none"> <li>a. characterize the resource area profile;</li> <li>b. portray the existing management situation;</li> <li>c. identify management opportunities to respond to issues; and</li> <li>d. provide the basis for formulating reasonable alternatives.</li> </ol>	
<p><b>Quality Standard:</b> The AMS report shall follow standard format contained in Appendix F-3 in the LUP Handbook H-1601-1 and be professionally edited. It shall include sufficiently detailed information to characterize resources and lay the foundation for Chapter 3 of the EIS.</p>	
Deliverables:	Due Date
1. Draft AMS report	TBD
2. Final AMS report	TBD

#### PHASE 4 – DEVELOPMENT OF DRAFT MMP-A/EIS

Phase 4 includes the following tasks:

1. Chapter 1 and 3 - Introduction and Affected Environment;
2. Chapter 2 - Alternatives;
3. Chapter 4 - Analyze Alternatives/Environmental Consequences ;
4. Complete Draft MMP-A/EIS; and
5. Administrative Record.

Phase 4 – Task 1 - Chapter 1 (Introduction) and Chapter 3 (Affected Environment)
<p>Contractor shall prepare Chapters 1 and 3 of the Draft MMP-A/EIS. Contractor shall incorporate existing data and new data as appropriate, information from the preparation plan, AMS, scoping report, Cooperating Agencies and MAC input, existing assessments, and information from any internal meeting(s) conducted for this task.</p>

<b>Quality Standard:</b> Prepared materials shall follow standard format contained in Appendix F-4 in the LUP Handbook H-1601-1, include relevant data gathered, be professionally edited, and be acceptable to BLM.	
<b>Deliverables:</b>	<b>Due Date</b>
1. Draft Chapter 1 and 3 for BLM (GSENM and UTSO) review (3 week review period)	TBD
2. Second Draft Chapter 1 and 3 for Cooperating Agency review (2 week review period)	7 days after BLM review comments are received.
3. Final Chapter 1 and 3 for incorporation into the Draft MMP-A/EIS.	7 days after Cooperating Agency review comments are received.

<b>Phase 4 – Task 2 - Chapter 2 - (Alternatives)</b>	
Contractor shall prepare Chapter 2 of the Draft MMP-A/EIS working closely with BLM and engaging Cooperating Agencies. Contractor shall organize, prepare materials for, lead, facilitate, and participate in a one-day alternative development workshop in Kanab, Utah. BLM anticipates no more than five (5) alternatives, which include the current management (No Action Alternative) and a No Grazing Alternative. A comparison of alternatives (in table format) shall be included in this chapter. Adaptive management shall also be addressed.	
<b>Quality Standard:</b> Prepared materials shall follow standard format contained in Appendix F-4 in the LUP Handbook H-1601-1, be professionally edited, and be acceptable to BLM.	
<b>Deliverables:</b>	<b>Due Date</b>
1. Alternative Development Workshop Materials	10 days prior to workshop
2. Alternative Development Workshop	TBD
3. First Draft Chapter 2 for BLM (GSENM and UTSO) review (3 week review period)	TBD
4. Second Draft Chapter 2 for Cooperating Agency review (2 week review period)	7 days after BLM review comments are received.
5. Final Chapter 2 for incorporation into the Draft MMP-A/EIS	7 days after Cooperating Agency review comments are received.

<b>Phase 4 – Task 3 - Chapter 4 – (Environmental Consequences)</b>
Contractor shall prepare Chapter 4 of the Draft MMP-A/EIS working closely with BLM and engaging Cooperating Agencies to perform a detailed environmental analysis of the direct, indirect, and



cumulative impacts to resources, resource uses, and social and economic considerations for each developed alternative. Contractor shall organize, prepare materials for, lead, facilitate, and participate in a one-day impact analysis workshop in Kanab, Utah.

**Quality Standard:** Prepared materials shall follow standard format contained in Appendix F-4 in the LUP Handbook H-1601-1, be professionally edited, and be acceptable to BLM.

<b>Deliverables:</b>	<b>Due Date</b>
1. Impact Analysis Workshop Materials	10 days prior to workshop.
2. Impact Analysis Workshop	TBD
3. First Draft Chapter 4 for BLM (GSENM and UTSO) (3 week review period)	TBD
4. Second Draft Chapter 4 for Cooperating Agency review (2 week review period)	7 days after BLM review comments are received.
5. Final Chapter 4 for incorporation into the DEIS-MMP-A.	7 days after Cooperating Agency review comments are received.

#### Phase 4 – Task 4 – Complete Draft MMP-A/EIS

Contractor shall prepare the complete Draft MMP-A/EIS. This task requires three separate review periods (1. GSENM and UTSO; 2. Cooperating Agencies; 3. WO and Solicitors) that build upon each other before the document can be released for public comment. The contractor shall ensure that the changes to the draft necessitated by the comment responses from each review are made in the appropriate sections of the Draft MMP-A/EIS prior to the subsequent review.

The complete draft shall contain all chapters, graphics, maps, appendices, a complete bibliography, and other required sections. BLM will prepare and include a “Dear Reader” letter for distribution to the interested party mailing list for a 90-day review and comment period. Contractor shall provide BLM with mailing labels (electronic).

The Draft MMP-A/EIS will be available for public review on the BLM planning website. BLM will also provide a limited number of print and DVDs copies upon request.

**Quality Standard:** The complete Draft MMP-A/EIS shall follow the standard format contained in Appendix F-4 in the LUP Handbook H-1601-1, be accurate, free of typographic, grammatical or content errors, be professionally edited, and be acceptable to BLM.

The web version shall be fully viewable when uploaded to BLM’s planning website, as well as easily navigated, easily downloaded, searchable, and Section 508 compliant. It shall have page thumbnails and bookmarks for navigation. Graphics and images will be at appropriate resolution for optimal web viewing, not of a resolution that causes document files to be needlessly large and slow to download.



The print version shall be production-ready; images and graphics will be appropriate resolution for high quality printing.	
Deliverables:	Due Date
1. First Draft MMP-A/EIS for BLM (GSENM and UTSO) review (2 week review period).	TBD
2. Second Draft MMP-A/EIS for Cooperating Agencies review along with record of comments form showing the status of comments provided during the first draft review (2 week review period).	15 days after first draft review comments are received.
3. Third Draft MMP-A/EIS for WO and Solicitors review along with record of comments form showing the status of comments provided during the second draft review (3 week review period).	15 days after second draft review comments are received.
4. Draft Production-ready Draft MMP-A/EIS along with record of comments form showing the status of comments provided during the third draft review.	30 days after third draft review comments are received.
5. Production-ready Draft MMP-A/EIS in the following formats: <ul style="list-style-type: none"> <li>a) A master file set (PDF) for web-viewing and downloading (low resolution).</li> <li>b) A master, production-ready file set (PDF) for print reproduction (high resolution).</li> <li>c) A master file package including all files (master files, design files, and links) used to prepare production-ready documents.</li> <li>d) Two print copies (1-GSENM, 1-UTSO).</li> </ul> <p>NOTE: All digital files will be provided on DVD or other appropriate portable storage media.</p>	15 days after Draft Production-ready version is accepted by BLM.

Phase 4 - Task 5: Administrative Record	
Contractor shall prepare and submit an Administrative Record containing a complete record to date of acceptance of production-ready Draft MMP-A/EIS.	
<b>Quality Standard:</b> The Administrative Record shall conform to WO IM-No. 2006-225, <i>Standardized Guidance on Compiling a Decision File and Administrative Record</i> and LUP Handbook H-1601-1, Appendix F-6 "Recommended Administrative Record File Plan for Land Use Planning Projects".	
Deliverables:	Due Date
1. Phase 4 - Administrative Record	15 Days after Final Draft MMP-

A/EIS is accepted.
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## PHASE 5 – PUBLIC COMMENT MEETINGS AND COMMENT ANALYSIS

Phase 5 includes the following tasks:

1. Public Comment Meetings;
2. Comment Analysis and Report; and
3. Administrative Record.

### Phase 5 - Task 1: Public Comment Meetings

BLM will publish the Notice of Availability (NOA) of the Draft MMP-A/EIS allowing for a 90 day comment period. BLM will mail public comment newsletters. Contractor shall provide BLM with mailing labels (electronic).

At least three public comment meetings shall be held in the following locations: Kanab, Escalante, and Salt Lake City, Utah. Meetings shall be held during a one-week period. Contractor shall produce all meeting materials (i.e. maps, posters, handouts, etc.). Drafts of all materials will be approved by COR.

Contractor shall be responsible for organizing and facilitating the public comment meetings. BLM will arrange for meeting spaces. Contractor shall work with BLM to design an effective strategy to solicit input from the public during these meetings. Contractor is encouraged to suggest creative meeting facilitation techniques that will engage participants in meaningful dialogue about the alternatives and continue to reinforce the concepts of collaborative, community-based planning. The meetings shall be for the general public, affected and interested user groups, stakeholders, and local, state, and federal agencies. BLM managers and staff will be present at the meetings to answer questions, thus the contractor need only send those individuals (i.e. Project Manager, recorder or others) necessary to facilitate the meetings.

Contractor shall be responsible for collecting and documenting public input that is provided via comment letters and e-mails received by BLM (and then provided to Contractor) as well as input received at public comment meetings. Public comments shall be tracked in the comment analysis database and shall be incorporated into a meeting record for each meeting and into the public comment analysis report.

**Quality Standard:** Contractor shall, working with BLM, ensure that all public comment meetings are conducted and advertised timely to meet agency standards (see LUP Handbook H-1601-1) are functional, and information is presented clearly with no misstatements and/or omissions. All meeting materials shall be accurate, attractive and clearly understandable by the general public. Contractor shall adhere to agenda, but remain flexible to meet needs of attendees and interact appropriately with attendees to obtain outcomes.

<b>Deliverables:</b>	<b>Due Date</b>
1. Public Comment Mailing List Labels (electronic)	TBD, but at least 35 days prior to the first public comment meeting.
2. Draft public comment meeting materials (maps, posters, handouts, etc.).	10 days prior to meetings.
3. Final public comment meeting materials.	Day of meeting.
4. Facilitation of three (3) public comment meetings.	During first two weeks of public comment period.
5. Records (electronic) of each public comment meeting.	15 days after last public comment meeting.

#### Phase 5 - Task 2: Public Comment Analysis and Report

Contractor shall be responsible for cataloguing, analyzing, grouping similar comments, and summarizing comments received from the public on the Draft MMP-A/EIS, including those received from Cooperating Agencies, the MAC, the planning web site, and at public meetings. BLM will receive all written and e-mail responses. These will be provided to the contractor for integration with other public comments.

Contractor is responsible for adding all substantive comments into comment analysis database (see X. 9. Comment Analysis).

Contractor shall work with BLM to develop the strategy to respond to and address public comments received. Contractor shall prepare a draft public comment analysis report of all comments, and collaborating with the BLM as needed, prepare responses to all substantive comments. After BLM review, Contractor shall prepare a final public comment analysis report for incorporation into Final EIS/Proposed MMP-A.

**Quality Standard:** The comment analysis report shall address all timely submitted comments, including those provided at public comment meetings. The report shall list comment sources, issues and concerns raised in comments, reasons or rationales for issues or concerns (where stated), a statistical breakdown on categories and numbers of comments by issues and concerns or other appropriate categories, or other information requested by BLM.

<b>Deliverables:</b>	<b>Due Date</b>
1. Draft Public Comment Analysis Report with prepared responses to all substantive comments	TBD
2. Final Public Comment Analysis Report.	7 days after BLM review comments received.

#### Phase 5 - Task 3: Administrative Record

Contractor shall prepare and submit an Administrative Record containing a complete record to date of acceptance of Final Public Comment Analysis Report.	
<b>Quality Standard:</b> The Administrative Record shall conform to WO IM-No. 2006-225, <i>Standardized Guidance on Compiling a Decision File and Administrative Record</i> and LUP Handbook H-1601-1, Appendix F-6 "Recommended Administrative Record File Plan for Land Use Planning Projects".	
<b>Deliverables:</b>	<b>Due Date</b>
1. Phase 5 - Administrative Record	15 Days after Public Comment Analysis Report is finalized.

#### PHASE 6 –FINAL EIS/PROPOSED MMP-A

Phase 6 includes the following tasks:

1. Prepare Final EIS/Proposed MMP-A; and
2. Administrative Record.

Phase 6 - Task 1: Prepare Final EIS/Proposed MMP-A
<p>Contractor shall prepare the complete Final EIS/Proposed MMP-A. This task requires three separate review periods that build upon each other before the document can be released for the protest period. The contractor shall ensure that the changes to the draft necessitated by the comment responses from each review are made in the appropriate sections of the Final EIS/Proposed MMP-A prior to the subsequent review.</p> <p>The complete Final EIS/Proposed MMP-A shall contain all chapters, graphics, maps, appendices, a complete bibliography, and other required sections. BLM will prepare and include a "Dear Reader" letter for distribution to the interested party mailing list for the 30-day protest period. Contractor shall provide BLM with mailing labels (electronic).</p> <p>BLM will issue the Notice of Availability (NOA) for the 30-day protest period and coordinate and provide the Governor's Consistency Review for the Final EIS/Proposed MMP-A.</p> <p>The Final EIS/Proposed MMP-A will be available for public review on the BLM planning website. BLM will also provide a limited number of print and DVDs copies upon request.</p>
<b>Quality Standard:</b> The complete FINAL EIS/Proposed MMP-A shall follow standard format contained in Appendix F-4 in the LUP Handbook H-1601-1, meet BLM and Government Printing Office (GPO) requirements, be accurate, free of typographic, grammatical or content errors, be professionally edited, and be acceptable to BLM.

The web version shall be fully viewable when uploaded to BLM's planning website, as well as easily navigated, easily downloaded, searchable, and Section 508 compliant. It shall have page thumbnails and bookmarks for navigation. Graphics and images will be at appropriate resolution for optimal web viewing, not of a resolution that causes document files to be needlessly large and slow to download.

The print version shall be production-ready; images and graphics will be appropriate resolution for high quality printing.

<b>Deliverables:</b>	<b>Due Date</b>
1. First Draft Final EIS/Proposed MMP-A for A for GSENM and UTSO review. (2 week review period)	TBD
2. Second Draft Final EIS/Proposed MMP-A for Cooperating Agencies review along with record of comments form showing the status of comments provided during the first draft review. (2 week review period)	15 days after first draft review comments are received.
3. Third Draft Final EIS/Proposed MMP-A for WO and Solicitors review along with record of comments form showing the status of comments provided during the second draft review (3 week review period)	15 days after second draft review comments are received.
4. Draft Production-ready Final EIS/Proposed MMP-A along with record of comments form showing the status of comments provided during the third draft review.	30 days after third draft review comments are received.
5. Production-ready Final EIS/Proposed MMP-A in the following formats: <ul style="list-style-type: none"> <li>e) A master file set (PDF) for web-viewing and downloading (low resolution).</li> <li>f) A master, production-ready file set (PDF) for print reproduction (high resolution).</li> <li>g) A master file package including all files (master files, design files, and links) used to prepare production-ready documents.</li> <li>h) Two print copies(1-GSENM, 1-UTSO).</li> </ul> NOTE: All digital files will be provided on DVD or other appropriate portable storage media.	15 days after Draft Production-ready version is accepted by BLM.
6. Final EIS/Proposed MMP-A Mailing List Labels (electronic)	TBD, but at least 20 days prior to the beginning of the 30-day protest period.

**Phase 6 - Task 2: Administrative Record**

Contractor shall prepare and submit an Administrative Record containing a complete record to date of acceptance of Final EIS/Proposed MMP-A.	
<b>Quality Standard:</b> The Administrative Record shall conform to WO IM-No. 2006-225, <i>Standardized Guidance on Compiling a Decision File and Administrative Record</i> and LUP Handbook H-1601-1, Appendix F-6 "Recommended Administrative Record File Plan for Land Use Planning Projects".	
<b>Deliverables:</b>	<b>Due Date</b>
1. Phase 6 - Administrative Record	15 Days after Complete Final EIS/Proposed MMP-A is accepted.

#### PHASE 7 –COMPLETE PRODUCTION-READY FINAL ROD/APPROVED MMP-A

Phase 7 includes the following tasks:

1. Prepare Complete Production-Ready Final ROD/Approved MMP-A; and
2. Complete Administrative Record.

#### Phase 7 – Task 1: Prepare Complete Production-Ready Final ROD/Approved MMP-A

BLM and NPS will resolve protests. Protest documents will be provided to Contractor for inclusion in Administrative Record. BLM and NPS will prepare their respective Records of Decision (ROD). Contractor shall prepare Approved MMP-A for Administrative Review, which will include the Final Biological Opinion or the letter of concurrence with findings in the BA from USF&WS.

BLM and NPS will provide Contractor with the Records of Decision. Contractor shall prepare the complete Records of Decision /Approved MMP-A for publication. The complete ROD/Approved MMP-A shall contain all chapters, graphics, maps, appendices, a complete bibliography, and other required sections. The BLM shall have an opportunity to review the materials prior to finalization for publication.

BLM will prepare and distribute a "Dear Reader" letter to the interested party mailing list providing notification that that the Records of Decision and Approved MMP-A are available . Contractor shall provide BLM with mailing labels (electronic).

The Records of Decision /Approved MMP-A will be available for public review on the BLM planning website. BLM will also provide a limited number of print and DVDs copies upon request.

**Quality Standard:** Complete ROD/Approved MMP-A shall follow standard format contained in Appendix F-4 in the LUP Handbook H-1601-1, meet BLM and Government Printing Office (GPO) requirements, be accurate, free of typographic, grammatical or content errors, be professionally edited, and be acceptable to BLM.



The web version shall be fully viewable when uploaded to BLM's planning website, as well as easily navigated, easily downloaded, searchable, and Section 508 compliant. It shall have page thumbnails and bookmarks for navigation. Graphics and images will be at appropriate resolution for optimal web viewing, not of a resolution that causes document files to be needlessly large and slow to download.

The print version shall be production-ready including graphics and images at appropriate resolution for high quality printing.

Deliverables:	Due Date
1. First Draft Approved MMP-A for GSENM and UTSO review. (2 week review period)	TBD
2. Second Draft Approved MMP-A for WO and Solicitors review, along with record of comments form showing the status of comments provided during the first draft review. (3 week review period)	15 days after first draft review comments are received.
3. Draft Production-ready ROD/Approved MMP-A along with record of comments form showing the status of comments provided during the second draft review.	15 days after second draft review comments are received.
4. Production-ready ROD/Approved MMP-A <ul style="list-style-type: none"> <li>a) A master file set (PDF) for web-viewing and downloading (low resolution).</li> <li>b) A master, production-ready file set (PDF) for print reproduction (high resolution).</li> <li>c) A master file package including all files (master files, design files, and links) used to prepare production-ready documents.</li> <li>d) Two print copies (1-GSENM, 1-UTSO).</li> </ul> <p>NOTE: All digital files will be provided on DVD or other appropriate portable storage media.</p>	15 days after Draft Production-ready version is accepted by BLM.
5. ROD Issuance Mailing List Labels (electronic)	TBD

#### Phase 7 - Task 2: Complete Administrative Record

Contractor shall prepare and submit the complete Administrative Record.

**Quality Standard:** The Administrative Record shall conform to WO IM-No. 2006-225, *Standardized Guidance on Compiling a Decision File and Administrative Record* and LUP Handbook H-1601-1, Appendix F Administrative Record guidance.

Deliverables:	Due Date
1. Phase 7 - Administrative Record	TBD

#### **XIV. EVALUATION CRITERIA**

The Government intends to award one contract to the party whose proposal is responsive to the solicitation and the best value to the Government. The best value to the Government will be determined by evaluating each proposal against the Evaluation Criteria described below. The non-cost criteria (past performance and technical capabilities) when combined are significantly more important than the cost; however, cost will be a factor.

**Contractor's proposal will be evaluated on, and must include descriptions of, the following:**

##### **Past Performance:**

1. Your past experience and past performance with the BLM Resource Management Planning (RMP) process, including evidence of successful engagement of Cooperating Agencies, advisory councils, and other stakeholders. Past experience and past performance with plan amendments, land use planning for livestock grazing, and especially working with NLCS units. Include brief examples involving proposed core team members.
2. Past experience and past performance of your firm's Project Manager and key staff, especially in regards to successful and timely completion of similar planning projects within budget. List all projects the Project Manager has managed during the last five (5) years. Provide the name and location of the offices for which the work was completed. Include contact information for the BLM Project Managers for all BLM projects cited.
3. Your ability and past performance in being flexible and adaptive to meet schedules (timeliness), control costs, and balance workloads, as the land use planning/EIS process can often present unforeseen challenges. Include brief examples involving proposed core team members.

##### **Technical Capabilities:**

1. How well the proposal demonstrates a thorough understanding of the LUP Handbook H-1601-1 and supplemental planning guidance.
2. How well the proposal demonstrates a thorough understanding of GSENM's key issues as described in the SOW. Include brief suggestions for addressing key issues.
3. How well the contractor demonstrates their staff and subcontractor experience and expertise with impact analysis, including direct, indirect and cumulative impacts.
4. The adequacy of the proposed staffing, especially the Project Manager and Core Team, including the appropriate team size, skill levels, and experience with the BLM planning process to effectively and efficiently complete the MMP-A/EIS within the specified timeframe. Include the following:
  - a) Names and resumes of key personnel: Project Manager and Core Team.



- b) Names and resumes of all subcontractors the Contractor plans to use. Any subcontractors used during the life of the contract who are not listed in the proposal must be approved by BLM.
  - c) Demonstrate a commitment to assign the personnel and sub-contractors named in 4.a) and 4.b) to this project for the duration of the project. State that if any of these personnel should leave your company (or if sub-contractors should depart), you will replace them with equally qualified personnel, subject to BLM approval.
5. Your method and process for developing and maintaining a schedule. Provide a sample schedule/timeline, including critical paths and schedule for all phases and tasks of an plan amendment/EIS (the schedule/timeline from a previous RMP/EIS you have worked on is acceptable).
  6. Your creativity and innovation in collaboratively working with multiple agencies, stakeholders, and the public and in communicating and facilitating the planning process.

**Cost:**

1. Price will be evaluated in relation to the GSA Schedule and other proposals, and only on the discounted prices of the labor categories contained in this solicitation.
2. Hourly rates shall be inclusive of all direct labor, indirect costs, task order request, preparation costs, and all management activities associated with the performance of the tasks.
3. The quoted price shall be the maximum price for each labor category under any resultant order. To maintain continuity in the evaluation of your proposal, it is imperative that you indicate pricing for each phase/task, to include totals for each phase, for each task, and for the total project. Identify all applicable labor categories you deem appropriate for each phase and task and include assumptions for the costs associated with each phase/task.

**XV. EVALUATION FACTORS** (All factors are weighted 25 %.)**Experience**

Experience developing Land Use Plans and/or Land Use Plan Amendments for the BLM and/or other federal land management agencies that analyze environmental consequences resulting from identified alternatives. Experience in addressing environmental consequences of alternatives for the short and long term, cumulative effects; and reasonably foreseeable action scenarios. Ability to work with others and communicate successfully with BLM, other federal, state, and local agencies, Tribal nations and the public. Experience in completing required coordination and consultation; conducting public outreach such as open houses; and analyzing and responding to public comments.

**Key Personnel**

Ability to schedule and staff this project as evidenced through submission of an organizational chart and resumes of key personnel, such as the Project Manager, Assistant Project Manager, Range Specialists, Recreation Specialists, Biologists, and Cultural Resource Specialists. Key personnel are those who are responsible for completion of the document within the specified time frame. Demonstrated ability to complete complex planning and/or NEPA projects within specified time frames.

#### **Qualifications**

Proven expertise and qualifications necessary to perform services described in the Statement of Work (SOW) and to provide thorough, quality, and readable deliverables; including the ability to manage and organize the NEPA file into a searchable electronic administrative record.

#### **Knowledge**

Evidence of a good working knowledge of the Federal Land Policy and Management Act (FLPMA), National Environmental Policy Act (NEPA), BLM LUP Handbook H-1601-1, corresponding federal regulations, as well as other federal and state statutory requirements.

#### **XVI. OTHER INFORMATION**

Potential contractors are advised that the Government will evaluate the total price for Phases 1 through 7.

Dependent on the availability of appropriated funds the Government reserves the right to award those items from any or all Phases and Tasks that the Government is in a position to fund upon award of the basic task order. In the event that funds are not available to fully fund all tasks described, those task(s) not funded will become optional line items and will be so designated by issuance of a unilateral modification to the award document citing same.

Dependent on the performance of the contractor on previous tasks, the Government reserves the right to award items from any or all subsequent Phases and Tasks, or to withdraw awards already made for subsequent work. In the event that the contractor's performance is not acceptable, those task(s) not funded (or withdrawn) will become optional line items and will be so designated by issuance of a unilateral modification to the award document citing same.

**Grand Staircase-Escalante National Monument**  
**Livestock Grazing Monument Management Plan Amendment**  
**and Associated Environmental Impact Statement**  
Bid Schedule  
June 6, 2013

**LABOR CATEGORY PRICE LIST**

**PHASE 1 – INITIAL COORDINATION / ORIENTATION and PROJECT MANAGEMENT**

**Phase 1 - Task 1: Initial Coordination Meeting / Orientation Field Trip**

BLM IDT, planning staff and key contractor staff will attend an initial one-day coordination meeting in Kanab, Utah. Cooperating Agency representatives will attend some portion of this meeting.

Contractor shall also attend a two-day orientation field trip immediately following the coordination meeting with key BLM staff to become familiar with the planning area.

- a. Contractor, with coordinated input from BLM, shall develop an agenda for the initial coordination meeting. BLM will develop the agenda for the field trip.
- b. Contractor shall facilitate, record, and provide a written record of meeting.
- c. BLM will identify Project Lead/COR, MMP-A/EIS reviewers, and IDT members, Contractor identifies Project Manager (PM) and team members, thereby creating a BLM/Contractor IDT.
- d. BLM and Contractor shall discuss and agree on the following outcomes:
  - i. Changes to the draft Project Management Plan and Detailed Work Schedule for all phases (see Phase 1, Task 2);
  - ii. MMP-A/EIS outline, format, and general content;
  - iii. Plan to communicate and document management protocols between BLM and Contractor;
  - iv. Content, frequency, and dates for submission of contract management reports to COR;
  - v. Method for the Contractor to request GIS data; mechanism to share data; and format and frequency that BLM will provide GIS data to the contractor for analysis; and
  - vi. Administrative Record organizing structure tool and Administrative Record protocol, including how BLM staff will transfer documents to the contractor; and format and frequency that BLM will provide GIS data to the contractor for Administrative Record.

**Deliverables:**

- 1.Coordination Meeting Agenda
- 2.Meeting Facilitation
- 3.Orientation Field Trip
- 4.Coordination Meeting and Field Trip Notes

**LABOR CATEGORY PRICE LIST**  
**PHASE I, TASK 1**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager**			\$150.00	50	\$7,500.00
Asst. Project Mgr/NEPA Planning Specialist**			\$125.00	50	\$6,250.00
Range Specialist**			\$100.00	40	\$4,000.00
Botanist/Vegetation/T&E**			\$100.00	40	\$4,000.00
Water Resources/ Riparian/Wetland/ Watershed Specialist**			\$100.00	40	\$4,000.00
Recreation Planner/Wilderness/ Wild & Scenic Rivers/Visual Resource Specialist**			\$100.00	40	\$4,000.00
Economist/Sociologist**			\$125.00	40	\$5,000.00
GIS Specialist			\$100.00	10	\$1,000.00
Clerical Support			\$50.00	10	\$500.00
**exact IDT specialists to attend meeting TBD by contractor – 7 people total					\$36,250.00

SUB-TOTAL LABOR PRICE: \$ \_\_\_\_\_ 36,250.00 \_\_\_\_\_

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL	travel days per person (hotel, cars, per diem, flights)	35	\$900.00	\$6,300.00
REPRODUCTION/GRAPHICS				

MAIL				
**5 travel days for 7 people				\$6,300.00

SUB-TOTAL ESTIMATED ODCs: \$\_\_\_\_\_6325.00\_\_\_\_\_

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE I, TASK 1:** \$\_\_\_\_\_44,125\_\_\_\_\_

\*Based on the task to be performed.

**Phase 1 - Task 2: Project Management Plan and Detailed Work Schedule**

Contractor shall develop a detailed Project Management Plan identifying how all tasks identified in SOW shall be completed. The plan shall include:

1. A work breakdown structure and risk management strategy, critical path and schedule for all phases and tasks of the MMP-A/EIS, and associated personnel responsibilities;
2. A staffing plan, including identification of Contractor's PM, Core Team, IDT and support staff; include educational background and qualifications of all staff;
3. How subcontractors, if any, shall be used and managed;
4. A protocol, including quality control measures, that Contractor shall employ in order to ensure effective communication with BLM.

Contractor shall develop a detailed work schedule showing critical paths and delivery dates for each phase and task of this planning effort. BLM will confirm key dates for primary milestones at the Coordination Meeting.

**Deliverables:**

1. Draft Project Management Plan and Detailed Work Schedule
2. Final Project Management Plan and Detailed Work Schedule

**LABOR CATEGORY PRICE LIST**  
**PHASE I, TASK 2**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	5	\$ 750.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	5	\$ 625.00
Clerical Support			\$50.00	5	\$250.00
					\$1625.00

SUB-TOTAL LABOR PRICE: \$\_\_\_\_\_ \$1,625.00\_\_\_\_\_

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT AND QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL			

REPRODUCTION/GRAPHICS			
MAIL			

SUB-TOTAL ESTIMATED ODCs: \$ 0

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE I, TASK 2:** \$ **1,625.00**

\*Based on the task to be performed.

**PHASE 2 – SCOPING and INITIAL COMMENT ANALYSIS****Phase 2 - Task 1: Public Scoping Meetings**

BLM will publish the Notice of Intent (NOI) and mail public scoping newsletters. The public scoping period will be a minimum of 90 days.

At least three meetings shall be held in the following locations: Kanab, Escalante, and Salt Lake City, Utah. Meetings shall be held during a one-week period. Contractor shall produce all meeting materials (i.e. maps, posters, handouts, etc.). Drafts of all materials will be approved by COR.

Contractor shall provide BLM with mailing labels (electronic) for the public scoping newsletters. The mailing list database shall be utilized during this task. See Section XII, 10. Mailing List, for additional detail.

Contractor shall be responsible for organizing and facilitating meetings associated with the formal public scoping process. BLM will arrange for meeting spaces. Contractor shall work with BLM to design an effective strategy to solicit input from the public during these meetings. Contractor is encouraged to suggest creative meeting facilitation techniques that will allow the broadest range of issues to be identified and to reinforce the concepts of collaborative, community-based planning. The meetings shall be for the general public, affected and interested user groups, stakeholders, and local, state, and federal agencies. BLM managers and staff will be present at the meetings to answer questions, thus the contractor need only send those individuals (i.e. Project Manager, recorder or others) necessary to facilitate the meetings.

Contractor shall be responsible for collecting and documenting public scoping input that is provided via comment letters and e-mails received by BLM (and then provided to Contractor) as well as input received at scoping meetings. Public scoping input shall be incorporated into a meeting record for each meeting and into the final public scoping report.

**Deliverables:**

1. Mailing list database.
2. Public scoping meeting mailing list labels (electronic)
3. Draft public scoping meeting materials (maps, posters, handouts, etc.).
4. Final public scoping meeting materials.
5. Facilitation of three (3) public scoping meetings.
6. Records (electronic) of each public scoping meeting.

**LABOR CATEGORY PRICE LIST****PHASE 2, TASK 1**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager**			\$150.00	50	\$7,500.00



Asst. Project Mgr/NEPA Planning Specialist**			\$125.00	50	\$6,250.00
Range Specialist**			\$100.00	40	\$4,000.00
Clerical Support**			\$50.00	20	\$1,000.00
**4 people to attend meetings					\$18,750.00

SUB-TOTAL LABOR PRICE: \$ \_\_\_\_\_\$18,750.00\_\_\_\_\_

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL	travel days per person (hotel, cars, per diem, flights)	20	\$225.00	\$4,500.00
REPRODUCTION/GRAPHICS	handouts, maps, boards	1	\$1,000.00	\$1,000.00
MAIL				
**5 travel days for 4 people				\$5,500.00

SUB-TOTAL ESTIMATED ODCs: \$ \_\_\_\_\_ 5500.00\_\_\_\_\_

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 2, TASK 1 \$ \_\_\_\_\_ 24,250.00\_\_\_\_\_**

\*Based on the task to be performed.

## Phase 2 - Task 2: Scoping Report

Contractor shall prepare and submit a scoping report to BLM for review that includes a synthesis of all scoping input (prior assessments, scoping meetings, letters, emails, etc.). The scoping report shall also include the final list of public comments, along with recommendations and rationale for the issues and planning criteria to be considered in the MMP-A/EIS process.

The comment analysis database shall be utilized during this task. See Section XII, 9. Comment Analysis, for additional detail.

Specifically, the scoping report shall address:

- a. Issues to be resolved during the planning effort;
- b. Issues to be resolved through policy or administrative action (*Note: GSEMN will hear these issues as they are presented during the planning process and, even though they are of policy or administrative nature, will consider ways to improve effectiveness.*);
- c. Issues that have already been addressed but should be better communicated to those who raised the issues; and
- d. Issues beyond the scope of this planning effort.

The scoping report shall include rationale for each issue placed in categories (b), (c), and (d). Contractor shall incorporate all issues in category (a) into the MMP-A/EIS and use these issues to develop alternatives and in the analysis of potential impacts of the alternatives in the EIS.

BLM will produce and mail a scoping results newsletter. Contractor shall provide BLM with mailing labels (electronic).

### Deliverables:

1. Comment Analysis Database
2. Draft Scoping Report
3. Final Scoping Report
4. Scoping Results Newsletter Mailing List Labels (electronic)

## LABOR CATEGORY PRICE LIST PHASE 2, TASK 2

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	10	\$1,500.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	50	\$6,250.00
Range			\$100.00	50	\$5,000.00

Ecology /Biology			\$100.00	40	\$4,000.00
Economist/Sociologist			\$125.00	40	\$5,000.00
Recreation Planner/Wilderness/ Wild & Scenic Rivers/Visual Resource Specialist			\$100.00	40	\$4,000.00
Writer/Editor			\$75.00	30	\$2,250.00
Clerical Support			\$50.00	20	\$1,000.00
					\$29,000.00

SUB-TOTAL LABOR PRICE: \$ \_\_\_\_\_ 29,000.00 \_\_\_\_\_

## OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS				
MAIL				

SUB-TOTAL ESTIMATED ODCs: \$ \_\_\_\_\_ 0.00 \_\_\_\_\_

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 2, TASK 2 \$ \_\_\_\_\_ 29,000.00 \_\_\_\_\_**

\*Based on the task to be performed.

**Phase 2 - Task 3: Administrative Record**

Contractor shall prepare and submit an Administrative Record containing a complete record to date of acceptance of final public scoping report.

**Deliverables:**

1. Phase 2 - Administrative Record

**LABOR CATEGORY PRICE LIST**  
**PHASE 2, TASK 3**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	5	\$ 750.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	15	\$1,875.00
Clerical Support			\$50.00	40	\$2,000.00
					\$4,625.00

SUB-TOTAL LABOR PRICE: \$ \_\_\_\_\_ 4,625.00 \_\_\_\_\_

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS				
MAIL				

SUB-TOTAL ESTIMATED ODCs: \$ \_\_\_\_\_ 0.00 \_\_\_\_\_

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 2, TASK 3: \$ \_\_\_\_\_ 4625.00 \_\_\_\_\_**

\*Based on the task to be performed.

**PHASE 3 – ANALYSIS OF MANAGEMENT SITUATION****Phase 3 - Task 1: Analysis of Management Situation**

Contractor shall develop and write the Analysis of Management Situation (AMS) using information and data provided by BLM and Cooperating Agencies. The analysis shall be short, concise, and focused on the issues relevant to livestock grazing management in the area. It should not be an exhaustive review of everything known about the area. This analysis shall:

- a. characterize the resource area profile;
- b. portray the existing management situation;
- c. identify management opportunities to respond to issues; and
- d. provide the basis for formulating reasonable alternatives.

**Deliverables:**

1. Draft AMS report
2. Final AMS report

**LABOR CATEGORY PRICE LIST  
PHASE 3, TASK 1**

<b>FSS LABOR CATEGORY*</b>	<b>FSS PRICE</b>	<b>PERCENT DISCOUNT</b>	<b>ORDER PRICE/HOUR</b>	<b>HOUR QUANTITY</b>	<b>TOTAL</b>
Project Manager			\$150.00	20	\$3,000.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	20	\$2,500.00
Range Specialist			\$100.00	80	\$8,000.00
Wildlife/Fisheries Biologist/T&E			\$100.00	40	\$4,000.00
Botanist/Vegetation/T&E			\$100.00	40	\$4,000.00
Water Resources/ Riparian/Wetland/ Watershed Specialist			\$100.00	40	\$4,000.00
Ecologist/Soil/Climate Change			\$100.00	40	\$4,000.00
Cultural & Earth Sciences Specialist			\$100.00	20	\$2,000.00

Recreation Planner/Wilderness/ Wild & Scenic Rivers/Visual Resource Specialist			\$100.00	40	\$4,000.00
Economist/Sociologist			\$125.00	40	\$5,000.00
GIS Specialist			\$100.00	40	\$4,000.00
Writer/Editor			\$75.00	30	\$2,250.00
Clerical Support			\$50.00	20	\$1,000.00
					\$47,750.00

SUB-TOTAL LABOR PRICE: \$ 47,750.00

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS				
MAIL				

SUB-TOTAL ESTIMATED ODCs: \$ 0.00

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 3, TASK1: \$ 47,750.00**

\*Based on the task to be performed.

**PHASE 4 – DEVELOPMENT OF DRAFT MMP-A/EIS****Phase 4 – Task 1 - Chapter 1 (Introduction) and Chapter 3 (Affected Environment)**

Contractor shall prepare Chapters 1 and 3 of the Draft MMP-A/EIS. Contractor shall incorporate existing data and new data as appropriate, information from the preparation plan, AMS, scoping report, Cooperating Agencies and MAC input, existing assessments, and information from any internal meeting(s) conducted for this task.

**Deliverables:**

1. Draft Chapter 1 and 3 for BLM (GSENM and UTSO) review (3 week review period)
2. Second Draft Chapter 1 and 3 for Cooperating Agency review (2 week review period)
3. Final Chapter 1 and 3 for incorporation into the Draft MMP-A/EIS.

**LABOR CATEGORY PRICE LIST**  
**PHASE 4, TASK 1**

<b>FSS LABOR CATEGORY*</b>	<b>FSS PRICE</b>	<b>PERCENT DISCOUNT</b>	<b>ORDER PRICE/HOUR</b>	<b>HOUR QUANTITY</b>	<b>TOTAL</b>
Project Manager			\$150.00	40	\$6,000.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	40	\$5,000.00
Range Specialist			\$100.00	40	\$4,000.00
Wildlife/Fisheries Biologist/T&E			\$100.00	30	\$3,000.00
Botanist/Vegetation/T&E			\$100.00	30	\$3,000.00
Water Resources/ Riparian/Wetland/ Watershed Specialist			\$100.00	30	\$3,000.00
Ecologist/Soil/Climate Change			\$100.00	30	\$3,000.00
Cultural and Earth Sciences Specialist			\$100.00	30	\$3,000.00
Recreation Planner/Wilderness/ Wild & Scenic Rivers/Visual Resource Specialist			\$100.00	30	\$3,000.00

Economist/Sociologist			\$125.00	30	\$3,750.00
GIS Specialist			\$100.00	30	\$3,000.00
Writer / Editor			\$75.00	30	\$2,250.00
Clerical Support			\$50.00	20	\$1,000.00
					\$43,000.00

SUB-TOTAL LABOR PRICE: \$ 43,000.00

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS				
MAIL				

SUB-TOTAL ESTIMATED ODCs: \$ 00.00

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 4, TASK 1: \$ 43,000.00**

\*Based on the task to be performed.



**Phase 4 – Task 2 - Chapter 2 – (Alternatives)**

Contractor shall prepare Chapter 2 of the Draft MMP-A/EIS working closely with BLM and engaging Cooperating Agencies. Contractor shall organize, prepare materials for, lead, facilitate, and participate in a one-day alternative development workshop in Kanab, Utah. BLM anticipates no more than five (5) alternatives, which include the current management (No Action Alternative) and a No Grazing Alternative. A comparison of alternatives (in table format) shall be included in this chapter. Adaptive management shall also be addressed.

**Deliverables:**

1. Alternative Development Workshop Materials
2. Alternative Development Workshop
3. First Draft Chapter 2 for BLM (GSENM and UTSO) review (3 week review period)
4. Second Draft Chapter 2 for Cooperating Agency review (2 week review period)
5. Final Chapter 2 for incorporation into the Draft MMP-A/EIS

**LABOR CATEGORY PRICE LIST**  
**PHASE 4, TASK 2**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	50	\$7,500.00
Asst. Project Mgr/NEPA Planning Specialist**			\$125.00	100	\$12,500.00
Range Specialist**			\$100.00	100	\$10,000.00
Wildlife/Fisheries Biologist/T&E			\$100.00	20	\$2,000.00
Botanist/Vegetation/T&E			\$100.00	20	\$2,000.00
Water Resources/ Riparian/Wetland/ Watershed Specialist			\$100.00	20	\$2,000.00
Ecologist/Soil/Climate Change**			\$100.00	50	\$5,000.00
Cultural & Earth Sciences Specialist			\$100.00	20	\$2,000.00

Recreation Planner/Wilderness/ Wild & Scenic Rivers/Visual Resource Specialist**			\$100.00	45	\$4,500.00
Economist/Sociologist			\$125.00	20	\$2,500.00
GIS Specialist			\$100.00	40	\$4,000.00
Writer / Editor			\$75.00	30	\$2,250.00
Clerical Support**			\$50.00	60	\$3,000.00
** 5 people to attend workshop					\$59,250.00

SUB-TOTAL LABOR PRICE: \$ 59,250.00

## OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL	travel days per person (hotel, cars, per diem, flights)	15	\$225.00	\$3,375.00
REPRODUCTION/GRAPHICS	Maps, handouts, boards	-	\$500.00	\$500.00
MAIL				
** 3 travel days for 5 people				\$3,875.00

SUB-TOTAL ESTIMATED ODCs: \$ 3,875.00

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 4, TASK 2: \$ 63,125.00**

\*Based on the task to be performed.

**Phase 4 – Task 3 - Chapter 4 – (Environmental Consequences)**

Contractor shall prepare Chapter 4 of the Draft MMP-A/EIS working closely with BLM and engaging Cooperating Agencies to perform a detailed environmental analysis of the direct, indirect, and cumulative impacts to resources, resource uses, and social and economic considerations for each developed alternative. Contractor shall organize, prepare materials for, lead, facilitate, and participate in a one-day impact analysis workshop in Kanab, Utah.

**Deliverables:**

1. Impact Analysis Workshop Materials
2. Impact Analysis Workshop
3. First Draft Chapter 4 for BLM (GSENM and UTSO) (3 week review period)
4. Second Draft Chapter 4 for Cooperating Agency review (2 week review period)
5. Final Chapter 4 for incorporation into the DEIS-MMP-A.

**LABOR CATEGORY PRICE LIST**  
**PHASE 4, TASK 3**

<b>FSS LABOR CATEGORY*</b>	<b>FSS PRICE</b>	<b>PERCENT DISCOUNT</b>	<b>ORDER PRICE/HOUR</b>	<b>HOUR QUANTITY</b>	<b>TOTAL</b>
Project Manager			\$150.00	30	\$4,500.00
Asst. Project Mgr/NEPA Planning Specialist**			\$125.00	85	\$10,625.00
Range Specialist**			\$100.00	85	\$8,500.00
Wildlife/Fisheries Biologist/T&E			\$100.00	40	\$4,000.00
Botanist/Vegetation/T&E			\$100.00	40	\$4,000.00
Water Resources/ Riparian/Wetland/ Watershed Specialist			\$100.00	40	\$4,000.00
Ecologist/Soil/Climate Change**			\$100.00	85	\$8,500.00
Cultural & Earth Sciences Specialist			\$100.00	25	\$2,500.00
Recreation Planner/Wilderness/ Wild & Scenic Rivers/Visual Resource Specialist**			\$100.00	85	\$8,500.00

Economist/Sociologist			\$125.00	50	\$6,250.00
GIS Specialist			\$100.00	50	\$5,000.00
Writer / Editor			\$75.00	40	\$3,000.00
Clerical Support**			\$50.00	50	\$2,500.00
**5 people to attend workshop					\$71,875.00

SUB-TOTAL LABOR PRICE: \$ \_\_\_\_\_ \$71,875.00 \_\_\_\_\_

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL	Day of Travel* (hotel, cars, per diem, flights)	15	\$225.00	\$3,375.00
REPRODUCTION/GRAPHICS	Maps, handouts, boards	-	\$500.00	\$500.00
MAIL				
*3 travel days for 5 people				\$3,875.00

SUB-TOTAL ESTIMATED ODCs: \$ \_\_\_\_\_ 3,875.00 \_\_\_\_\_

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 4, TASK 3: \$ \_\_\_\_\_ 75,750.00 \_\_\_\_\_**

\*Based on the task to be performed.

**Phase 4 – Task 4 – Complete Draft MMP-A/EIS**

Contractor shall prepare the complete Draft MMP-A/EIS. This task requires three separate review periods (1. GSENM and UTISO; 2. Cooperating Agencies; 3. WO and Solicitors) that build upon each other before the document can be released for public comment. The contractor shall ensure that the changes to the draft necessitated by the comment responses from each review are made in the appropriate sections of the Draft MMP-A/EIS prior to the subsequent review.

The complete draft shall contain all chapters, graphics, maps, appendices, a complete bibliography, and other required sections. BLM will prepare and include a “Dear Reader” letter for distribution to the interested party mailing list for a 90-day review and comment period. Contractor shall provide BLM with mailing labels (electronic).

The Draft MMP-A/EIS will be available for public review on the BLM planning website. BLM will also provide a limited number of print and DVDs copies upon request.

**Deliverables:**

1. First Draft MMP-A/EIS for BLM (GSENM and UTISO) review.
2. Second Draft MMP-A/EIS for Cooperating Agencies review.
3. Third Draft MMP-A/EIS for WO and Solicitors review.
4. Draft Production-ready Draft MMP-A/EIS.
5. Production-ready Draft MMP-A/EIS in the following formats:
  - a) A master file set (PDF) for web-viewing and downloading (low resolution).
  - b) A master, production-ready file set (PDF) for print reproduction (high resolution).
  - c) A master file package including all files (master files, design files, and links) used to prepare production-ready documents.
  - d) Two print copies (1-GSENM, 1-UTISO).

**LABOR CATEGORY PRICE LIST**  
**PHASE 4, TASK 4**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	40	\$6,000.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	80	\$10,000.00
Range Specialist			\$100.00	80	\$8,000.00
Wildlife/Fisheries Biologist/T&E			\$100.00	40	\$4,000.00
Botanist/Vegetation/T&E			\$100.00	40	\$4,000.00

Water Resources/ Riparian/Wetland/ Watershed Specialist			\$100.00	40	\$4,000.00
Ecologist/Soil/Climate Change			\$100.00	40	\$4,000.00
Archeologist/Cultural Specialist			\$100.00	40	\$4,000.00
Recreation Planner/Wilderness/ Wild & Scenic Rivers/Visual Resource Specialist			\$100.00	40	\$4,000.00
Economist/Sociologist			\$125.00	40	\$5,000.00
GIS Specialist			\$100.00	40	\$4,000.00
Writer/Editor			\$75.00	80	\$6000.00
Clerical Support			\$50.00	40	\$2000.00
					\$65,000.00

SUB-TOTAL LABOR PRICE: \$ \_\_\_\_\_ \$65,000.00 \_\_\_\_\_

## OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS	document copies (1 GSENM, 1 UTSO)	2	\$250.00	\$500.00
MAIL		2	\$20.00	\$40.00
				\$540.00

SUB-TOTAL ESTIMATED ODCs: \$ \_\_\_\_\_ 540.00 \_\_\_\_\_

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 4, TASK 4:** \$ \_\_\_\_\_ **65,540.00** \_\_\_\_\_

\*Based on the task to be performed.

**Phase 4 - Task 5: Administrative Record**

Contractor shall prepare and submit an Administrative Record containing a complete record to date of acceptance of production-ready Draft MMP-A/EIS.

**Deliverables:**

1. Phase 4 - Administrative Record

**LABOR CATEGORY PRICE LIST**  
**PHASE 4, TASK 5**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	5	\$ 750.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	15	\$1,875.00
Clerical Support			\$50.00	40	\$2,000.00
					\$4,625.00

SUB-TOTAL LABOR PRICE: \$ \_\_\_\_\_ 4,625.00 \_\_\_\_\_

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS				
MAIL				

SUB-TOTAL ESTIMATED ODCs: \$ \_\_\_\_\_ 0.00 \_\_\_\_\_

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 4, TASK 5: \$ \_\_\_\_\_ 4,625.00 \_\_\_\_\_**

\*Based on the task to be performed.

## PHASE 5 – PUBLIC COMMENT MEETINGS AND COMMENT ANALYSIS

### Phase 5 - Task 1: Public Comment Meetings

BLM will publish the Notice of Availability (NOA) of the Draft MMP-A/EIS allowing for a 90 day comment period. BLM will mail public comment newsletters. Contractor shall provide BLM with mailing labels (electronic).

At least three public comment meetings shall be held in the following locations: Kanab, Escalante, and Salt Lake City, Utah. Meetings shall be held during a one-week period. Contractor shall produce all meeting materials (i.e. maps, posters, handouts, etc.). Drafts of all materials will be approved by COR.

Contractor shall be responsible for organizing and facilitating the public comment meetings. BLM will arrange for meeting spaces. Contractor shall work with BLM to design an effective strategy to solicit input from the public during these meetings. Contractor is encouraged to suggest creative meeting facilitation techniques that will engage participants in meaningful dialogue about the alternatives and continue to reinforce the concepts of collaborative, community-based planning. The meetings shall be for the general public, affected and interested user groups, stakeholders, and local, state, and federal agencies. BLM managers and staff will be present at the meetings to answer questions, thus the contractor need only send those individuals (i.e. Project Manager, recorder or others) necessary to facilitate the meetings.

Contractor shall be responsible for collecting and documenting public input that is provided via comment letters and e-mails received by BLM (and then provided to Contractor) as well as input received at public comment meetings. Public comments shall be tracked in the comment analysis database and shall be incorporated into a meeting record for each meeting and into the public comment analysis report.

#### Deliverables:

1. Public Comment Mailing List Labels (electronic)
2. Draft public comment meeting materials (maps, posters, handouts, etc.).
3. Final public comment meeting materials.
4. Facilitation of three (3) public comment meetings.
5. Records (electronic) of each public comment meeting.

### LABOR CATEGORY PRICE LIST

#### PHASE 5, TASK 1

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager**			\$150.00	50	\$7,500.00
Asst. Project Mgr/NEPA Planning Specialist**			\$125.00	50	\$6,250.00



Range Specialist**			\$100.00	40	\$4,000.00
Clerical Support**			\$50.00	40	\$2,000.00
					\$19,750.00

SUB-TOTAL LABOR PRICE: \$ 19,750.00

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL	travel day (hotel, cars, per diem, flights)	20	\$225.00	\$4,500.00
REPRODUCTION/GRAPHICS	Maps, handouts, boards	-	\$1000.00	\$1,000.00
MAIL				
**4 people 5 days				\$5,500.00

SUB-TOTAL ESTIMATED ODCs: \$ 5,550.00

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 5, TASK 1:** \$ 25,250.00

\*Based on the task to be performed.

**Phase 5 - Task 2: Public Comment Analysis and Report**

Contractor shall be responsible for cataloguing, analyzing, grouping similar comments, and summarizing comments received from the public on the Draft MMP-A/EIS, including those received from Cooperating Agencies, the MAC, the planning web site, and at public meetings. BLM will receive all written and e-mail responses. These will be provided to the contractor for integration with other public comments.

Contractor is responsible for adding all substantive comments into comment analysis database (see X. 9. Comment Analysis).

Contractor shall work with BLM to develop the strategy to respond to and address public comments received. Contractor shall prepare a draft public comment analysis report of all comments, and collaborating with the BLM as needed, prepare responses to all substantive comments. After BLM review, Contractor shall prepare a final public comment analysis report for incorporation into Final EIS/Proposed MMP-A.

**Deliverables:**

1. Draft Public Comment Analysis Report with prepared responses to all substantive comments
2. Final Public Comment Analysis Report.

**LABOR CATEGORY PRICE LIST**  
**PHASE 5, TASK 2**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	40	\$6,000.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	60	\$7,500.00
Range Specialist			\$100.00	60	\$6,000.00
Wildlife/Fisheries Biologist/T&E			\$100.00	40	\$4,000.00
Botanist/Vegetation/T&E			\$100.00	40	\$4,000.00
Water Resources/ Riparian/Wetland/ Watershed Specialist			\$100.00	40	\$4,000.00
Ecologist/Soil/Climate Change			\$100.00	40	\$4,000.00
Cultural & Earth Sciences Specialist			\$100.00	40	\$4,000.00

Recreation Planner/Wilderness/ Wild & Scenic Rivers/Visual Resource Specialist			\$100.00	40	\$4,000.00
Economist/Sociologist			\$125.00	40	\$5,000.00
Writer/Editor			\$75.00	40	\$3,000.00
Clerical Support			\$50.00	20	\$1,000.00
					\$52,500.00

SUB-TOTAL LABOR PRICE: \$ 52,500.00

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS				
MAIL				

SUB-TOTAL ESTIMATED ODCs: \$ 00.00

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 5, TASK 2: \$ 52,500.00**

\*Based on the task to be performed.

**Phase 5 - Task 3: Administrative Record**

Contractor shall prepare and submit an Administrative Record containing a complete record to date of acceptance of Final Public Comment Analysis Report.

**Deliverables:**

1. Phase 5 - Administrative Record

**LABOR CATEGORY PRICE LIST**  
**PHASE 5, TASK 3**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	5	\$ 750.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	15	\$1,875.00
Clerical Support			\$50.00	40	\$2,000.00
					\$4,625.00

SUB-TOTAL LABOR PRICE: \$ \_\_\_\_\_ \$4,625.00 \_\_\_\_\_

## OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS				
MAIL				

SUB-TOTAL ESTIMATED ODCs: \$ \_\_\_\_\_ 0.00 \_\_\_\_\_

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 5, TASK 3: \$ \_\_\_\_\_ 4,625.00 \_\_\_\_\_**

\*Based on the task to be performed.

**PHASE 6 –FINAL EIS/PROPOSED MMP-A****Phase 6 - Task 1: Prepare Final EIS/Proposed MMP-A**

Contractor shall prepare the complete Final EIS/Proposed MMP-A. This task requires three separate review periods that build upon each other before the document can be released for the protest period. The contractor shall ensure that the changes to the draft necessitated by the comment responses from each review are made in the appropriate sections of the Final EIS/Proposed MMP-A prior to the subsequent review.

The complete Final EIS/Proposed MMP-A shall contain all chapters, graphics, maps, appendices, a complete bibliography, and other required sections. BLM will prepare and include a “Dear Reader” letter for distribution to the interested party mailing list for the 30-day protest period. Contractor shall provide BLM with mailing labels (electronic).

BLM will issue the Notice of Availability (NOA) for the 30-day protest period and coordinate and provide the Governor’s Consistency Review for the Final EIS/Proposed MMP-A.

The Final EIS/Proposed MMP-A will be available for public review on the BLM planning website. BLM will also provide a limited number of print and DVDs copies upon request.

**Deliverables:**

1. First Draft Final EIS/Proposed MMP-A for A for GSENM and UTSO review.
2. Second Draft Final EIS/Proposed MMP-A for Cooperating Agencies review.
3. Third Draft Final EIS/Proposed MMP-A for WO and Solicitors review.
4. Draft Production-ready Final EIS/Proposed MMP-A.
5. Production-ready Final EIS/Proposed MMP-A in the following formats:
  - e) A master file set (PDF) for web-viewing and downloading (low resolution).
  - f) A master, production-ready file set (PDF) for print reproduction (high resolution).
  - g) A master file package including all files (master files, design files, and links) used to prepare production-ready documents.
  - h) Two print copies (1-GSENM, 1-UTSO).
6. Final EIS/Proposed MMP-A Mailing List Labels (electronic)

**LABOR CATEGORY PRICE LIST****PHASE 6, TASK 1**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	40	\$6,000.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	80	\$10,000.00

Range Specialist			\$100.00	60	\$6,000.00
Wildlife/Fisheries Biologist/T&E			\$100.00	40	\$4,000.00
Botanist/Vegetation/T&E			\$100.00	40	\$4,000.00
Water Resources/ Riparian/Wetland/ Watershed Specialist			\$100.00	40	\$4,000.00
Ecologist/Soil/Climate Change			\$100.00	40	\$4,000.00
Cultural & Earth Sciences Specialist			\$100.00	40	\$4,000.00
Recreation Planner/Wilderness/ Wild & Scenic Rivers/Visual Resource Specialist			\$100.00	40	\$4,000.00
Economist/Sociologist			\$125.00	40	\$5,000.00
GIS Specialist			\$100.00	40	\$4,000.00
Writer/Editor			\$75.00	80	\$6,000.00
Clerical Support			\$50.00	80	\$4,000.00
					\$65,000.00

SUB-TOTAL LABOR PRICE: \$ \_\_\_\_\_ 65,000.00 \_\_\_\_\_

## OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS	document copies (1 GSENM, 1 UTSO)	2	\$250.00	\$500.00
MAIL		2	\$20.00	\$40.00

				\$540.00
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SUB-TOTAL ESTIMATED ODCs: \$ \_\_\_\_\_ \$540.00

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 6, TASK 1:** \$ \_\_\_\_\_ 65,540.00

\*Based on the task to be performed.

**Phase 6 - Task 2: Administrative Record**

Contractor shall prepare and submit an Administrative Record containing a complete record to date of acceptance of Final EIS/Proposed MMP-A.

**Deliverables:**

1. Phase 6 - Administrative Record

**LABOR CATEGORY PRICE LIST**  
**PHASE 6, TASK 2**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	5	\$ 750.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	15	\$1,875.00
Clerical Support			\$50.00	40	\$2,000.00
					\$4,625.00

SUB-TOTAL LABOR PRICE: \$\_\_\_\_\_4,625.00\_\_\_\_\_

**OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)**

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS				
MAIL				

SUB-TOTAL ESTIMATED ODCs: \$\_\_\_\_\_0.00\_\_\_\_\_

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 6, TASK 2: \$\_\_\_\_\_4,625.00\_\_\_\_\_**

\*Based on the task to be performed.



**PHASE 7 – COMPLETE PRODUCTION-READY FINAL ROD/APPROVED MMP-A****Phase 7 – Task 1: Prepare Approved MMP-A for Administrative Review**

BLM and NPS will resolve protests. Protest documents will be provided to Contractor for inclusion in Administrative Record. BLM and NPS will prepare their respective Records of Decision (ROD). Contractor shall prepare Approved MMP-A for Administrative Review, which will include the Final Biological Opinion or the letter of concurrence with findings in the BA from USF&WS.

BLM and NPS will provide Contractor with the Records of Decision. Contractor shall prepare the complete Records of Decision /Approved MMP-A for publication. The complete ROD/Approved MMP-A shall contain all chapters, graphics, maps, appendices, a complete bibliography, and other required sections. The BLM shall have an opportunity to review the materials prior to finalization for publication.

BLM will prepare and distribute a “Dear Reader” letter to the interested party mailing list providing notification that the Records of Decision and Approved MMP-A are available. Contractor shall provide BLM with mailing labels (electronic).

The Records of Decision /Approved MMP-A will be available for public review on the BLM planning website. BLM will also provide a limited number of print and DVDs copies upon request.

**Deliverables:**

1. First Draft Approved MMP-A for GSENM and UTSO review.
2. Second Draft Approved MMP-A for WO and Solicitors review.
3. Draft Production-ready ROD/Approved MMP-A.
4. Production-ready ROD/Approved MMP-A
  - a) A master file set (PDF) for web-viewing and downloading (low resolution).
  - b) A master, production-ready file set (PDF) for print reproduction (high resolution).
  - c) A master file package including all files (master files, design files, and links) used to prepare production-ready documents.
  - d) Two print copies (1-GSENM, 1-UTSO).
5. ROD Issuance Mailing List Labels (electronic)

**LABOR CATEGORY PRICE LIST****PHASE 7, TASK 1**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	10	\$1,500.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	20	\$2,500.00
GIS Specialist			\$100.00	20	\$2,000.00

Writer/Editor			\$75.00	40	\$3,000.00
Clerical Support			\$50.00	40	\$2,000.00
					\$11,000.00

SUB-TOTAL LABOR PRICE: \$ 11,000.00

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS				
MAIL				

SUB-TOTAL ESTIMATED ODCs: \$ 00.00

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 7, TASK 1: \$ 11,000.00**

\*Based on the task to be performed.

**Phase 7 - Task 2: Complete Administrative Record**

Contractor shall prepare and submit the complete Administrative Record.

**Deliverables:**

1. Phase 7 - Administrative Record

**LABOR CATEGORY PRICE LIST**  
**PHASE 7, TASK 2**

FSS LABOR CATEGORY*	FSS PRICE	PERCENT DISCOUNT	ORDER PRICE/HOUR	HOUR QUANTITY	TOTAL
Project Manager			\$150.00	5	\$ 750.00
Asst. Project Mgr/NEPA Planning Specialist			\$125.00	15	\$1,875.00
Clerical Support			\$50.00	40	\$2,000.00
					\$4,625.00

SUB-TOTAL LABOR PRICE: \$\_\_\_\_\_4,625.00\_\_\_\_\_

OTHER DIRECT CHARGES FOR INCIDENTAL ITEMS (ESTIMATED NOT TO EXCEED)

CATEGORY	UNIT	QUANTITY	UNIT PRICE	ESTIMATED NOT-TO-EXCEED PRICE
TRAVEL				
REPRODUCTION/GRAPHICS				
MAIL				

SUB-TOTAL ESTIMATED ODCs: \$\_\_\_\_\_0.00\_\_\_\_\_

**GRAND TOTAL LABOR AND ESTIMATED ODCs PHASE 7, TASK 2: \$\_\_\_\_\_4,625.00\_\_\_\_\_**

\*Based on the task to be performed.

Project Manager	\$150.00
Asst. Project Mgr/NEPA Planning Specialist	\$125.00
Range Specialist	\$100.00
Wildlife/Fisheries Biologist/T&E	\$100.00
Botanist/Vegetation/T&E	\$100.00
Water Resources/ Riparian/Wetland/ Watersl	\$100.00
Ecologist/Soil/Climate Change	\$100.00
Cultural & Earth Sciences Specialist	\$100.00
Recreation Planner/Wilderness/Wild & Scenic	\$100.00
Economist/Sociologist	\$125.00
GIS Specialist	\$100.00
Writer Editor	\$75.00
Clerical Support	\$50.00
Day of Travel	\$225.00
Printed EIS Documents	\$250.00
Mail (per document)	\$20.00
Public Meeting Documents & Materials	\$1,000.00
Workshop Documents & Materials	\$500.00



Phase 1, Task 1	\$44,125.00		<b>Total Labor and ODC for project</b>	<b>\$0.00</b>
Phase 1, Task 2	\$1,625.00		\$571,580.00	
<b>Total Phase I</b>	<b>\$45,750.00</b>	<b>\$45,750.00</b>		
Phase 2, Task 1	\$24,250.00			
Phase 2, Task 2	\$29,000.00			
Phase 2, Task 3	\$4,625.00			
<b>Total Phase II</b>	<b>\$57,875.00</b>	<b>\$57,875.00</b>		
Phase 3, Task 1	\$47,750.00			
<b>Total Phase III</b>	<b>\$47,750.00</b>	<b>\$47,750.00</b>		
Phase 4, Task 1	\$43,000.00			
Phase 4, Task 2	\$63,125.00			
Phase 4, Task 3	\$75,750.00			
Phase 4, Task 4	\$65,540.00			
Phase 4, Task 5	\$4,625.00			
<b>Total Phase II</b>	<b>\$252,040.00</b>	<b>\$252,040.00</b>		
Phase 5, Task 1	\$25,250.00			
Phase 5, Task 2	\$52,500.00			
Phase 5, Task 3	\$4,625.00			
<b>Total Phase II</b>	<b>\$82,375.00</b>	<b>\$82,375.00</b>		
Phase 6, Task 1	\$65,540.00			
Phase 6, Task 2	\$4,625.00			
<b>Total Phase II</b>	<b>\$70,165.00</b>	<b>\$70,165.00</b>		
Phase 7, Task 1	\$11,000.00			
Phase 7, Task 2	\$4,625.00			
<b>Total Phase II</b>	<b>\$15,625.00</b>	<b>\$15,625.00</b>		
		<b>\$571,580.00</b>		



## United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Utah State Office  
P.O. Box 45155  
Salt Lake City, UT 84145-0155  
<http://www.blm.gov/ut/st/en.html>



IN REPLY REFER TO:

1510 (UT-952)

All Prospective Offerors:

Request for Quotations No. **XXX**, Livestock Grazing Monument Management Plan Amendment and Associated Environmental Impact Statement, Grand Staircase-Escalante National Monument

You are invited to submit a quotation to the Bureau of Land Management (BLM). The closing date for receipt of your quotation is **XXX** at 2:00 p.m. Mountain Standard Time. It is the BLM's policy to discourage "brochuremanship" and unnecessarily costly and elaborate quotations. Therefore, the technical submission shall not exceed 20 pages, exclusive of the past performance forms. The copy of the GSA Schedule and abbreviated resumes will not count as part of the 20 page requirement. Quoters are requested to provide details of "how" you propose to complete this project.

You are cautioned that certain quotation material may become subject to the provisions of the Freedom of Information Act, as amended.

The Request for Quote (RFQ) does not commit the Government to pay costs incurred in the preparation or submission of a quotation.

The Government reserves the right, without limitation, to accept or reject any or all quotations and to request additional clarifying information.

The Government reserves the right to either enter into an order without further discussion or enter into discussions. Therefore, you are encouraged to submit your most favorable offer initially.

The package(s) used to submit your response must be plainly marked with the RFQ number, as shown above.

The designated Government Representative for this RFQ is the undersigned. Any communication regarding this RFQ shall be only with the designated Government Representative. All technical communications/questions should cite the RFQ number and be directed to that person's attention electronically at [jgoss@blm.gov](mailto:jgoss@blm.gov). Questions of a general nature may be directed to the designated Government Representative via email or telephone (801) 539-4165.

Sincerely,

JoLyn Goss  
Contracting Officer.

**Invitation to Enter into a Task Order for the Livestock Grazing Monument Management Plan Amendment – Environment Impact Statement for Grand Staircase-Escalante National Monument (GSENM)**

I. Introduction

The U.S. Department of the Interior (USDI), Bureau of Land Management (BLM), Grand Staircase-Escalante National Monument (GSENM) requires environmental planning support services to complete a Livestock Grazing Environmental Impact Statement and Monument Management Plan Amendment (referred to henceforth as MMP-A/EIS) for grazing lands administered by GSENM. This Statement of Work (SOW) is for tasks and deliverables necessary to establish land use-level decisions associated with livestock grazing, thereby amending the GSENM Management Plan (MMP). The land use-level decisions to be made include identifying which lands administered by GSENM for livestock grazing will be available or not available for that use. Decisions associated with implementation planning will not be addressed. Implementation planning includes the preparation of both activity-level plans (e.g., allotment management plans) and project-specific plans (e.g., water developments or fences).

II. Background

GSENM was established in 1996 by Presidential Proclamation 6920 under the Antiquities Act of 1906 (34 Stat. 225, 16 USC 431) to protect a spectacular array of historic, biological, geological, paleontological, and archeological objects. The Monument Management Plan (MMP) that became effective February 2000 provides both a set of decisions outlining management direction and creates a framework for future planning and decision making.

The MMP, however, deferred decisions related to livestock grazing and did not identify lands available or not available for that use. Instead it directed BLM to complete grazing assessments, allotment management plans, and authorizations by July 2003. A multi-year attempt to move forward with grazing authorizations that began in 2000 was unsuccessful, though BLM released the GSENM Draft Monument Plan Amendment & Draft Rangeland Health Environmental Impact Statement (DEIS) to the public in 2008. BLM management ultimately decided that the DEIS failed to meet the BLM's purpose and need for action. The primary cause of failure was determined to be an attempt to encumber the DEIS with a sufficient level of environmental analysis required for grazing permit renewal at the allotment level.

Most livestock grazing land use decisions on GSENM reflect those set by four regional Management Framework Plans (MFPs) signed in 1981 and a few subsequent plan amendments completed in 1999. Since 1999 Congress has provided temporary authority to BLM (known as "rider authorization") to renew expiring livestock grazing permits/leases without changing terms and conditions before completing associated procedural requirements under NEPA and the Endangered Species Act (ESA). It is via this mechanism that grazing permits/leases in the planning area have been renewed to date.

Much has changed at the local, regional, and national levels since land use decisions for grazing on GSENM lands were last established. GSENM was established. Land acquisitions via state-federal exchange as well as by purchase and donation of private lands have transferred approximately 200,000 acres of inholdings to BLM within the Monument boundary. National Landscape Conservation System



(NLCS) manuals were released that establish policy and guidance to ensure that conserving, protecting, and restoring the values for which NLCS units were designated are the highest priority in the planning for and management of these lands. The use of science as a basis for land management has become a priority. The spread of invasive species are affecting Monument ecology by reducing biodiversity, and forage, habitat and soil productivity, while also impeding the restoration of native plant communities. A substantial and continuing increase in visitation to the Monument and surrounding public lands has resulted in an increased demand for recreation and increasing conflicts between recreational use and livestock grazing. Further, the communities surrounding the Monument are experiencing challenges resulting from the transition from Old West reliance on resource-extractive and commodity-based economies to New West amenity-based economies, here associated with outdoor recreation and tourism.

### III. Objectives

- A. BLM's goal is to complete the analysis and approve a plan amendment that identifies lands available and unavailable for livestock grazing within the established three-year time period. This planning effort will result in NEPA compliant documents that provide land use-level decisions for livestock management on all grazing lands administered by GSENM. It will not include allotment management plans, permit renewals, or project-specific decisions. All products and processes associated with this effort must meet the requirements of applicable federal laws, regulations, court decisions, and agency guidance.
- B. The MMP-A/EIS should be designed and written so as to be easily understood by many, including BLM, other federal agencies, Indian tribes, local and state government agencies, interest groups, and citizens. In soliciting input and comment from advisory committees, industry, and/or other nongovernmental organizations, the Contractor shall ensure the EIS process is in compliance with the Federal Advisory Committee Act (FACA).
- C. This planning effort should be grounded in the scientific method using the best available data and information - properly referenced, summarized or otherwise documented - to respond to issues, describe current conditions and trends, and to predict impacts.
- D. This planning effort should include a reasonable range of alternatives that respond to the purpose and need for the plan amendment. It should also include an analysis of environmental effects of those alternatives that is logical, defensibly supports any conclusions drawn, and ensures that both BLM and NPS will be able to develop a record of decision.

### IV. Statement of Work

See Attachment A – Statement of Work (33 Pages)

### V. Period of Performance

The period of performance is for thirty six consecutive months from the date of award, if funding is available to complete all of the tasks identified in the Statement of Work (SOW). It is estimated that the contract will be awarded October 1, 2013 and continue through October 1, 2016, if funding is available to complete all of the tasks identified.

VI. Extent of Obligation

The Government is obligated only to extent of funding specified on any resultant task order. The Contractor shall incur costs under any resultant Bureau of Land Management (BLM) order only in the performance of the Statement of Work (SOW) as contained herein. No other costs are authorized without the express written consent of the Contracting Officer.

VII. Pricing

- A. Pricing under any resultant order will be that of the Contractor's most current GSA schedule prices. These prices may be further discounted to include discounts offered by the Contractor to its most favored customers.
- B. Labor rates, including those reflecting a discount from GSA prices for each labor category, shall be as indicated in the Attachment B Price List. For those labor categories listed, include/omit those categories that you determine as necessary to complete each given subtask identified in the SOW.
- C. Any item used in direct support of any resultant order may be charged as any other direct cost (ODC) under the order.

VIII. Industrial Funding Fee (IFF)

All hourly rates shall incorporate the .75 percent fee for the GSA ISS IFF.

IX. Deliverables

All deliverables shall reference the resultant order number and shall be forwarded prepaid. All deliverables under the resultant order shall be submitted in accordance with the delivery schedule specified in the SOW or as revised in the resultant Task Order.

X. Invoices

- A. The Contractor shall submit invoices with supporting data for each payment requested. The Contractor shall be reimbursed upon receipt of a proper invoice at the address specified in any resulting Task Order.
- B. Invoices shall contain, at a minimum, the following information:
  - 1. Name and Address of the Prime Contractor
  - 2. Invoice Date
  - 3. GSA Contract Number

4.Task Order Number

C. Additional information required for Labor Hour Task Orders:

- 1.Labor Category, Hours Billed, Unit Price (Hourly Rate), extension hitherto
- 2.Total Amount to Be paid
- 3.Cumulative Hours billed by labor category
- 4.Cumulative amount billed to date.

XI. Reports

Reports shall be submitted as specified in the Statement of Work (Attachment A).

XII. Price Reductions

- A. The Contractor shall provide the Contracting Officer (CO) with a copy of all modifications to their GSA FSS Schedule. If the modification results in a price reduction to any or all labor categories, the new rate shall be discounted by the same percentage applied to initial pricing for any resultant order.
- B. The Contractor may, at any time during the life of any resultant order, reduce the price f a particular labor category due to market conditions or other factors. Any price reduction for the remainder of the life of the resultant order shall be incorporated into the order by modification.

XIII. News Releases

The Contractor shall not issue news releases pertaining to the program or any resultant order without prior written approval from the CO.

XIV. List of Attachments

- A. Attachment A – Statement of Work (33 pages)
- B. Attachment B – Map of Planning Area
- C. Attachment C - Master Price List/Proposed Labor Categories

**Instructions to Contractors/Evaluation**

I. Acquisition Strategy

The Government intends to award the initial order, contingent upon the available funding for the work described in the attached SOW and then award additional tasks as modification orders as additional funding becomes available.

II. Award

The Government reserves the right to either enter into an order without further discussion or enter into discussions. Therefore, contractors are encouraged to submit their most favorable offer, initially.

III. Submission of Quotations

A. The closing date for receipt of quotations is XXX 2013 at 2:00 p.m. Mountain Standard Time.

B. Quotations shall be submitted in hard copy as two separate files and clearly named "XXX Technical Quotation" and "XXX Price Quotation". Offerors shall submit six (6) copies of the technical proposal and one (1) copy of the price proposal, by US Mail, Express mail, or hand delivery as follows:

By US Mail or Hand Delivery:

JoLyn Goss  
Department of the Interior  
Bureau of Land Management  
Utah State Office (UT-952)  
440 West 200 South, Suite 500  
Salt Lake City, UT 84101

C. Your envelope shall be prepared as follows: sealed, marked with your return name and address in the upper left corner, and marked with the solicitation number, date and time of proposal closing in the lower left corner.

XV. Quotations

A. Technical Submission (limit 25 pages, excluding past performance forms, resumes, and project management plan)

1. Past Performance

Each quoter shall submit at least two (2) references consisting of present or past customers within the last three years who are capable of verifying Contractor's performance on like or similar requirements. The references shall include a brief description of the services, size, geographical span of the requirement, and the dollar amount. The name and telephone number of the Contracting Officer and Technical Manager for each reference shall also be provided. The information shall be provided to the BLM Contracting Officer, JoLyn Goss, prior to the established closing date of the RFQ and reference the RFQ Number assigned to this solicitation.

2. Technical Experience

In accordance with Sections XVII and XVIII, Evaluation Criteria and Evaluation Factors will be evaluated; using no more than two (2) pages for each evaluation factor, and have equal importance in evaluating the technical experience of the quoters.

Each offeror shall include a copy of their most current GSA Group 899-1 Schedule Contract. Responses which do not include the schedule may be determined non-responsive and will not be considered for award.

### 3. Price Proposal

Each offeror shall submit a Master Price List formatted in accordance with Attachment B for all labor categories included in their GSA GSS Schedule. The price list shall include both GSA FSS schedule rates and discounted rates.

Offerors shall include a cross-reference of their labor categories to corresponding positions listed under Attachment B.

Offerors shall also include the percentage factor for their discounts applied to the GSA Schedule pricing.

The format for the proposed pricing shall be in accordance with the Attachment C Master Price List.

### XVI. Initial Screening Process

The Government will initially screen all quotations for completeness and adequacy prior to further consideration. Incomplete submissions or submissions exceeding the maximum page limit will be determined non-responsive and will NOT receive further consideration. Under RFQ procedures, a formal award notification will not be given to unsuccessful offerors. If requested, offerors will be given a debriefing by the contracting officer via email, phone or fax.

### XVII. Evaluation Criteria

The Government intends to award one contract to the party whose proposal is responsive to the solicitation and the best value to the Government. The best value to the Government will be determined by evaluating each proposal against the Evaluation Criteria described below. The non-cost criteria (past performance and technical capabilities) when combined are significantly more important than the cost; however, cost will be a factor.

**Contractor's proposal will be evaluated on, and must include descriptions of, the following:**

#### A. Past Performance:

1. Your past experience and past performance with the BLM Resource Management Planning (RMP) process, including evidence of successful engagement of Cooperating Agencies, advisory councils, and other stakeholders. Past experience and past performance with plan amendments, land use planning for livestock grazing, and especially working with NLCS units. Include brief examples involving proposed core team members.
2. Past experience and past performance of your firm's Project Manager and key staff, especially in regards to successful and timely completion of similar planning projects within budget. List all projects the Project Manager has managed during the last five (5) years. Provide the name and location of the offices for which the work was completed. Include contact information for the BLM Project Managers for all BLM projects cited.
3. Your ability and past performance in being flexible and adaptive to meet schedules (timeliness), control costs, and balance workloads, as the land use planning/EIS process can often present unforeseen challenges. Include brief examples involving proposed core team members.

#### B. Technical Capabilities

1. How well the proposal demonstrates a thorough understanding of the LUP Handbook H-1601-1 and supplemental planning guidance.
2. How well the proposal demonstrates a thorough understanding of GSENM's key issues as described in the SOW. Include brief suggestions for addressing key issues.
3. How well the contractor demonstrates their staff and subcontractor experience and expertise with impact analysis, including direct, indirect and cumulative impacts.
4. The adequacy of the proposed staffing, especially the Project Manager and Core Team, including the appropriate team size, skill levels, and experience with the BLM planning process to effectively and efficiently complete the MMP-A/EIS within the specified timeframe. Include the following:
  - a. Names and resumes of key personnel: Project Manager and Core Team.
  - b. Names and resumes of all subcontractors the Contractor plans to use. Any subcontractors used during the life of the contract who are not listed in the proposal must be approved by BLM.
  - c. Demonstrate a commitment to assign the personnel and sub-contractors named in 4.a) and 4.b) to this project for the duration of the project. State that if any of these personnel should leave your company (or if sub-contractors should depart), you will replace them with equally qualified personnel, subject to BLM approval.
5. Your method and process for developing and maintaining a schedule. Provide a sample schedule/timeline, including critical paths and schedule for all phases and tasks of an

plan amendment/EIS (the schedule/timeline from a previous RMP/EIS you have worked on is acceptable).

6. Your creativity and innovation in collaboratively working with multiple agencies, stakeholders, and the public and in communicating and facilitating the planning process.

C. Cost

1. Price will be evaluated in relation to the GSA Schedule and other proposals, and only on the discounted prices of the labor categories contained in this solicitation.
2. Hourly rates shall be inclusive of all direct labor, indirect costs, task order request, preparation costs, and all management activities associated with the performance of the tasks.
3. The quoted price shall be the maximum price for each labor category under any resultant order. To maintain continuity in the evaluation of your proposal, it is imperative that you indicate pricing for each phase/task, to include totals for each phase, for each task, and for the total project. Identify all applicable labor categories you deem appropriate for each phase and task and include assumptions for the costs associated with each phase/task.

XVIII. Evaluation Factors (All factors are weighted 25 %.)

A. Experience

Experience developing Land Use Plans and/or Land Use Plan Amendments for the BLM and/or other federal land management agencies that analyze environmental consequences resulting from identified alternatives. Experience in addressing environmental consequences of alternatives for the short and long term, cumulative effects; and reasonably foreseeable action scenarios. Ability to work with others and communicate successfully with BLM, other federal, state, and local agencies, Tribal nations and the public. Experience in completing required coordination and consultation; conducting public outreach such as open houses; and analyzing and responding to public comments.

B. Key Personnel

Ability to schedule and staff this project as evidenced through submission of an organizational chart and resumes of key personnel, such as the Project Manager, Assistant Project Manager, Range Specialists, Recreation Specialists, Biologists, and Cultural Resource Specialists. Key personnel are those who are responsible for completion of the document within the specified time frame. Demonstrated ability to complete complex planning and/or NEPA projects within specified time frames.

C. Qualifications

Proven expertise and qualifications necessary to perform services described in the Statement of Work (SOW) and to provide thorough, quality, and readable deliverables;

including the ability to manage and organize the NEPA file into a searchable electronic administrative record.

D. Knowledge

Evidence of a good working knowledge of the Federal Land Policy and Management Act (FLPMA), National Environmental Policy Act (NEPA), BLM Planning Handbook 1601-1, corresponding federal regulations, as well as other federal and state statutory requirements.

XIX. Other Information

Potential contractors are advised that the Government will evaluate the total price for Phases 1 through 7.

Dependent on the availability of appropriated funds the Government reserves the right to award those items from any or all Phases and Tasks that the Government is in a position to fund upon award of the basic task order. In the event that funds are not available to fully fund all tasks described, those task(s) not funded will become optional line items and will be so designated by issuance of a unilateral modification to the award document citing same.

Dependent on the performance of the contractor on previous tasks, the Government reserves the right to award items from any or all subsequent Phases and Tasks, or to withdraw awards already made for subsequent work. In the event that the contractor's performance is not acceptable, those task(s) not funded (or withdrawn) will become optional line items and will be so designated by issuance of a unilateral modification to the award document citing same.

Questions of a technical nature must be sent via email to [jgoss@blm.gov](mailto:jgoss@blm.gov).



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