

To: Pamela C[pjarnecke@blm.gov]; Leslie Gunn[lgunn@blm.gov]; Edwin Roberson[eroberso@blm.gov]; Anita Bilbao[abilbao@blm.gov]
Cc: Harry A[hbarber@blm.gov]; Matthew J[mbetenso@blm.gov]; Lance Porter[l50porte@blm.gov]
From: Ashcroft, Tyler
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[Utah Monument PLanning Scoping SOW.docx](#)

All,
Attached is a draft statement of work, government estimate, and evaluation factors for the Utah Monument planning process scoping contract.

Pam,

Please review to make sure that this accurately reflects our expectations and meets our needs.

Leslie,

Please let me know if there are any changes needed from a technical contracting perspective.

Ed and Anita,

Just keeping you in the loop. We will not start solicitation until you have given us approval to do so. I know execution of the contract may be contingent upon us getting requested funds.

Thanks,

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Tyler Ashcroft
Project Manager
Bureau of Land Management
(801)-539-4068

STATEMENT OF WORK

PUBLIC SCOPING FOR RESOURCE MANAGEMENT PLANS

UTAH NATIONAL MONUMENT MODIFICATIONS

I. Introduction

The Bureau of Land Management (BLM) is proposing to prepare multiple land use plan revisions as required by Presidential Proclamations 9681 and 9682, which modified the boundaries of the Bears Ears (BENM) and Grand Staircase Escalante (GSENM) National Monuments, respectively. With this statement of work, the BLM is soliciting assistance with formal scoping, as required NEPA regulations (40 CFR 1501.7) and the BLM planning regulations (43 CFR 1610.2 and 43 CFR 1610.4-1).

II. Background

On December 4, 2017 President Donald Trump signed Proclamations 9681 and 9682 modifying the boundaries of the BENM and GSENM. Both proclamations, direct the BLM to prepare land use plans. In accordance with this direction, the BLM is initiating multiple land use plan revisions, which are discussed in the sections below.

Bears Ears National Monument

Presidential Proclamation 9681 modified the BENM and creating two separate units known as the Shash Jaa and Indian Creek units that are reserved for the care and management of the objects of historic and scientific interest within their boundaries. The planning area is located in San Juan County, Utah and encompasses approximately 169,289 acres of BLM National Conservation Lands, and 32,587 acres of National Forest System Lands.

The Shasha Jaa Unit is jointly managed by BLM and USFS, with each agency retaining management responsibility for portions of the unit that fall under their respective jurisdictions. In addition, proclamation 9681 establishes a Shash Jaa Commission to provide guidance and recommendations on the development and implementation of a management plan for the Shash Jaa Unit.

The BLM intends to prepare separate resource management plans for the Shash Jaa and Indian Creek Units. However a single environmental impact statement will be used to satisfy the NEPA requirements for these RMPs. The BLM intends to prepare the EA jointly with the USFS which is a co-manager of the Shash Jaa Unit.

Grand Staircase Escalante National Monument

Presidential Proclamation 9682 modified the GSENM and creating three separate units- Grand Staircase, Kaiparowits, and Escalante Canyons. The BLM intends to prepare an RMP for each unit, and fourth RMP for federal lands previously included in the GSENM that are excluded from the boundaries. This fourth RMP will be called the Kanab Field Office-Escalante Area Resource Management Plan. The BLM will prepare a single EIS to satisfy the NEPA requirements for these RMPs. Preparation of the Kanab Field Office-Escalante Area Resource Management Plan will involve development of a mineral potential report, coal suitability analysis, oil and gas reasonably foreseeable development scenario, and ACEC evaluations.

III. Tasks

This statement of work is limited to task associated within formal scoping for the three planning efforts described above. Additional statements of work will be prepared by the BLM in association with preparation each RMP/EIS.

Task 1: Public Meetings

The contractor shall organize, arrange logistics, develop and print presentation materials, facilitate, record, and provide meeting records from all formal scoping meetings associated with the BENM and GSENM RMP/EISs. Scoping meetings will likely be held at the following locations:

BENM RMP/EIS

- Blanding, UT
- Bluff, UT
- Salt Lake City, UT

GSENM- Grand Staircase, Kaiparowits, Escalante Canyons Units and public lands excluded from the modified boundaries RMPs/EIS

- Kanab, UT
- Salt Lake City, UT

The BLM will review and approve all materials prepared for public review and distribution prior to the meetings. A BLM scoping team will be available to assist with public presentations at all meetings. All meetings will follow public hearing format. The contractor will be responsible for identifying and securing meeting venues at the abovementioned locations that are suitable for a public hearing with potential large audiences in attendance. The contractor will also be responsible for securing any subcontractors needed to ensure a complete verbatim hearing recording. And for assisting with maintaining civility in a potential hostile environment. The BLM will be responsible for coordinating with local law enforcement to ensure the safety of meeting participants, including agency personnel and any contract assistance.

Quality Standard: Meeting logistics, including securing meeting locations, are arranged with assistance from the BLM at least 30 days prior to the date of scoping meetings. All presentation materials, including power point presentations, are developed to meet agency standards and information is clearly understood with no misstatements and/or omissions. Input will be solicited and recorded at meetings to identify issues, possible alternatives, public or cooperating agency concerns, and additional information for inclusion into the meeting records.

Deliverables: Contractor shall provide all logistics and presentation materials (maps, graphics, comments sheets, etc) for public scoping; and shall facilitate, record, and provide meeting records to BLM.

Due Date: Task to be initiated within 5 work days of contract award.

Task 2: Scoping Report

Contractor shall prepare two scoping reports (one for each individual RMP/EIS) following the conclusion of the scoping period. During the scoping period, comments may be received verbally (recorded hearing transcripts), in writing (hand written comments received during public scoping meetings); in hard copy format (via mail) and/or in electronic format (through the BLM's e-planning website).

Initial comment analysis of electronic comments will be completed using the agencies Content Analysis Review Application (CARA) software (a component of e-planning), or with agency permission, a similar acceptable text analysis software program. If use of CARA is required, the contractor will be required to obtain e-planning access and receive any necessary training. No in-person training will be required. All training will be provided through WebEx or a similar online conferencing tool.

Once electronic text analysis has been completed, the contractor will be required to manually review, parse, code, analyze, and summarize all substantive comments.

Substantive comments identified through the parsing process will be organized and summarized into individual draft scoping reports. A draft analysis of the comments will also be provided. The BLM will provide comments on the draft scoping report and analysis, which will then be finalized for public release/review.

Quality Standard: Scoping reports shall include a summary of all written, electronic, and verbal information obtained through formal scoping. The Scoping reports will describe the scoping process, identify the issues derived from the comments, and provide analysis of the comments received. An electronic version (PDF) of the reports shall be provided to the BLM.

Deliverables: Two draft and final electronic scoping reports containing all written, electronic, and verbal scoping comments received, scoping meeting records, and recommended and refined issues and planning criteria that is compliant with section 508 standards.

The contractor will also provide the BLM with an updated mailing list for each RMP/EIS.

Due Date: Draft scoping reports shall be completed and an electronic copy delivered to the BLM within a negotiated time frame (contingent on the number of comments) likely within 30 days of the close of the public scoping period. Final scoping reports will be delivered approximately 15 day after receipt of agency comments on the draft reports.

IV. Government Furnished Materials

The Contractor will furnish all personnel, equipment, supervision, transportation, supplies, and incidentals except those specifically indicated as government-furnished to perform all work necessary to complete contract work, in accordance with GSA FSS Contract and Task Order awarded through this solicitation. The following describes government-furnished materials.

Press Release: The BLM will prepare all public scoping press releases and prepare and mail scoping letters (as determined necessary).

Background Materials: The BLM will provide the contractor with background information needed to develop presentation materials.

Geographic Information Systems (GIS): The BLM will provide the contractor with all GIS layers needed to create presentation materials.

V. Tentative Schedule

Prospective Contractors should use the following timeframes in their proposals:

Table 1: Public Meetings Tentative Schedule

RMP/EIS	Tentative Date	Tentative Meeting Location
BENM	TBD	Bluff, UT
RMP/EIS	TBD	Blanding, UT
	TBD	Salt Lake City, UT
	TBD	Kanab, UT

RMP/EIS	Tentative Date	Tentative Meeting Location
GSENM units and excluded lands	TBD	Salt Lake City, UT

The Contractor and the BLM will come to agreement on public meeting dates. The contractor should propose the earliest dates possible.

VI. General Standards for Contract Performance & Submission of Deliverables

The Contractor is responsible for timely submission of deliverables identified in this Statement of Work. A detailed schedule for due dates for deliverables will be agreed to by BLM and the Contractor following issuance of the contract. If a Contractor deliverable is dependent on the provision of materials, data, information by the BLM, due dates for the BLM provision of these materials will be developed as well. If the 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 needs) of the task or document.

All submitted deliverables must:

1. Meet BLM requirements (quality standards), as required by laws, regulations and guidance, and
2. Be approved by BLM staff and COR/PI.
3. Be primarily in either PDF or Word format, depending on agreed upon format for each deliverable.

General submission guidelines

Internal draft documents: The Contractor will provide BLM with electronic submission of draft review documents (i.e., three draft scoping reports).

Reviews: The BLM will review all internal draft documents within 15 days of receipt unless otherwise specified. Generally, one review will be sufficient. However, based upon the amount or complexity of the BLM's revision comments, the BLM shall have the option of reviewing drafts until they are revised to BLM's satisfaction. The Contractor, upon receipt of the BLM's comments, will generally have 15 days to respond (unless otherwise specified) with the necessary written revisions.

Printing: The BLM is responsible for printing any hard copy scoping reports. The Contractor will provide the BLM with a camera-ready, electronic copy of the document in requested software applications.

Miscellaneous Public Involvement Deliverables: The Contractor shall be prepared to develop presentation components and assist with planning of scoping meetings. All materials and information submitted for posting to the BLM's website will meet all required federal, state and local regulations, including Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) addressing access of information and information technology by the disabled, and 43 Code of Federal Regulations, Part 1600. See website: <http://www.section508.gov> for information regarding Section 508.

Project proposals shall be addressed to the following address:

Bureau of Land Management
Utah State Office

Attn: Utah Monument Modifications RMPs/EISs
440 West 200 South Suite 500
Salt Lake City, UT 84101

A BLM COR will be assigned to this project and a letter of designation will be attached to the award document.

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EVALUATION FACTORS PUBLIC SCOPING FOR RESOURCE MANAGEMENT PLANS UTAH NATIONAL MONUMENT MODIFICATIONS

Contractor evaluations will be based on the following factors.

Factor 1: Experience (70 points):

- An assessment of the respondent team's experiences conducting scoping for high profile land use planning and/or NEPA projects in Utah and/or other states. Preference will also be given to demonstrated staff experience on sensitive and difficult planning issues. For scoping meetings, contractor must be able to demonstrate education and experience in public affairs, facilitation/conflict resolution, project management, and public lands management/land use planning. For preparation of scoping reports, the contractor must demonstrate experience in reviewing, parsing, and summarizing a large volume of comments on a diversity of issues. Contractor must submit resumes for all team members that demonstrates past work experience.
- Scoping for this project will be completed on expedited schedule. Contractor must demonstrate the ability to assemble a team and complete all project related tasks 90 days of contract award.

Factor 2: Past Performance (30 Points)

- Offeror shall provide a listing of all scoping related contracts or subcontracts completed over the last three years and/or any collaborative dispute resolution/facilitation contractors.
- Contractor should provide a list of reference, preferably including BLM and USFS points of contact
- Contractor should prepare a demonstration and enumeration of "lessons learned" from previous projects.

**GOVERNMENT ESTIMATE
PUBLIC SCOPING FOR RESOURCE MANAGEMENT PLANS
UTAH NATIONAL MONUMENT MODIFICATIONS**

VII. VIII. Contracting Officer's Representative (COR)

The Contracting Officer's Representative (COR) will be identified in a letter.

Task 1: Scoping Meetings

Labor Estimate					
FSS Labor Category*	FSS Price	Percent Discount	Order Price/Hour	Hour Quantity	Total
Project Manager			\$120.00	70	\$8,400.00
Professional Facilitator			\$110.00	60	\$6,600.00
Court Reporter			\$50.00	60	\$3,000.00
GIS Specialist			\$90.00	10	\$900.00
Writer Editor			\$70.00	16	\$1,120.00
Public Affairs/Outreach			\$110.00	60	\$6,600.00
Travel Estimate					
Category		Unit Quantity	Unit Price	Estimated not to exceed	
Travel (4 individuals)		5 public meetings	\$2,250	\$9,000.00	
Material Expenses					
Category		Unit Quantity	Unit Price	Estimated not to exceed	
Handouts		2000	.50	\$1000.00	
Poster boards		10	40	\$400.00	
Computer Equipment 4 (individuals x 5 meetings)		20	\$50.00	\$1000.00	

Task 2 Scoping Report

Labor Estimate					
FSS Labor Category*	FSS Price	Percent Discount	Order Price/Hour	Hour Quantity	Total
Project Manager			\$120.00	160	\$19,200.00
Records/Database Manager			\$70.00	160	\$11,200.00
Resource Specialist (Cultural)			\$90.00	160	\$14,400.00
Resource Specialist (Biological)			\$90.00	160	\$14,400.00
Resource Specialist (Recreation)			\$90.00	160	\$14,400.00

Labor Estimate					
FSS Labor Category*	FSS Price	Percent Discount	Order Price/Hour	Hour Quantity	Total
Writer Editor			\$70.00	40	\$2,800.00

Total Government Estimate (All Tasks)- \$114,4200

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