

REQUEST FOR PROPOSALS (RFP)
YNP WEST YELLOWSTONE GATEWAY STUDY 2019

The Northern Rocky Mountain EDD is now accepting sealed proposals for the YNP West Yellowstone Gateway Study. The NRMEDD has received funding for the work described below from the United States Department of Commerce – Economic Development Administration for completion by December 31, 2019.

PURPOSE: The Project will provide information and data necessary to improve transportation and related economic development in and around the entrance gate to Yellowstone National Park at the Town of West Yellowstone.

This procurement is guided by the following:

PROCUREMENT TYPE: This procurement type for this grant was selected in accordance with 2 CFR 200.320 2 CFR 200.320 http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=66bb238e8807e7899de35c465da84af7&mc=true&n=sp2.1.200.d&r=SUBPART&ty=HTML#se2.1.200_1318

Contracts for non-federal entity: 2 CFR 200 Appendix II - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=66bb238e8807e7899de35c465da84af7&mc=true&n=pt2.1.200&r=PART&ty=HTML#ap2.1.200_1521.ii

BACKGROUND AND DEFINITIONS: Yellowstone National Park's (YNP) West Yellowstone Gateway Study: The study will produce an analysis of existing transportation issues and trends and a forward-thinking strategy to guide a future implementation phase. The anticipated outcome of this study is to use the data and strategy as the foundation for an upcoming Federal Lands Access Program grant (FLAP).

This study is designed to help West Yellowstone and YNP officials better understand the current and projected issues related to tourism and transportation management through the town of West Yellowstone and at the West Yellowstone gate and provide recommendations for system improvements both within the community and for a broader regional scale. The intent of this project is to improve traffic flow throughout the whole corridor and related transportation system. In other words, it is not enough to simply increase the rate at which the West Entrance Gate can process visitors. It's important to understand what the effect of that increased gate-processing rate does to traffic flow once those vehicles are inside the park.

This scope of work is to assist West Yellowstone, Yellowstone National Park (YNP) officials, and other partners in determining how traffic flow, congestion, parking, signage, availability of information and the overall visitor experience quality through the town of West Yellowstone and into Yellowstone NP can be improved while supporting economic opportunities for the town of West Yellowstone in anticipation of continued growth and visitation increases over the 15-20 years. The project includes analyzing and recommending solutions to the "overflow" effect when visitors leave the Park in the evening and they realize that there are no places left to camp/stay in the park. Not knowing where to camp leads to illegal camping in day use only areas, which includes large portion of NFS lands around West Yellowstone

Geographic Scope Defined: The geographic scope of this study is from Big Sky at the highway 191 intersection, a point 48 miles North of West Yellowstone on Highway 191, and the intersection of the Yale Kilgore Road 27 miles West of West Yellowstone on Highway 20, and through the town of West Yellowstone and the West Gate to YNP to Old Faithful.

SCOPE OF WORK

The Background and Definitions sections are made part of this Scope of Work. Respondents are directed to bid on the Scope of Work within the Geographic Scope and as further described below.

Task 1 Existing Data Summary and Data Gap Analysis

1. Data Summary and Gap Analysis: The data summary should compile existing data and qualitative information relevant to the research questions. The data summary and gap analysis should include:
 - 1.1. A review and compilation of relevant sections of existing documents and data from the National Park Service, Town of West Yellowstone, Montana Department of Transportation and other relevant sources.
 - 1.2. Interview summaries of key stakeholders such as business owners, Town of West Yellowstone and National Park Service officials, the West Yellowstone Planning Advisory Board, Town Council, local Chamber of Commerce and others to better understand issues related to traffic congestion and flow, visitor services and public safety.
 - 1.3. Summary of comments from public meetings and YNP staff (Tasks 2.1 and 2.2 below).
 - 1.4. Data gaps and additional information needed to answer the research questions.

Task 2 Quantitative and Qualitative Data Collection, Assessment and Analysis

- 2.1 Hold an introductory public meeting using preapproved agendas to hear traffic flow and safety concerns/issues and opportunities from the perspective of West Yellowstone residents.
- 2.2. Hold information gathering meeting with YNP staff and management to hear traffic flow and safety concerns/issues and opportunities
- 2.3 Interview visitors, using preapproved questions, to understand what types of facilities and services (restrooms, camping, tourist information, signage, etc.) could enhance visitor experience.. Offer recommendations related to enhanced information availability as to lodging/camping opportunities outside of the park.
- 2.4 Collect traffic data at key points using preapproved data collection plans to understand traffic volumes, types, origin/destination, intersection movements, levels of service, etc. and collaborate with other data collection efforts as appropriate.
- 2.5 Assess the design, location, condition levels of service for available for guests, including when YNP is full, and capacity of streets, sidewalks, parking areas, way-finding, signage, YNP entry-gate, photo opportunity sites, visitor information areas, etc.

Task 3 Final Report and Recommendations.

3.1 Preparation of an initial draft report and a final report are program deliverables. The reports shall present key findings and results of the previous tasks, projections for future conditions and a discussion of opportunities and recommendations to address the key issues.

3.2 Submit by October 15, 2019 a draft report to the NRMEDD, National Park Service, Montana Department of Transportation, West Yellowstone and other key stakeholders for initial internal review and revise as appropriate. Meet with the key stakeholders to discuss the findings; inform the public.

3.3 No later than November 15, 2019 submit a final report to the project stakeholders. When the final report is accepted by the stakeholders the consultant shall post the results of the final report on the Town's website and work with local media and the National Park Service to publicize the results. The final report will likely include recommendations on items such as signage improvements, YNP entry and corridor improvements, routing, wayfinding, parking capacity and management, a truck route, intersection and signalization improvements, restroom and visitor information locations, etc. The consultant will hold a public meeting(s) to inform the findings and recommendations within 4 weeks of the publication of the final report.

Recommendations should be feasible, context appropriate, and sensitive to the laws, policy, practices, and limitations of the town of West Yellowstone and the National Park Service. The final report will produce supporting data and respond to each of the following:

(a) Provide a narrative with supporting data that answers the research question: how can traffic flow and the visitor experience be improved while supporting economic opportunities for the town of West Yellowstone? The narrative will include recommended strategies to improve congestion, improve the visitor experience and improve economic opportunities throughout the project area.

(b) Provide a prioritized implementation plan with a timeline and discussion of eligible funding sources.

(c) Meet with and consult with the stakeholders on ways to adopt the study and assist with implementation of a specific recommendations or tasks.

QUALIFICATIONS AND MATERIAL REQUIREMENTS FOR CONSULTANT(S) TO BE CONSIDERED:

Selected consultant(s) will:

1. **Provide a written work plan.** The work plan shall be a narrative not exceeding 10 pages that summarize how the applicant is forward thinking, will achieve the scope of work including each of the Tasks 1 through 3 (above) along the stated deliverables and a timeline for completion of each item.

2. **Provide an Applicant's Qualifications and Relevant Project Experience narrative.** The narrative should demonstrate the Applicant's substantial experience consulting with transportation planning related to National Park or other major 'gateway' communities. The narrative should detail strong transportation planning, project facilitation, project management, community engagement, stakeholder engagement, data gathering, research and analysis leading to recommendations and report preparation. Provide resume(s) of key personnel, letters of recommendation or contact information for at least 3 professional references, and short narrative outlining example of similar work

3. **Provide a firm-fixed price contract with a not-to-exceed all-inclusive dollar amount bid.**

COLLABORATION AND INFORMATION SHARING.

The selected consultant will be subject to a signed contract and agrees to provide project updates and briefings that are due by the first day of the month, every month during the term of the agreement.

EVALUATIVE CRITERIA AND SELECTION PROCESS: Procurement for this project shall be by competitive proposals. Competitors' qualifications will be evaluated against the criteria that follows and the most qualified competitor will be selected, subject to negotiation of fair and reasonable compensation. The proposals will be reviewed and ranked by a stakeholder group that includes representatives from NRMEDD, YNP, the town of West Yellowstone and others as invited. Responses to this RFP will be rated and ranked as follows:

Criteria	Points
Applicants will be ranked on the materials they provide showing their Qualifications and Relevant Project Experience	40 points
Applicants will be ranked for their forward thinking and how well the written Work Plan and timeline satisfies the Scope of Work and related tasks	40 points
Applicants will be ranked on their fixed bid price	20 points
Total Points:	100 points

POINT OF CONTACT. Information requests, schedule coordination, and all logistical concerns on this project can be directed to the point of contact:

Northern Rocky Mountain Economic Development District (NRMEDD)
c/o Rob Gilmore, Executive Director
311 West Main Street, Ste 311
Bozeman, MT 59715

Email: Rob.gilmore@nrmedd.org

SUBMITTING BID MATERIALS: In responding to this RFP the response materials will be in one package marked with the name of the respondent and “**Bid Response – 2019 YNP West Yellowstone Gateway Study RFP**”. The RFP envelope will be enclosed in separate envelope addressed to NRMEDD (address above) and marked on the outside as “**NRMEDD Bid Document**”.

Proposals shall be submitted one bid per contractor to arrive by hand or postal mail at the NRMEDD office on or before (March 11, 2019, 4:00pm Mountain Time). The bid opening will be at 3:30pm March 12, 2019 at the Gallatin County courthouse, 311 W Main St suite 301.

The proposals must include applicant qualifications, a written work plan that addresses the scope of work, tasks and deliverables, a project timeline, references and a fixed price bid. Please send two (2) copies of the proposal. Emailed or faxed proposals will not be considered, and late proposals will not be considered. All required documents must be included in the bid and received by the bid submission deadline. If you have any questions concerning the bid opening, please direct them to the project point of contact listed above.

The NRMEDD reserves the right to reject any and all bids and to re-advertise according to its best interests. The NRMEDD reserves the right to any irregularities or informalities about the bids and the bid process.

Published this 6th day of February, 2019.