

Request for Proposals: Badito Ranch on the River Agricultural Operations

Huerfano County Solicitation #2023-10

November 8, 2023

1. Summary of Request

Huerfano County, Colorado (referred to herein as “the County”) is seeking proposals from qualified and experienced agricultural operators to lease, manage, and maintain Badito Ranch on the River (“the Ranch”).

2. Submission Information

Written submissions will be accepted until **Monday, December 11, 2023 at 4PM MT**. Any proposal received after that time will not be considered. Submitted materials may be submitted digitally or physically.

Digital submissions must be emailed in PDF Format to **administrator@huerfano.us**.

Physical submissions must be delivered in a sealed envelope containing five (5) paper copies of the submittal documents, with “BADITO RANCH AG LEASE” written on the envelope, and delivered to:

Huerfano County
ATTN: Carl Young
401 Main Street, Suite 310
Walsenburg, CO 81089

3. Questions

Procedural and technical questions are to be submitted in writing to **Carl Young** at **administrator@huerfano.us**. Questions will be accepted until **Tuesday, November 21, 2023 at 4PM MT**. A summary of questions and answers will be released according to the schedule set below.

4. Anticipated Timeline

Dates are approximations for the process steps and are subject to change.

Step	Date	Selection Process
One	November 8, 2023	Request for Proposals Issued
	November 21, 2023	Questions may be presented prior to 4PM MT on this date.
	November 22, 2023	Questions and answers posted.
	December 11, 2023	Proposals due at 4PM MT
	December 12, 2023	Committee Review of Proposals.
Two	December 14, 2023	Notifications of Interviews.
	January 4, 2024	Interviews conducted.
Three	January 9, 2024	Notification of selected finalist(s).
Four	January 23, 2024	Agreement executed.
	March 1, 2024	Anticipated Start Date

5. Background

Huerfano County is a community encompassing 1,593 square miles and home to approximately 6,800

residents. The County is governed by a three (3) member Board of Commissioners, elected by districts to four (4) year terms. Huerfano County is home to two (2) incorporated communities: Walsenburg and La Veta. Each community has its own governing body. The County, however, provides many essential services to the residents of these municipalities.

Huerfano County through its staff and Officers provides a variety of services including, but not limited to: zoning and code enforcement, law enforcement, revenue assessment and collections, road and bridge construction and maintenance, social services, and general government administration. Inclusive of Elected Officials and staff, the County employs approximately 110 full-time employees and has an annual operating budget of approximately \$16 million dollars.

The County is offering for lease the property known as Badito Ranch on the River, which consists of 562 acres, located north of Highway 69 along the Huerfano River. This property was formerly part of the Thorne Ranch, which the County has listed for sale. The Survey, attached as "Exhibit A", shows Badito Ranch on the River as AVAILABLE FOR LEASE and the Thorne Ranch as FOR SALE. Water rights for Badito Ranch on the River are attached as "Exhibit B."

6. Requirements

The selected party will enter into a negotiated lease agreement with the County for an initial term of at least five years including an introductory evaluation period. The County has the following requirements for said agreement.

1. The Ranch must be cultivated, irrigated, and farmed by the selected party. No part of the agricultural operation may be sublet.
2. Selected party must fix and maintain fences, ditches, and irrigation structures on the Ranch.
3. Selected party must accept the Ranch "as is, where is" and indemnify, defend, and hold harmless the County for any and all claims, liabilities, losses, demands, damages, expenses due to or arising out of any use by the selected party. Selected party will be required to carry both comprehensive automobile and vehicle liability insurance and broad form comprehensive general liability insurance.
4. Selected party must cooperate with and advise the County on major agricultural capital improvements, upgrades, and other projects on the Ranch. The County will take the lead on noxious weed and invasive species mitigation.
5. The County does intend the development of recreational amenities on the property during the term of the lease and the County will plan such amenities and their operations with the selected party. Any party interested in participating in the operation of these recreational amenities or in the facilitation of agricultural education programs should indicate that interest in their submission.
6. The County has the authority to access the property at any time and will coordinate such access to the extent possible.
7. Selected party may not live on the property.
8. Selected party may sublet hunting operations on the property with the approval of the County.

7. Contents of Letter of Interest

Written submissions for the supply of the services fully described herein will be accepted until the date set forth in the Anticipated Timeline above. Any proposal received after that time will not be considered.

Submissions should be no longer than 30 pages and include:

1. Cover Letter, which must include:
 - a. A statement of interest for working with the County to complete the scope outlined above including a summary of key points describing the respondent's unique qualifications as they pertain to this particular scope;
 - b. A brief overview of the history and structure of the respondent including structure, time in business, number of employees, and other data to assist in characterization of the respondent;
 - c. The name, address, and daytime telephone number for contact persons to whom additional selection process requests should be communicated;
 - d. A disclosure of the name of any employee or official of Huerfano County who could be directly and personally benefited if the proposing firm is awarded a contract pursuant to this solicitation. If there is nothing to disclose, the proposal shall so state.
2. Experience and Reputation
 - a. Describe respondent's experience in agricultural operations.
 - b. Briefly describe the respondent's financial capability to undertake this project or ability to secure funds required to meet commitments for this project;
 - c. Describe similar engagements performed or operations run by the respondent within the past five years; and
 - d. Please provide contact information for engagements or operations listed. Letters of reference are also accepted.
3. Understanding and Approach
 - a. Describe in detail the respondent's understanding of and approach to agricultural operations on the Ranch;
 - b. Describe any capital improvements or upgrades the respondent would seek to make on the Ranch;
 - c. Describe the respondent's interest, if any, in participating the operation of future recreational amenities or the facilitation of agricultural education programs on the property; and
 - d. Describe any other operations, either current or planned, within Huerfano County or surrounding areas and how those operations would impact the Ranch, include operations that respondent may seek to undertake if awarded this contract.
4. Fee Proposal
 - a. A proposal for either a rent amount and payment structure;

8. Selection Process

The process for selection and award of the Lease will consist of four steps and be organized as follows:

Step One	Review and scoring of Proposals submitted
Step Two	Interviews (if required)
Step Three	Selection of successful respondent, negotiation of Lease Agreement
Step Four	County Commissioner approval of Lease Agreement

Step One: Review of Proposals

Following an initial screening of the proposals, the committee will select what it considers the most highly qualified party to provide the services outlined in the scope of services. Selection will be based on the evaluation criteria set forth below. Those submitting proposals will be ranked, and the committee will then recommend the most qualified finalists.

The following selection criteria will be the basis for the ranking of most qualified submission:

Criteria	Points
Experience and Reputation	25 Points
Understanding and Approach	30 Points
Fee Proposal	25 Points
Overall Evaluation of Capabilities and Ability to Provide Required Services	20 Points
Total	100 Points

Step Two: Interviews (if required)

1. Interviews may be conducted for the purpose of determining which respondent is the most highly qualified to perform the required work and which responds most fully understands and is able to perform the work envisioned by the County.
2. Key personnel from interested party are required to be present and participate in the interview.
3. Respondents are asked to give a presentation on their organization and proposal. The Review Board will then ask any questions they have of the respondent.

Step Three: Selection of Successful Respondent and Negotiation of Lease Agreement

1. After the successful respondent is selected, the County will negotiate a Lease Agreement.

Step Four: County Commissioners Approval of Lease Agreement

1. The successful respondent is encouraged to attend the Commissioners’ meeting to answer any questions concerning the proposal, or the respondent’s qualifications.
2. The County reserves the right to undertake or award supplemental or successor contracts for work related to this Contract.
3. This solicitation shall not be binding upon the County and respondent, and no services shall be performed under the terms of the proposal or the Lease Agreement until the Contract has been reduced to writing and approved by the County Commissioners.

9. Selection and Contracting Provisions

Notifications

The County will provide timely notifications in writing (letters and/or emails) of the following actions to individuals or firms responding to the Request for Proposal as follows:

- Selection of short-listed respondents for interviews (if required);
- Interested Parties not short-listed;
- Selection of recommended individual or firm; and County Commissioner approval.

Right to Reject

The County reserves the right to waive informalities in the proposals or fees and to reject any and all proposals and re-advertise this solicitation at any time prior to County Commissioner approval of the recommended firm or individual and the negotiated Lease Agreement if doing so would be in the public interest, as determined by the county in its sole discretion. The County reserves the right to award this solicitation to the individual or firm that best fits the requirements outlined in the request for proposals. The County reserves the right to waive any informality in any submittal and/or reject all proposals, and to accept the proposal that is in the best interest of the County. The County further reserves the right to:

1. negotiate a final Lease Agreement that is in the best interests of the county and the public; and
2. request any additional information the County deems reasonably necessary to allow the County to evaluate, rank and select the most qualified respondent to perform the services described in

this solicitation.

If the County and the selected respondent cannot agree on the contract, the negotiations will be terminated, and the County reserves the right to begin negotiations with the next highest ranked respondent.

Procedure Requirements

1. Any individual or firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
2. All costs incurred by individuals or firms choosing to participate in this process shall be borne by the proposing individual or firm.
3. All proposals submitted regarding this solicitation are the property of the County and will only be returned to the individual or firms if requested in writing to the County at the sole discretion of the County.
4. Late submittals shall not be accepted. It is the responsibility of the individual or firms to ensure that the proposal arrives at the Huerfano County Administrator's Office, prior to the date and time stated in this solicitation.

Conflicts of Interest

Any conflicts of interest whether real or perceived by the individual or firm submitting a proposal should be fully disclosed and explained within the proposal.