



REQUEST FOR PROPOSALS
FOR CONTRACTED SERVICES TO THE AMADOR FIRE SAFE COUNCIL
2024 AFSC – ARCD GIS Database & Mapping Development and Support

RELEASE DATE: November 1st, 2024

CLOSING DATE: Proposals must be emailed to the address below no later than **November 15th, 2024, 5pm.**

PROJECT TITLE: 2024 AFSC – ARCD GIS Database & Mapping Development and Support

CONTACT PERSON:

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INTRODUCTION: The Amador Fire Safe Council (AFSC) has received grant funding to enhance the current capacity of mapping of the AFSC and the Amador Resource Conservation District (ARCD). There is a need to represent projects and programs geospatially for staff, partners, stakeholders and the general public. The AFSC is requesting bids to assist with the development of an internal geospatial database of projects and programs to assist with project coordination, planning, and tracking as well as create a publicly accessible web portal.

The AFSC is a non-profit organization with a mission to help protect the people of Amador County and their property from catastrophic effects of wildfire through Education, Outreach, Innovation, and Action. The AFSC partners with ARCD, a local special district of the government. The organization shares staff and administrative systems. The organizations have 8 staff members, 4 that directly utilize ArcGIS and ESRI products to develop maps. Staff utilize ArcPro and ArcOnline for map creation, data storage is currently mainly on individual desktops.

PURPOSE: AFSC is seeking Geographic Information System (GIS) Database development assistance and publicly accessible web portal. The goal will help with map development for project development/management and information sharing internally, with partners, and the public.

SCOPE OF WORK:

Services the successful Proposer will be expected to provide, include but are not limited to:

1. Develop an ArcGIS file database for AFSC and ARCD projects including, but not limited to, updating existing data, data organization, data cleanup and application updates.
2. Create a mapping protocol
 - a. Create map formats
 - b. Create shapefile/attributes/metadata protocol
 - c. Develop base layer catalog

- d. Create naming system for files/maps
3. Evaluate the capacity for ArcOnline v. ArcDesktop and usability for staff to create and manage maps throughout project management; and develop a plan for implementing or updating necessary software.
4. Provide technical assistance and assessment of emerging technologies.
5. Conduct staff-wide training on utilizing front end mapping capabilities for non-technical staff.
6. Conduct specific training for technical staff on mapping, protocols, database, and other relevant systems
7. Develop protocol for mapping distinction (i.e. internal, shared with partners, shared with public)
8. Develop system for streamlined sharing of maps and files between staff
9. Create publicly accessible web portal and develop Story Maps for integration into websites
10. Develop system to share maps that are easily/automatically updated based on project status

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

AFSC RESPONSIBILITIES:

1. Discuss/outline scope of work for each project assigned.
2. Provide documentation, files, and other required software necessary to conduct the project.
3. Provide staff support as required and agreed to in advance of projects assigned.

EVALUATION AND SELECTION CRITERIA: The selection committee will review the proposals and make the contractor selection based on the contractors understanding of the Statement of Work and how they expect to achieve the objective, the bid cost, and past performance and references.

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular, or conditional, at the AFSC's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The AFSC may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should

negotiations with the selected Proposer(s) prove unsuccessful. The AFSC reserves the right to reject any and all proposals and reserves the right to waive any nonsubstantive defects in the proposals.

Milestone	Timeline
Release Request for Proposal (RFP)	November 1st 2024
Proposals Due	November 15th, 2024
Contract Award	November 19th, 2024
Agreement Signed	November 20th, 2024
Contracted Services Begin	November 20th, 2024
Anticipated Grant Funds Expended	December 31st, 2024

Proposers may withdraw their proposal at any time during the open bidding period. All proposers will be notified of the results in the selection process.

PROPOSAL FORMAT:

Interested firms are to provide the AFSC with a thorough proposal using the following guidelines:

1. Cover Letter: Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.
2. Qualifications: Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
3. Company Profile: Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.
4. Approach: Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.
5. References: Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.
6. Qualifications: The information requested in this section should describe the qualifications of the firm, key staff and subcontractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information on current insurance should be included in the proposal (workers compensation, general liability, errors and omission, etc.).
7. Price Proposal: Provide a transparent fee schedule that outlines all the costs associated with the required services. This fee schedule may be a position-based rate sheet that includes travel

cost. The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

PROPOSAL SUBMISSION: Bids must be emailed to Amanda@AmadorRCD.org in a single PDF document by close of business, 5pm on November 15, 2024.

NONDISCRIMINATION: The program or activities conducted under this agreement will be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Restoration Act of 1987 (Public Law 100-259); and other nondiscrimination statutes: namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. They will also be in accordance with regulations of the Secretary of Agriculture (7CFR-15, Subparts A & B), which provide that no person in the United States shall on the grounds of race, color, national origin, gender, religion, marital or family status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Agriculture or any agency thereof.