

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: May 5, 2021
TO: Board of Directors
FROM: Jackie Nelson, Environmental Education Supervisor
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval Solicitation of Request for Proposals (RFP) for
Geographic Information Services (GIS) Consulting Services

SUMMARY:

Staff is requesting approval to send out the RFP for GIS Consulting Services.

FISCAL IMPACT:

There are no costs associated with the solicitation of quotes. Future fiscal impact will be based on the most responsible proposal and the upcoming FY 2021-2022 budget.

FUNDING SOURCE:

6549 - Professional Services

FUNDING BALANCE:

Funds will be included in the FY 2021-2022 budget.

DISCUSSION:

In July 2014, MPRPD released a Request for Proposals for Geographical Information Services (GIS) consulting services. In preparation for increased needs by staffing and in full transparency it is recommended an updated Request for Proposals be issued.

Documents and data once stored on servers by third party consultants have now moved to "cloud" applications. Staff is in the process of purchasing license from Environmental Systems Research Institute (ESRI), one of the largest and most commonly used platforms to manage geodatabase applications.

The GIS consultant(s) shall transfer, restructure, and reorganize the GIS data structure for the new MPRPD administrator account. As well as provide regular and long-term maintenance of the portals, collect and analyze data, create applications – maps, storybooks, reports, educational materials, for use by staff, collaborators and the public. Public and educational application will be hosted online, on our website, and in exhibits in the visitor centers.

The need for GIS consulting is growing with capital improvement projects, restoration activities, land acquisition documents, and as technology changes. Whether working with one, or several consultants, staff is seeking to find the most qualified candidates.

The suggested schedule leading to the Board of Directors contract award is as follows:

SCHEDULE OF EVENTS

Release of RFP	May 6, 2021
Release of Public Notice (Print)	May 9, 2021
Deadline for Written Questions	May 14, 2021
Responses to Questions Posted on Web	May 17, 2021
Proposals are Due (4 PM, PST)	May 19, 2021
Contract Approval	July 1, 2021
Contract Term-end	June 30, 2022*

**With the option to extend FY 2022-2023.*

Staff respectfully recommends the Board of Directors approve the Request for Proposals for Geographic Information Services (GIS) Consulting Services, in substantially the form submitted, and authorize staff to solicit proposals. Authorization to award the contract shall be brought to the Board at the June 2, 2021 Board meeting.

RECOMMENDED ACTION

Staff respectfully recommends the Board approve the attached Request for Proposals (**ATTACHMENT 1**) in substantially the form submitted and authorize staff to solicit proposals.

ATTACHMENTS:

1. [Request for Proposals](#)
2. [Standard District Agreement for Services](#)