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**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Release of RFP</td>
<td>May 6, 2021</td>
</tr>
<tr>
<td>Release of Public Notice (Print)</td>
<td>May 9, 2021</td>
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<tr>
<td>Deadline for Written Questions</td>
<td>May 14, 2021</td>
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<tr>
<td>Responses to Questions Posted on Web</td>
<td>May 17, 2021</td>
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<tr>
<td>Proposals are Due (4 PM, PST)</td>
<td>May 19, 2021</td>
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<tr>
<td>Contract Approval</td>
<td>July 1, 2021</td>
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<tr>
<td>Contract Term-end</td>
<td>June 30, 2022*</td>
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</table>

*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](#)