

REPORT TO SHASTA COUNTY RTPA

SUBJECT		MEETING DATE	ITEM NUMBER
Shasta Regional Blueprint Plan: Request for Proposals (RFP) for GIS Services		2/27/07	4-3

RECOMMENDATION

It is recommended that the Agency authorize distribution of the attached Request for Proposals (RFP) for Geographic Information System (GIS) services related to the Shasta Regional Blueprint Plan.

SUMMARY

Prerequisite to the modeling of future growth scenarios for the Shasta Regional Blueprint Plan, gaps in GIS data must be addressed and a variety of GIS data layers compiled and organized. The attached RFP will allow the Agency to resolve these data gaps and obtain on-call GIS services as needed throughout the project.

DISCUSSION

The Agency received a \$375,000 grant to perform a Shasta Regional Blueprint Plan. One of the primary elements in this project's work scope is the generation of regional growth scenarios that utilize specialized GIS-based modeling software. The attached RFP will allow the Agency to address GIS data gaps and obtain on-call technical assistance as needed throughout the project.

ALTERNATIVES

The Agency may choose not to publish the attached RFP. This is not recommended as the deliverables specified therein are required to proceed with the Shasta Regional Blueprint Plan.

OTHER AGENCY INVOLVEMENT

The Shasta Regional Blueprint Plan and its components will be available to all agencies.

FINANCING

Funding is provided through State Planning & Research funds (80%) and local match funds (20%) in the form of Transportation Development Act (TDA) funds.

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Daniel S. Little, AICP, Executive Officer

DTW/jac

Attachments: Request for Proposals for GIS & Regional Growth Modeling  
Related Services

## **REQUEST FOR PROPOSALS (RFP) TO:**

- 1) Compile and merge GIS data layers and convert hardcopy general plan maps to digital format in preparation for growth modeling**
- 2) On-call GIS technical assistance related to the Shasta Region Blueprint Plan**

### **I. Background**

Shasta County is located in northern California at the northernmost end of the Sacramento Valley. The three incorporated cities of Shasta County are: Redding, Anderson, and the City of Shasta Lake. GIS staff and available data vary between these entities.

The Shasta County Regional Transportation Agency (SCRTPA) – also the designated Metropolitan Transportation Organization (MPO) – received a scenario planning grant for the area of Shasta County through the California Regional Blueprint Planning Program. This program is intended to better inform regional and local decision-making through pro-active engagement of the general public and regional stakeholders, including elected officials, policymakers, and community leaders. The ultimate goal of Blueprint planning is to facilitate consensus around a regional vision and preferred land use scenario that will enable a region to accommodate future growth while minimizing adverse impacts.

Alternative regional growth scenarios will be explored and their impacts conveyed via GIS-based modeling techniques. The SCRTPA has selected University of California at Davis' UPlan modeling software to run alternative scenarios. Some of the data required to run UPlan does not currently exist in digital form. These data gaps must be closed and existing data layers compiled and organized in order to model the regional growth scenarios. The following scope of work is divided into the essential work required for the UPlan modeling software to operate, followed by on-call services for inclusion of additional GIS layers as needed to meet project objectives.

### **II. Scope of Services**

**Part I** – Compile and merge core GIS data sets required to operate UPlan for the project area. These data sets are: 1) existing urbanized areas, 2) general plan land use, and 3) existing urban roads: freeway ramps, highways, major arterials, and minor arterials

In non-incorporated portions of the county where only hard copy county general plan maps are available, maps must first be digitized. Conversion shall be done on a section-by-section basis to maintain accuracy and minimize error. Using conflation, the land use designations will be transferred from the general plan mylar originals to the digital parcel base built by the County. General Plan Amendment applications approved by the board of supervisors shall be polygon referenced. Adequate meetings with staff to answer questions and provide guidance shall be scheduled as needed throughout the project.

The necessary attribute information shall be attached to the shapefile polygons. This will include, but not be limited to: General Plan Amendment application number, General Plan designation, and Board of Supervisor resolution number.

A seamless polygon shapefile shall be generated – complete with topology – of the General Plan land use designations for the entire unincorporated areas of the County, with the appropriate attribute information attached. This dataset shall be geo referenced to the existing aforementioned parcel base. Coordinate system will be NAD 1927 UTM zone 10.

**Part II** – Compilation and merging of additional GIS layers shall be approached on an on-call basis as such needs are identified. A cursory review of potentially useful GIS layers indicates that such data is currently available or could be generated from existing data. On-call GIS services for Part II shall not

exceed three (3) years or \$60,000. No guaranteed minimum number of hours or minimum compensation is intended or should be implied for on-call services.

### **III. Proposal Submittal Requirements**

#### Company Overview

- 1) Firm name and business address including phone number, fax number and web site.
- 2) The year the firm was established, include former names and year established if applicable.
- 3) Type of ownership and parent company if applicable.
- 4) An audited income statement (profit/loss statement) for the most recently completed fiscal year. (Please include and identify as "Attachment A: Income Statement").
- 5) The name of the proposed project manager for this project.

#### Key Personnel and Job Planning

- 6) Resumes of key personnel to be assigned to the project. Include length of service with the firm, professional education and years of experience.
- 7) If any part of the project cannot or is not planned to be performed in-house, describe the portion that would be subcontracted along with a profile of said subcontractor.
- 8) If you have multiple company offices, please identify the location where the majority of the work will be performed.

#### Relevant Experience and Capabilities

- 9) Please provide a list of five (5) relevant projects, including year completed, project duration, cost, and client contact information.
- 10) For the purpose of requested on-call services, please provide the range of GIS services your firm is able to provide.

#### Statement of Interest

- 11) A narrative describing the firm's interest, unique abilities, and value added benefits your firm is able to bring to this project. *(Please limit to two (2) pages).*

#### Cost Proposal

- 12) Fee proposal for Part I shall be broken down into labor, subcontractor fees (if any), and expenses. Fee shall also be broken down by subtask and number of hours per assigned staff. Fee shall include all tax, mark-ups, overhead, and profit.
- 13) Fee proposal for on-call services shall be provided in the form of an hourly rate plus direct expenses. If hourly rates vary by task type or category, provide hourly rate per task type or category.

### **IV. Instruction for Submitting a Proposal**

#### All proposals must include the following:

- 1) Five (5) identical bound copies of proposal
- 2) Electronic copy of proposal on compact disc in 'pdf' format

Inquiries regarding this RFP will be accepted until 5:00pm on Wednesday, March 21, 2007. A summary of questions and answers will be provided upon request to all interested parties.

All proposals must be delivered to the address below no later than 5pm on Friday, April 6, 2007 in a sealed box or envelope and labeled "Proposal to provide GIS Services".

**Please direct all questions and deliver proposals to:**

Daniel Wayne  
Senior Transportation Planner  
Shasta County RTPA  
1855 Placer St  
Redding, CA 96001

Phone: 530-225-5486  
Fax: 530-225-5667  
E-Mail: [Dwayne@co.shasta.ca.us](mailto:Dwayne@co.shasta.ca.us)

## **V. Terms and Conditions**

The RTPA is not obligated to accept any of the proposals submitted or to enter into an agreement with any of the proposers. At its discretion the RTPA may elect to award all or any portion of the project scope of work as defined in the RFP. Shasta County reserves the right to reject any or all RFPs, to waive any technical requirement, and to select the firm that, in the SCRTPA's judgment, best meets the requirements of this project and the needs of the SCRTPA.

In regard to on-call services as described in Part II, no guaranteed minimum number of hours or minimum compensation is intended or implied.

## **VI. Standard Consulting Agreement**

The selected firm shall be retained under the RTPA's standard consulting and professional services agreement. A sample of this agreement is available upon request. The contract shall provide payment for work performed up to a not-to-exceed amount.

The final Scope of Work (Exhibit A to the Standard Consulting Agreement) and Schedule of Work (Exhibit B to the Standard Consulting Agreement) will be negotiated by the Consultant and RTPA.