The Watershed Research and Training Center
P.O. Box 356, Hayfork, CA 96041

General GIS Services
Request for Proposal

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1. Summary and Background

The Watershed Research and Training Center (WRTC) is a non profit organization headquartered in Hayfork, California, and with operations across Trinity county, the state of CA and nationwide. WRTC engages in many projects that require both general and technical Geographic Information System (GIS) services in a variety of contexts, particularly spanning our local program areas (e.g. Forestry & Fuels Management, Fire Management, Watershed Stewardship).

The purpose of this Request for Proposals is to identify one or more qualified service providers who can offer the best value to WRTC in terms of technical capabilities, timeliness of services and costs.

We are planning to engage one or more contractors in year-long retention contracts, within which we plan to specify minimum general GIS support services, and also issue intermittent task orders for more specific technical services in support of projects and programs. Task orders will be refined and negotiated on a case-by-case basis with retained firm/s. Annual contracts will be subject to extension based upon mutual agreement, and pricing may be adjusted annually.

2. Services Description

WRTC is looking for a service provider or providers who can offer both project-specific GIS support and advanced analyses, and also more general GIS and IT support as needed to assist with spatial data management at the organizational scale.

General organizational needs include, but are not limited to:

- Management and synching of GIS datasets and other files between two Network-Attached Storage systems in different office locations, and various staff devices in remote locations.
- Cartography templates for ArcMap/ArcPro/QGIS, to maintain consistency in WRTC products.
- Assistance managing LiDAR data and other large file types (creating tile layers, etc.), which are currently frequently copied and clipped to specific project areas, taxing storage and creating many redundant files.
- Periodic system review, refinements and advising on best practices for efficient and effective data management

Currently, our project-specific needs include:

- A forest inventory and management scheme, including modeled harvest planning scenarios under specified silvicultural prescriptions, for inclusion in a formal Forest Management Plan. Resulting data and outputs should support financial planning, timber harvest planning and CA Forest Practices Act compliance and other permitting needs

- A LiDAR-derived data product that classifies vegetation types and other attainable attributes in the Upper Trinity River Watershed, which could be used for subsequent forest and fuels project planning and analysis across public and private lands
- Carefully compiled and accessible metadata, especially notes on methods, parameters, etc, on any data layers or model results provided by the service provider. We want to understand how the layers were produced, both for our own knowledge and to include in technical reports to funding agencies.

Additional project and program-specific needs may include:

- Fire hazard and risk modeling associated with large landscapes and specific projects
- Prescribed fire scheduling/phasing spanning landscapes and land ownerships using WRTC-provided unit boundaries

None of these lists are exhaustive, and tasks may be added, removed, or modified as WRTC's organizational and project-specific needs change. Task orders and/or change orders would be pursued upon mutual agreement.

3. Scope of Services
We anticipate general and ongoing organizational GIS support to include 2-8 hours of monthly work, along with any more intensive start-up tasks or periodic services that the successful contractor may recommend once they more-fully understand our needs, capabilities and infrastructure.

We anticipate project and program-specific service tasks to vary widely in both time and expertise required based upon individual projects, options regarding GIS applications and technical approaches, and budget availability. We anticipate spending approximately $15,000.00 - $60,000.00 in this initial contract year based upon obligated funding and identified project needs, with higher spending contingent upon emergent needs, successful grant applications, contractor/client relationships, collaboration and demonstration of value.

4. Proposal Guidelines
Proposals must include the following information:

- Brief description of the firm including history, principles and core capabilities/services provided
- 3-5 Examples of similar work performed, including samples of data products, map templates, etc.
- List of key staff and associated hourly billing rates correlating to the the range of services described
- 3 professional references

5. Evaluation Criteria
WRTC will evaluate proposals based on the following criteria, listed in order of importance:

- Proven experience with similar services/projects.
- Work quality and professional guarantee.

- Availability to meet project-specific timeline requirements, and general availability to provide support services as-needed.
- Hourly costs.
- Willingness to be flexible in working with WRTC staff.

Bidders submitting proposals for these services should meet the following criteria:

- Proven experience with similar projects, evidenced by sample projects and references
- Availability to meet project timeline requirements, evidenced by staffing capabilities and record of performance
- Willingness to provide flexible support as-needed spanning both highly technical project work, and more general data management - or - specialized capabilities suited to specific needs identified in the Services Description above.

Following is the timeline for this RFP:

- RFP distribution: April 8, 2024
- Proposals due: April 25, 2024 @ 5:00pm pacific time (PT)
- Vendor selection and notification: April 29, 2024

6. Submission Guidelines
Proposals should be submitted in PDF format email attachment to info@thewatershedcenter.com by April 25, 2024, by 5:00pm PT with the subject line "GIS Services Proposal."

Any questions must be submitted to the same email by April 15, 2024. Include "GIS Services" in the subject line, and please include your business name and contact information in the body of the message.