

# Redwood Valley Rancheria Tribal Environmental Department

## Request for Proposals for Spatial Viewer

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### OBJECTIVE

Redwood Valley Rancheria is requesting proposals from qualified vendors for the development, implementation, & training of a web-based, configurable, spatial viewer capable of connecting to both spatial & non-spatial data that meets the geospatial visualization and reporting needs of the Tribal Environmental Department (TED). Viewer may be off-the-shelf or custom. The product should provide a means within a map-based interface to interactively view, query, & analyze TED data that is stored within the Tribal Water Quality Database (TWQD), or within their GIS geodatabase. The TWQD is a SQL database that uses the same schema as the EPA's Water Quality Data Exchange (WQX). Core functionality should also include configurable forms & reports. The software should be geared towards ease of use by office, field personnel & the public. The viewer must also include a means for local administrators to administer & configure current & future environmental datasets that may be input into the TWQD.

### SCOPE OF WORK

Project tasks shall include, but are not necessarily limited to, those items noted below. *If the Proposer feels that additional items are warranted, or modifications to the scope must be made, they must be clearly identified and justified in the Proposer's proposal.*

#### GIS Capability

- a. Provide basic GIS functions including navigation, markup, labeling, distance & area measurement with customized units, coordinate calculation, feature selection by layer or geometry, query or filter, address & data search with hint text.
- b. Must be capable of creating relationship tables between GIS layers & other tabular records.
- c. Must have the ability to create public & private facing website, i.e. staff vs. public.

#### Workflow

- a. Provide ability to create users, assign groups, & give privileges for data viewing, editing, & sharing, i.e. staff vs. public.
- b. Must be flexible & scalable to allow for growth in terms of number of web map services as well as number of users.
- c. Must be able to create & charts/graphs, forms, & reports.

### Interface Display

- a. Must be able to toggle map layers on & off individually or by group.
- b. Must be able to group map layers by categories.
- c. Provide map navigation function including zoom & pan, feature identification, & feature selection tools.
- d. Must be able to view files via hyperlinks from the feature attribute table (Record drawings & sewer inspection videos).

### Import/Export

- a. Must be capable of adding GIS format data in the web map (shapefiles, map feature classes, KML layers, images, & map services).
- b. Must be able to extract selected data in tabular or map formats (.csv, .dbf, .xlsx, gdb, .shp, .kml or .kmz).
- c. Must be able to export maps in image or document formats (.jpeg, .png, .gif, .tif, or .pdf).

### Compatibility/ Integration

- a. Must be able to utilize RVR's geodatabase & features.
- b. Compatible with ArcGIS Online, ArcGIS Portal, & Web App Builder.
- c. Must be able to adjust map features & designs in different type of devices (desktop computers, smart phones, & tablets).

### Infrastructure

- a. Must use Microsoft SQL Server & RVR's Tribal Water Quality Database.
- b. Must use RVR's geospatial resources.
- c. Must be able to store & share GIS data on ArcGIS Online.
- d. Must be able to support user authentication & authorization, i.e staff vs. public.
- e. Must be able to support current SSL/TLS technology for web communication.
- f. The solution must be configurable & customizable for ease of use, maintenance, & administration.

### Support & Training

- a. Must assist RVR staff in transfer of current data & database.
- b. Must assist RVR staff in establishing security for remote access of server.
- c. Must include spatial viewer training options, ie. Spatial Viewer Manual, in-person training, for staff.

## DELIVERABLES

The successful proposer shall provide:

### 1. Cover letter

The Cover Letter shall be addressed to Adam Coleman, & at minimum, must contain the following:

- a. Identification of firm, including name, address, & telephone number.
- b. Name, title, address, & telephone number of contact person during period of proposal evaluation.
- c. Statement to the effect that the proposal shall remain valid for a period of not less than 120 calendar days from the date of submittal.
- d. Signature of a person authorized to bind the firm to the terms of the proposal.

### 2. Executive Summary

In a brief narrative, describe the proposed spatial viewer solution & how it meets the requirements of the RFP. The intent of this narrative is to convey to the Tribal Environmental Department that the firm understands the purpose of the requested spatial viewer & how it will be utilized.

### 3. Scope of Work / Methodology

Provide a detailed description of how the proposal meets the Scope of Work requirements as defined in this RFP. Please list any value adding information.

### 4. References

Provide at least three (3) references, past & present. References must be using a solution that resembles components of the proposed project or are using the same off-the-self solution. Indicate the scope of work, date, & the name, email address, & telephone number of the client contact.

### 5. Required Statements

- a. A statement that all charges for services will be a “Not-To-Exceed” fee, as submitted with & made part of said Proposer’s quote.
- b. A copy of the Proposer’s hourly rate schedule & a written statement that said hourly rate schedule is part of the Proposer’s quote for use in invoicing for progress payments & for extra work (*change-order*) incurred that is not part of this RFP.
- c. A written statement by the Proposer that all federal laws & regulations shall be adhered to notwithstanding any state or local laws & regulations. In case of conflict between federal, state, or local laws or regulations, the strictest shall be adhered to.
- d. A written statement that the Proposer will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- e. A written statement that the Proposer shall comply with the California Labor Code, pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; & State of California Prevailing Wage Rates, respectively.

### 6. Costs

- a. Preliminary cost estimate, metrics used, & justifications.

## EVALUATION & SELECTION

The following is a tentative schedule of this entire RFP process, including evaluation & selection. While the Redwood Valley Rancheria will attempt to apply the necessary resources to maintain this schedule, the following dates are merely projections & Redwood Valley Rancheria reserves the right to modify this schedule to accommodate the completion of this RFP process.

<b>Tentative Project Schedule</b>	
RFP Published:	Wednesday, February 9 <sup>th</sup> , 2022
Questions from Proposers Due	Wednesday, February 16 <sup>th</sup> , 2022
Proposals Due:	Monday, March 7 <sup>th</sup> , 2022 @ 9:00am
Initial Review	Wednesday, March 9 <sup>th</sup> , 2022
Contract Award	Wednesday, March 16 <sup>th</sup> , 2022
Kick-off meeting with vendor & RVR staff	Wednesday, March 23 <sup>rd</sup> , 2022
Installation & Testing	Wednesday, November 23 <sup>rd</sup> , 2022

Proposals will be evaluated on the basis of the response to all provisions of this RFP. Since this solicitation is an RFP as opposed to a *bid*, pricing alone will not constitute the entire selection criteria. Redwood Valley Rancheria may use some or all of the following criteria & corresponding percentages in its evaluation & comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance. Redwood Valley Rancheria reserves the right to modify the evaluation criteria & percentage of score as deemed appropriate prior to the commencement of evaluation. There is a possible score of 100% not including Indian/Women/Minority/Veteran owned business preference.

<b>Proposal Evaluation Criteria</b>	
Evaluation Criteria	Percentage of Score
Cover Letter	5%
Executive Summary	10%
Scope of Work/Methodology	50%
References	10%
Costs	20%
Required Statements	5%
Indian/Women/Minority/Veteran owned business preference	5%

## ADMINISTRATIVE ELEMENTS

1. The Proposer shall assign a responsible representative & an alternate to perform the assigned tasks. Both staff members shall be identified in the proposal. If the primary representative is unable to continue with the project, then the alternate representative will become the primary representative.

2. The Proposer shall provide all necessary personnel, instruments, equipment, & materials to perform the described services.

## **SUBCONTRACTING**

The Proposer may utilize the services of specialty sub-consultants on those parts of the work that, under normal contracting practices, are performed by specialty sub-consultants. Unless a specific sub-consultant is listed by Proposer, Proposer is representing to Redwood Valley Rancheria that Proposer has all appropriate licenses, certifications, & registrations to perform the work hereunder. After submission of proposal, the Proposer may not award work to any unlisted sub-consultant without written approval from Redwood Valley Rancheria. The Proposer shall be fully responsible to the Redwood Valley Rancheria for the performance of his/her sub-consultants & of persons either directly or indirectly employed by them.

## **ADDENDUM**

If it becomes necessary to revise any part of this RFP, an addendum to the RFP will be published & distributed through the Redwood Valley Rancheria's website (<https://www.rvrpomo.net/rfp>).

## **PUBLIC INFORMATION**

All materials received relative to this RFP will become public information & be available for inspection after the award of contract. The Redwood Valley Rancheria reserves the right to retain all proposals submitted, whether or not the proposal was selected or judged to be responsive.

## **QUESTIONS**

Please direct any questions or concerns to:

**Adam Coleman**  
Environmental Information Coordinator  
Redwood Valley Little River Band of Pomo Indians  
Email: [exchange@rvrpomo.net](mailto:exchange@rvrpomo.net)