

Request for Qualifications
GIS Consulting Services
Columbia Land Conservancy
Release date: August 25, 2016

Introduction

The Columbia Land Conservancy (CLC) seeks GIS services including data compilation, analysis, and mapping. CLC is working with a network of conservation organizations in the four-state Berkshire-Taconic region, the Berkshire-Taconic Regional Conservation Partnership (RCP). The services provided by the selected GIS consultant will support the RCP in collaborative conservation planning. The process is being overseen by a working group, coordinated by CLC. CLC will contract with the GIS consultant and be the primary contact with the consultant. The budget for this contract will be capped at \$14,875.

Purpose

The purpose of this RFQ is to solicit the services of a qualified GIS analyst(s) to provide mapping and spatial analysis desired for the RCP to identify potential focus areas and spatially-explicit conservation priorities and to produce maps depicting the conservation values of the Berkshire-Taconic region which encompasses parts of four states: Connecticut, Massachusetts, Vermont, and New York. (See attached boundary map.)

Scope of Services

The contracted services will assist in the RCP's evolving conservation planning process during the project period. On selection, CLC and the GIS consultant will develop a mutually agreeable scope of work. At minimum, the GIS consultant will produce the following deliverables:

- A series of maps of conservation values, including farmland, water features, and organization service territories, and an integrated protected open space parcel layer, among other features at the regional level and within sub-regional geographic areas, with all data sources appropriately credited. Any digital datasets are to be fully documented with metadata detailing source data and methods of developing final data products; deliverables will include map package files for the final maps;
- Display-quality maps, finish copies able to be printed at high resolution on ARCH 36" wide, of the four-state Berkshire-Taconic region, showing conservation values and features for a public audience. All final electronic files (including shapefiles, mxd files and pdfs) are to be delivered to CLC. The GIS consultant will be

overseen by staff at CLC, and will, as needed, participate in conference calls or, if possible, in person meetings with the working group.

All work should be completed in the ArcGIS version 10.4.

Desired Qualifications

- Demonstrated experience conducting basic to advanced spatial analysis of vector and raster data and managing, maintaining and populating spatial databases in ArcGIS 10.4.
- Demonstrated facility in working with and integrating GIS data from a wide range of sources and in various formats pertaining to biological, geological, and physical features. Experience with these data from each of the states of Connecticut, Massachusetts, New York, and Vermont highly desirable.
- Five or more years' professional experience desirable.
- Demonstrated experience creating display-quality maps for non-technical audiences.
- Demonstrated ability to meet deadlines.
- Experience with online collaborative and data-sharing platforms, such as DataBasin.
- Local presence in New York or New England desirable.
- Conservation planning experience highly desirable.
- Experience facilitating or consulting for small working groups.
- Availability during the project term: September 2016-May 2017.

RFQ Instructions

Please submit a signed statement of qualifications that includes:

- A cover letter, demonstrating understanding and capacity to provide the services requested;
- Current resume or CV, including current contact information;
- List of project experience, including brief descriptions of the scopes of work, audiences/clients, and completion dates;
- List of current projects and anticipated completion dates;
- One sample work product of similar nature to the requested deliverables, including maps and a description of the effort, provided via link or included in the pdf document submitted;
- Three professional references with contact information, indicating relevant projects including project completion dates;
- Hourly rate;
- A description and specific examples of any other relevant capabilities which will be used as a reference should CLC desire additional or supporting services for

the RCP conservation planning project, such as meeting facilitation or strategic planning;

- Availability for an in-person or Skype interview during the week of October 3rd (in-person preferred, if practical);
- Standard form of contract for services, if available.

The statement of qualifications must demonstrate the ability to provide the required services in the period requested. For firms, the statement must describe the staffing for the project, including the titles and responsibilities of all staff, and resumes of all staff must be provided.

Submission and format

Submit a single pdf document to jobs@clctrust.org on or before September 23, 2016. All information provided in response to this RFQ shall be submitted at one time. Incomplete submittals may be rejected on that basis.

Projected Timetable

- Submission – by September 23, 2016
- Review – ongoing during submissions, completed by September 30th
- Possible interviews – week of October 3rd
- Selection – week of October 10th
- Term of contract – October 2016 – May 2017.

Review Process and Selection Criteria

Responses to the RFQ will be reviewed by CLC staff and members of an inter-organizational working group. Responses will be evaluated for completeness and responsiveness to the desired qualifications, as described above. CLC may request an interview with the firms or individuals judged to be most qualified. The interview may be held by phone, Skype, or in-person. The interview will involve CLC staff and representatives of CLC's partners.

CLC will enter into negotiations with the selected consultant firm or individual to develop a contract for services and a detailed scope of work.

Statement of Rights

The Columbia Land Conservancy, Inc. reserves the right, and may at its sole discretion, exercise the following rights and options with respect to this Request for Qualifications:

1. to issue additional solicitations for qualifications and/or amendments to this RFQ;
2. to waive any irregularities in submittals received after notification to submitters affected;

3. to select any submittal as the basis for negotiations of a contract;
4. to conduct investigations with respect to the qualifications of each respondent;
5. to reject any and all submittals;
6. to exercise its discretion and apply its judgment with respect to any aspect of this Request for Qualifications, the evaluation of submittals, and the negotiation and award of any contract.

CLC will not be responsible for any costs incurred by any individual or firm in responding to this RFQ.

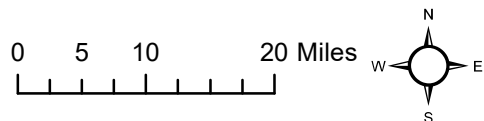
Use of Existing Documents and Data

During the project, any documents provided to the consultant by CLC or other partners in the RCP including, but not limited to, GIS data, drawings, reports and maps, whether in hard copy or in electronic form, shall remain the property of CLC or the RCP partner organization and shall be returned to CLC or the RCP partner in no case later than the final completion of the scope of work. The consultant shall maintain the confidentiality of such documents and data. The consultant shall only use such documents for the purposes contemplated in the scope of work of this contract and for no other purpose whatsoever. No information shall be provided to any third party without the prior written consent of CLC.

Berkshire-Taconic Regional Conservation Partnership

Legend

 Partnership Boundary



Map created August 2016 by:



COLUMBIA
LAND CONSERVANCY
Keeping it rural for thirty years



Content may not reflect National Geographic's current map policy. Sources: National Geographic, Esri, DeLorme, HERE, UNEP-WCMC, USGS, NASA, ESA, METI, NRCAN, GEBCO, NOAA, increment P Corp.