

**REQUEST FOR PROPOSAL  
TO PROVIDE GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES TO LASSEN  
COUNTY**

**LASSEN COUNTY TRANSPORTATION COMMISSION  
LASSEN COUNTY, CALIFORNIA**

**Request for Proposal Issue Date:** November 6, 2023

**Proposal Deadline:** 4:00 p.m. November 17, 2023

**I. PURPOSE**

The County of Lassen Transportation Commission intends to retain a qualified Geographic Information Services (GIS) Firm to provide GIS Services to the County. The County will enter into a contract with the selected firm to perform an agreed upon and specific scope of work that best meets the County's GIS needs, The County's standard contract template is attached as Exhibit A for reference.

**II. GENERAL INFORMATION**

Lassen County is currently home to approximately 30,800 people with a land area totaling over three million acres. This rural county has a variety of commercial and industrial development opportunities and boasts convenient rail, highway, and airport access. The predominant sector of employment in Lassen County is Federal, State, and Local Government, which comprises over 50 percent of jobs in the County. Due to the relatively mild climate and natural beauty, Lassen County appeals to locals and visitors alike for year-round recreational activities.

**III. BACKGROUND AND EXISTING COUNTY GIS INFRASTRUCTURE AND DATA**

The County operates a dedicated virtual server containing its GIS data and licensing manager which is used across various County agencies. The database is running SQL Express, which is several iterations behind. The County operates a total of 9 perpetual licenses for which maintenance is renewed each August. Seven (7) of those licenses are ArcMap Desktop Basic and 2 Desktop Standard. The County also has associated 9 named user accounts on its ArcGIS online account. The Lassen County Planning and Building Department and Lassen County Information Services Department (ISD) maintain the relationship with ESRI customer service and technical support.

Lassen County Planning and Building Department has recently entered into a contract to perform GIS services, including

1. Update and make corrections to parcel layer.
2. Update and make corrections to zoning and general plan designation layer.
3. Update and make corrections to roads layer.
4. "Data mining" (for utilities, forest service, BLM, census, etc.).
5. Build and implement GIS public web portal application, providing access to the County's data published in ArcGIS Online, to provide zoning, land use designation, and other land use data.

6. Train staff on how to use available GIS data and layers using both ArcGIS online, ArcGIS Pro, and Field Maps.
7. Create a GIS tool for County addressing responsibilities, as outlined in Chapter 12.36 (House Numbering) of the Lassen County Code.
8. Create new specific GIS data.
9. Make GIS connections between different programs being used in different Departments (SMARTGov, Megabyte, Parcel Quest, Google Earth etc.).
10. Prepare a GIS evaluation and prioritization report
11. Administrative support, possibly including such activities as updates, maintenance of GIS and staff training
12. Provide assistance and direction to County regarding the active use of GIS spatial analysis for projects (such as General Plan updates, zoning updates, etc.).
13. Provision of miscellaneous GIS support upon request

#### **IV. SCOPE OF SERVICES**

The Consultant is to provide the professional services required to complement a comprehensive update of the County's current GIS currently under way through a consultant under contract with the Lassen County Planning and Building Department.

The existing contract would be amended to include the City of Susanville (City) and Susanville Indian Rancheria (SIR) so we can collaboratively accelerate advanced technology for the benefit of partnerships, economic development, and progress toward multi-modal transportation and sustainability throughout the entire region.

The City of Susanville is Lassen County's seat and is in the heart of North East California and is approximately an hour away from volcanos, waterfalls and a wide variety of outdoor adventures. Susanville's population is approximately 15,321 (2018 Census Projections), representing approximately 50% of Lassen County. The 2018 U.S. Census ethnic breakdown of the City's population shows approximately 62% Caucasian, 11% African American, 4% Native American, 3% Asian/Native Hawaiian/Other Pacific Islander and 20% 2 or more or other races.

The Susanville Indian Rancheria includes the original 30 acres of the Rancheria, which were purchased **August 15, 1923** under the Landless and Homeless Act, under which the U.S. Congress provided funds to purchase land for landless and homeless California Indians. Since then, various legislative acts and property transfers have brought the total land base of SIR to 1,401.74 acres in trust status and 287.62 acres in fee status<sup>i</sup>

The governing body of the Susanville Indian Rancheria is the General Council, which is composed of all the members who are at least eighteen years old. The General Council has delegated the responsibility of running the day-to-day business of the Rancheria to the Tribal Business Council, which is a seven-member board. The members are elected by the General Council members every three years. The officers of the Tribal Business Council are: Chairman, Vice Chairman and Secretary/Treasurer.

The goal of this project is to improve public participation and transparency in local planning processes by creating a public GIS web portal. The project will allow better use of technology and data to create a seamless multi-modal travel experience and improve travel demand management by allowing local jurisdictions to update the data and then utilize the data in the transportation and development planning efforts of the region.

### **Overall Project Objectives**

- Assessment of current GIS conditions
- Identify geospatial needs, priorities, and constraints of the County, City, and Susanville Indian Rancheria, and the Lassen Transit Service Agency
- Stakeholder outreach with relevant agency departments and external partners
- Identifying data sharing opportunities
- Identify a strategy for improving business processes using geo-spatial technology while maximizing the benefit and value of GIS technology
- Make certain data more accessible to the general public
- Provide current, up-to-date data to stakeholders and general public
- Increase collaboration efforts with external organizations

### **PROJECT MANAGEMENT**

The consultant would manage the project and be held responsible for developing the documents and services outlined above. The County's Planning and Building Services Department and Information Technology Departments will serve numerous roles, including providing any baseline data that may be available.

Each firm or individual interested in preparing a Proposal should provide the following:

- A Statement that demonstrates a clear understanding of the project and required services, including a discussion of how to best address the needs specific to Lassen County,
- A discussion of the consultant's qualifications and expertise for meeting the needs of the required services,
- A list of references, preferably of past/current clients for whom GIS service were provided,
- Consultant's current hourly and billing rates/fee schedule specifically identifying rates and fees to be charged for persons likely to be assigned and tasks required to carry out work pursuant to this Request for Proposals,
- A project time line indicating the beginning date, project milestones, deliverables and ending date,

- A proposed work plan to include a proposed scope of work.

## V. SUBMISSION REQUIREMENTS

**ALL PROPOSALS MUST BE RECEIVED** by the County of Lassen **November 17, 4:00 p.m.** (Pacific Daylight Time). Proposals received after the deadline, or proposals sent other than in a sealed envelope, will be considered late and disqualified by the proposal evaluation committee.

Please submit ten (10) proposals and one electronic copy (MS Word Compatible) in a sealed envelope and clearly marked "Proposal for GIS Services."

Total Price should include all costs, including travel. The County of Lassen is not responsible for any costs incurred in the preparation of proposals, attendance at related interviews, or any work rendered by a firm prior to an executed Contract for Professional Services. The County reserves the right to reject any proposals for any reason.

Although the format is discretionary, at a minimum, please include the following information:

1. The legal name of respondent(s), firm name, address, and telephone number(s). Indicate whether the proposing entity is a sole proprietorship, partnership, or corporation, and the state and year established. List key personnel who will be involved in decision-making, contract negotiation, and project development, including mailing address, email address, and phone and fax number(s).
2. A narrative description of the three most relevant prior public sector projects and the key personnel that were assigned to work on the project. Provide description of work performed by said individuals, including date, location, etc. Provide names of contact individuals who provided material assistance on the projects described.
3. Describe consultant's experience with public agencies. Provide a list of references from the public sector including name, title, agency, address, and phone number(s).
4. A narrative description of the approach to be used. Please identify objectives, proposed procedures and activities, and the measurable results that are anticipated.
5. Consultant should include a sample of any previous GIS needs assessments/strategic plans they have prepared.
6. The proposed timeline to complete project.

Please mail or deliver to the following location:

Cynthia Raschein  
Assistant Director  
Lassen County Public Works  
707 Nevada Street, Suite 4

Susanville, CA 96130

You may address any questions you may have to Cynthia Raschein, who can be contacted by phone at (530) 251-8289 or by email at [craschein@co.lassen.ca.us](mailto:craschein@co.lassen.ca.us).

## **VII. PROPOSAL EVALUATION**

An evaluation committee will be assembled to review all proposals. The Lassen County Transportation Commission, who retain the right to reject any and all proposals, will make the final decision. Selection will be made within 30 days of the proposal deadline, if possible.

The County of Lassen reserves the right to negotiate aspects of the project with the successful responder. The leading respondents may be invited for an interview and given the opportunity of an oral presentation of its proposal.

Proposals will be rated:

1) Understanding Scope of Work, Final Work Product	5 Points, Maximum
2) Clarity of Work Plan, Description of Services Offered	5 Points, Maximum
3) Budget	5 Points, Maximum
4) Project Leader and Team Qualifications and Relevant Experience	10 Points, Maximum
5) Demonstrated Understanding of Local Issues and GIS Challenges	10 Points, Maximum
Maximum Possible Score:	35 Points

## **VIII. ADDENDA**

Any subsequent changes in the RFP from the date of issuance to the date of submittal will result in an addendum by the issuing office to those parties who have provided the proper notice of interest in responding to the RFP.

## **IX. INSURANCE REQUIREMENTS**

Proof of insurance is not required to be submitted with your proposal, but will be required prior to the County's award of the contract. Given the scope of services, appropriate insurance coverage will be required. Insurance Coverage and Amounts will be specified in the Contract document (see Exhibit A of this RFP).

## **X. NON-DISCRIMINATION**

The County is an affirmative action employer. Consultants shall not discriminate in their employment with regard to race, color, religion, sex, or national origin. Qualified firms including small businesses and businesses owned by women, minorities and disabled persons are encouraged to submit proposals.

## **XI. CONFIDENTIALITY**

The details of each response to this Request for Proposal are considered proprietary and will not be shared with competing consultants or the general public until after completion of the selection process. The proposals, when submitted, will become the property of the County of Lassen and will be prepared at the sole cost of the consultant. Brief public presentations may be required in subsequent stages of the selection process.

### **XIII RESOURCES**

Exhibit A: Standard County Contract template

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<sup>i</sup> [www.sir-nsn.gov/history](http://www.sir-nsn.gov/history)