

Request for Proposals
from Prickly Pear Land Trust

South Hills Mapping Update

November 3, 2017



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INTRODUCTION

Prickly Pear Land Trust (PPLT), located in Helena, Montana, provides private land conservation options to landowners, maintains recreational trails, and expands outdoor opportunities for west-central Montana. For the previous 21 years, PPLT has enjoyed a steady upward trajectory, both in the size and acreage of parcels protected, and in the mileage of trails built and maintained. PPLT enjoys tremendous community support, engagement, and volunteerism.

As part of its robust trails program PPLT has been the primary trail maintenance partner for both the City of Helena and the local Forest Service (USFS) district in the Helena South Hills since 2001. Currently PPLT maintains approximately 80 miles of trails on USFS, City, Bureau of Land Management (BLM), and private lands with the number set to grow significantly in the coming years. PPLT has produced a trail map of the Helena South Hills since 2004 and has consistently updated it as new trails and ownership changes have taken place.

As the trail system has expanded to encompass areas further afield it has become increasingly obvious that a new map and/or mapping strategy is necessary in order to accurately represent all of the data while keeping it in an accessible, user-friendly format. The focus of this solicitation is to design a new map or suite of maps as well as an accompanying digital interface that is compatible with both desktop and mobile devices and that meets the needs of this growing trail system.

THE PROJECT

This solicitation is intended to identify a new trail map design and/or mapping strategy that PPLT can use into the future as the trail landscape continues to change.

DESIRED OBJECTIVES AND OUTCOMES

- Objective 1. Identify a solution to accurately and clearly identify trails on a map whose area is increasing from 35 square miles (7mi x 5mi) to 168 square miles (12mi x 14mi).
- Objective 2. Create a design that is visually pleasing.
- Objective 3. Create a map or map suite that can be easily updated locally as new trails or conditions change.
- Objective 4. Identify how best to use the map to share information about the trail system such as suggested routes, trail etiquette, partner groups, other recreational opportunities, etc.
- Objective 5. Create an interactive digital map that is compatible with both desktop and mobile devices.
- Objective 6. Allow users of the digital interface to plan routes and receive suggestions via the interactive map

BUDGET

We would like to achieve our objectives as cost-effectively as possible while ensuring a quality product. PPLT has funding dedicated to this project but desires to see what creative, cost-effective solutions firms can provide. (Proposals that demonstrate cost-effectiveness and ability to work in close coordination with PPLT will be viewed favorably).

PROJECT DELIVERABLES

Prickly Pear Land Trust (PPLT) is inviting design proposals from qualified firms to take the South Hills Mapping Update Project from preliminary designs through final map designs.

PPLT is interested in exploring with proposing firms areas where PPLT staff and/or local pro bono GIS/cartographic assistance can be incorporated into the project to enhance cost-containment. PPLT has a long standing relationship with the individual who has created the current map and, if appropriate, could be an asset to this project. Throughout the duration of the contract, the design team will be expected to work closely with PPLT designated staff to conduct project design, and attend scheduled meetings with PPLT's review team regarding progress against project milestones.

Therefore, all proposals should include time for coordination and collaboration for each design phase with PPLT's project management team and staff. This coordination and collaboration includes regular coordination meetings, plan review, as well as any necessary revisions throughout the design process.

Prior to the proposal due date, PPLT will schedule a conference call with any firms and their respective teams that desire further clarification or have questions. Proposals should address at least the following deliverables, or provide alternatives with assumptions:

DELIVERABLES

PRELIMINARY DESIGN PHASE

- Attend a project kick-off meeting with PPLT staff and Project Review Team
- Provide Project Review Team preliminary design options
- An estimate of probable cost for the entire project budget
- A presentation of the preliminary design to PPLT staff and Project Review Team
- Approval by PPLT of the preliminary design

ONGOING DESIGN PHASE (assume **three (3)** copies of all written deliverables)

- Bring the preliminary design to a 60% design plan, communicating the design intent of the project to PPLT and the Project Review Team
- A refinement of probable cost for the entire project budget
- A presentation to PPLT and the Project Review Team of the Design Plan and construction specifications, and any additional relevant plans, and specifications

FINAL DESIGN PHASE (assume **three (3)** copies of all written deliverables)

- Final Design presented to PPLT and the Project Review Team
- Approval by PPLT of the final design

SUBMISSION REQUIREMENTS

Firms submitting proposals and qualifications in response to this RFP will be asked to state in no more than **8 pages** their understanding and experience related to the project, and to offer their methodology for achieving the objectives and producing the required deliverables for each task. Three references for related work are required.

The finalists from the RFP phase will proceed to the interview phase and be requested to participate in oral interviews. The qualified firm will demonstrate a depth of experience in designing projects of this size and scope and have a strong and successful background and appreciation for working with community groups.

PPLT will serve as the primary project manager and, as such, will negotiate, execute, and manage the Professional Services Agreement.

PROPOSAL SUBMISSION FORMAT

Firms desiring to be considered for this work should deliver to PPLT **five (5) bound copies** of the information requested below not later than **3:00 p.m., local time, December 1st**. Proposals must be in PPLT's possession by this time, **not** postmarked, and must include the following information.

1. *Cover Letter*. Please include a cover letter that expresses the Consultant's interest in the work and commitment to the obligations expressed in the RFP. The letter should include the original signature of an authorized representative of the Consultant. The cover letter should also include the name(s), title(s), and contact information of contact person(s) for the Consultant. **Limit to one page.**
2. *Technical Approach*. Provide a fully developed Scope of Work for the Project including tasks and goals listed in this request and any additional tasks or items identified by the consultant. Describe how elements in the Scope of Work will be addressed. Describe the design, review, project management, and coordination required for the Project. Provide a description of how the consultant intends to address and approach the tasks identified in the Scope of Work. Identify any special investigations, reasonable design alternatives or data requirements necessary to complete the tasks. Include a list of deliverables, as identified in the SOW. **Limit to two pages.**
3. *Creative Approach*. Provide The Consultant's creative approach for incorporating PPLT staff and, potentially, specialized community members into the project. **Limit to one page.**
4. *Overall and Specialized Experience of the Project Team*. Describe the firm's and project team's overall and specialized experience and qualifications as it relates to performing the tasks, or similar tasks, identified in the Scope of Work. Provide a description of the projects that members of the project team have been involved with that are similar in nature to this project. Provide a description of the project, project dates, services provided by the project team, and contact information (contact name and phone number) for the project Owner. **Limit to two pages.**
5. *Organization Chart*. Provide an organizational chart that includes only the names of the personnel who will work on each major component of each task. Show proposed relationships among key personnel, support staff, and any subconsultants who would participate. Work assignments should correspond to work described in the "Scope of Work" section plus additional items identified by the Consultant. **Limit to one page.**
6. *Schedule*. Provide a work schedule that includes the estimated completion dates for each of the major tasks, any other milestone dates, and the personnel and the classification of the personnel who will work on each component shown in the schedule. Address the team's capability to meet the schedule and project budget requirements. **Limit to one page.**

PPLT may request additional information, clarification, or references at its discretion.

RFP SCHEDULE

RFP released	November 3, 2017
Pre-proposal Conference Call	November 14, 2017
Deadline to submit questions to Nate Kopp (nate@pricklypearlt.org)	November 17, 2017
Questions and responses available from PPLT	November 20 – 24
RFP responses due to PPLT’s office by 3:00 p.m. Late submittals will not be reviewed.	December 1, 2017
Short-listed firms will be notified	December 5, 2017
Short-listed firms will be interviewed	December 7-8, 2017
Notice of selection	December 11, 2017

EVALUATION PROCESS & CRITERIA

Proposals will be evaluated by PPLT. The following criteria will be used in evaluating and rating the proposals:

1. Overall technical approach to complete the work described in the Scope of Work. Evaluators will consider the technical approach that demonstrates a complete understanding of the issues involved in this RFP. Completeness of proposal, including any additional required components that were not identified in this RFP. (40 points)
2. Demonstration of the Consultant’s understanding of PPLT’s staff and community volunteer skillset, and creative use of those skills in helping to accomplish the project. (10 points)
3. Specific qualifications and experience of the professional personnel relevant to map design and implementation. (15 points)
4. Project experience of the firm and professional personnel relevant to map design. (15 points)
5. Capability to meet time schedule. The firm must demonstrate the resources to complete all phases in a timely and efficient manner. Listing of project personnel who will complete project tasks must be clearly identified. (20 points)

Each respondent will be ranked and, if necessary, the review committee may select up to three respondents for interviews. Respondents selected for interviews will be provided additional instruction by PPLT. Respondents not selected for further consideration will be notified.

The final selection will be based on an evaluation of the written responses to the RFP and, if conducted, interviews. Award of the project will be made following contract negotiations to the most qualified respondent at a price which PPLT determines to be fair and reasonable taking into account the estimated value of services to be rendered, as well as the scope, complexity, and professional nature thereof.

All information submitted by firms and related review committee evaluations and rankings will be considered confidential.

PPLT will enter into negotiations with the selected respondent and upon completion of negotiations shall execute a not-to-exceed Professional Services Agreement (PSA). If PPLT is unsuccessful in negotiating a PSA with the highest ranked team, PPLT may then negotiate with the second or third highest ranked team until a PSA is executed, or may decide to terminate the selection process.

SUBMISSION ADDRESS

Attention: PPLT Project Review Committee
PPLT
P.O. Box 892
Helena, MT 59624

PROJECT CONTACTS -

Nate Kopp – Project Manager
Nate@pricklypearlt.org
406-442-0490

Evan Kulesa – Trail Coordinator
evan@pricklypearlt.org
406-442-0490

RESERVATION OF RIGHTS

1. The issuance of this RFP and the acceptance of a submittal do not constitute an agreement by PPLT that any contract will actually be entered into. Any costs incurred by respondents in preparation of a response to this RFP are the sole responsibility of the respondents. Any or all disputes arising under this RFP and any contract negotiated as a result of this RFP shall be governed by the State of Montana. PPLT reserves the right to issue written notices of any change in the submittal process, if determined that such changes are necessary or desirable.

2. In addition and notwithstanding any other provision of this RFP, PPLT reserves the right to:

- A. Waive any immaterial defect or informality in a submittal;
- B. Extend or otherwise revise the submittal due date;

- C. Reject any or all submissions or portions thereof;
 - D. Cancel this RFP at any time;
 - E. Reissue a new or revised RFP; and
 - F. Request additional information or require one or more teams to submit a more detailed submittal.
3. Submittal of terms, conditions and/or agreements may result in rejection if such terms, conditions, or agreements are deemed unacceptable by PPLT. PPLT reserves the right to disqualify any entity who fails to provide information or data specifically requested herein or who provides materially inaccurate or misleading information or data or who attempts to influence the selection process outside the procedures established herein. PPLT reserves the right to disqualify any entity on the basis of any real or apparent conflict of interest.