

Trails Mapping for RPA-13

Request for Proposals

**Responses should
be submitted by
4:00 p.m. CDT on
March 22, 2024**

1. Introduction

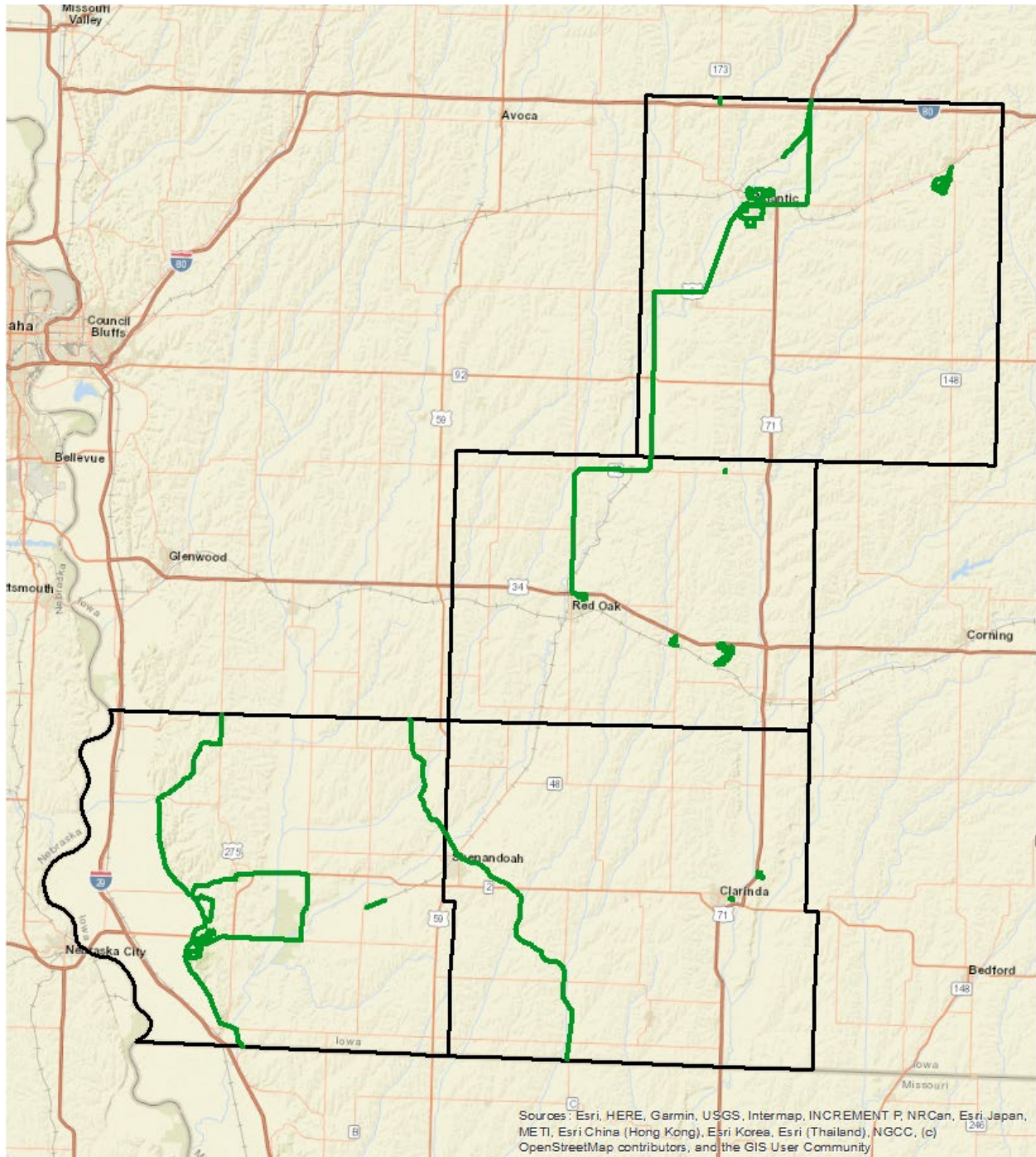
RPA-13, which covers the counties of Cass, Fremont, Montgomery, and Page, is seeking a qualified firm to enter into contract with immediately to provide assistance with data collection and GIS mapping of trails within the four-county region (Cass, Fremont, Montgomery and Page counties). If your firm is interested in completing the described work, please submit a proposal including all requirements as state under the section titled Proposal Requirements.

2. Project Outcomes

RPA-13, which includes the counties of Cass, Fremont, Montgomery, and Page, is soliciting qualifications to provide trail mapping within the region. Trail usage within these counties is on the rise and to promote more usage, the RPA would like to develop an interactive GIS map which contains various information for all trails within the region. Trail information to be included in the map includes but is not limited to the following:

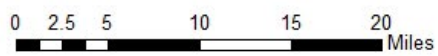
- Precise location
- Surfacing
- Grade
- Other variables for difficulty
- Accessibility
- Parking
- Amenities
- Appropriate activities (biking, mountain biking, walking, equestrian, etc.)
- Images to be uploaded to Google Street View
- An example of the product outcome we're looking for can be found in Cedar Valley at the following link
<https://inrcog.maps.arcgis.com/apps/webappviewer/index.html?id=75312729fdb48b4922deb6b3cd586b8> or in Linn County at the following link
<https://experience.arcgis.com/experience/dab9bde5f1da4589bff1f631a36da470/>

The consultant will need to traverse the approximately 45 miles of off road trails within the region and agreed amount of shared on road trail to gather the data and be experienced in GIS in order to create the necessary shapefiles and map. It will be beneficial to the consultant if they have a knowledge of the region's trails. The following map shows the rough locations of the trails in the region. These have been pieced together over the years through various GIS shapefiles and may not be the most accurate.



Legend

- Bike Routes/Trails
- RPA13_Boundary



3. Scope of Services

Services under this contract include but are not limited to the following:

1. Collection of relevant trail data
2. Creation of a trails shapefile that includes all of the collected data such as location of amenities, difficulty level, surfacing type, allowable uses, etc.
3. Development of an ArcGIS online map that allows the public to select any trail within the region and have access to information regarding that trail.
4. Taking pictures along the trails within the region to be used on Google Street View and within the GIS map.
5. Attend monthly project meetings as needed.

4. Project Schedule

The anticipated project schedule is included below. This schedule is subject to change and should be treated as a guideline.

Task	Date
RFP Released	March 4, 2024
Deadline for Submittals	March 22, 2024
Recommendation made by RPA Board	April 5, 2024
Draft Agreement Finalized	April 12, 2024
SWIPCO Board Approval	April 26, 2024
Targeted Project Start Date	May 1, 2024
Targeted Project End Date	December 31, 2024

5. Evaluation Criteria

RPA-13 anticipates selecting one firm to complete the afore-mentioned project. The selection process is anticipated to be completed by late April. The evaluation of responding firms will be based on their qualifications as determined by the RPA-13 Policy Board and Technical Committee. The following are factors that will be considered when scoring the firms:

Criteria	Points
Proficiency in GIS in regard to creating GIS Story maps and shapefiles.	25
Qualifications and experience of staff to be involved in the project.	25
Adequate staff to perform the work based on present workload and willingness to meet time requirements.	20
Cost	15
Experience of firm and key personnel on projects in the region.	15
Total Points	100

6. Proposal Requirements and Submission

The following are requirements for complete proposals:

1. Experience and past related work
2. References from past projects
3. Timeline
4. Contact information and experience for those who would be working on this project
5. Estimated cost of work for pedestrian trail based on 45 miles of off-road trail and an agreed amount of on road shared trail. Include a per mile option if additional work is needed.

The proposal may include additional information as appropriate.

One electronic version of the response must be received by the issuing officer by the deadline of 4:00pm on March 22, 2024.

The issuing officer identified below is the sole point of contact regarding the RFP from the date of issuance until selection of the firm. Any questions regarding the RFP should be directed to the issuing officer.

Dani Briggs
Southwest Iowa Planning Council
1501 SW 7th Street
Atlantic, IA 50022
712-243-4196 ext. 219
danielle.briggs@swipco.org

6. Disadvantage Business Enterprises (DBE) Policy

Southwest Iowa Planning Council (SWIPCO) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S Department of Transportation (DOT), 49 CFR Part 26. SWIPCO has received Federal Financial assistance from the Department of Transportation, and as a condition of receiving this assistance, SWIPCO has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of SWIPCO to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT assisted contracts;
3. To ensure that the DBE Program is tailored narrowly in accordance with applicable law;
4. To ensure that only firms that meet 49 CFR Part 26 eligibility standards fully are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

7. General Terms and Conditions

1. **Amendments to the RFP**—SWIPCO reserves the right to amend or cancel any or all parts of this RFP. Revisions to the RFP shall be posted on the SWIPCO website at least three (3) full business days prior to the deadline for submission of responses.
2. **Non-commitment of SWIPCO**—This RFP does not commit SWIPCO to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract services.
3. **Public Records**—SWIPCO will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. SWIPCO's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.
4. **Termination**—SWIPCO will retain the right to terminate the contract for convenience or default. These clauses will be incorporated into the contract with the selected firm.
5. **Non-Discrimination**— SWIPCO is an equal opportunity employer. The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran's status. The following assurance is to be included on all DOT-assisted contracts:
"The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract, or such other remedy as the recipient deems appropriate."

8. Award of Contract

SWIPCO reserves the right to negotiate with the selected firm on matters related to project cost, or technical or other considerations that arise following announcement of the award of contract. A decision to contract with the selected firm will be made by the SWIPCO Board of Directors. Subject to selection and successful negotiation, SWIPCO intends to sign a contract on the date of SWIPCO Board approval as shown in section three of this RFP.