

San Francisco Bay Conservation and Development Commission

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TO: Commissioners and Alternates

FROM: Lawrence J. Goldzband, Executive Director (415/352-3653; larry.goldzband@bcdc.ca.gov)
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SUBJECT: Staff Report and Recommendation on a Contract for Mapping and Graphic Services
(For Commission consideration on June 1, 2017)

Summary and Recommendations

The staff recommends that the Commission authorize its Executive Director to enter into a \$200,000 contract with the San Francisco Estuary Institute (SFEI), to provide the Commission with mapping and graphic services over a two-year period from July 1, 2017 through June 30, 2019. The staff further recommends that the Commission authorize the Executive Director to: (1) amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not involve substantial changes in the services provided; and (2) enter into similar contracts in the future, subject to availability of funds, given that the Commission has an ongoing and continuous need for mapping and graphic services.

Staff Report

Background. The Commission needs professional mapping and graphic services to work in close partnership with BCDC staff to: (1) support data and metadata development, best management practices, data analysis and mapping, technical assistance, web mapping, development of internal and external GIS tools and data acquisition; (2) support digital mapping, website design and graphic production; (3) keep BCDC's existing materials up-to-date by amending with new graphic style, maps, figures, layouts and content, and assisting with the development of new plans and reports; (4) provide BCDC staff with support on communication materials and exhibits for use at meetings, in presentations, in print material (such as posters, one-pagers, five-slide briefs, etc.) and on websites; and (5) work collaboratively with BCDC staff to provide technical, mapping, GIS, and graphic support for projects, programs and day-to-day questions that arise. The Commission's staff does not have the full range of professional and technical expertise to provide these needed services.

To secure the needed services, as required by the policies of the State Contracting Manual, a Request for Proposal (RFP) for professional mapping and graphic services was issued on May 8, 2017. Six proposals were received and reviewed in accordance with the criteria stated in the RFP. Based on the selection criteria, the staff has determined that the San Francisco Estuary Institute (SFEI) is the most highly qualified respondent to the RFP and therefore intends to award SFEI the contract.

Staff Recommendation

The San Francisco Estuary Institute (SFEI) has the technical expertise with geospatial data and applications and experience developing professional graphics and publications.

Therefore, the staff recommends that the Commission enter into a new two-year contract with the San Francisco Estuary Institute (SFEI) for \$200,000, a maximum of \$100,000 each year for the next two fiscal years. For administrative efficiency, the staff further recommends that the Commission authorize its Executive Director to: (1) amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not involve substantial changes in the services provided; and (2) enter into similar contracts in the future, subject to availability of funds, given that the Commission has an ongoing and continuous need for mapping and graphic services.

To ensure that the contract fully complies with all of the state's legal and procedural requirements, it would not go into effect until it has been approved by the Department of General Services.