ArcGIS Field Data Collection Tool
Request for Proposals
Issued by the Fraser Valley Conservancy

Closing Time: January 24th, 2022, before 8:30 am PST

Contact: Joanne Neilson Joanne@fraservalleyconservancy.ca

Introduction

The Fraser Valley Conservancy, hereinafter referred to as "FVC", is seeking proposals from contractors to create an ArcGIS field data collection tool. This tool will include forms, maps, and shapefiles to be used by staff collecting data during environmental conservation projects across the Fraser Valley. Specifications for this tool are outlined in this Request for Proposal (RFP).

Background and Context

The FVC engages in a variety of environmental conservation projects requiring efficient, reliable, and concise data collection.

Two core tasks that require digital data collection tools include: (1) mapping habitat features, and (2) recording observations of species or features. These tasks would benefit from the ability to view the location of the surveyor and collected data points over ortho-imagery in real-time.

Staff members carry Apple iPads in the field. These iPads are primarily used for the FileMaker Pro database tool and for taking photos. Some of the iPads have cellular capability, but others do not. The intent is to create a versatile digital notebook that can be used with or without cellular connectivity, depending on the task and the needs of the project.

Proposal Goal

To create a data collection tool utilizing the appropriate ArcGIS Field App, pre-loaded shapefiles, fillable data forms, and instructions for staff use. This tool will allow the FVC staff to easily collect data in the field and effectively download and use the data in their conservation project reporting.

Scope of Work

The contractor will be required to work closely with a FVC staff person throughout the contract term. This FVC point person will check in on the process regularly, answer questions,

and guide development. A prototype will be submitted for testing and refinement before the final product is created and accepted.

Select ArcGIS Field App

The FVC holds a subscription to ArcGIS Pro Advanced Desktop and ArcGIS Field Apps (Collector, Workforce, Field Maps, Quick Capture, and Survey123). The vendor will select the ideal Field App to use to suite the FVC's needs.

Create Forms

Create a set of fillable forms to meet the needs of the FVC. Field App functionality must include sketching of points, lines, or polygons for notes, as though this were a digital field notebook.

Form 1: Daily Data

A form tied to a project with simple standard information. Example fields include date, names of surveyors, task, site notes, etc.

Form 2: Habitat Mapping

A form that requires data entry of measurements taken in the field. Some data points will be tied to physical locations on the map, and some will not (data entered in the table for later use). Example fields include measurements, notes, photo containers, and coordinate fields that can be adjusted or left blank if needed.

Form 3: Observation Data

A form that allows surveyors to enter observations of plants, animals, and habitat features. Some fields would appear based on whether the data entered is plant, animal, or habitat feature related. Example fields include species, number observed, area of observation, and photo containers.

Upload Shapefiles

Ensure users have access to a series of shapefiles to view in the field, regardless of cellular connectivity. Examples include cadastral or parcel layers, watercourses layers, and in-house created layers,

Imagery

Identify solutions for imagery display on iPads without cellular connectivity.

Office Use

Ensure data collected in the ArcGIS Field App can be downloaded for use in other mapping software, including QGIS.

User Manual

Create a guidance document for the FVC outlining Field App use, form alteration, data upload/download, and online/offline use considerations.

Proposal Requirements

Proposals are to be submitted by email, as a brief (2 pages maximum) attachment and must outline the following:

- ArcGIS Field Apps experience
- demonstrated understanding of scope of work and your proposed approach to creating the tool
- proof of experience doing similar work: describe the tool created, how it functioned, who the client was, and your role in the development
- a timeline to create the tool within schedule and budget

Contract Details

The total maximum budget is $5,000.00

Proposal decision process and contract award by January 28th, 2022

Final product completed by March 31st, 2022

The contractor must have all the software and equipment required to complete the task. The successful applicant will be contracted for their services only, there will be no expenses included in the contract.

With the submission of this RFP, the contractor agrees that should their proposal be successful, the contractor will enter into a contract with the FVC.

Proposal Evaluations

Proposals will be evaluated 60% on experience and outline, 40% on price.

Questions

For additional information or questions please contact:

Joanne Neilson, Executive Director
Fraser Valley Conservancy
Joanne@fraservalleyconservancy.ca