

REQUEST FOR PROPOSALS
FOR
THE DEVELOPMENT OF A REGIONAL PLANNING & NATURAL
RESOURCES DASHBOARD

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<u>Issue Date</u>	<u>Tuesday, November 25th, 2025</u>
<u>Deadline for Questions</u>	<u>Tuesday, December 16th, 2025, at 12:00 PM</u>
<u>Response Date/Time</u>	<u>Tuesday, January 6th, 2026, at 12:00 PM</u>

1.0 GENERAL INFORMATION

1.1 INTRODUCTION

The South Central Regional Council of Governments (“SCRCOG”) is seeking proposals from qualified consulting firms to develop a Regional Planning and Natural Resources Dashboard for its fifteen member municipalities. The Dashboard will be a web based, interactive mapping tool that organizes regional natural systems and built infrastructure datasets to support planning, coordination, and decision making across the region.

The selected Consultant will work with SCRCOG staff and municipal representatives to compile and standardize existing datasets, develop thematic map tabs, and build a user friendly ArcGIS Experience Builder interface including a central map viewer for multi-layer comparison. The final Dashboard will serve as a regional information resource to support municipal planners, public works staff, emergency managers, and other stakeholders.

Firms responding to this RFP should have demonstrated experience with ArcGIS Online, ArcGIS Experience Builder, geospatial data integration, and municipal or regional planning. All work must be led by qualified professionals, and firms must be registered and in good standing with the Connecticut Secretary of State unless operating as sole practitioners.

A selection panel consisting of SCRCOG staff and municipal representatives will review submissions. The resulting contract will be subject to approval by the SCRCOG Board. All work under this project must be completed by **June 30, 2026**.

1.2 ISSUING ORGANIZATION

SCRCOG is a regional planning organization representing fifteen (15) municipalities in South Central Connecticut. The municipalities within the region are Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. The primary focus of SCRCOG is to coordinate planning on a regional basis while fostering communication and collaboration among its member municipalities in identifying and addressing regional issues.

1.3 INFORMATION AND INQUIRIES

Updates and addenda to this RFP will be posted at <https://scrcog.org/>.

Inquiries regarding this RFP must be submitted in writing and sent by **Tuesday, December 16th, 2025, at 12:00 PM** through email:

Brendon Dukett, Director of Regional Planning and Municipal Services
South Central Regional Council of Governments
127 Washington Avenue, 4th Floor West, North Haven, CT 06473
bdukett@scrcog.org

SCRCOG will post written responses and/or any supplementary instructions in the form of written addenda at <https://scrcog.org> by **Friday, December 19th, 2025, at 12:00 PM**. It is the responsibility of the Respondent to determine whether any addenda have been issued and to ensure that all requirements of the RFP are met prior to submittal of the proposal. No questions will be answered orally, and questions should not be directed to the municipalities.

1.4 RESPONSE DEADLINE

Responses to this RFP must be received by Tuesday, January 6th, 2026 at 12:00 PM, and be addressed to:

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning & Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

SCRCOG is requesting one (1) physical copy of the submission along with one (1) flash drive containing a digital version of all materials. Email submissions will not be accepted.

1.5 SUBMISSION OF RESPONSES

All submissions must include one (1) printed copy and one (1) flash drive containing a single PDF file of the proposal, not to exceed 30 pages (includes all items identified in Section 4.0). These materials must be mailed or delivered to:

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning and Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

Please note that submissions via email will not be accepted. All subsequent communications, including shortlist notifications and interview invitations, will be conducted via email.

The envelope must be clearly marked:
“RFP #026-02: Regional Planning and Natural Resources Dashboard”

SCRCOG reserves the right to accept or reject, in whole or in part, any response and may waive any informality.

1.6 COST OF RESPONSE PREPARATION

No reimbursement will be made by SCRCOG for any costs incurred in the preparation of a response or during the selection process.

1.7 PROPOSAL TO BE IN EFFECT

The proposal shall state that it is valid for a period of not less than ninety (90) days from the date of receipt by SCRCOG. No changes or additions to the original response will be allowed after the final deadline for submission.

1.8 PRIMARY PROJECT RESPONSIBILITY

The Respondent responding to this RFP will be considered the lead party. It must be clearly understood that the lead party will enter a contract with SCRCOG. All other parties will be considered sub-consultants to the lead party. The lead party is ultimately responsible for the performance of all contract work.

1.9 OWNERSHIP INFORMATION

All responses submitted will be the property of SCRCOG and its municipalities. All confidential business information protected from disclosure under the State of Connecticut Freedom of Information Act must be clearly identified as such.

1.10 EQUAL OPPORTUNITY REQUIREMENTS

Respondents must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This includes compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2.0 SCOPE OF SERVICES

2.1 PROJECT SCOPE

The selected Consultant will design and develop a web-based Regional Planning and Natural Resources Dashboard using ArcGIS Experience Builder (or an equivalent Esri Experience platform based in ArcGIS Online). The Dashboard will provide an intuitive, interactive interface that consolidates key natural resources, environmental, land-use, and built infrastructure datasets across the SCRCOG region. Its purpose is to support regional planning, hazard mitigation, environmental planning, infrastructure coordination, and municipal decision-making by making complex datasets accessible and easy to explore.

The Consultant will be responsible for data compilation and preparation, dashboard configuration, thematic organization, explanatory content development, documentation, and staff training. All work shall rely on existing datasets developed by SCRCOG, member municipalities, and state/federal partners.

Data Inventory, Integration, and Standardization

The Consultant Shall:

- Identify, collect, and compile relevant datasets from SCRCOG, member municipalities, regional utilities, and state/federal resources. The Consultant shall also document and describe their data acquisition and processing workflow to ensure transparency and facilitate future updates or edits by SCRCOG
- Datasets may include, but are not limited to:
 - Natural Environment: wetlands, soils, hydrology, aquifers, floodplains, natural communities, endangered and invasive species, and open space
 - Built Environment: Sewer systems, stormwater networks, utilities, cultural resources, zoning, and critical facilities
- The Consultant shall prioritize datasets that are regularly maintained and updated by their host organization, which would then automatically update in the dashboard
- Conduct QA/QC, metadata review, schema alignment, and project standardization to ensure regional consistency
- Prepare datasets as an ArcGIS Online-ready hosted feature layers or maps services suitable for integration into the Dashboard

Dashboard Design and ArcGIS Experience Builder Development

The Consultant Shall:

- Develop a modern, intuitive ArcGIS Experience Builder dashboard organized into thematic tabs
- Each thematic tab should include:
 - A pre-configured interactive map displaying only datasets associated with that theme
 - Layer toggles, legends, and clear symbology
 - Pop-ups and metadata summaries
 - Explanatory text and contextual descriptions
 - Optional sublayers or filters designed for efficient navigation
- A general map viewer tab that consolidates **all datasets** into a single, configurable interface that shall:
 - Display all layers from the thematic tabs
 - Provide a comprehensive layer list allowing users to toggle layers independently
 - Allow for the user to toggle municipalities and focus on municipalities individually
 - Enable necessary cross-theme comparison
 - Support a parcel search or parcel identification tool, if parcel data is provided, and ensure that this functionality leverages or links to the forthcoming regional parcel viewer to avoid duplicative or separate datasets
 - Offer transparency controls, groupings, and ordered symbology to enhance interpretation
 - Maintain pop-up and metadata functionality for all selected layers
- The general map viewer will serve as a flexible, high-level planning tool for staff, municipalities, and regional stakeholders

Documentation and Maintenance Guidance

The Consultant shall:

- Provide complete documentation, including:
 - A data dictionary and metadata package
 - A list of all tools, software, and data sources used, including dates/times of dataset acquisition and the update frequency of each dataset
 - Layer update procedures and ArcGIS service management guidance

- Models and instructions for adding new tabs or datasets
- Conduct at least one training session for SCRCOG staff covering Dashboard use, administration, updates, and troubleshooting

Final Deliverables

- Fully functional ArcGIS Experience Builder Regional Planning & Natural Resources Dashboard
- Thematic tabs organized into Natural Environment and Built Environment families with a General Map Viewer for multi-layer comparison
- Documentation and maintenance protocols
- 1 Training session for SCRCOG staff as mentioned under Documentation and Maintenance Guidance

2.2 PROJECT BUDGET

The total budget for this project shall not exceed \$50,000. inclusive of all labor, data processing, dashboard development, and incidental expenses.

Respondents must provide a detailed cost proposal that is broken out by task. SCRCOG anticipates entering into a lump-sum agreement with the Selected Consultant.

2.3 PROJECT TIMELINE

This project will start when a contract between SCRCOG and the Consultant is executed, with a final completion date of June 30th, 2026.

3.0 REQUIRED INFORMATION

Respondents are asked to submit responses in three parts: (1) Letter of Interest, (2) Technical Response, and (3) Budget/Fee Proposal.

3.1 LETTER OF INTEREST

The Letter of Interest must specify the following:

- The name and address of the lead firm.
- Names and addresses of any proposed sub-consultants.
- Name, title, and telephone number of the individuals within the firm authorized to commit to a contract.
- Name, title, email address, and telephone number of the individual SCRCOG should contact regarding questions and clarifications.
- A statement that the Respondent's proposal will remain in effect for ninety (90) days after the Respondent's proposal is received by SCRCOG.

3.2 TECHNICAL RESPONSE

The Technical Response shall describe the Respondent's understanding of the project and proposed approach to the following:

- Project understanding and Scope of Services, including any recommendations to improve/support the project and any special service(s) and/or accommodation(s) requested
- Approach the Respondent will take to tailor service to the SCRCOG region
- A description of the proposed services to be performed by the lead firm, as well as a description of any services to be performed by any subcontractors listed in the Letter of Interest
- A proposed Project Schedule
- Resumes of the proposed key personnel who will work on the project, including descriptions of relevant experience performing similar services.
- Descriptions of one (1) to three (3) comparable project experiences.

- Three (3) references from comparable projects completed in the past five (5) years. Please include project title, date completed, location, services provided, and primary client contact information (email address and telephone number). Previous experience and/or familiarity with local government operations in Connecticut is preferred.

3.3 PRICE PROPOSAL

The price proposal shall be a lump sum proposal with a breakdown of costs by tasks (each element provided in Section 2.0 Scope of Services).

The total anticipated budget is outlined in Section 2.2 Project Budget. Proposals should contain sufficient detail regarding proposed budgets for this project

4.0 SUBMISSION OF RESPONSES

Submissions must include one (1) printed copy of the proposal and one (1) flash drive containing a single PDF of the full proposal, not to exceed 30 pages. These materials must be mailed or delivered to:

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning & Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

Submission must be received no later than **Tuesday, January 6th, 2026, at 12:00 P.M. (noon)**. Late submissions will not be considered.

Please note that submissions via email will not be accepted.

The submissions should include:

- The Respondent's name and mailing address.
- Primary contact name, title, phone number, and email address.
- A clear attachment of all required materials in PDF format.

The outer packaging of the submission must be clearly labeled:

"RFP #026-02: Regional Planning and Natural Resources Dashboard"

SCRCOG reserves the right to reject or accept, in whole or in part, any response and may waive any informalities or minor technical deficiencies in a submission.

5.0 EVALUATION AND SELECTION

5.1 EVALUATION CRITERIA

The Selection Panel will evaluate all proposals using the following core criteria, which will inform necessary evaluation decisions of the review process. The criteria are below:

- Project understanding of the work to be performed
- Project organization and staff commitment
- Professional experience of the team
- Prior related project expertise
- Completeness, feasibility, and quality of response to Scope of Services
- Capacity to complete services by June 30th, 2026
- Project budget/fee proposal
- Relevant experience with comparable GIS, data integration, and dashboard development projects

5.2 SELECTION PROCESS

A selection panel shall assist SCRCOG in choosing the successful firms for this contract.

Respondents submitting the most responsive proposals shall be invited to an interview with a selection committee. It is anticipated that the interviews will be conducted for approximately 30 minutes, but this might change upon the request of an interview.

Responses to this RFP will be reviewed against the criteria listed above in Section 5.1.

SCRCOG reserves the right to: (1) reject any or all responses, or parts thereof, for any reason, (2) negotiate changes to proposal terms, and (3) waive minor inconsistencies within the RFP.

SCRCOG reserves the right to make selections based on qualifications, experience in providing similar services, and the Respondent's responsiveness to the RFP requirements.

6.0 GENERAL PROVISIONS

- a) All work shall be performed in accordance with all Federal, State, and Municipal laws and regulations.
- b) The selected Consultant shall uphold the highest professional standards in all dealings with elected officials, public officials, SCRCOG employees, municipal volunteers, contractors, vendors, and all others when representing SCRCOG.
- c) The selected Consultant shall be responsible for identifying, certifying, and adhering to any changes in Federal, State, and Municipal laws and/or provisions that occur throughout the term of the Contract issued pursuant to this RFP and the performance of the work.
- d) The selected Consultant shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles, and all other items necessary to successfully complete the work contemplated in this RFP.

6.1 AMENDING OR CANCELING REQUEST

SCRCOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

6.2 INSURANCE REQUIREMENTS

The respondent shall, at its own expense and cost, obtain and keep in force during the entire transition and contract period the following insurance coverages covering the respondent and all of its agents, employees and sub-contractors and other providers of services. The Consultant shall maintain and produce evidence throughout the term of this Agreement of required insurance coverage not less than the following:

- A. Commercial General Liability Insurance written on an ISO Occurrence Form or its equivalent relating to work performed under the Agreement providing a limit of not less than \$1,000,000 in the aggregate and not less than \$1,000,000 per occurrence for the bodily injury, personal injury and property damage and \$1,000,000 products/completed operations and contractual coverage which will remain in effect for the period of this agreement;

- B. SCRCOG must be named as additional insured on all policies listed in the foregoing subparagraph (A) pursuant to endorsements to each of such policies and the Consultant must be named as additional insured on all such policies obtained by its subcontractors;
- C. Consultant will also maintain Statutory Workers' Compensation and Employer's Liability Insurance covering all the Contractor's employees engaged in the work performed under this Agreement; and,
- D. Certificates of insurance in ISO Occurrence Form must be supplied for review and approval prior to the Consultant's commencement of work under this Agreement. The Contractor shall release and waive all rights of subrogation against SCRCOG possessed by the Consultant's insurers with respect to the assumption and discharge of the obligations of the Consultant pursuant to this paragraph, and the Consultant represents and warrants that it is authorized to make such release and waiver under its policies of insurance. Each issuer of each insurance policy required to be maintained under this Agreement shall evidence its agreement that each such policy shall not be cancelled without not less than 30 days prior notice to SCRCOG. Such certificates shall contain the following language:

6.3 INDEPENDENT CONTRACTOR STATUS

The Consultant shall perform all services under the contract as an independent contractor and not as an agent, employee, or partner of SCRCOG. Nothing in this agreement shall be construed to establish a joint venture, agency, or employment relationship.

6.4 OWNERSHIP OF WORK PRODUCT

All data collected, materials prepared, and other deliverables produced under the agreement shall become the sole and exclusive property of SCRCOG. No materials may be copied, disclosed, or used by the Consultant for any purpose other than fulfilling obligations without express written permission from SCRCOG.

6.5 RECORDS AND AUDIT RIGHTS

The Consultant shall maintain complete and accurate records related to performance and costs for a period of six (6) years following final payment. SCRCOG reserves the right to audit, examine, and make copies of such records at any time.

6.6 NO EQUIPMENT PURCHASES WITHOUT APPROVAL

No equipment purchases shall be made using project funds without the prior written consent of SCRCOG.

6.7 DISCLAIMER

SCRCOG makes no representation or warranty and assumes no responsibility for the accuracy of the information set forth in this RFP. Further, SCRCOG does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the website on which this RFP is posted, or in connection with any other electronic medium utilized by Respondents or potential Respondents in connection with or otherwise related to the RFP.