



REQUEST FOR PROPOSALS

Geographic Information System Professional Services

Bighorn-Desert View Water Agency

PUBLISHED: July 29, 2026

Proposals due before 5 p.m. on August 24, 2026

INTRODUCTION

Bighorn-Desert View Water Agency ("Agency") is seeking proposals from qualified firms to assist the Agency with the implementation and ongoing professional services for a Geographic Information System (GIS) system.

The Agency desires a practical, easy-to-use GIS system that supports daily operations, maintenance activities, emergency response, infrastructure planning, service order tracking, inventory, system modeling, and long-term asset management. The Agency serves the communities of Flamingo Heights, Landers, and Johnson Valley in San Bernardino County. The Agency operates approximately 170 miles of pipeline, 13 storage tanks, 8 active wells, 3 booster/pumping facilities, and approximately 2,700 service connections.

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PROJECT GOALS

The Agency seeks a consultant to:

- Review existing Agency mapping information.
- Develop a GIS database for Agency assets.
- Convert CAD drawings and available records to GIS format.
- Create web-based mapping accessible to Agency staff.
- Set up necessary hardware and software to allow mobile access for field personnel to GIS data.
- Encompass the entirety of Agency water system boundaries.
- Train staff to maintain and use the system.
- Provide options for future expansion and functionality of the GIS.

EXISTING DATA

The Agency currently maintains information in various formats including:

- CAD drawings
- As-built plans
- Paper maps
- PDF files
- Operational records
- Facility information
- Parcel information
- Existing digital mapping files

The selected consultant shall evaluate and utilize available information as appropriate.

REQUESTED SERVICES

1. GIS Planning

- Review existing records.
- Assess current GIS readiness.

2. Data Conversion

- Convert available records into GIS format.
- Develop GIS layers for Agency facilities.
- Integration with Springbrook Utility Billing and Financial Accounting software.
- Integration with San Bernardino County PIMS
- Integration with USA Dig Alerts

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3. Asset Mapping

Assets may include:

- Pipelines
- Service connections
- Meters
- Valves
- Hydrants
- Wells
- Tanks
- Booster stations
- Pressure reducing stations
- Agency facilities
- Easements, and other ROW instruments
- Real Property Records

4. Web GIS

Provide a user-friendly web-based mapping platform that:

- Allows staff access from office and field locations.
- Supports mobile devices.
- Supports search and reporting functions.
- Supports system modeling and project planning.
- Support customer service and database integrations.
- Supports encryption when data is in transit.
- Supports Multi-factor authentication.
- Supports role-based and/or security levels for restricting viewing, editing or exporting data.

5. Training

Provide training and documentation sufficient for Agency staff to manage the system without specialized GIS expertise.

6. Support

Provide optional ongoing professional services.

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SCOPE OF WORK

The selected consultant may provide the following tasks and services for and on behalf of the Agency:

- Vendor needs to provide web-based GIS development service for mapping Agency facilities, including water distribution lines and planning related layers.
- Conduct a technical audit of the Agency's existing hard copy and digital data that can be converted to a digital format.
- Produce an intuitive, easy-to-use product for Agency staff
- Include existing GIS/digital as-built data and assets in the GIS platform.
- Convert data from AutoCAD drawings and limited pdf and paper maps into a standard GIS format.
- Create a cloud-platform, Web-based GIS system and its related installation, configuration, data conversion/migration, implementation, hosting, and training services.
- Ongoing information technology staff support and training.
- Easy access to the data for reports and query generation without the need for a programming specialist.
- A product that provides full editing capabilities.
- Determine if cooperation with existing San Bernardino County GIS systems to assist in GIS setup is possible and/or necessary.
- A system that allows third-party integration with county data and Agency software.
- Able to add all GIS data layers into website. Must be able to "tier" the data and allow expandable/collapsible fields.
- Ability to add all Agency/County aerial photography layers, if available.
- To the extent available, incorporate Google Street View or similar application into the map viewer.
- Ensure ability to easily operate software with full functionality from a mobile app or website supported on IOS and Android platforms.
- Provide off-site data hosting for geodatabase, licensing, and images, videos, and documents related to hyperlinked data.
- Provide 24/7 access to data to the Agency, along with an option for Service Level Agreement (SLA) for system downtimes, support hours, emergency response times, priority levels, etc.
- The system must have internal growth capacity. The systems must be accessible from multiple devices, including Agency owned cell phones, tablets, laptops, and desktops. Agency staff must be able to add data and information on all these devices.

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PROPOSAL REQUIREMENTS

Proposals should be limited to approximately 10 pages and include:

1. Firm Information

- Company overview
- Relevant experience
- Three references

2. Project Approach

- Description of proposed solution
- Software platform
- Implementation approach
- Training Program

3. Schedule

- Proposed timeline
- Key milestones

4. Cost Proposal

- One-time implementation costs
- Software licensing costs
- Annual support costs & fee schedules
- Training Costs
- Optional services

PROPOSAL SUBMISSION DEADLINES AND INSTRUCTIONS

Proposals must be received by the Agency no later than **August 24, 2026 at 5 p.m.** Pacific Time. Proposals received after the stated deadline may be rejected and returned unopened, at the Agency's discretion. It is the proposer's responsibility to ensure the proposal is received by the Agency before the deadline.

Please send questions by email to jcusack@bdvwa.org.

Proposals shall be submitted in the manner identified below:

- Electronic submittal: Jennifer Cusack at jcusack@bdvwa.org
- Hard copy delivery address: Attention: Jennifer Cusack
Bighorn-Desert View Water Agency, 622 S Jemez Tr., Yucca Valley, CA 92284
- Subject line or envelope label: GIS Professional Services Proposal

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Questions regarding this Request for Proposals must be submitted in writing no later than August 13, 2026 at 5 p.m. Pacific Time. The Agency may issue written responses or addenda, if needed. Oral statements or informal communications shall not modify this Request for Proposals unless confirmed in a written addendum issued by the Agency.

Proposers may withdraw or modify a submitted proposal before the submission deadline by providing written notice to the Agency. After the deadline, proposals shall remain valid for at least ninety (90) calendar days unless a different period is stated by the proposer and accepted by the Agency.

EVALUATION CRITERIA

Criteria	Points
Cost and Overall Value	30
Water Utility GIS Experience	15
Proposed Approach	15
Ease of Use	10
Data Conversion Experience	10
Training	5
Ongoing Support	10
Schedule	5
Total	100

The Agency will select the proposal representing the best overall value and not necessarily the lowest price.

DATA OWNERSHIP

All GIS data, maps, databases, files, and related information developed under the resulting contract shall remain the sole property of Bighorn-Desert View Water Agency.

The Agency shall retain unrestricted access to all GIS data and systems.

RESERVATION OF RIGHTS

The Agency reserves the right to reject any or all proposals, request clarification of proposals, negotiate project scope and fees, waive minor proposal irregularities, or cancel the solicitation at any time.

EXHIBIT A

Confidentiality and Non-Disclosure Agreement

Required Prior to Release of Agency Data

**BIGHORN-DESERT VIEW WATER AGENCY
CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

This Confidentiality and Non-Disclosure Agreement ("Agreement") is entered into by and between Bighorn-Desert View Water Agency ("Agency") and _____ ("Recipient").

Purpose

Recipient desires access to certain Agency data, records, maps, drawings, system information, infrastructure information, and other materials solely for the purpose of preparing a proposal in response to the Agency's GIS Request for Proposals.

Confidential Information

Confidential Information may include:

- GIS data
- CAD files
- As-built drawings
- Facility maps
- Well information
- Reservoir information
- Pipeline information
- Operational records
- Infrastructure records
- Security-sensitive information
- Customer-related information protected by law

Obligations of Recipient

Recipient agrees to:

- Use Agency information solely for preparation of a proposal.
- Not disclose Agency information to any third party except employees directly involved in proposal preparation.
- Protect Agency information using reasonable security measures.
- Not reproduce, distribute, sell, publish, or otherwise disclose Agency information.

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- Comply with all applicable laws regarding confidential information.

Return or Destruction of Information

Upon Agency request, Recipient shall:

- Return all Agency materials; or
- Certify destruction of all copies.

Public Records

Recipient acknowledges that the Agency is subject to the California Public Records Act and cannot guarantee that submitted proposals will remain confidential to the extent disclosure is required by law.

No License or Ownership Rights

Nothing in this Agreement grants Recipient any ownership rights in Agency information.

Term

This Agreement shall remain effective for five (5) years following execution.

Governing Law

This Agreement shall be governed by the laws of the State of California.

Bighorn-Desert View Water Agency

By: _____

Jennifer Cusack
General Manager

Date: _____

Recipient

Company: _____

By: _____

Name: _____

Title: _____

Date: _____