



NOTICE REQUESTING BIDS For Demography / Redistricting Services

POSTING DATE: September 2, 2021
PLEASE PROVIDE BID BY: September 26 2021

Contact:

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General Manager
Jurupa Area Recreation and Park District
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Jurupa Area Recreation and Park District (JARPD) is seeking expert professional services to provide compliance with the required redistricting with the 2020 US Census.

JARPD is seeking to contract with an individual or firm that can analyze data and provide the District with updated division maps in compliance with applicable state and federal laws and produce a “roadmap” for future redistricting based on expected ongoing development. JARPD acknowledges there will be a compressed time frame between the availability of the Census data on September 30, 2021 and the due date of the required delivery of maps to the Riverside County Registrar of Voters.

Governance and Management

JARPD is governed by a five (5) member Board of Directors (Board). Board members are elected at large from five separate existing divisions of the District for staggered four-year terms. It is these division boundaries that must be redrawn based on 2020 Census data and development of additional housing.

Day-to-day management of JARPD is designated to the General Manager, who works closely with an executive team and oversees JARPD’s services and functions.

Background Data and Project Location

JARPD was formed in 1984 and is located within the Inland Empire, approximately 50 miles east of Los Angeles. The present service area covers approximately 45 square miles, all of which is in Riverside County, and includes the City of Jurupa Valley and a portion of the City of Eastvale,

Development

JARPD is facing significant sustained population growth in the near-term future, as well as continued growth for the next 20+ years within its current boundaries. JARPD's full build-out is expected to have a population of more than 165,000 people by 2050.

New development within the next ten years for the JARPD service area is anticipated to be approximately 4,200 homes.

Given the expectation of continued growth, the required deliverables will include a plan for future redistricting between Census years based on development plans and estimated build-out.

Additional information, including the District's budget, comprehensive annual financial report, and meeting minutes are available on the District's website: <https://JARPD.org>

Scope of Services Requested:

JARPD is seeking to contract with an individual or firm that can analyze data and provide the District with updated division maps in compliance with applicable state and federal laws and produce a "roadmap" for future redistricting based on expected ongoing development.

The contractor will perform services for the District on a contractual basis. Duties and responsibilities shall include, but not be limited, to the following:

- A. Development of a districting database including decennial Census, American Community Survey, and California Statewide Database data.
- B. Incorporation of any Geographical Information System (GIS) data that the District wishes to include (e.g., parks, local landmarks or features, neighborhood boundaries) and provide in the districting database.
- C. Development of at least three redistricting plans for Board of Directors and public consideration.
- D. Input and analysis for Board of Directors consideration of all whole or partial draft suggestions and submissions from the public.
- E. Conversion of all maps, including public submissions, and reports to web-friendly versions for posting on the District's website.
- F. Online posting of draft plans, including any public submissions, for interactive review.
- G. Meetings
 - a. Participation in up to three Board of Directors meetings, public hearings in person.

- b. Participation in staff meetings as needed via video teleconference or in person.
 - c. Preparation of reports, presentations and / or other materials.
 - d. Facilitation of public meetings or portions of the Board of Directors meetings relevant to the project.
 - e. Provision of post-meeting notes and/or summary.
 - f. Conference calls to discuss the project's progress or answer questions.
- H. Provide any requested plan revisions and creation of support materials for final plan adoption.
- I. Work with the County of Riverside Registrars of Voters to implement the final plan.

Informal Bid Required Response

Please provide the following information:

1. Cover letter responding to the inquiry with comment on the Scope of Services
2. Legal name and address of submitter, and legal form (partnership, individual, corporation)
3. Principal contact person
4. Qualifications of the Demographer
5. References
6. Project Approach
 - a. Statement of how the Scope will be met or exceeded
 - b. Needed assistance from District staff
 - c. Statement of availability to provide these services based on other clients and commitments, data availability and time frame
7. Fees

A full detail of proposed fees including incidentals, travel charges and other potential expenses.
8. Draft Professional Services Contract language to be incorporated into the contract

The above shall be submitted via email to: colby@jarpd.org by 5 p.m. on Thursday, September 23, 2021 followed by one physical executed copy and postmarked on or before September 24, 2021.

A staff committee will evaluate these bids and will recommend a contractor to the Board of Directors for award of the contract in compliance with the District's Purchasing Policy.

Questions

Any questions should be emailed to colby@jarpd.org

Terms and Conditions

This Request does not commit the District to award a contract or contracts, or to defray any cost incurred in the preparation of response to this request, or to procure or contract for services.

All submittals become the property of the District as public records.

The District reserves the right to reject all submittals.

The District reserves the right to cancel, in part or in entirety, this Request.

The District reserves the right to request additional information or clarifications from any or all respondents to this Request.