

REQUEST FOR PROPOSAL
GIS Data Management, Ground Operations 2026

INTRODUCTION

Friends of El Mirage (FOEM) partners with the Bureau of Land Management (BLM) by assisting in the management of off-highway vehicle (OHV) recreation at the El Mirage OHV Recreation Area and surrounding lands in western San Bernardino County. FOEM's activities include OHV route maintenance and signing, trash collecting, fencing, data gathering and reporting, and visitor center staffing. FOEM is seeking proposals from qualified businesses to provide GIS data management services for its 2026 ground operations program.

QUALIFICATIONS

- 1) Respondents should have experience with, and a keen understanding of the regulations and requirements of the Grants and Cooperative Agreements Program administered by the Off-Highway Motor Vehicle Recreation Division of the State of California's Department of State Parks and Recreation.
- 2) Respondents must have experience managing GIS data collection by ground crew members, trail monitors, and heavy equipment operators.
- 3) Responses should come from licensed businesses with a minimum insured liability of \$1 million.

PROJECT DELIVERABLES

Respondents must commit to providing the project deliverables contained in Schedule A, and commit to supporting the project deliverables contained in Schedule B, both which are attached to this RFP.

PROJECT TIMELINE

The term of this ground operations project is one year. The project term begins on January 1, 2026, and ends on December 31, 2026.

HOW TO RESPOND

Responses should be in the form of a proposal that includes qualifications, how deliverables will be met, and the cost. Responses should be emailed to FOEM by November 30, 2025 at: rfp@elmirage.org

Schedule A

Friends of El Mirage

2026 Ground Operations GIS Data Management Deliverables

- 1) Databases: Create and maintain databases for GIS and other data as necessary to support the program deliverables contained in Schedule B attached to this RFP. Required databases currently include records for all ground work, mechanical equipment use, vehicle use, route conditions, efficacy monitoring, fleet management, route signing, and facilities and infrastructure. Databases must be interoperable with the Filemaker Pro application.
- 2) Reports: Create reports to support the program deliverables contained in Schedule B attached to this RFP. Required report include: vehicle and mechanical equipment use; ground work and signing; monitoring; and other other reports necessary to support the regulatory requirements of land managers and project funding sources.
- 3) Data collection tools: Create, maintain, and train users on iOS data collections tools utilized to collect data for the database and reports identified above. Introduce systems for data transfers, iOS device maintenance and updates, and backups.
- 4) Collaboration: Participate in discussions and processes with FOEM leadership, crew leaders, partner agencies, and other FOEM contractors with respect to meeting the goals, objectives, and deliverables associated with FOEM's ground operations program.

Schedule B
Friends of El Mirage
2026 Ground Operation Program Deliverables

1) Trail/Road Maintenance

Grooming/Grading approximately 31 miles of trails and roads open to green sticker vehicles. Activities include large-scale equipment work, trash removal, and applying road base to major access routes on Mountain View Road, Twin Hills Road, Belle Vista Road, Colusa Road, Lake Road, and 7 lakebed access finger roads.

2) Track Maintenance

Maintaining approximately 5 acres of the OHV Training Area and tracks, including installing hay bales / covers around the tracks, and trash removal.

3) Open Area Maintenance

Maintain approximately 24,400 acres of open area for green sticker vehicles. Activities include heavy equipment trail work, and mixed-use road repair, and trash removal.

Activities include heavy equipment trail work, mixed-use trail repair, installing or replacing water bars, flood control, cleaning of sediment/silt basins, installing natural material obtained on site to maintain erosion control features, trash removal, and repairing cracks/holes and weed abatement on the lakebed.

4) Facility Maintenance/Improvements

Clean and pump the twelve vault toilets, and perform facility repairs and upgrades in the open area. Activities include painting, campsite delineation, and staging area delineation; repairing/replacing/installing BLM supplied fire rings, BBQ's, picnic tables, and shade ramadas; vandalism repair and graffiti removal.

5) Signing

Installation, repair, and/or replacement of OHV-related signage.

6) Fencing/Barriers

Installation, repair, and/or replacement of fencing to define the OHV trails, roads, or areas.

7) Environmental/Cultural Requirements

Implement prescribed measures to protect cultural resources including tribal cultural resources and homestead era remains. Soils monitoring and reporting, including color coded trail evaluation, assessment of existing conditions, maintenance plan of Project Area, monitoring procedures, wet weather monitoring, compliance reporting, and vegetation monitoring. HMP monitoring and reporting pertaining to data collection and mapping regarding threatened, endangered and sensitive species and habitats on/near OHV routes.

8) Public Outreach/Visitor Services

Provide visitor services at the El Mirage Visitors Center specific to OHV recreational activities, and ground operations including kiosk maintenance, repair, updating, and restocking.