

August 7<sup>th</sup>, 2013

Request for Qualifications  
Independent Citizens Redistricting Commission (ICRC)  
Mapping Expert

The Independent Citizens Redistricting Commission of Austin, Texas is seeking an expert in voting-district mapping. The Commission is responsible for adopting a plan to set boundaries of ten districts, each to elect one Austin City Councilor.

The Mapping Expert will have experience in creating district maps that have met the requirements of the federal Voting Rights Act of 1965. You will help Commissioners and staff to obtain, analyze and present statistics on demographics, voting age population and other pertinent data. You will have expertise with mapping software i.e. geographic information systems (GIS). You will also work closely with Commissioners to gain community input at public hearings throughout Austin as required by the Commission.

General Information:

City of Austin voters approved Proposition 3, a City Charter amendment commonly referred to as “10-ONE” in November 2012. The Charter amendment provides for the election of City Council Members from 10 geographic single-member districts with the Mayor elected from the City at-large, beginning with the November 2014 election.

The Commission’s duties include:

1. Conduct duties with integrity and fairness;
2. Conduct an open and transparent process to enable full public consideration of and comment on the drawing of district lines to include an open hearing process;
3. Draw district lines in accordance with specific redistricting criteria in the Charter;
4. Adopt a final redistricting plan and certify the plan to the Austin City Council; and
5. Issue a report that explains the basis on which the Commission made its decisions.

The contractor sought for this position will report to the ICRC Executive Director and serve at the pleasure of the Commission until a redistricting plan has been adopted and any challenges to it resolved, estimated to be six months starting no later than September 1, 2013.

## Scope of Services

The successful firm or organization will provide a full scope of services in order to assist the ICRC with professional and thorough creation of maps.

These services include but are not limited to the following:

- A. Attend all public ICRC meetings and hearings with the same staff.
- B. Provide expert on-site mapping services with the latest census and voting age statistics.
- C. Provide the ICRC with mapping software with real-time capability to assess outcomes of changing district boundaries at public hearings and Commission meetings.
- D. Display maps in format accessible to the public, including internet, print, and multi-media.
- E. Assist Commissioners and ICRC staff to obtain, analyze and present statistics on demographics, voting age population, and other pertinent data.
- F. Advise Commissioners and ICRC staff as to effects of any potential boundary lines on ability to satisfy requirements of the charter.
- G. Meet and discuss with ICRC Chair and members, ICRC staff, and city staff as needed.
- H. Be able to begin services no later than September 1, 2013.
- I. Contribute methodology and other information to the Commission's final report.

## Minimum qualifications:

### 1. Eligibility Requirements:

- A. Within the five years immediately preceding the date of application, neither the contractor nor its sub-contractor have:
  - Been appointed to, elected to, or have been a candidate for state or city office
  - Been a registered state or local lobbyist
  - Served as an officer, employee, or paid consultant of a political party or of the campaign committee of a candidate for elective state, county or city office;
  - Contributed or bundled \$1000 or more in aggregate to candidates for City of Austin elective office in the last city election.
  
- B. Within the three years immediately preceding the date of application, neither the contractor nor its sub-contractor has:
  - Been a paid employee of the City of Austin;
  - Been a person performing paid services under a professional or political contract to the City of Austin, to the City Council, or to any member of the City Council; any controlling person of any such consultant; or a spouse of any of the foregoing. (II.3.(I)(3)

2. The contractor will have five or more years of relevant mapping experience (i.e. with GIS software) with successful outcomes in U.S. Justice Department preclearance (if applicable).
3. The contractor is dedicated to transparency, nonpartisanship, and independence from City government.
4. The contractor has ample experience in creating maps that are informative, reader-friendly and clearly outline the client's goals.
5. The contractor will ensure access to mapping software by the Commission to be used on an individual basis to draw and view maps, at no additional cost to the Commission.

Additional Services for Consideration:

1. Ability to provide mapping demonstrations for the general public during office hours.

Selection Criteria:

1. The ICRC Executive Director will review applicants for minimum qualifications and report finalists to the Commission.
  - a. The ICRC Executive Director may call an applicant to make a presentation to him/her and the chair.
2. The firm and/or organization will be formally selected through a highly public process wherein the Commission will debate the qualifications of all finalists and make a final decision at a public meeting.

Identity of applicants and interview

  - a. Identity of applicants and interview finalists may be subject to disclosure via the Texas Public Information Act.
  - b. At the request of the Commission, finalists may be called upon to make a public presentation.

Instructions for Submittal

Qualifications must include:

- A. Signed letter of transmittal: including express agreement to meet the scope of services requirements in this RFQ
- B. Description of firm: including organizational structure, business affiliations, and total number of professional staff affiliated with this RFQ
- C. Individuals assigned to this project: including resume for key individual(s)\*

- D. Project experience: Narrative description accompanied by brief example of past deliverables and projects similar in scope to the one covered by this RFQ
- E. Estimated cost of services as outlined in the scope of work
- F. Estimated cost, if any, of additional services for consideration
- G. References: List at least three client references. Include name and contact number for each reference

\*Key individual(s) may be subject to public scrutiny and/or background check.

Questions regarding this RFQ may be directed to:

[[insert name]], Purchasing Director

[[insert contact info]]

### Submittal

One electronic version to Magdalena Blanco, ICRC Chair, and one hard copy mailed to J.J. Gutierrez, Staff Liaison, [[address]]