

San Francisco Bay Conservation and Development Commission

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State of California | Gavin Newsom – Governor | info@bcdc.ca.gov | www.bcdc.ca.gov

Submission Deadline: September 4, 2026

1. Purpose

The San Francisco Bay Conservation and Development Commission (BCDC) is requesting quotes from vendors to provide AWS server administration, application-level patching, security assurance, and related training services for several agency web applications hosted in an AWS cloud environment. The service period will not exceed two (2) years.

2. Background

BCDC manages several publicly available web applications supporting regional climate adaptation, planning, and public engagement. These applications rely on AWS-hosted infrastructure requiring ongoing security, maintenance, patching, and occasional upgrades. BCDC anticipates transitioning routine server administration tasks to internal IT staff over the next two years; therefore, the selected contractor will also provide training, documentation, and guided handoff support.

3. AWS Environment

The applications included in this RFQ are hosted within BCDC's AWS environment consisting of:

- EC2: m4.large
- RDS – PostgreSQL: db.m6g.large

4. Web Resources Requiring Maintenance

4.1 BayAdapt.org (WordPress, Elementor)

- First deployed: ~2019
- Technical Profile:
 - WordPress CMS
 - Elementor builder
 - 19 plugins (including customized plugins)
- Minimum Maintenance Requirements:
 - Quarterly updates: plugins, theme, application, customizations, database
 - Semi-annual application server patching

- Monthly security review
- Monitoring of security alerts and service outages
- Server backups

4.2 AdaptingtoRisingTides.org (WordPress)

- First deployed: ~2014
- Technical Profile:
 - WordPress CMS
 - Standard Block Editor
 - 7 plugins
- Minimum Maintenance Requirements:
 - Quarterly updates: plugins, theme, application, database
 - Semi-annual application server patching
 - Monthly security review
 - Monitoring of security alerts and service outages
 - Backups

4.3 ART Bay Shoreline Flood Explorer / ECC Shoreline Flood Explorer

<https://explorer.adaptingtorisingtides.org/home>

<https://eccexplorer.adaptingtorisingtides.org/home>

- First deployed: 2018 / 2020
- Technical Profile:
 - Custom OpenLayers (JavaScript)
 - Postgres database
 - MapServer components
 - ESRI ArcGIS Online Storymap integrations
- Minimum Maintenance Requirements:
 - Quarterly database updates
 - Semi-annual application server patching
 - Monitoring of security alerts and service outages

- Backups

4.4 RSAP Atlas

<https://rsap-atlas.bcdc.ca.gov/>

- First deployed: 2025
 - Technical Profile:
 - ArcGIS Online Experience Builder
 - Custom AWS-hosted widget
 - Minimum Maintenance Requirements:
 - Quarterly code review to identify deprecation or browser compatibility issues
 - Ad hoc bug fixes
 - Monitoring of security alerts and service outages
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5. Scope of Services

The selected contractor will provide:

5.1 AWS Server Administration and Application Maintenance

- Perform routine patching, updates, and security monitoring consistent with each application's minimum maintenance standards.
- Provide general server administration, including monitoring, troubleshooting, backups, and response to service outages.
- Support ad hoc AWS server updates, including:
 - EC2 instance upgrades when deprecated
 - SSL certificate installation
 - Other AWS changes or requirements as budget allows

5.2 Training and Knowledge Transfer

Over the two-year contract period, the contractor will:

- Deliver training sessions for BCDC IT staff on AWS server maintenance, patching processes, and monitoring tools.
- Conduct screenshare-based walkthroughs of routine tasks, with Q&A.

- Provide limited documentation and knowledge-base materials to support ongoing operations.
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6. Submission Requirements

Interested vendors must submit a proposal that includes:

- Description of proposed services
- Pricing structure (assessment rates and/or service package options)
- Statement of qualifications and relevant experience

7. Submission Instructions

Please submit all materials and inquiries to:

Email: chenee.williams@bcdcc.ca.gov

Deadline: September 4, 2026

BCDC appreciates your interest and looks forward to reviewing your submission.