

**Request for Proposal
For GIS Upgrades and
Services for
The Town of Plymouth**

ISSUED September 2, 2022

DUE: September 26, 2022

3:00 PM

PLYMOUTH TOWN HALL

Assembly Room

Main Floor

80 MAIN STREET

TERRYVILLE, CT 06786

SUBMIT PROPOSALS TO:

TOWN OF PLYMOUTH

MAYOR'S OFFICE

80 MAIN STREET

TERRYVILLE, CT 06786

**REQUEST FOR PROPOSALS
THE PROJECT:**

**GIS Upgrades and Services for
The Town of Plymouth**

ISSUE DATE:

Sealed Proposals to perform the subject project in accordance with the specifications enclosed herewith, and made a part of this request, will be received in the Office of the MAYOR:

TOWN OF PLYMOUTH

Joseph T. Kilduff, Mayor

80 Main Street

Terryville, CT 06786

Deadline for submitting Proposals is **SEPTEMBER 26, 2022 AT 3:00 PM, Plymouth Town Hall.** when the Proposals will be Publicly opened.

Any Proposal received after said date and time, whether hand-delivered, submitted via US Postal Service, or submitted via any other delivery service, shall be declared invalid.

All interested parties shall deliver (1) original and Two (2) copies of their Proposal.

All Proposals must include the enclosed and completed and be placed in a sealed envelope.

1. PROPOSAL FORM FOR GIS PROJECT
2. EQUAL OPPORTUNITY-AFFIRMATIVE ACTION AFFIDAVIT
3. SCHEDULE OF PROJECT

The project award and signing-of-contract conditions are set forth in the enclosed specifications.

The completion date for the project will be in accordance with the schedule provided by the vendor.

PROPOSERS must conform with all REQUEST FOR PROPOSAL (RFP) instructions and conditions when responding to this RFP. The TOWN OF PLYMOUTH (TOWN), at its sole discretion, may reject any non-conforming PROPOSAL. The TOWN may also reject any PROPOSAL that materially misrepresents the content of any PROPOSAL.

The TOWN reserves the right to amend or cancel this RFP at any time if it is in the best interest of the TOWN. The TOWN may make such investigation as deemed necessary to determine the ability of the PROPOSER to perform the work and the PROPOSER shall furnish to the TOWN all such data for this purpose. The TOWN reserves the right to reject a bid if the evidence submitted by, or investigation of, such PROPOSER fails to satisfy the TOWN that such PROPOSER is properly qualified to carry out the obligations of the CONTRACT and to complete the work contained therein. Conditional bids will not be accepted.

The TOWN reserves the right to reject any, or any part of, or all bid proposals; to waive informalities and technicalities; and to accept that bid which the TOWN deems to be in the best interest of the TOWN, whether it is the lowest dollar bid or not.

WITHDRAWAL of PROPOSAL: PROPOSALS may be withdrawn by the PROPOSER by written authorization only and only if such request is received by the TOWN prior to the specified time of opening.

The Scope of the Project and further information can be found at www.plymouthct.us under Business/Bids.

The Town of Plymouth is seeking qualified Vendor(s) who have expertise with IT, CAMA, and GIS to enhance and update an existing GIS mapping system.

SCOPE OF PROJECT:

To enhance and update the GIS data the Town is already using and integrate the data with the Town's existing CAMA system *eQuality*. To ensure that new data entered into the CAMA system updates nightly and to have a seamless correlation between the two systems. All maps/as-builts will be secured and scanned by the vendor.

To add a protected desktop access to some areas not accessible to public. Allow Town users to access data protected by login to perform local editing and have a user-friendly report writer.

To add Sanitary Sewer and Water Utilities

To add Easements as provided by maps from as-builts, Town Clerk filed surveys or other reliable sources. Work with Robert Green Associates LLC, local Surveyor to incorporate survey maps into system.

To have potential future data layers as the Town deems necessary (ie voting, Natural, recreational, and Historic Resources, Land Management Economic Development and other publicly available layers) Field Inspections reporting integration with GIS viewer. Open Space/Land use, Additional field inspections for Fire Department

All annual fees for hosting/maintenance will be bid separately. Please provide an estimate of annual maintenance and hosting costs for Parcel Updates and Staff Map Viewer for reference.

All work performed for the Town by winning bidder and all subconsultants/subcontractors shall be performed in the United States will be given to a vendors who are based in Connecticut.

I BASE MAP DEVELOPMENT

All GIS data developed by the winning bidder should be in an Esri geodatabase format, topologically clean, and utilizing GIS best practices with standardized schema (where applicable) and include feature-level metadata. All data should be in NAD_1983_StatePlane Connecticut coordinate system.

A. Planimetric Data:

Utilizing the most currently available aerial imagery, digitize features into a planimetric geodatabase feature class to be used on maps and map viewers. Features should include buildings >200 sq ft (primary and secondary), Roads (paved/unpaved), Parking (Paved/unpaved), Pools (Above-and Below-ground) and Recreation areas (type)

B. Condominium Complex and Unit Development:

Add unit polygons allowing a one-to-one relationship between GIS and unit records in CAMA. Individual unit polygons should be created on top of the existing main parcel and assigned correct CAMA MBL so that map viewers can click on a specific property and pull up Assessor information for that specific unit. The Assessor will provide layouts for complexes so polygons can be accurately located.

C. Easement Development:

Review all Town Clerk maps and provided as-built engineering maps and digitize any easements found into a single Easements feature class. Easements expected to be found are: conservation, access, stormwater, sanitary and utility. Include the source of the information for reference (town clerk or as-built name or number) as feature-level metadata. Easements should be color- or symbol-coded by type on viewer.

D. Parcel Review and Cleanup:

Provide Assessor's Office with a "mismatch" analysis table so that all parcels having no match in CAMA, or CAMA records that have no match, no parcel id, wrong acreage, etc. will be resolved. Winning bidder should resolve all topology errors within the parcel line and polygon datasets and create an errata point feature class to identify any missing splits, merges, or significant alignment errors noted during review (encroachments).

E. Sanitary Sewer and Water Utilities Development:

Georeference and digitize all as-built engineering maps for the Sewer and Water Departments where available. Contact with Connecticut Water to add any information/maps available. Winning bidder should provide separate geodatabase feature datasets for Sanitary and Water feature classes. Added features should include all assets that are found on drawings/as-built's to include attribution and feature-level metadata for source. Data will be used for sewer maintenance, inspection, and reporting activities, as well as Call Before You Dig.

II ADVANCED IMPLEMENTATION

A1. Implementation of a private, login-controlled staff only map viewer:

Implementation of a private, login-controlled staff-only map viewer. The preferred viewer will be built on a Geocortex mapping platform and provide additional functionality to users including printing, measuring, and markup capabilities. Multiple base map and imagery layers should be included in the implementation cost. Capabilities should include viewing, searching and querying of data, reporting, and local editing of data, while still providing ownership information and CAMA integration comparable to that available through the public viewer.

Any data layer not being developed through this project is existing and will be provided to the winning bidder for inclusion on viewer during implementation: Parcels (including condos, dimensions, lot, area, and address anno), Road Centerlines, Blocks, Hydrography, Zoning, Easements, Sanitary Sewer, Stormwater, and Water, publicly available DEEP and FEMA GIS information, and hyperlinked Scans. Please provide estimated costs for adding additional layers.

A2.1 Scan Points Hyperlinking

The private system will support the hyperlinking of digital document and mobile and desktop access to these documents by logged-in users.

Documents should be accessible through creation of a center point or linked feature. Users may then click that point or feature and open pdf documents on their computer or mobile device.

Functionality should allow field personnel to access documents from anywhere as well as after-hours access for on-call staff for whom this information may be vital. All documents will be hosted securely by the selected bidder. Bidders should provide estimates for annual hosting of these documents for <5000 documents, 5000-10,000 documents, and >10,000 documents.

PROPOSAL FORMAT AND CONTENTS

PROPOSALS shall include the following information organized in the following format:

- A. PROPOSALS shall be submitted on the appropriate form provided and signed by an authorized agent of the bidder.
- B. Name, telephone number, and email address, of person(s) to be contacted for further information and clarification.

- C. A list of all municipal GIS projects completed by the company, including primary client contact person, telephone number, size of the project, scope of services rendered, and date completed.
- D. A list of all municipal projects Proposer is currently working on-or has under contract, including primary client contact person, telephone number, size of municipality, scope of services to be rendered, and date to be completed.
- E. The date the-company, corporation, or partnership was formed-and how long has it been performing GIS mapping services.
- F. The PROPOSER must submit a PROPOSAL for the PROJECT as outlined in the SPECIFICATIONS.
- G. The PROPOSER shall link to the TOWN'S existing CAMA software as provided by eQuality Valuation Services LLC. An ETL (extract, transform, load) process should be implemented to integrate with the system and be updated nightly.
- H. All Proposals submitted shall be accompanied by the EQUAL EMPLOYMENT-AFFIRMATIVE ACTION AFFIDAVIT

I. OPTIONS:

Options offered for additional services and/or products provided by the PROPOSER not specifically requested and/or included in this PROPOSAL may be included in the PROPOSALS. These are for services and/or products (which may result in an additional cost) that the CONTRACTOR is prepared to offer in addition to those services specified in this PROPOSAL.

EQUAL OPPORTUNITY

AFFIRMATIVE ACTION AFFIDAVIT

Each COMPANY with ten (10) or more employees shall complete the Certification of Company which is included as part of these specifications. COMPANIES with less than ten (10) employees should indicate this on the Certification and return it with their RFP. A signature on the form certifies that the COMPANY is declaring that it does not discriminate on the basis of race, color, sex, national origin, age, disability, etc.

TOWN OF PLYMOUTH, CERTIFICATION OF COMPANY Concerning Equal Employment Opportunities and/or Affirmative Action Policy:

The COMPANY certifies that:

1. It is in compliance with the equal opportunity clause as set forth in the Connecticut State Law.
2. It does not maintain segregated facilities.
3. It has filed required employer's information reports.
4. It lists job openings with Federal and State Employment Services.
5. It is in compliance with the American with Disabilities Act.

Check Appropriate One:

- Yes, the COMPANY certifies to having an Affirmative Action Program.
- Not applicable, The COMPANY employs 10 or less people.

Company Name: _____
Signature: _____
Print Name & Title: _____
Date: _____
Subscribed and sworn to before me this _____ day of _____, 2022.

PROPOSAL FORM FOR THE TOWN OF PLYMOUTH

THE PROJECT:

The Town of Plymouth is seeking qualified Vendor(s) to enhance and update an existing GIS mapping system.

The undersigned, duly authorized agent for the individual, partnership, corporation, or other entity (hereinafter called CONTRACTOR) submitting this bid affirms and declares:

- A. That this PROPOSAL is executed by said CONTRACTOR with full knowledge and acceptance of the CONTRACT enclosed with the REQUEST FOR PROPOSAL on the subject project.
- B. That should this PROPOSAL be accepted in writing by the Mayor, Town of Plymouth, Connecticut (hereinafter called TOWN), said CONTRACTOR shall furnish the services for which this PROPOSAL is submitted at the dollar amount indicated in the PROPOSAL and in compliance with the provisions of said CONTRACT and CONTRACT SPECIFICATIONS.
- C. That Performance Bonds required to be submitted shall be issued by a company authorized to issue such surety bond in the State of Connecticut and acceptable to the TOWN. If a Certified Check is submitted in lieu thereof, it shall be made payable to the "Town of Plymouth".
- D. That the CONTRACTOR has contacted the TOWN DEPARTMENTS INVOLVED WITH THIS PROJECT; has met with the appropriate department heads to familiarize itself with those matters and conditions in the TOWN which would impact this Proposal Project.
- E. That all items, documents, and information which are required by this Proposal and the aforesaid PROPOSAL FORMAT AND CONTENTS are enclosed herewith.
- F. That the CONTRACTOR understands and accepts that consideration in the awarding of the CONTRACT will be given, but not be limited to, the price, the accuracy and responsiveness of the CONTRACTOR, the experience, competence and financial condition of the CONTRACTOR, time for completion and/or labor force adequate to perform the work, the nature and size of the CONTRACTOR'S organization, quality of similar projects it has performed and completed in the past in Connecticut, other projects and/or revaluations currently under contract by the CONTRACTOR, the quality and ease-of-use of the Computer Assisted Mass Appraisal software system proposed to be implemented, quality of integration with the current system, and a determination by the TOWN that the CONTRACTOR has the ability to complete the project successfully, on time and within budget.
- G. A proposed Work complete schedule and payment schedule for the percentage of completed work. This schedule is to be completed by the CONTRACTOR.

ALL BIDS MUST BE ACCOMPANIED WITH A WORK PROJECT COMPLETION SCHEDULE AND PROPOSED TIMELINE.

The Contractor proposes to furnish the services and materials required to complete the subject project in accordance with the aforesaid Bid Specifications for the total amount of:

\$ _____
AMOUNT WRITTEN DOLLAR AMOUNT

TOTAL AMOUNT FOR PROJECT

\$ _____
AMOUNT WRITTEN DOLLAR AMOUNT
ANNUAL HOSTING/MAINTENANCE FEES

FIRM NAME OF PROPOSER: _____
BY SIGNATURE: _____
CONTACT PERSON: _____
TELEPHONE NUMBER: _____
EMAIL: _____