

TOWN OF WESTON,CT

REQUEST FOR PROPOSALS

For

Parcel Mapping & Web-Based GIS Application

I. INTRODUCTION

The Town of Weston, Connecticut (the "Town") seeks proposals from interested GIS consultants for the development of a high-quality town-wide digital parcel database and to make the information available on the Town's website through an interactive application.

The consultant is to develop a high-quality town-wide digital parcel database, integrate other State of Connecticut and local data, and make the information available on the Town's website through an interactive application. All GIS products must be delivered as topologically correct ESRI ArcGIS geodatabases.

The RFP will be available on Thursday, October 16, 2014. Electronic copies of the RFP package in "pdf" format will be available on the Town's web site at www.westonct.gov, or can be picked up at Town Hall, 56 Norfield Rd, Weston, CT. (phone: 203-222-2606). All requests must include one designated contact person, along with their phone number and e-mail address.

Proposals are due by **Thursday, November 13, 2014 at 2:00 pm** at the Weston Town Hall, Assessor's Office, 56 Norfield Rd, Weston, CT 06883. Proposals shall consist of one (1) electronic copy on a CD in pdf format and one (1) signed copy. Proposals will be opened on the closing date. They will be reviewed by the Town after the closing date. Selected contractors may be invited to present their proposal and to be interviewed.

Questions regarding the submission requirements or requesting an electronic version of this RFP may be submitted to Tracy Kulikowski, Land Use Director (tkulikowski@westonct.gov). Questions regarding the assessor maps may be submitted to Ken Whitman, CCMAII, Assessor (kwhitman@westonct.gov). All questions must be submitted in writing or by email. No phone calls will be accepted.

The Town will award a contract based upon criteria presented in the RFP and is not obligated to award to the low bidder.

II. SCOPE OF SERVICES

The Town of Weston, CT. seeks a qualified consultant to develop a town-wide digital parcel base, linked to the assessor's database, and to develop an internet-based GIS mapping platform and portal for publishing the municipal GIS online. The web application's primary functionality will be to support parcel-based query, selection, display and mapping. Purpose, goals and desired outcomes of the online GIS application include:

- Improving Town information services through 24/7 online access
- Assisting the town in providing public accessibility to the town's new GIS
- Enabling the general public, property owners, and professionals to, using an internet browser, query, browse, report, print maps, and create abutters lists
- Reducing costs related to providing GIS software to town staff

Task 1 Develop digital parcel data

- The Town's assessor's tax maps are in dated condition. Much of the information contained on the maps must be verified from town clerk surveyor maps. Corresponding surveyor's map numbers have been documented adjacent to those parcels with minimal information.
- Automate the production of 31 assessor tax maps at a scale of 1"= 200' with a town-wide index. Approximately 4,000 parcels will include the following data:
 - All lot lines and common ownership parcels.
 - All lot numbers, original lot numbers, block numbers, lot areas, lot dimensions, feature names (e.g., Weston High School) and adjacent town names
 - Street names.
 - Hydrography features (ponds, streams) and names sourced from original Weston CT tax maps.
- Code GIS parcel polygons with assessor's map/lot identifier (linked to assessor's VISION database extract) and reconcile parcel-CAMA and CAMA-parcel mismatches.
- Compare the lot areas as shown on tax maps with CAMA acreage and GIS-derived acreage.
- Classify parcel's acreage by percentage of difference to CAMA acreage in order for further research by the Town.
- Design of an ESRI geodatabase for the seamless, town-wide parcel data, complete with parcel related feature classes, annotation all in CT State Plane Coordinate System, NAD83 in units of feet with topology that meets or exceeds CT parcel standards. GIS data shall be approved by the town prior to parcel automation.
- Prepare a separate cost option for annual maintenance of the parcel database.
- Prepare one draft set of tax maps in PDF and/or by print using the new GIS data layers as part of the 50% and 100% deliverables.
- Prepare one complete set of the final tax maps on bond paper upon completion.

Task 1 Deliverables

- Town-wide seamless parcel base with annotation in ESRI geodatabase format.
- Account and acreage reconciliation maps with lists in both digital and paper formats.
- One draft review set and final set of tax maps in PDF and printed format.

Task 2 Develop town wide street index map & adjust existing zoning /land use map

- Convert existing paper zoning map, including any approved groundwater protection districts and existing land use into the ESRI geodatabase that aligns with the newly developed parcel base.
- Develop an appropriately sized town wide index map with grid based street index.

Task 2 Deliverables

- Town-wide zoning and land use data layers in ESRI geodatabase format.
- Hard copy & PDF versions of zoning, land use and street index maps

Task 3 Develop a web-based application for GIS

- Develop a secure, web-based site that is available for town personnel and the general public with a link from the Town of Weston's website (internal optional).
- Provide modern and intuitive user friendly interface, resizable screen map interface with fast display using the latest in ArcGIS Server cache technology.
- Make ArcGIS Server published services available to the public for direct use in GIS.
- Provide property, name and address search capabilities, including abutter's list searching.
- Display easy to use thematic map overlays (as developed in Tasks 1 and 2, as well as other CT local datasets such as: digital orthophotography, planimetric mapping, wetlands, water features, topography, floodplains, open space, historic aerial photography, street centerlines, E-911 points, canvassing districts).
- Ensure that the application will support a variety of operations by providing an interactive and a highly functional interface with the GIS database and allow for interaction with town department layers and data. System will support future web-based application creation.
- Ensure that the application is extensible and configurable to allow future enhancements and additions as the town's GIS needs evolve and handles web mapping services inputs.
- Configure the website options to the Town's preferences in external and/or internal versions.
- Create a brief user's manual that provides an overview of how to use the web GIS application to perform a variety of functions.
- Provide cost options for monitoring, periodic updates and projected annual charges for hosting the system as separate itemized costs.

Task 3 Deliverables

- Fully functional web-based GIS application customized to the needs and data of Weston
- User's manual that provides an overview of how to use the web GIS application
- On-site training and demonstration

Additional Information

SWRPA Regional GIS Data Service: The Town of Weston will be obtaining the following data

layers from our regional planning agency's Regional GIS Data Service: 3" resolution orthoimagery (digital orthophotography, color infrared aerial photography and aerial oblique photography from a Spring 2013 flight), 1"=40' planimetric mapping, and 1' topographic contour data for 1"=40' mapping.

The proposal should indicate whether the proposed web-based GIS application will be able to handle oblique imagery.

Existing Virtual Servers: The Town of Weston, the Weston Public Schools and the Weston Volunteer Fire Department together use about 100 virtual VMWare servers.

The proposal should indicate whether the web-based GIS application will be a cloud based system (preferred) or server based system and include cumulative costs for hardware and support on a 4-year turnover.

Connecticut Geospatial Information Council standards and specifications: In addition to any other standards and specifications referenced in this scope of work, all final products will conform to applicable standards and specifications developed by the Connecticut Geospatial Information Council. See Attachment A.

III. PROPOSAL SUBMISSION

General Instructions and Notifications to Bidders. Before submitting proposals, proposers must examine the Request for Proposal documents thoroughly, and familiarize themselves with Federal, State and local laws including but not limited to all applicable Federal, State, and local codes or regulations. All regulations and codes of all authorities having jurisdiction over this project shall apply to this RFP the same as written herein in full.

The submissions received in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the Town of Weston.

Proposals shall include, but not be limited to, the following information:

- Company Introduction. Respondents should include a complete description and other relevant information documenting company's background, organizational structure, expertise and length of experience.
- Project organizational chart, including the names of all assigned individuals and any sub-consultants.
- Name and qualifications of project consultant responsible for day-to-day project design and management; and serving as point of contact with town's project manager and party responsible for timely and professional project delivery.
- Consultant's expertise in reference to project work to be performed, including at least three similar projects with dates of completion, fees, and client references
- Consultant's proposed approach and timeline to the work.
- Respondent should describe the number of meetings and presentations proposed. At a minimum plan for 2 meetings and 1 demonstration (town staff, town council).
- Existing workload. Respondents should describe their capacity to add this project to their existing workload within the timelines expressed.
- Confirmation of required insurance.
- Cost proposal. All pricing submitted will be considered to be ***firm and fixed*** unless otherwise indicated herein. Fees shall be presented by task with a not-to-exceed amount per task. Fees for Task 1 shall include a separate cost for annual parcels maintenance and other products as more fully described in Task 1 above. Fees for Task 3 shall include a separate cost for start-up of the Town's GIS web application and a separate annual charge must be presented to monitor, maintain and host the online system. If more than one application is proposed, the start-up and hosting fees for the alternative application shall also be itemized separately. The fees for Task 3 should also include costs for a cloud based system and a server based system as well as the cumulative costs for hardware and support for a 4-year period. Fees by task shall include any out-of-pocket expenses such as travel or reproduction.

All costs associated with developing or submitting documents in response to this request and/or in providing oral or written clarification of its content shall be borne by the respondent. The Town of Weston assumes no responsibility for these costs.

Responses misdirected to other locations or which otherwise are not received by the Town by the established due date for any cause will be determined late and will not be considered.

Potential respondents are advised to review all sections to this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request may be rejected as being non-responsive.

Respondents are advised that all material submitted to the Town of Weston for consideration will be considered to be public records as defined by the State of Connecticut Freedom of Information Act as amended and judicially interpreted and will be released for inspection immediately upon request once an award is made.

IV. SELECTION OF FIRM

This is a Request for Proposals (RFP), not an invitation for bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price. There will be no reading of responses received by the Town at the public opening, other than to name those respondents who have submitted proposals. All respondents are advised to review all sections of this Request and to follow instructions carefully as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the respondent's proposals, and the subcontractor(s) proposed to be used are identified in the proposal.

The GIS Selection Committee shall make a recommendation to the Board of Selectman based upon the following criteria:

- Relevant experience and favorable recommendations from municipalities and agencies
- Project approach
- Price

V. ADDITIONAL TOWN REQUIREMENTS

Insurance. The selected consultant shall not commence work under the contract until s/he has obtained all insurance required under this section and such insurance has been approved by the Town, nor shall the Consultant allow any subcontractor to commence work on his/her subcontract until all similar insurance required of the subcontractor has been so obtained and approved. Certificates of such insurance shall be filed with the Town and may be subject to the approval of the Town for adequacy of protection before the execution of the contract.

All policies relating to this contract shall be so written that the Town shall be notified of cancellation or change at least thirty (30) days prior to the effective date of such cancellation or

change.

Certificates from the insurance carrier shall be filed with the Town and shall state the limits of liability and the expiration date for each policy and type of coverage. The Town of Weston shall be named as an additional insured. Renewal certificates covering the renewal of all policies expiring during the life of the contract shall be filed with the Town not less than ten (10) days before the expiration of such policies.

- The selected Consultant shall be required to provide the Town with a Certificate of Insurance for General Liability in the amount not less than one (1) million dollars
- The Selected Consultant shall be required to provide the Town with a Certificate of Insurance for Workers Compensation.

Award. Responses shall be evaluated on the basis of the relative merits of the proposal. The Town of Weston reserves the right to reject any and all responses, or parts thereof, to waive any irregularity in the responses received and to accept the responses or parts thereof deemed to be the most favorable to the best interest of the town.

Compensation and Payment Terms. Compensation will be based upon the deliverables list according to the technical/cost proposal. The successful respondent will submit an invoice based on Town approved deliverables.

The Town will review and accept invoices for payment processing in a timely manner conditional upon satisfactory completion and acceptance of (1) all evaluation requirements and (2) complete, accurate submission of scheduled deliverables as described in scope of work.

ATTACHMENT A

**CONNECTICUT GEOSPATIAL INFORMATION SYSTEMS COUNCIL
Cadastral Data Standards and Guidelines 1.0, January 2011**