

CITY OF METROPOLIS

**REQUEST FOR PROPOSALS**

**PROFESSIONAL GIS CONTRACT SERVICES**

**for**

**DESIGN AND DEVELOPMENT OF GEODATABASE FOR CITY SIGNS, PEDESTRIAN WALK SIGNALS, AND PEDESTRIAN HAZARDS**

**RFP #2024-29**

Release Date: March 4, 2024

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# Section 1. Introduction

## 1.1 City Background

The City of Metropolis has a population of approximately 220,000 with a total area of about 62 square miles. The City consists of a densely urbanized city center surrounded by suburban development and currently non-development land. Of the total 62 square miles, land use breaks down as follows: a) densely urbanized (32%), b) mixed medium density residential/commercial (24%), c) Low density residential (23%), d) industrial (8%), e) open/sparsely developed land (12%), water (less than 1%). The City is governed by an 8-member City Council and a Mayor elected at-large. The City’s chief executive officer is the City Manager, appointed by the Mayor and Council. The main City Departments and offices include:

* Financial Services Department
* Human Resources Department
* General Services Department
* Information Technology Services Department
* Planning, Building, and Development Department
* Public Works Department
* Utilities Department (water and wastewater services)
* Police Department
* Fire and Emergency Preparedness Department
* City Clerk’s Office
* City Office of Regulatory Compliance

The Public Works Department will have management responsibility for this project and will oversee the work of the City’s Project Team that includes selected staff from the Public Works Department and other City Departments including the Police Department and the Information Technology Services Department. This is considered to be a project that will support operations of multiple Departments as well as provide benefits to City residents, businesses, and visitors.

The City has ratified a formal Project Charter which authorizes this project.

## 1.2 Project Summary

The City of Metropolis wishes to engage a professional Contractor to develop an up-to-date GIS database with the following GIS database features:

1. City maintained signs in or associated with the City right-of-way or on City-owned property.

2. Pedestrian walk signal devices at intersections of City streets.

3. Locations of potential pedestrian hazards associated with City compliance with the American Disability Act (ADA) including curb cuts/ramps, sidewalk problems, etc.

This GIS data will be compiled primarily through a complete field data collection (to capture accurate positions and attributes of signs, pedestrian signals, and pedestrian hazards) to be conducted by the selected Contractor to this RFP. Data will be captured and subjected to quality control procedures by the Contractor and delivered as ArcGIS geodatabase feature classes for loading to the City’s enterprise GIS database. In addition to these new feature classes, the Contractor will capture a digital photo of each sign, signal, and hazard and attach that as a georeferenced image file linked to that feature in the geodatabase.

In addition to the delivered data, the Contractor will prepare custom GIS-based applications, using off-the-shelf ArcGIS tools, to support the City personnel in ongoing update of the GIS data after the project is completed. The Contractor will carry out all work described in this RFP in coordination with the City Project Manager and Project Team.

In this project, The City will provide oversight of the Contractor’s work, support, access to existing data, and will provide quality checks and final approval of deliverables.

The main work elements in this project, for the selected Contractor, to be performed in collaboration with the City Project Team, include:

* Work with City to confirm specific scope, deliverables, and timing– including a detailed Work Plan for all project activities. The Work Plan should include all work tasks and submittal of data deliverables. The data deliverables should be phased to correspond to specific areas of the City.
* Review of existing City records and data sources. Contractor’s work. NOTE: Existing sources will provide a basis for project planning and design but current City records on signs and signals are not complete and are considered to be of poor quality so project work must include a full field-based inventory and data capture. It is assumed that existing records will not be a reliable source from which to build the new geodatabase feature classes but will provide general information on approximate number of signs and attributes to capture to support project planning and geodatabase design.
* Geodatabase database design for the new feature classes needed to store the data developed in this project.
* Dataset-up and test existing Contractor tools and procedures for field data collection.
* Design and execution of a pilot project, for a limited area of the City, to test the database design and the procedures and tools for field data collection (see Deliverable MD2). Pilot project results will be reviewed by the Contractor and City and adjustments to the design or procedures will be made prior to initiating the full field data collection and geodatabase development work.
* Capture all required data (signs, pedestrian walk devices, pedestrian hazards, etc.) through a complete GNSS field data capture of accurate locations and attributes.
* Capture a digital photo of each sign, signal, and hazard and attach that as a georeferenced image file linked to that feature in the geodatabase. The photo should be named and include file properties (type of sign, location, date).
* Perform all necessary quality control work of the field collected data to adhere to stated data quality criteria and deliver data to the City for quality assurance (QA) checks. NOTE: After Contractor QC, the City will perform its own QA review (with support from the Contractor) and accept or reject data deliverables from the Contractor.
* Prepare tracking and QA tools (assume to be Web-based) to support City review of the MD2 data deliverables.
* Fix any data errors or quality problems discovered in the City’s QA review of data deliverables from the Contractor.
* Provide and load a complete GIS data, as geodatabase feature class(es) on the City’s geodatabase and ensure that it is fully operational and accessible by City users. Also load digital photos and set-up link so that they may be access when the feature is selected.
* Design and develop custom GIS applications for ongoing update of the data, by City personnel, after the project is complete. This includes two applications: a) office-based (desktop GIS) update applications and b) field-based applications for mobile devices (e.g., tablet computers)These applications are designed to be used by City personnel, after this project is complete, to keep the geodatabase updated. It is assumed that these custom applications will use off-the-shelf ArcGIS tools.
* Provide monthly status reports and other communications as necessary to support project execution.

Timing for key milestones associated with this RFP, proposal submittal, and Contractor selection are identified below:

* RFP Release: March 4, 2024
* Non-Mandatory Pre-Proposal meeting (Web-based): March 18, 2024
* Deadline for submittal of RFP questions: March 22, 2024, 2024
* Proposal submittal: April 8, 2024
* Decision and notification of shortlisted Respondents: April 22, , 2024
* Final Contractor Selection and Contract Ratification: May 14, 2024
* Projected Start Date: May 15, 2024 (subject to actual timing of selection and contracting)

The City reserves the right to revise these dates as circumstances warrant.

The Pre-Proposal meeting on March 18, 2024 will be held at 1:30PM local time and will be conducted as a Web-based meeting. The link for this meeting with be posted on the City’s procurement Website by or before this meeting.

The timing for project execution will be based on the selected Contractor’s proposal and negotiations with the Department of Streets. The Department is interested full project completion by the end of January, 2025 but is willing to entertain completion before or after this date.

The subsequent Sections of this proposal provide detailed information about the project scope, deliverables, proposal format, and terms under which the project will be executed and managed.

# Section 2. Proposal Requirements and Selection Criteria

## 2.1 Contact Information and RFP Questions

Prospective Respondents are encouraged to submit questions about this RFP. Questions should be submitted only to the City’s Purchasing Department representative, Roger Beancounter in writing via email to the following by March 22, 2024:

Roger Beancounter, Procurement Officer

City of Metropolis Finance Department

1337 City Street

Metropolis, GA

rbeancounter@metropolis.gov

(999) 999-9999

All RFP questions should be submitted only to Mr. Roger Beancounter. Any contact about this RFP, by Prospective Respondents, to any other City staff person or official is grounds for a potential rejection of a submitted proposal.

Questions and responses to the questions will be posted to the City’s Website ([www.metropolis.gov/procurement/RFPs](http://www.metropolis.gov/procurement/RFPs)) soon after they are submitted.

## 2.2 Standard Definitions and Term Used in this Proposal

This Section defines key terms that are used throughout this RFP.

* “City” means the City of Metropolis
* “GIS database development” refers to all work assigned to the selected Contractor for capture, creation, quality control, and installation of GIS data described in this RFP.
* “Request for Proposal (RFP)” refers to this solicitation from the City for proposals for GIS database development and related services.
* The term “Respondent” means the company or team of companies which submits a proposal in response to this RFP
* The term “Contractor” means the Respondent awarded the work described in this RFP and contracted to perform those services. Reference to the Contractor in this RFP shall also apply in full to any subcontractor for the named Contractor.
* The term “Subcontractor” refers to a company or person that is providing specific services for this project through a written agreement with the Contractor.
* The term “GNSS” stands for Global Navigation Satellite System which includes the U.S. GPS system as well as other satellite location systems operated by other countries (e.g., Russian GLONASS and European Galileo systems)

## 2.3 Proposal Format and Content Requirements

To expedite and simplify proposal evaluation and to assure that each proposal receives the same orderly review, all proposals shall adhere to the format described in this section. Proposals shall contain all of the elements of information specified without exception. Proposal sections and pages shall be appropriately numbered. The required proposal sections are:

* Cover Letter: Signed by individual with authority for contract negotiations
* Title Page: Reference to name of project, the prime Contractor, and proposal date
* Table of Contents
* Section 1: Introduction and Executive Summary
* Section 2: Short Summary of Relevant Experience and Qualifications
* Section 3: Proposed Scope, Methodology, and Deliverables
* Section 4: Project Structure, Management, and Schedule
* Section 5: Company Description, Corporate Structure, Financial Information, Experience, Qualifications of Proposed Project Team
* Section 6: Compliance with Contract Terms and Legal Requirements
* Section 7: Price Proposal
* Appendices (Used for any additional or supporting information cited by the Respondent but not included in the main proposal sections)

A more detailed explanation of the content of each section is provided in the following sections.

### 2.3.1 Proposal Section 1: Introduction and Executive Summary

Provide a brief overview about the proposal including the following:

* Summary of project team including an identification of any subcontractors
* Brief overview of company qualifications and proposed team members
* Summary of proposed work approach and deliverables
* Statement indicating the Respondent’s understanding of the requested work and factors that will contribute to their team’s success in completing said work

### 2.3.2 Proposal Section 2: Short Summary of Relevant Experience and Qualifications

Respondents should include a brief description of company background and history, business focus, and experience in GIS database development and related services work particularly relevant to the requested work.

### 2.3.3 Proposal Section 3: Proposed Scope, Methodology, and Deliverables

This proposal Section must contain a full response to the project specifications and deliverables in RFP Section 4 (Project Information), RFP Section 5 (Quality Management Requirements), and RFP Section 6 (Data Maintenance Applications). Respondents should provide a clear plan with tasks and subtasks for performing the work required by this RFP (as summarized in RFP Section 1.2 and explained in more detail in RFP Sections 4, 5, and 6) and explain the approach, methodologies, and tools that will be employed. This proposal section should include a clear set of deliverables addressing all project and work requirements summarized in Section 1.2.

### 2.3.4 Proposal Section 4: Project Structure, Management, and Schedule

This proposal Section must provide a description of the project team and roles, management procedures and tools, and a schedule for execution and completion of all project work. More specifically, the following topics should be covered:

* Identification of the Contractor Project Manager and Project Team members with their titles and a description of their roles.
* A project organizational chart that shows the proposed project team.
* Management practices and tools used for project status tracking, reporting, risk management and response to project issues, and procedures for ensuring that the project stays on task, schedule, and budget.
* A project schedule with planned start and end dates for all tasks and subtasks necessary to initiate, execute, and managed the required work.
* A description of the role and expected resources and support required of the City for execution of project work.

The project team may include personnel of a subcontractor which will be responsible to the Contractor. The subcontractor company and its role should be clearly described.

### 2.3.5 Proposal Section 5: Company Description, Corporate Structure, Financial Information, Experience, Qualifications of Proposed Project Team

This section shall include the following:

* Full name of the company submitting the proposal an identification of the type of company (sole proprietorship, S Corporation, LLC, etc.). Indicate if the company is privately held or a public company. If applicable, provide the stock symbol and Dun and Bradstreet number.
* Company size (number of employees by functional classification).
* Financial information that includes gross revenue and revenue for GIS-related services for most recently completed fiscal year and identification of any current legal encumbrances or corporate obligations with financial impact on company operations.
* Name of individual with authority to negotiate and approve contract terms resulting from this RFP process.
* Identification of any subcontractors included in the proposal, subcontractor company type and location, number of years in operation, and identification of current or past projects which the Respondent has worked with the subcontractor.
* Description of the services provided by the prime Contractor and subcontractor and a clear description of the proposed roles of the prime Contractor and subcontractors.
* Location of home office and office(s) from which services will be provided.
* Project references including an identification and description of at least three and no more than six projects, similar in scope to that described in this RFP. Include an identification of the client organization name and location, year(s) service was provided, description of the project scope, approach, and deliverables, and a client name and contact information (including phone and email address).
* Identification of project team members, their affiliation (prime or subcontractor), their roles, and their professional credentials and experience.
* A concise summary of qualifications for this project.

Scoring will include an evaluation of proposed personnel to determine if the necessary people and roles are included on the proposed project team including:

* A Contractor project manager that will have responsibility to direct and oversee overall all project work and will be in communication with the City project manager
* GIS analysts and developers with skills for GIS database design and application development
* Field data collection personnel with skills in organizing and carrying out the data collection work
* GIS technicians with skills in data entry and quality control
* Other Contractor personnel as may be needed to fully complete project work

### 2.3.6 Proposal Section 6: Compliance with Contract Terms and Legal Requirements

Respondents shall respond to the requirements of RFP Section 6 (Standard Contract Terms and Legal Requirements) which requests that Respondents fully review these terms and state their acceptance or cite exceptions and alternate wording for specific terms.

### 2.3.7 Proposal Section 7: Price Proposal

This proposal Section must contain a full response to RFP Section 9 (Price Proposal). This must include a full project price itemized as explained in RFP Section 9.

## 2.4 Administrative Rules and Requirements

### 2.4.1 Proposal Packaging and Submittal

Respondents will submit a digital version (PDF file) of their proposal via email, by 4:00PM on October 25 to:

Roger Beancounter, Procurement Officer

City of Metropolis Financial Services Department

rbeancounter@metropolis.gov

The file name should include the phrase: “Metropolis GIS DB Development Proposal” along with the Respondent name (abbreviation is OK) and a date. Any proposals received after the required date and time will be rejected.

### 2.4.2 Responsibility for Work and Use of Subcontractors

All work described in this Request for Proposal is assumed to be done by the selected Contractor or an approved subcontractor unless otherwise specified in writing in the proposal. The use of subcontractors is generally acceptable but all proposed subcontractors and the scope associated with those subcontractors shall be clearly detailed in the proposal. The Contractor may expect assistance from the City of Metropolis in the organization and providing of source materials and data, answering questions during the database development work, and other support tasks. Respondents shall clearly identify the expected types and level of support from The City of Metropolis.

### 2.4.3 Duration of Proposal

Proposed services and costs stated in the Respondent’s proposal will remain in effect for ninety (90) calendar days after proposal submittal.

### 2.4.4 Addenda

The City of Metropolis may issue an addendum or addenda to this Proposal. Any such documents will be available at the City of Metropolis Website (www.metropolis.gov/procurements/RFPs).

### 2.4.5 Rejection of Proposals

This RFP implies no guarantee to the Respondent by the City of Metropolis for stated services. The City of Metropolis retains full rights to reject any or all proposals based on format and content or to cancel the project before initiation.

### 2.4.6 Cost of Proposals

Respondents assume full responsibility for the costs of proposal preparation and submittal, response to questions from The City of Metropolis, shortlist presentations, contract preparation, or any other costs associated with responding to and complying with this RFP through the execution of a contract for the services described herein.

### 2.4.7 Authorized Signature

The proposal must contain the signature of a duly authorized officer of the Respondent empowered with the right to bind the Respondent to the proposed services and cost.

### 2.4.8 Compliance with Laws and Licenses

The selected Contractor will adhere to all applicable local, state, or federal laws, regulations, or licensing requirements prior to the beginning of project work.

# Section 3: Project Information

## 3.1 City Project Personnel and Management

The project is being conducted for the City of Metropolis and the Public Works Department will lead the project. The Department will assign a City Project Manager and team to oversee the project and provide necessary information and support to the selected Contractor. The Project will have oversight by the Project Sponsor—the Director of the Public Works Department. The City Project Team will consist of the City Project Manager and individuals from multiple City Departments and offices as shown below.

* Project Sponsor: George Headguy, Director, Public Works Department
* Project Manager: Lucille Geodata (Public Works GIS Supervisor)
* Team Member: Patrick Sanchez, Sign Maintenance Foreman, Public Works Department,
* Team Member: Hannah Sturgill, Traffic Engineer, Public Works Department
* Team Member: Sam Zhang, Street Maintenance Assistant Supervisor, Public Works Department
* Team Member: Frank Seminski, Traffic Control Officer, City Police Department
* Team Member: Daniel Baxter, City GIS Database Administrator, City GIS Office-Department of Information Technology Services

## 3.2 Description of the GIS Data to be Developed

As summarized in Section 1.2, the following three categories of data will be compiled and delivered as ArcGIS geodatabase feature classes:

1. Geodatabase feature classes for City maintained signs in or associated with the public right-of-way or on City-owned property: This includes signs for traffic flow and direction, warning/alerts, parking control, street naming, city buildings, and other city signage. Signs may be mounted on sign posts, street light poles, utility poles, sign structures, buildings, or other structures.

2. Geodatabase feature classes for pedestrian walk signal devices at intersections of City streets. This includes the locations of pedestrian walk buttons and walk displays.

3. Geodatabase feature classes for potential pedestrian hazards associated with City compliance with the American Disability Act (ADA) including curb cuts/ramps, sidewalk problems, etc.

4. Georeferenced digital photos linked to each of the features above

Some metrics useful for projecting time and cost for this project are listed below. These numbers are estimates since exact counts are not known (and need to be verified in this project)

* Mileage of City streets: 975
* Number of Traffic Control, Parking, Regulatory, and City Building Signs: 13,200
* Number of Street Signs: 15,900
* Number of Pedestrian Walkway Signals: 400

## 3.3 Existing Source Data

The Contractor will use existing City data sources, to the extent feasible, to compile the GIS data required for this project. Table 1 summarizes existing data sources that the City believes may be of value to project planning and execution. The City cautions that many of these data sources are in poor quality and out-of-date and will not be primary sources for use in building the new GIS data. project.

Table 1: Description of Main Source Data

|  |  |
| --- | --- |
| **Data Source** | **Description** |
| Signage File Geodatabase | An outdated ArcGIS File geodatabase, which allows for data export in Shapefile format. This includes City traffic control and parking signs (not street name signs). These are point locations (State Plane coordinates) with attributes that include: sign ID number, installation date, inspection date, sign type, sign text, size, condition, type of mount/post. This database does not include Street Signs and has not been regularly update with signage changes since 2019. Also, there has been no formal quality control testing to verify the completeness of the database prior to 2018 (i.e., some pre-2018 signs may not be in the database). This data source may be reviewed to help in project planning and geodatabase design but it is not considered to be a reliable source for building the new features classes. |
| Traffic Control Device Installation Database | This is an Excel spreadsheet with a list of installed traffic signals, including pedestrian walk devices. This list includes the type of device, ID number, manufacturer/model, installation date, intersection location (names of cross streets). This is up-to-date with all traffic devices installed from 1998 to 2021 but data entries after this date are spotty. It does not include information on pedestrian signals that have been removed. This data source may be reviewed to help in project planning and geodatabase design but it is not considered to be a reliable source for building the new features classes |
| Public Works Complaint Database | The Public Works Department maintains an Access database with information on citizen calls and complaints. This database captures information about calls (date/time of call, caller name and contact information, caller address location, description of complaint, address or intersection associated with complaint). The database is also used to track actions that the Department takes to respond to the complaint—including a description of work carried out with a code indicating the type of problem and work carried out. There are “work type” codes for a) Cracked/Buckled Sidewalk and b) Curb Ramp. This information may be useful in planning and compiling data for the ADA Pedestrian Hazard inventory |
| City GIS Software and Data | The City GIS Office (Information Technology Services Dept.) manages the City’s enterprise GIS program and supports multiple City Departments in update and access to GIS data and applications. Esri software is provided via an Enterprise License Agreement (ELA) which gives the City access to the full range of ArcGIS server and desktop software as well as access to the Esri hosted ArcGIS Online. The City currently uses ArcGIS Enterprise software (version 10.9) and the current ArcGIS geodatabase is fully accessible in this environment. Plans are to migrate to ArcGIS Enterprise v11.2 in Fall of 2024. In addition, there are about 25 users of ArcGIS Pro (v3.2). The City makes considerable use of ArcGIS Experience Builder as the development platform for Web-based applications. The City also makes use of ArcGIS Online (AGOL) to support Web-based interactive map viewers and other custom applications. AGOL is also used by multiple Departments for mobile device field-based data access and collection—using the ArcGIS Field Maps and Survey123 apps.The City develops and supports a variety of Web-based applicationsThe database includes over 55 geodatabase feature classes and datasets a number of which will be useful for this project:* High-resolution orthoimagery acquired in February 2024 (color, 3-inch pixel resolution) with processing to be complete and imagery available for use by early April, 2024.
* Street Centerlines (segmented by block) with attributes including street names, right/left address ranges by block, street classification, number of lanes, one-way flag.
* Planimetric mapping showing the footprints of major government, institutional, commercial, and multi-family apartments buildings (single-family residential buildings not included). The buildings have attributes for primary address, building type, and building name.

Other GIS data feature classes include parcels, address points, water and sewer utilities, zoning, administrative areas (City planning areas, service districts, public safety response areas, etc.), and others. All coordinates use the Georgia State Plane West Zone with the NAD83 horizontal datum with Georgia’s most recent datum adjustment. |

## 3.4 Description of Work and Project Deliverables

As described in Section 1.2, Contractor responsibilities will involve the collection and compilation of GIS data (as ArcGIS geodatabase feature classes), digital photos, and associated quality control for City signs, pedestrian walk signals, and pedestrian hazards.

This GIS data will be compiled through field surveys to be conducted by the selected Contractor to this RFP. The Contractor should describe the proposed approach for field data collection which may include traditional GNSS field data collection and/or the use of specially equipped vehicles to gather data on sign, signal, hazard location and characteristics. Data will be captured and subjected to quality control procedures by the Contractor and delivered as ArcGIS geodatabase feature classes for loading to the City’s enterprise GIS database. In addition to the delivered data, the Contractor will prepare GIS-based applications to support the City Department of Streets ongoing update of the data.

The Contractor will carry out all work described in this RFP in coordination with and support from the City Project Manager and Project Team. Specific deliverables that support the work elements listed in Section 1.2 are described in Table 2. These Deliverables are organized into main deliverables: a) specific GIS products and services to be provided to the City, and b) supporting deliverables that support technical work and associated project planning and management. The Respondent may propose additional deliverables which may support project work or provide the City with additional products or services which could improve or enhance the implementation and the City’s management of signage and street-related facilities.

Table 2: Summary of Project Deliverables

| **Deliverable** | **Description** |
| --- | --- |
| **Main Deliverables (MD):** |  |  |
| MD1: ArcGIS Geodatabase physical GIS database design  | Geodatabase design that includes ArcGIS geodatabase features classes for capture and management of data being compiled for this project (signage, pedestrian walk signals, pedestrian hazards, etc, appropriate for data management with and ArcGIS Enterprise v11.2 environment |
| MD2: GIS Data from Field Collection | Populated geodatabase feature classes (designed in Deliverable MD1) with up-to-date and quality checked features with accurate positions and attribute data for the required data (signage, pedestrian walk signals, pedestrian hazards). It is assumed that the Contractor will collect, conduct QC, and provide deliverables for City QA by sub-areas or “zones” of the City. The result will be fully quality checked new geodatabase feature classes loaded to the City GIS database. Also included are georeferenced digital photos (as image filed) of each feature with populated properties. |
| MD3: GIS metadata development and population | Compilation and capture of geospatial metadata associated with the feature classes in the geodatabase. The metadata format and content should comply with the FGDC Content Standard for Geospatial Metadata (www.fgdc.gov). |
| MD4: Design and development of custom GIS applications to support City update of data | Custom GIS applications that support ongoing update of the GIS data (signage, pedestrian walk signals, pedestrian hazards) by City personnel after project completion. This will include two related but different applications: a) Field-based mobile device applications and b) Office-based GIS applications using ArcGIS Pro. These applications will support ongoing update of the new data after the project is completed. The applications should provide an intuitive interface usable by City employees without GIS technical expertise. Written user documentation should also be included. |
| MD5: Training services  | Training services for selected City personnel for the custom applications (Deliverable MD4). This includes the preparation of training materials, organizing the sessions, and presenting the training to selected employees (from 8 to 15 employees) |
| MD6: Final Project Report | A written report that describes how the project work was conducted and the work results. This should include a description of procedures, technical standards, tools, and applications used for the project. A description of results should explain the database format and content and counts for features captured. The report should also include a “lessons learned” summary describing challenges, how effective the project procedures were, and potential improvements for future projects. |
| **Supporting Deliverables (SD):** |  |
| SD1: Project Work Plan | Detailed work plan that identified tasks, timing, and responsibilities for project work associated with the main deliverables. This includes any adjustments to the work plan(s) required during the project. This Work Plan should follow the description of scope in Respondent proposals but may be more detailed and with updated timing to be used as a blueprint for executing the work. |
| SD2: Monthly Status Reports | Monthly status reports that indicate percentage completion for each task with notes on status, major accomplishments in reporting period, key objectives for next period, and any issues or problems that need to be addressed. |
| SD3: Pilot Project Plan, Execution, and Report | Includes design and execution of a pilot project with the objective of testing and adjusting procedures and methodologies for GIS database development, quality control, and associated source material handling. There are three main pilot projects objectives to address:1. Evaluation and refinement of the geodatabase design2. Overall testing of GIS data capture and development approach and tools.3. Testing of quality control proceduresThe pilot project should include pilot project design document, carrying out data collection work for a limited, representative area of the City, review of procedures and results, identification (in a written report) the pilot projects results, and adjustments to the geodatabase design and data collection procedures based on the pilot project. |
| SD4: Data Deliverable QA Support Tools and Assistance | Defining procedures and developing and deploying tools for City Project Team review and acceptance of data deliverables from the Contractor (i.e., MD2 data). These tools will allow tracking of the field data collection and quality control work, release of data for City QA by the Contractor, and a set of manual and automated tools for City to conduct efficient QA checks and reporting of potential problems for Contractor review and fixes. It is assumed that these tools will operate in a Web-based environment. |
| SD5: Work Sessions with the City | Any necessary on-site work sessions with City personnel. This includes session preparation, agenda, and meeting handouts or digital documents. The Respondents will describe, in their proposal, the anticipated on-site meetings. At a minimum, the on-site meetings should include sessions for database design review, pilot project review, and custom application review, custom application training. Respondents may identify additional on-site sessions. |

##

## 3.5 GIS Database Description-Data to be Collected and Compiled in this Project

The data for capture and compilation in this project, including signs, pedestrian walk signals, and pedestrian hazards should be provided as geodatabase feature classes. Table 3 provides additional information about this data.

Table 3: GIS Data for Collection

| **Deliverable** | **Description** |
| --- | --- |
| City-maintained signs | Summary: Locations and attribute data for City-maintained in or associated with the City right-of-way or on City-owned property. This includes signs for traffic flow and direction, warning/alerts, parking control, street naming, city buildings, and other city signage. Signs may be mounted on sign posts, street light poles, utility poles, sign structures, buildings, or other structures. Format: One or more geodatabase point feature classes with the x,y location (State Plane coordinates).Attributes: Feature class attributes for each sign should include: Unique ID Code, GNSS Coordinates1, Sign Category2, Sign Type3, Sign Size, Sign Text, Physical Condition4, Reflectivity, Code5, Sign Height from Surface, Post/Mount Type, Post/Mount Condition6, Install Date7, Comments. |
| Pedestrian Walkway Signal Devices | Summary: City-maintained walkway signal devices at intersections of City streets. This includes the locations of pedestrian walk buttons and walk displays.Format: One or more geodatabase point feature classes with the x,y location (State Plane coordinates).Attributes: Feature class attributes for each device should include: Unique ID Code, GNSS Coordinates1, Device Type8, Model/Manufacture9, Physical Condition10, Operational Status11, Install Date7, Comments. |
| Pedestrian Walkway hazards | Summary: Locations of potential pedestrian hazards (external to buildings) associated with City compliance with the American Disability Act (ADA) including curb cuts/ramps, sidewalk problems, etc. This includes walkways in the City right-of-way and City property with the exception off walkways and trails in City parks and recreation areas.Format: One or more geodatabase point or line feature classes with location (State Plane coordinates).Attributes: Feature class attributes for each hazard location should include: Unique ID Code, GNSS Coordinates1, Intersection, Closest Address, Hazard Type12, Hazard Severity13, Comments. |

1X and Y horizontal coordinates (decimal latitude and longitude) as captured by mapping grade GPS/GNSS field data capture device. This is the point location of the sign or surface location of the sign post.

2Sign categories include: a) Street Name, b) Traffic Regulation, c) Warning/Alerts, d) Parking, e) Information, f) City Building

3Sign Type is the specific classification of the sign (e.g., Stop Sign, Yield Sign, etc.) from list to be provided by the City

4Physical condition of the sign rated as Excellent, Very Good, Good, Fair, and Poor based on specific criteria to be established by the City and Contractor

5Reflectivity code (describing visibility/readability of sign based on the rating scale to be provided by the City

6Physical condition of the sign mount or post rated as Excellent, Very Good, Good, Fair, and Poor based on specific criteria to be established by the City and Contractor

7Only to be populated if the install date is available from existing City records. Will be populated for all future, newly installed signs and devices.

8Device Type includes Walk Signal Button and Walk Signal Display

9Name of Manufacturer and Model of the device captured from existing City sources or imprint on the device

10Physical condition of the device rated as Excellent, Very Good, Good, Fair, and Poor based on specific criteria to be established by the City and Contractor

11Operational Status codes based on a classification scheme to be provided by the City. The codes reflect how well the device is operating in comparison with operational standards

12Hazard Type is a code that identifies the nature of the hazard. Specific codes will be identified by the City but will include” no curb ramp, curb ramp problem, walkway crack, buckled walkway, walkway obstruction, and other types as may be necessary.

13Hazard Severity rated as Extreme, Major, Moderate, and Low based on specific criteria to be established by the City and Contractor

Data quality requirements are explained in Section 4.

## 3.6 GIS Database Collection and Compilation Approach

Respondents are required to explain the procedures and tools used to compile the data described in Table 3. It is the Respondent’s responsibility design an approach that meets all requirements for database content, format, and quality. The following expectations should guide the design of database collection and compilation procedures and tools:

* Meet the data quality requirements stated in Section for each of the three types of data described in Table 3.
* Specific ArcGIS geodatabase feature classes defined should optimize the efficiency of data access and update.
* The Contractor will use existing data sources to the greatest extent possible (see Table 1) but should understand the limitations of these sources. These sources have not been recently updated so they provide a starting point but need verification and update from field data collection.
* Accurate data collection must employ effective field-based techniques and tools. Horizontal coordinates should be captured using mapping grade GPS/GNSS equipment. Field data capture may use properly equipped vehicle (drive-by) capture methods, manual visitation to sites, or a combination of both techniques.
* The Contractor will employ appropriate procedures and tools for in-office processing of the field collected data—for quality control and loading to the City’s geodatabase.
* The Contractor will employ suitable methods and tools for quality control and quality problem. Correction prior to delivery to the City.
* The horizontal positions of the GIS data points will be adjusted to correspond to visual references on the City’s high-resolution orthoimagery. Such positions to be stored in State Plan coordinates in the GIS may be slightly different than the GNSS locations (latitude/longitude) determined in the field.
* The GIS features should have standard symbology and annotation applied—using standards agreed to during the pilot project.

The City is NOT prescribing specific methods or equipment to be used for the field data collection work. Respondents may propose traditional GNSS field visitation for capturing positions and attributes of features), capture of data from specially equipped vehicles (video, GNSS, distance measuring) for data capture, or other methods. Respondents are asked to explain the methodologies, equipment, and software to be used for the field data capture.

## 3.7 Custom GIS Applications

Deliverable MD4 (see Table 2) describes the custom applications needed to support ongoing City staff work on updating the GIS data compiled by the Contractor—as work occurs (maintenance and replacement of signs and devices and fixing of pedestrian hazards) and a new signs and devices are installed. The applications should use off-the-shelf ArcGIS tools and functions with a custom, simplified interface providing intuitive workflows for data update. These applications should allow the user to choose the type of data for update and applications should be developed for two user environments: a) Field-based data update with GPS/GNSS-enabled notebook or tablet computer AND b) Office-based update on a PC workstation. Both of these application user environments should be Web browser based with access to ArcGIS for Server (not ArcGIS desktop). Each application user environment should support entry of new features and attributes with real-time quality control to catch major errors (attribute value out of the established domain). The applications may use existing, off-the-shelf application software integrated with ArcGIS with any configuration needed to support City needs. The Contractor may propose specific tools for use in developing these applications but it is a requirement to provide these for use on ArcGIS software platforms. NOTE: The City currently uses ArcGIS Pro for office-based GIS data maintenance and ArcGIS Online Field Maps for mobile device field data collection (data stored in the AGOL Esri cloud and often imported into the City’s geodatabase).

The field-based update application should provide automatic location and date stamping and the interface and screen navigation should be appropriate for field workers in high-light environments. The application should be designed to work in real-time wireless (WiFi or cellular) communication with a GIS server or in disconnected mode (with tools to upload data when worker returns to the office).

The office-based application should support data update from a variety of sources including hard copy field notes, engineering as-built drawings, or other sources. The assumption is that office-based workers will access the GIS via a Web-based interface and have available one or two large format, high-resolution monitors.

# Section 4: Basic Qualification Requirements and Selection Criteria

## 4.1 Minimum Qualifications for Respondents

The City of Metropolis seeks to retain the services of a company or team of companies qualified to provide the services described in this RFP at a reasonable price. For a Respondent to be considered minimally qualified for this work, the following basic qualifications must be met:

* Adherence to the content and format requirements of this RFP.
* Financial stability and no legal issues or proceedings, including but not limited to court or administrative proceedings that could negatively impact schedules.
* Successful completion of at least three past projects of similar nature and scope.
* Sound management and delivery of high-quality GIS database development and related applications for government organizations,
* Technical skills and experience with Esri ArcGIS software, ArcGIS geodatabase architecture and use of design and development tools for database and application design and development in an ArcGIS software environment.
* Experience and tools to support high-volume field data collection in urban and suburban areas
* Experience with designing developing field-based GIS data collection applications.
* Availability of adequate and qualified staff, and free from project timing conflicts that could negatively impact the work.
* In possession of the necessary tools (hardware and software) to carry out this work.

## 4.2 Proposal Selection Philosophy

The “Best Value Proposal” will be evaluated based on the combination of the Respondent’s qualifications and references, previous experience and performance, proposed monetary cost, and the inclusion of all services and deliverables contained in the proposal specification portion of this document. The selected Respondent will be considered to have submitted the best value proposal as solely determined by the City of Metropolis.

## 4.3 Proposal Scoring Methodology

Scoring will include multiple criteria under the following categories, each of which are weighted showing their contribution to a final composite evaluation score on which short-list selections will be based:

* Proposal Score (70%)
	+ Responses - Quality and completeness of proposal responses: 20%
	+ Financial Stability - Corporate Structure, Financial Stability, and Acceptance of the City of Metropolis Contract Terms (taking into account corporate structure, financial information, and response to THE CITY standard contract terms): 10%
	+ Technical Merit – Demonstrated understanding of scope and technical quality based on response to RFP Sections 4 and 5: 30%
	+ Project Management - Project Management, Schedule, and Project Resources (ability to meet required schedule, effectiveness of project management approach based on response to RFP Section 7, and skills and experience of project manager and proposed team): 20%
	+ Experience - Company Experience (GIS-based field data collection, Esri software experience, and results of reference checking): 20%
* Cost Score (30%)

The total cost of the proposal services will be utilized in the evaluation formula

* Final Composite Evaluation Score

Final Composite Evaluation Score = 70% (proposal score/maximum proposal score) + 30% (minimum proposal cost/proposal cost)

In addition to the Evaluation Weighting Summary, several pass/fail criteria will be reviewed. If the Respondent significantly fails on any of the following requirements, the Respondent’s proposal may be rejected without further evaluation or scoring:

1. Project Experience

2. Methodology/Deliverable Requirements

3. Delivery Constraints

4. Incomplete Proposal

5. Proposal Submission Format

# Section 5: Quality Management Requirements

In the context of this project, “quality” may broadly be defined as, “the level of conformance, of the delivered data and products, with stated specifications.” This general definition applies to all Deliverables described in Table 2. Of major importance is adherence to appropriate quality parameters and quality management procedures and tools for: a) data deliverables (MD2 and MD3) and b) MD4 custom GIS applications.

## 5.1 Quality Parameters and Quality Control for Data Deliverables

For Deliverables MD2 and MD3, the Contractor will use sound quality control (QC) procedures in the database development process to ensure proper quality meeting specifications stated in Section 4. In general, these procedures should include such practices as:

* Proper documentation of database development procedures and mapping rules and communication and training of all staff involved in the project.
* Quality checks during field data collection to ensure complete coverage of all areas of the City
* Automated checks, at appropriate steps in the database development process, to identify and correct mapping and attribute capture errors. Automated checks may use any available software packages or custom applications to identify errors of spelling, graphic integrity, logical connectivity, attribute completeness, attribute value domain consistency, and other quality criteria that lend themselves to automated checking.
* Appropriate manual inspection at steps in the database development process to catch and correct errors that are not found through automated means.
* Appropriate validity checks to ensure proper compliance with stated quality parameters.
* Final testing of data with ArcGIS software before it is completed as a formal submission to The City of Metropolis.

Quality control should be approached with the goal that each submission will fully meet stated specifications. Each submission should be accompanied with documentation indicating that it has passed quality control procedures. Technical specifications for data content and format along with specific data quality criteria stated in this subsection are collectively described as “data acceptance criteria” (DAC). The City of Metropolis will use Contractor developed tools (Deliverables SD4) and carry out quality assurance (QA) checking procedures to identify the quality of the Contractor’s deliverables and the level to which data acceptance criteria are met. This QA checking for data products will include automated tests for attribute value validation, compliance with logical and connectivity rules, and other checks that will be performed on the entire deliverable. In addition, there will be visual checks of a sample of locations in the deliverable to check for compliance with accuracy, symbology, and annotation requirements. The results of the quality assurance checks will determine whether a deliverable is accepted or returned to the Contractor for additional work.

The Respondent will describe quality control procedures and tools (manual and automated) that will be used during the database development process to ensure that deliverables meet the data acceptance criteria explained in this Section.

### 5.1.1 File Naming and Organization

File naming and organization requirements include:

All files will be delivered with properly spelled and formatted names and the names of all feature datasets, feature classes, and data entities will be properly spelled 100 percent of the time.

All geodatabase feature classes will be organized as stated in the data model and all feature datasets will be delivered with their proper, associated feature classes 100 percent of the time.

### 5.1.2. Graphic Quality and Connectivity

#### 5.1.2.1 Graphic Data Structure

Map features will use valid geodatabase feature types (point, line, and polygon) 100 percent of the time.

#### 5.1.2.2 Edge-matching/Spatially Continuous Database

While data capture may be carried out on a sheet-by-sheet basis, the data shall be spatially continuous with no invalid breaks in map features across map sheet or tile boundaries.

#### 5.1.2.3 Feature Duplication and Graphic Data Quality

No duplication (multi-digitization) of map features is permitted. All features will be depicted accurately and consistently.

### 5.1.3. Feature Completeness

The map feature completeness rate (for all Feature Classes) is 99 percent. This percentage is based on the total set of map features that can be identified on source material and in the field. The Contractor shall identify cases in which the existence of a feature is suspected but source material or field conditions do not allow its position to be determined.

### 5.1.4. Map Feature Placement and Positional Accuracy

Map feature placement and positional accuracy relates to the horizontal location of the signs, devices, pedestrian hazard captured for this project. It is expected that GNSS-enabled field data collection devices will support mapping grade accuracy (1-foot or less). Horizontal positions for 90% of coordinates captured in the field will be within 30 centimeters of the actual location. Horizontal positions for 99% of coordinates captured in the field will be within 60 centimeters of the actual location. No positions should have a horizontal positional error of more than 1 meter.

### 5.1.5. Attribute Accuracy

The Contractor will deliver data with an attribute accuracy rate (for all feature classes) of at least 98.5 percent (unless a different acceptance level is indicated below). This percentage is based on the total set of attributes for map features for which values can be reliably determined from source materials or from information provided by the City of Metropolis Project Team. The following rules contribute to attribute accuracy:

* All attribute table schemas are correct 99.9 percent of the time (taking into account limitations of source materials)
* Relationship classes have proper cardinality (origin-destination) and the Primary and Foreign keys are properly assigned and all Primary keys have properly formatted unique values 100 percent of the time.
* Subtype attributes, when used, will be properly entered 99.5 percent of the time.
* No null values for attribute fields where null entries are not valid.
* Entry is consistent with the data type format (e.g., integer, decimal, date) for the attribute field: 100 percent compliance required.
* Adherence to all domain rules (lists of valid entries or within stated range for numeric fields).
* Proper spelling for all text entries.

## 5.2 Quality Parameters for MD4 Custom Applications

MD4 applications will be developed using, to the greatest extent possible, off-the-shelf ArcGIS tools with little or no software coding. An organized methodology will be followed that includes an organized process for requirements evaluation and design, early preparation of a prototype, detailed development and testing, and a formal User Acceptance Process as a basis for City acceptance. Through these development stages the contractor will incorporate iterative review and comment by City reviewers.

Quality parameters to be followed in this process should be responsive to standards defined by the International Organization for Standardization (ISO) and the Software Engineering Institute (SEI). These parameters include:

Proper functionality

Usability and adherence to user interface standards

Efficiency, performance, response time

Adherence to coding, programming standards

Flexibility and maintainability

Usability and clarity of map display design

Proper access to data sources

Completeness and clarity of documentation

# Section 6: Project Operations, Logistics, and Management

## 6.1 Roles and Responsibilities

The City of Metropolis has assigned Lucille Geodata, Public Works Department GIS Supervisor, as project manager for this project. This person will be the primary point of contact for all project activities, contract issues, and the enforcement of data acceptance criteria for all deliverables. The City’s Project team members are identified in Section 3.1. As needed, additional the City of Metropolis personnel will be assigned to provide support throughout the project. The basic responsibilities of the City of Metropolis include:

* Providing hard copy source materials and digital files in a manner that supports the work of the Contractor.
* Prompt quality assurance (QA) review and a decision for acceptance or rejection of Contractor deliverables.
* Overseeing project progress, reviewing Contractor status reports, and communicating with the Contractor Project Manager if there are problems or issues to resolve.
* Prompt response to questions from the Contractor in all design, database development, and application development activities.
* Providing access to a server and system resources for data loading and possible application development.
* Lead resolution of any issues with data sources.

The Respondent will identify a project manager who will be the principal contact for the City of Metropolis and will oversee all work described in this RFP. The Respondent will include an organizational chart showing all proposed project personnel and their roles in the project.

The Respondent will state any assumptions or expectations on responsibilities of and resources to be provided by the City of Metropolis during this project.

## 6.2 Deliverable Completion Requirements

GIS data deliverables should include data from specific sheets based on the map grid identified during the project initiation phase and finalized at the project start-up meeting. Digital document deliverables should be organized in a manner that supports efficient quality assurance checks by The City of Metropolis. All deliverables should be accompanied by a written report that identifies the contents and which confirms that the data has been subjected to all QC checks by the Contractor. The Contractor may set up a Web-based project portal as a means for the City to access and review deliverables before final completion.

## 6.3 Work Plan Preparation

As summarized in Table 1 (see Deliverable SD2), the Contractor will be required to prepare detailed Work Plan(s) as an initial project step. The Work Plan(s) should cover the following topics:

* Description of tasks and deliverables.
* Timing of tasks and milestones and relationships and dependencies between them.
* Handling of source materials and procedures for source preparation.
* Responsibilities for Contractor and City personnel for specific tasks.
* Pilot project development, execution, and follow-up and basis for pilot results that may drive design or procedural changes.
* Quality control and delivery procedures by Contractor
* City quality assurance and acceptance procedures.
* Procedures for flagging issues and resolving them in an efficient manner (problem resolution).
* Procedures for making potential changes in design or specifications (Note: the City of Metropolis must approve any design changes that are made during the course of database development. If design changes require revision of deliverables already completed, the City of Metropolis will make these changes or issue a change order for the Contractor to make these changes).
* Project Manager and team member roles and contact information.
* Management, monitoring, reporting, and communication procedures.

Respondents shall state their acceptance of this Work Plan requirement and provide proposed ideas for the content and format of such a Work Plan.

## 6.4 Location of Database Development Work and Source Material Handling

The Respondent shall explain where the database development work will be carried out. If different locations will be used for different parts of the database development work, this should be specified. Unless specifically allowed, no original source documents maintained by the City of Metropolis will be removed from the premises.

## 6.5 Quality Assurance and Acceptance Procedures for MD2

The City of Metropolis will perform a prompt QA check on all data deliverables (MD2) and will inform the Contractor about acceptance or rejection of each deliverable. QA checks by the City will be supported by the SD4 tools developed by the Contractor for City use. City QA work will include automated and manual steps to verify that quality requirements have been met and adhere to requirements stated in 5.1.

## 6.6 Documentation of Data Capture Rules and Exceptions during Database Development Process

The Contractor will maintain a log of data capture rules, exceptions to rules, and special cases that arise during the MD2 database development work that drive decisions for data capture. The City of Metropolis will promptly answer questions from the Contractor on how to handle special cases. As appropriate, changes to or additional mapping rules will be implemented during the database development process to support handling of special cases in the future. The Respondent will describe how the logging of exceptions, special cases, and rule changes or additions will be accomplished. The City of Metropolis prefers that questions, notes, or mark-ups about specific database development cases that require input by the City of Metropolis project personnel, be included on a separate annotation map layer.

## 6.7 Managing Updates during Database Development

There will be cases in which new sign or signal installation or maintenance will occur during the data collection process, in areas for which data has already been collected. The Respondent shall provide suggestions on how database update will occur for areas that have already been converted. Options should include a) in-house database development by The City of Metropolis, b) updates performed by the Contractor during the project, or c) updated performed by the Contractor at the end of the database development project.

## 6.8 Managing MD4 Application Development

Quality management for the MD4 applications will adhere to quality requirements built around the parameters stated in 5.2. It is expected that the design and development process will include iterative review and comments steps by City reviews and final, formal User Acceptance Testing (UAT) which is the basis for formal acceptance by the City.

## 6.9 Status Reporting Requirements

Status reporting by the Contractor will include the following:

* Monthly written status report that document work completed and in progress during the reporting period, percentage completion for each project deliverable, any project issues that need to be dealt with, and key goals for work in the next reporting period.
* Periodic status meetings (in person or by phone) as needed during the project.
* A Web-based tool, accessible by the Contractor and the City of Metropolis that provides a map-based tool showing the status of GIS database development work, delivery status, and QA/Acceptance status by The City of Metropolis.
* In person, email messages and/or phone contact as needed during the project.

# Section 7: Standard Contract Terms and Special Legal Requirements

## 7.1 Legal Framework

This Request for Proposals is issued to secure proposals for the City of Metropolis GIS Database development project. All proposals submitted in response to this document must comply with state of Georgia law. The laws of the State of Georgia will govern any disputes arising under this document and subsequent contract.

Respondents shall review The City of Metropolis’s standard contract terms in this Section and state their compliance with these terms or cite specific exceptions to the terms. If exceptions are taken to any contract terms, the Respondent should provide suggested alternate language, a rationale for any suggested change or deletion of The City of Metropolis’s standard contract term with an explanation on how the intent of the contract language is met.

## 7.2 Section Titles in the Document

Titles of paragraphs used herein are for the purpose of facilitating ease of reference only and shall not be construed to infer a contractual construction of language.

## 7.3 Examination

Respondents shall carefully examine the specifications and accompanying documents to obtain first-hand knowledge of obligations and responsibilities.

## 7.4 Terms Inclusive

The Contractor agrees that all terms and provisions contained within shall become part of the awarded contract. Should addendums become necessary, addendums shall be incorporated within the contract for the project.

## 7.5 Independent Contractor Status and Responsibilities

The Contractor shall be and remain an independent Contractor with respect to all services performed hereunder and agrees to and does hereby accept full and exclusive liability for payment of any and all contributions of taxes for social security, worker’s compensation premiums, unemployment insurance, or retirement benefits, pensions, or annuities or hereafter imposed under any Local, State or Federal Law, which are measured by the wages, salaries, or other enumeration paid to persons employed by the Contractor for work performed under the terms of this contract, and further agrees to obey all lawful rules and regulations and to meet all lawful requirements which are now or hereafter may be issued or promulgated under said respective laws by any duly authorized Local, State or Federal officials; and said Contractor also agrees to indemnify and save harmless the City of Metropolis from any such contributions or taxes or liability.

## 7.6 Foreign Corporation

Each Contractor, who is a foreign corporation or limited liability company not chartered or licensed to do business in the State of Georgia, is required to submit with its proposal an affidavit duly executed by the president, vice-president, or general manager of the corporation or limited liability company stating that the foreign corporation has, in accordance with the provisions of the law in the State of Georgia, obtained a certificate authorizing it to do business in the State of Georgia.

## 7.7 Assignment/Subcontractor/Joint Ventures

Neither the contract, nor any rights, duties nor obligations described herein will be assigned by either party hereto without prior express, written consent of the other party. The contract will be made pursuant to the proposal submitted by the Contractor. The contract will be based on the Contractor’s qualifications and responsibilities. The Contractor will not sublet or assign the contract nor shall any Subcontractor commence performance of any part of the work included in the resulting contract, without the previous written consent of The City of Metropolis.

Joint ventures are permissible. However, one organization must be clearly defined as the party having primary responsibility and the remaining organization(s) as having secondary responsibilities. The primary party will submit his/her proposal as outlined in the specifications with the secondary party being a Subcontractor to the proposal.

## 7.8 Contract Administration

The City of Metropolis will administer the contract.

## 7.9 No Contingent Fees

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of the Contractor or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this provision, the City of Metropolis shall have the right to reject the proposal, annul the contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

## 7.10 Contractor Insurance

The Contractor shall purchase and maintain such insurance as will protect the City of Metropolis from claims set forth below which may arise out of, or result from the Contractor’s execution of the proposed services where applicable, whether such execution be by Contractor or by any subcontractor or by anyone directly employed by any of them, or by any one for whose acts any of them may be liable:

* Claims under workmen’s compensation, disability, benefit and other similar employee benefit acts;
* Claims for damages because of bodily injury, sickness or disease or death of Contractor’s employees;
* Claims for damages because of bodily injury, sickness or disease or death of any person other than Contractor’s employees;
* Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person; and
* Claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from.

Certificate of Insurance acceptable to the City of Metropolis shall be filed with the City of Metropolis prior to commencement of the services. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled unless at least fifteen (15) days prior WRITTEN NOTICE has been given to The City of Metropolis.

The Contractor shall possess and provide proof of Professional Liability/Errors and Omissions (E&O) Insurance for the duration of the contract. In addition, the following types and minimum coverage of liability coverage will be maintained by the Contractor:

* Commercial General Liability Insurance: General Aggregate Limit - $2,000,000.
* Products-Completed Operations: Aggregate Limit - $2,000,000.
* Comprehensive Automobile Liability: Bodily Injury & Property Damage Liability Limit with Each Occurrence - $1,000,000.

The above minimum coverages may be obtained through primary insurance or any combination of primary and umbrella insurance. In addition, the General Aggregate Limit shall be required on a per project basis.

The Contractor shall procure and maintain at Contractor’s own expense, during the contract time, in accordance with the provisions of the laws of the state in which the work is performed, Workers Compensation Insurance, including occupational disease provisions, for all of Contractor’s employees at the site of the project and in case any work is sublet, the Contractor shall require such Subcontractor similarly to provide Workmen’s Compensation Insurance, including occupational disease provisions for all of the latter’s employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under Workmen’s Compensation statute, the Contractor shall provide, and shall cause such Subcontractor to provide, adequate and suitable insurance for the protection of Contractor’s employees not otherwise protected.

## 7.11 Performance Requirements

The Contractor will be responsible for delivery of products and services with adherence to the scope, schedule, content, format, functionality, and quality specifications defined in this RFP.

The delivery of any material, software, equipment, or the performance of any service that does not conform in all respects to the specifications will be rejected and the City of Metropolis Project Manager shall notify the Contractor for the reasons for the rejection. If the Contractor fails to make immediate replacement of such rejected material, equipment or service meeting the specifications, the City of Metropolis will procure in the open market materials, and equipment, or hire labor of the quality required to meet the specifications up to the value rejected and the Contractor and his surety shall be liable to the City of Metropolis for the total costs of the correction.

If the Contractor defaults or neglects to carry out the work in any respect in accordance with the contract documents and fails to correct the default, except where an extension of time is granted in writing by the City of Metropolis, the City of Metropolis upon written notice to the Contractor may, without prejudice to any other remedies that the City of Metropolis may have, make the correction required. If the default or neglect results in a threat to the safety of persons or property, the Contractor must immediately commence to correct such default or neglect upon written or oral notice.

### 7.11.1 Warranty on Deliverables

After the database and custom application deliverables have been accepted by The City of Metropolis, the Contractor will provide a written warranty, in a form acceptable to The City of Metropolis, for a period of twelve (12) months after acceptance of each deliverable. If any errors are found or cases in which data acceptance criteria have not been met are discovered within the warranty period, the Contractor will be obligated correct these problems.

### 7.11.2 Malware Protection

The Contractor will put in place controls to ensure and warrant that all data deliverables are free from viruses or other malware. If data deliverables have been shown to contain viruses and malware that infects the City of Metropolis computer systems, the Contractor will bear the full costs incurred by the City of Metropolis to recover from the infection.

### 7.11.3 Security Policy Compliance

The Contractor will keep all the City of Metropolis data and information as confidential and proprietary. The Contractor is not given any right to provide, display, sell, lease, or convey any source material or other information obtained or created as a derivative of the activities of this project. The City of Metropolis has sole ownership of all materials in perpetuity.

# SECTION 8: PRICE PROPOSAL

Respondents shall provide fixed prices and projection of hours, by functional project role, for each of the deliverables identified in the table below. The fixed prices should include all labor and direct expenses. The sum of deliverable prices presented in the proposal should be equal to the total cost for performing all work defined in this RFP. Spaces are provided for optional deliverables, not specifically stated as requirements in the RFP, which the Respondent may decide to offer. During contract preparation with the selected Respondent, specific invoicing milestones and format will be determined.

|  |  |  |
| --- | --- | --- |
| **Deliverables** | **Proposed Timeline** (planned start and finish dates) | **Cost** |
| **Main Deliverables:** |  |  |
| MD1: Geodatabase physical GIS database design  |  |  |
| MD2: GIS Data |  |  |
| MD3: GIS metadata development. |  |  |
| MD4: Design and development of custom GIS applications to support City update of data |  |  |
| MD5: Training services  |  |  |
| MD6: Final Project Report |  |  |
| **Supporting Deliverables:** |  |  |  |  |
| SD1: Project Work Plan |  |  |
| SD2: Monthly Status Reports |  |  |
| SD3: Pilot Project Plan, Execution, and Report |  |  |
| SD4: Deliverable QA Support Tools and Assistance |  |  |
| SD5: Work Sessions with the City |  |  |