



City of Dublin
Purchasing Department

RFP #16-09-001

Issue Date: September 12, 2016

GIS System



Proposals due October 3, 2016 @ 2:00 P.M. EST

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**CITY OF DUBLIN
REQUEST FOR PROPOSALS
RFP #16-09-001
GIS SYSTEM**

The City of Dublin is seeking proposals from firms to provide GIS support services and software for the City's gas system. The services required are described in the following sections of this Request for Proposal (RFP).

Scope of Work

I. System Assessment and Data Preparation

The current system data must be reviewed and analyzed from the City's utility AutoCad files. The City staff will assist in gathering supporting information regarding current procedures, work flows and business rules. A needs and requirements assessment will need to be performed.

GDB Model Design and Setup

Development of an Esri geodatabase schema that suits the City's current and future needs based on the analysis of the data.

II. GPS Data Collection and Conversion Services

GPS Data Collection

Provide GPS data collection services for the City of Dublin's gas utility to include approximately 800 valves and above-ground structures. Include daily rate pricing for one GPS Technician for additional data points.

Data Conversion

Digitize gas system by utilizing available CAD maps and base map data provided by the City.

III. Software, Hardware and Software-Related Services

Configure and install third-party software on up to four (4) devices. Mobile applications must exist for iOS and Android.

Design a minimum of five (5) digital field inspection forms for the Gas Department utilizing hard copy versions of these forms currently used by the City of Dublin for field data collection. These forms will be used to meet the

distribution integrity management requirement of the Pipeline and Hazardous Material Safety Administration.

Third-Party Software Subscription with Database Replication

Software to be installed on up to four (4) devices.

Access to third-party software, digital inspection forms, and field inspection data for up to ten (10) user accounts. Include pricing for additional user accounts.

Mobile software application to be available through Apple's iOS App Store or Google's Play store.

Third-party data hosting to be provided.

GPS Software

Purchase of the TerraSync Professional software suite and Pathfinder Office, or approved equal, to support field data collection.

IV. Training and Support

As part of the third-party software subscription, telephone and e-mail support for the software up to 40 hours per year is to be provided. Support is to also include software enhancements and accesses to online software user's manual and help documentation. Additional support will be subject to rates established between the Consultant and City of Dublin.

GPS Training

On-site GPS training will be provided for City staff. Two full days (8 hours per day) of training for five (5) employees will cover data collection techniques, attribute entry exercises, and data synchronization workflow.

Third-Party Software Training

On-site training is to be provided to familiarize City staff with the desktop and mobile software, collection techniques, data capture and attribute entry and tool configurations. Training will occupy four (4) full days. Mobile training will be available for up to ten (10) users and desktop training will be available for up to four (4) users. Provide rates for training of additional users.

V. Options

HiperWeb interface

Consulting services for conversion and collection over 800 valves/above ground structures – daily rate to be provided.

Provide consulting services rate schedule.

VI. Project Cost and Contract

The proposal should include cost information for each of the sections listed above as well as any additional costs for services.

The City of Dublin will own any and all information collected as a result of this RFP.

The contract will provide for lump sum payment for services as well as monthly billing for any subscription services. The contract will include language to allow the project to be terminated by joint agreement of the parties with full compensation being made to the consultant for expenses incurred and work complete to termination date.

VII. Project Schedule

It is anticipated that the contract for services will be awarded October 6, 2016. Work should commence within ten (10) days after Notice of Award. The proposal should include a schedule that identifies the timing of tasks, beginning with the contract awards and ending with a completed project.

VIII. Proposal Evaluation

Although cost is a major consideration, the proposals will be evaluated on the criteria listed below. Staff will use a ranking system based on the criteria to evaluate the proposals received relative to one another.

- Understanding the project – 20 points
- Experience of the Firm with similar projects – 30 points
- Project Schedule – 15 points
- Project Cost – 35 points

IX. Submittal Instructions

To be considered, an original and two (2) copies of the completed proposal must be submitted in a sealed envelope, clearly marked: "Request for Proposal – GIS System – Monday, October 3, 2016" and received by **2:00**

p.m. EST on October 3, 2016 by mail for hand delivery to:

Mail: Kris Harden, CPPB
Purchasing Director
City of Dublin
PO Box 690
Dublin, GA 31040

Delivery: Kris Harden, CPPB
Purchasing Director
City of Dublin
215 Truxton Street
Dublin, GA 31021

Proposals arriving after the date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by filing written notice to the Purchasing Director before the stated proposal opening time.

Questions regarding the proposal may be directed by e-mail to:

Kris Harden, CPPB, Purchasing Director
hardenk@dlcga.com
478-277-5047

Questions must be received by the end of business on Monday, September 19, 2016. Answers will be posted on the City's website at www.cityofdublin.org by the end of business on Monday, September 19, 2016. It is the responsibility of the interested firms to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

X. Terms and Conditions

All responses and supporting materials as well as correspondence relating to this RFP become property of the City of Dublin when received. Any proprietary information contained in the response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored. The following terms and conditions shall also apply:

- A. All applicable Federal and State of Georgia laws, City of Dublin ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the respondents throughout and incorporated herein.
- B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.
- C. No response shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to the City of Dublin with

respect to any debt, or (ii) is in default with respect to any obligation to the City of Dublin.

- D. The City of Dublin shall be able to request of the respondents' satisfactory evidence that they have the necessary financial resources to accomplish the developments as contemplated in the RFP.
- E. Any inquiries or concerns regarding the specified Request for Proposal procedures or processes shall be directed to Kris Harden, Purchasing Director, City of Dublin, 478-277-5047 or e-mail to hardenk@dlcga.com.
- F. The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts.
- G. By submitting this RFP, submitters accept the evaluation process as outlined in this document and acknowledge and accept that determination of the most qualified firm offering the best value to the City may require subjective judgments by the owner.
- H. All information, documentation, and other materials submitted in response to this solicitation that are considered non-confidential and/or non-proprietary are subject to public disclosure under the Georgia Public Information Act after the solicitation is completed and contract executed with selected firm.
- I. The City of Dublin shall not be responsible for RFP preparation costs. By submitting the RFP each firm agrees to be bound in this respect and waives all claims to such costs and fees.
- J. The City of Dublin reserves the right to accept any proposal, to reject any proposal, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursement of expenses incurred in responding to this Request for Proposal.
- K. Submit appropriate rate sheet for services, i.e. data collection, digitalizing, and consulting.
- L. Subsequent to the award, the successful bidder will be presented with a contract which may be in the form of a purchase order. Contract is to be

executed within ten (10) calendar days of award notice. If the contract document is mailed, the date of presentation shall be the postmark date.

- M. Pursuant to O.C.G.A. 36-60-13, if applicable, any contract resulting from this invitation, if not sooner terminated pursuant to the provisions of terminations contained herein, is terminable by the CITY OF DUBLIN Council on December 31 of each calendar year during the term of said contract, except that said contract shall be renewed automatically on such date, and without any lapse, unless positive action is taken to terminate said contract by the Council in a public meeting and such action entered in the Official Minutes of the CITY OF DUBLIN Council.
- N. Should either party fail to comply with the Terms and Conditions of this contract, the aggrieved party must give, in writing, to the other party any complaint for non-compliance to the Terms and Conditions of this contract. The other party shall have fifteen (15) calendar days to correct the matter. If corrected to the satisfaction of both parties within the fifteen (15) calendar days and stated in writing, then the contract will continue uninterrupted. Failure to correct the matter will result in termination of this contract at the end of the thirty (30) calendar days following the date of the initial letter of complaint.
- O. Initial contract and any continuation contract(s) will terminate immediately and absolutely at any such time as there are no appropriated unobligated funds available to satisfy the City's obligations under said contract(s).
- P. Subsequent to the award, the successful bidder will be presented with a contract which may be in the form of a purchase order. Contract is to be executed with ten (10) calendar days of from award notice. If the contract document is mailed, the date of presentation shall be the postmark date.

GIS Technical Support Services and Software Cost Sheet

System Assessment and Data Preparation:

- System Data Review and Needs Assessment \$ _____
- GDB Model Design and Setup \$ _____

GPS Data Collection and Conversion Services:

- GPS Data Collection \$ _____
- Data Conversion \$ _____

Software, Hardware, and Software-Related Services:

- Software Project Setup and Configuration \$ _____
- Third-party Software Subscription with Database Replication \$ _____
- Third-party Data Hosting \$ _____

Training and Support:

- Desktop/Mobile Software Support Services \$ _____

Services Total.....\$ _____

Third-party Software Subscription Fees.....\$ _____

PROJECT TOTAL.....\$ _____

- GPS Software – list manufacturer

1. _____ \$ _____

Options:

- HiperWeb interface \$ _____
- Additional Data Collection – daily rate \$ _____
- Additional Training – daily rate \$ _____
- General Consulting – hourly rate – attach rate schedule

Proposer Information:

Proposer Firm Name: _____

Address: _____

Telephone Number: _____ E-Mail: _____

Name of Signer: _____

Title: _____

Signature: _____

Date: _____