

**VILLAGE OF MALONE
REQUEST FOR PROPOSALS**

**GEOGRAPHIC INFORMATION SERVICES (GIS) IN SUPPORT OF
NEW YORK STATE ARCHIVES LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT
FUND (LGRMIF) GRANT**

SUBMISSION DEADLINE:

**3:00 PM
Friday, January 5, 2018**

ADDRESS ALL PROPOSALS TO:

**Cheryl Douglas
Village Clerk/Registrar
cdouglas@villageofmalone-ny.com**

December 22, 2017

TO: Prospective Consultants

RE: Request for Proposal (RFP) for GIS Services

The Village of Malone, on behalf of its partnering communities (the Towns of Malone and Belmont and Franklin County) is soliciting proposals from GIS consultants to provide the following services related to GIS implementation:

- Assist communities with developing a database model for municipal water and wastewater infrastructure and moving County data to a new web-based mapping application.
- Convert hardcopy and digital infrastructure records to GIS format to support GIS functions and applications as identified in the GIS Needs Assessment.
- Upload data into a web-based interface to deploy GIS datasets over the internet to the partnering communities.
- Provide on-going hosting and GIS maintenance services for the web-based GIS and training to end users in each community.

Enclosed is the above referenced Request for Proposal (RFP). Proposals must be received no later than 3:00 p.m. Friday, January 5, 2018. All proposals must be e-mailed to cdouglas@villageofmalone-ny.com in PDF or Word format. Only proposals received electronically will be reviewed. Proposal document sizes are limited to 6MB.

All questions regarding this RFP should be directed in writing via email to Cheryl Douglas, cdouglas@villageofmalone-ny.com.

Sincerely,

Cheryl Douglas, Village Clerk/Registrar
Village of Malone

REQUEST FOR PROPOSALS FOR GIS SERVICES

1.0 ADVERTISEMENT

Notice is hereby given that the Village of Malone will receive proposals from qualified firms to provide GIS services.

Copies of the RFP are available at the Village Office, 343 W. Main St, Malone, NY 12953.

The submittal date for proposals is 3:00 p.m. local time on Friday, January 5, 2018.

Any questions should be directed in writing to Cheryl Douglas via email at cdouglas@villageofmalone-ny.com no later than 3:00 p.m. Tuesday, January 2, 2018.

2.0 Project Overview

The Village of Malone is requesting proposals from experienced GIS consultants to complete Phases 3 through 5 of their GIS Implementation Plan included in their GIS Needs Assessment. Funding for this project is anticipated from the New York State Archives Local Government Records Management Improvement Fund (LGRMIF). As such, the Archives' GIS development guidelines must be followed throughout the course of this project. Award of this project is contingent upon grant funding; announcement of awards is anticipated in late summer of 2018.

Reference Documents Available:

1. NYS Archives GIS Development Guidelines
http://www.archives.nysed.gov/grants/grants_lgrmif.shtml
2. GIS Needs Assessment (attached)
3. Infrastructure records
 - a. Hardcopy records: located at the respective municipal offices
 - b. Digital records: Existing* Note that due to the level of effort required for the respective engineers to extract digital files from their electronic databases, digital records were inventoried for the GIS Needs Assessment but not reviewed
4. NYS Archives MU-1 records retention schedule
http://www.archives.nysed.gov/a/records/mr_pub_mu1.shtml

3.0 BACKGROUND

The Village of Malone and its partnering municipalities, the Towns of Malone and Belmont and Franklin County, have recognized GIS Implementation as a way to better manage their infrastructure assets. The communities recently completed a GIS Needs Assessment (GIS NA) which recommended hiring a consultant to: perform hardcopy records conversion, hosting of a GIS-software-as-a-Service (GISaaS) platform for web-based access, and on-going

long term GIS maintenance and hosting. Consultants should review the GIS NA for more background information.

4.0 PROJECT OBJECTIVES & DELIVERABLES

The objective of this project is to implement a GISaaS utilizing standardized Environmental Systems Research Institute (ESRI) software as outlined in the GIS NA. To meet this objective, the consultant will provide the following services:

1. Database Development
2. Conversion of hardcopy and digital infrastructure records to GIS to populate the database
3. Development & hosting of a GISaaS, web-based interface
4. Data Maintenance & Backup

4.1 DATABASE DEVELOPMENT

The consultant will furnish a data model in ESRI File Geodatabase Format which outlines the specifications necessary for each of the datasets in Appendix A in the GIS NA.

Deliverable(s): File Geodatabase and data model example outlining specifications

4.2 RECORDS CONVERSION & DATABASE POPULATION

Scanning Hardcopy Records

According to LGRMIF guidelines, it is important to preserve the original infrastructure records. Therefore, GIS dataset development must be via scanning and georeferencing of hardcopy records to GIS format. LGRMIF guidelines require that local governments applying for a LGRMIF grant must contact the New York State Industries for the Disabled (NYSID) when seeking quotes for document imaging/scanning services. Pursuant to Article XI, Section 162 of State Finance Law, NYSID has been designated the preferred source for the provision of document imaging/scanning services.

As such, the Village of Malone will be seeking a quote from NYSID for document scanning services related to this project. If NYSID is capable of performing the scanning services, the Village must award the document scanning portion of the project to NYSID. If NYSID is not able to provide scanning services, the selected consultant must provide the scanning services. **Therefore, consultants are required to provide a quote for the scanning of hardcopy documents. Consultants should quote this cost separately from the rest of the project's GIS conversion services (conversion of digital records, georeferencing, digitizing, data development, and web deployment).**

Record specifics (i.e. page size, number of pages, condition, fasteners, etc.) for the hardcopy records requiring scanning are included in Sections 3.1 through 3.5 and Table 4 of the GIS NA. Hardcopy records are stored at the respective community offices. Consultants wishing to inspect these records should make their own arrangements with the municipality. Scanning of all hardcopy records must be

completed within 30 calendar days of notice to proceed. Records must be picked up from each community and returned as soon as possible, as many of the communities rely on these records for daily tasks.

Georeferencing and Digitization

Scanned hardcopy records and existing digital records need to be georeferenced, and converted to GIS format. Tables 1 through 3 of the GIS NA contain an inventory of these records and any existing digital copies for all of the communities. These tables should provide consultants with enough information to determine the scope of georeferencing necessary to populate the GIS database. Note that the digital records referenced in the GIS NA for the Village of Malone may not be available for review due to the level of effort by the communities' consulting engineers to extract them from their digital archives.

Consultant(s) will develop all datasets as outlined in Appendix A of the GIS NA for the Village of Malone and all of its partnering communities by georeferencing the records and digitizing/tracing the water, wastewater, and other infrastructure features. Records must be georeferenced to the New York State Plane East Coordinate System with unit measure of feet. Accuracy of georeferenced records is very important to the communities as they will be used to locate buried infrastructure. Inaccurate data may result in infrastructure being damaged, resulting in environmental contamination or loss of service. Digitized data must be within three (3) feet of ground truth as determined by survey or other high-accuracy positioning methodology. Consultants will be responsible for implementing quality control procedures to ensure georeferencing of >85% of the hardcopy records are within three (3) feet of their true ground position.

Following georectification and digitizing of hardcopy records and quality control, the consultant will develop metadata for georeferenced datasets using the Federal Geographic Data Committee (FGDC) standard. Metadata shall include an account of the accuracy of the GIS datasets and note which record(s) were georeferenced to create the dataset.

Records conversion includes hyperlinking of drawing details, such as tie sheets, as described in Section 4.1.1 and Section 5.3.2 of the GIS NA. The consultant will associate drawing details with applicable point, linear, and polygon datasets as described in the GIS NA.

Deliverables: CD or DVD of scanned hardcopy records in TIFF or JPEG format for each community partner (NYSID, if capable of providing scanning services, will be responsible for this deliverable). GIS datasets in File Geodatabase with applicable hyperlinking; GIS metadata in FGDC format.

4.3 WEB DEPLOYMENT

Consultant will web-deploy the GIS datasets on a consultant hosted site. The web-based GIS must be based on industry standard ESRI software. The communities will not be liable for any upfront or long-term costs associated with hardware or software to support the web-based GIS. It is anticipated that some consultants may have standard

templates for GIS hosting customers. These standard templates must meet minimum requirements as outlined in Section 5.3.3 in the GIS NA. If the template does not meet these requirements, the consultant will be required to make modifications to their web-based GIS environment to meet requirements. Any costs associated with web-based GIS modification should be clearly stated in the consultant's proposal.

The interface must contain basemap data covering the extent of all participating communities. This includes roads, parcels, County/Town/Village boundaries, hydrography, and imagery. The imagery and data must display quickly at precise spatial resolutions conducive to displaying infrastructure at less than 1:3,000 scale. The interface must provide common map exploration tools such as pan, zoom, and identify. Additionally, the interface must accommodate hyperlinking and user-defined queries to call up infrastructure based on parameters defined in the data model. For instance, a user should be able to query to display water mains with an eight inch diameter. Although the interface will be shared by all partnering communities, each community must have its own password-protected portal to display data it considers sensitive. The consultant will provide hosting services for a period of 1 year. Consultants are required to provide a generic hosting contract with their proposals which clearly outlines any hosting and GIS management fees. Consultants will quote annual hosting fees for a period of 4 years after the initial one-year hosting period expires.

Deliverables: ESRI web-based interface, generic web-based hosting contract

4.4 SYSTEM MAINTENANCE & BACKUP

The consultant will provide data maintenance services under hosting contract. It is understood that data maintenance constitutes minor updates to infrastructure records developed under this project and might include: adding new water service connections, moving a hydrant, changing database attributes, etc. GIS updates requiring field work may be completed by the communities or contracted out. Maintenance will not include adding infrastructure for newly formed water or sewer districts. The consultant should clearly outline the scope of data maintenance services they will provide in the generic hosting contract.

The consultant will backup data and interface to ensure no data are lost in the event of a hardware or software failure. Back up routine must be compatible with the MU-1 NYS Archives retention schedule for municipal governments. End-user training for the web-based GIS is also part of system maintenance. Consultants should include costs to conduct 1-2 hour training seminars on use of the web-based interface at each of the participating communities.

Deliverables: Written procedure documenting consultant's data backup routine

5.0 TIMELINE

If funded by the Archives' LGRMIF program, the project must be completed by June 30th, 2019. Normally, LGRMIF grants allow a twelve (12) month project timetable. However,

recent grant distributions have been delayed by the New York State Office of Budget. Projects cannot start until grant funding is received. As such, a seven (7) month project timetable is recommended in anticipation of LGRMIF funding delay. The LGRMIF 2018-2019 grant cycle is scheduled between July 1, 2018 and June 30, 2019.

6.0 PROPOSAL REQUIREMENTS

Technical Proposal. The technical portion of the proposal shall include the following:

- a. The proposer's understanding of the project scope and specific issues.
- b. The proposer's approach to the project.
- c. An organizational chart specifically identifying the members of the project team available to be assigned and committed to this project. The chart shall identify one primary point of contact.
- d. Resumes for the individuals identified on the organizational chart indicating their name, title, reporting office location, project assignment, and relevant experience.
- e. A listing of similar projects of this type and scope which your firm has successfully completed as prime consultant within the past five (5) years, briefly describing the project scope, owner, and total cost. A minimum of three (3) project references must be included in the proposal.
- f. A timeline outlining anticipated start and completion dates for the various tasks and deliverables outlined above.

7.0 FEE PROPOSAL

The fee portion of the proposal shall include the following:

- a. A fixed fee for the project shall be provided and be broken down by task (as outlined in Section 4.0 above). The fee for the hardcopy records scanning must be quoted separately from the other records conversion tasks. The basis of the fees shall be specified and shall include labor, direct expenses, etc. The labor breakdown shall include budgeted hours to perform each task and the staff assigned. A description of the cost of all reimbursable direct expenses and the amount of markup, if any, shall also be included.
- b. It is anticipated that document scanning, records conversion, and database population will be quoted as fixed, not to exceed costs. Three costs should be provided with web deployment: 1) fixed cost for deploying data on web-based GIS interface; and 2) fixed cost for any modifications to web-based GIS to meet requirements as outlined in Section 5.3.3 of the GIS NA (if needed) and 3) hosting and system maintenance for a period of 1 year. Consultant should outline the system maintenance conditions (i.e. frequency of updates, etc.) in their generic hosting contract.

- c. Note that the upper limit of grant funding is \$150,000. If the proposed fee proposal exceeds this amount, consultants should prioritize which services can be covered within the limits of grant funding. Additionally, consultants should clearly indicate the amount of fees that exceed the grant cap (if applicable).

8.0 M/WBE GOALS

All LGRMIF applicants are required to comply with the State Education Department's Minority and Women Business Enterprises (MWBE) goal to promote employment and business opportunities on state contracts for minorities and women. The participation goal for LGRMIF grants is 30% of the total grant project budget, exclusive of professional and support salaries and fringe benefits. The consultant must document good faith efforts in their proposals to provide participation by MWBEs as primary service providers, subcontractors, or suppliers in the performance of the services described herein. The consultant agrees that should funding for this project be received, the funding source may withhold payment pending receipt of the required MWBE documentation. The directory of New York State Certified MWBEs can be viewed at <http://www.esd.ny.gov/mwbe.html>. For guidance on how the funding source will determine a consultant's "good faith efforts," refer to 5 NYCRR §142.8.

9.0 EVALUATION

In selecting a consultant for this project, the Village of Malone will consider the following:

- a. 35% - Understanding of project requirements
- b. 25% - Qualifications of personnel/project team
 - Related project and general experience of team
 - Experience of key project team members
- c. 25% - Records of past performance
 - Projects of similar scope
 - Ability to meet aggressive time schedules
 - Recognition of excellence
 - Working relationships
- d. 15% - Fee proposal as it reflects the activities and requirements of this project
- e. The Village of Malone reserves the right to accept any proposal and reject any or all proposals at its sole and unlimited discretion.

The Village of Malone will evaluate the proposals using the above criteria and reserve the right to negotiate costs with one or more of the top ranked proposers. Final selection will NOT be made solely on the basis of cost and the Village of Malone reserves the right to award to other than the lowest submitted proposal, or to reject all proposals.