

INVENTORY, CREATION AND CONVERSION OF
The City of Powell's
Infrastructure and Parcel Data into an
ArcGIS Geodatabase

Issued By:

The City of Powell, Ohio
Development Department
47 Hall St.
Powell, Ohio
43065



General Information

Introduction

The City of Powell is requesting statements of qualification from Consultants to provide professional services for the inventory and creation of an infrastructure (Street, sidewalk, storm water, etc) and parcel data into an ArcGIS Geodatabase. The City of Powell will use a three-phase process to select the consultant for this project. The first phase will consist of interested Consultants submitting information detailing the following information:

Information Required from Consultants

- Business organization / proposed project team.
- Previous experience with similar projects.
- General project plan based on the project objectives portion of this document.

Based upon review of the initial submittal, the City of Powell will identify those as most qualified, and best suited to complete this project. The City of Powell will then request those firms meet with the selection committee and present detailed ideas and concepts, as well as receive feedback and questions from the committee. Information garnered by the consultants will allow for the submission (3rd Phase) of a detailed proposal including cost of services for the project.

The final selection will be based upon a combination of experience, qualifications, cost of services, and the professional nature of the detailed work plan.

Project Objectives

The City of Powell is interested in converting current infrastructure (Street, storm water, sidewalk, etc.) and parcel data, into an ArcGIS Geodatabase. There will also be a significant amount of new data created (such as easement and zoning layers). The final objective of this project is to obtain an accurate inventory for the purposes of integration with an ESRI ArcGIS Server product.

Inquiries

This RFQ is issued by the City of Powell, Development Department.
All inquiries must be submitted to:

The City of Powell
Development Department
47 Hall St.
Powell, Ohio
43065
Attention: Eric Fischer
efischer@cityofpowell.us

All questions must be submitted to the City of Powell Development Department. No proposal conference will be held for this RFQ.

Information Required from Consultants

General Requirements

Statements of Qualification must provide sufficient information to determine that the project requirements outlined can be met, and that the project plan can be successfully implemented. What resources, materials, and equipment will be utilized, and how the necessary project management interactions will be carried out.

Contract proposals must be submitted in the format outlined below:

Business Organization and Proposed Project Team

State the full name and address of your organization, and if applicable, the branch office, or other subordinates / subcontractors that will perform, or assist in this project. Indicate whether you operate as an individual, partnership, or corporation. If as a corporation, include the state in which you are incorporated. Include the names and phone numbers of the personnel of your organization authorized to negotiate the proposed Contract with the City of Powell.

The Consultant must be able to staff a project team which clearly possesses talent and experience in GIS work as related to the creation of an infrastructure (Street, sidewalk, storm water, etc.) and parcel ArcGIS Geodatabase. Include the number of executive, professional, and technical personnel, classified by skill and qualifications that will be assigned to this project. Identify key personnel by name and title, and include resumes for proposed professional and technical personnel.

Previous Experience with Similar Projects

Given the project objectives, the Consultant should demonstrate an established competence with respect to constructing / developing a utility inventory to achieve project objectives within the prescribed time and cost constraints.

Proposals submitted should include in the section a listing of qualifying experience. A minimum of three (3) references must include project descriptions, costs, and starting and ending dates of projects successfully completed. Additionally, include the name, address, and phone number of the responsible official of the client organization who may be contacted.

General Project Plan

Describe in narrative form the management structure, methods, and procedures selected by your organization to complete the project as described in the RFQ. Include evaluation and quality

Additional Information

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFQ.

Proposals

To be considered, Consultants must submit a complete response to this RFQ using the format provide under the heading "Information Required from Consultants". Each consultant must submit three (3) copies of their proposal to the City of Powell. No other distribution of proposals may be made by the Consultant until the City and the successful Consultant have executed a Contract. Proposals must be signed by an official authorized to negotiate the proposed Consultant to its provisions. For this RFQ, the proposal must remain valid for at least ninety days.

Acceptance of Proposal Content

The contents of the proposal by the successful Consultant, as mutually modified, amended, or supplemented, shall become contractual obligations if a contract ensues. Failure of the successful Consultant to accept these obligations may result in cancellation of the award.

Interview/Overall Presentation

The City of Powell may request an interview, oral presentation and / or site visits of any Consultants who submit a proposal.

Prime Consultants Responsibilities

The selected Consultant will be required to assume responsibility for all services offered in the proposal, whether or not they possess the capacity for such services within their organization. Further, the City of Powell will consider the selected Consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

News Releases

News releases pertaining to this RFQ, or the service, study, or project to which it relates, will not be made without prior City approval, and then only in coordination with the City of Powell's Development Department and Public Information Officer.

Consultant's Liability

The Consultant will provide and maintain property damage and worker's compensation insurance insuring the interests of all parties to any agreement that results from this RFQ. The Consultant is responsible for insuring that all precautions are exercised, at all times, for the protection of all persons and property. Documentation of the above insurances will be provided by the successful Consultant to the City of Powell prior to Contract execution, and will be included as a Contract rider.

The Consultant shall comply with all national, state and municipal laws, ordinances, and regulations as may be required.

City of Powell's Liability

The selected Consultant agrees to indemnify, defend, and hold harmless, the City of Powell, its officers, agents, and employees from any, and all claims, or losses accruing, or resulting from the negligent performance of work as described in any agreement that results from this RFQ. Further, if any recipient of a Contract subcontracts for work, they will enter into a Contract with such sub contractor's which indemnifies the City of Powell as provided herein.

Time Frame

The Statements of Qualifications are due on Tuesday, November 24th, 2009. The Consultants selected for the second phase will be notified by December 1st, 2009, and will be scheduled for a formal meeting with the City of Powell's selection committee for this project shortly thereafter. Final project proposals including cost of services will be due by 5:00pm, December 16th, 2009.

The Consultant that is determined to be best suited to complete the project will then receive a notice to proceed from the City of Powell by December 22nd, 2009.

Contract Award

Contract negotiations will be undertaken with those Consultants whose proposals delineate the factors showing the Consultant to be qualified, responsible, and capable of performing the work necessary to provide the City of Powell with services, expertise, and experience to design and implement a full-service ArcGIS Geodatabase. The Contract that may be entered into will be that which is most advantageous to the City of Powell. The City of Powell reserves the right to consider proposals, or modifications received at any time before the award is made, if such action is in the best interest to the City of Powell. The City of Powell reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever, in any manner necessary to serve the best interests of the City of Powell. The City of Powell does not intend to award a contract solely on the basis of any response made to this request, or otherwise pay for the information solicited, or obtained.

Incurring Costs

The City of Powell is not liable for any cost incurred by the Consultant prior to the issuance of a Contract.

Addenda to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all Consultants who received the basic RFQ.

Response

To be considered, Statements of Qualifications must arrive at the City of Powell no later than November 24th, 2009.

Proposals must be mailed to:

**The City of Powell
Development Department
47 Hall Street
Powell, Ohio 43065
Attention: Eric Fischer**