



Jefferson County

Land Information Office

Request for Proposal (RFP)

GIS Parcel Fabric

Database Conversion

**Proposals Due:
February 28, 2020**

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1. General Information

1.1. Introduction

The primary objective of this process is the procurement of professional services for the implementation of the ESRI Parcel Fabric and Local Government Information Model for Parcel Publishing (LGIM) to include both unincorporated and incorporated areas of Jefferson County. Jefferson County consists of 16 Townships, 576 Sections, and approximately 44,000 tax parcels currently maintained with ArcGIS desktop 10.6, with planned future maintenance utilizing ArcPro. Jefferson County seeks to hire a firm to migrate the County's existing GIS parcel relational database maintained within the current enterprise geodatabase model (topology not enforced), into the Parcel Fabric. All digital data produced under this project shall be delivered in the Parcel Fabric and LGIM. Jefferson County is in the final stages of completing a recent parcel mapping improvement project and seeks to utilize improved functionality and editing tools in ArcPro Parcel Fabric and the LGIM service publishing integration tools. All digital data produced under this project shall be delivered in the Parcel Fabric and LGIM, and desktop and web application templates from the LGIM shall be configured for county staff use and for public consumption of the data. An updated tax parcel GIS infrastructure based on this implementation will allow the County to roll the entire infrastructure into production by the end of the calendar year 2020.

County GIS parcel data is stored in NAD 83 StatePlane South Zone coordinate system in US survey feet referenced to the Wisconsin State High Accuracy Reference Network (HARN). The data is stored in an ArcSDE geodatabase 10.5 utilizing Microsoft SQL Server 2016 and running on a Windows Server 2016. All digital map data produced for this project shall be delivered in this same coordinate system and shall match the current geodatabase structure.

The County will provide the following GIS data to the selected Vendor for the entire project area; current parcel (polygons & line work), zoning, PLSS sections & corners, and municipal boundaries. The County will also provide remote access to tax and assessment data, property transfer documents, certified survey maps, subdivision plats, condominium plats, transportation plats, government monument tie sheets, center of section tie sheets (when on record), plats of survey, town road records and highway relocation maps. If the vendor identifies additional information needs that are not listed here either before or during the project, the County will make a reasonable effort to supply the information requested.

A view of our existing parcel mapping and related PLSS information is available via our online interactive GIS map at: <https://jeffarcgis.jeffersoncountywi.gov/apps/PublicGISmr/>

Downloadable sample data is available at: <https://1drv.ms/f/s!Aq7PjsO5WtcggXtCS9v5rduiGXqt>

1.2. Definitions

The following definitions are used throughout the RFP:

Contractor means proposer awarded the contract.

County means the County of Jefferson Wisconsin.

Proposer/Vendor/Bidder means a company or individual submitting a proposal in response to this RFP.

RFP means Request for Proposal

1.3. Scope

The proposed project will involve four (4) phases of which will be detailed in this section.

1. Project Implementation Plan
2. Assessment of County Parcel Data
3. Migration of the County Parcel Data to the Parcel Fabric and LGIM
4. Parcel Fabric/LGIM Training

1.3.1 Phase 1- Project Implementation Plan

The selected RFP respondent shall create a Project Implementation Plan that defines the procedures and schedule of the remaining phases. It is required that the implementation plan will include the following:

- a) Project Team and points of contact
- b) Team qualifications

- c) Similar project examples
- d) Description of how existing features will be converted
- e) Quality control procedures
- f) Project Timetable
- g) Training Agenda

1.3.2 **Phase 2 - Assessment of County Parcel Data**

The County is aware that there are issues with the data that may prevent direct migration to the Parcel Fabric. While aware of the potential for issues in the data, structural or otherwise, the county requests that the selected firm identify those deficiencies which would prevent direct migration into the Parcel Fabric and the Local Government Information Model Parcel Publishing Structure (LGIM). The selected firm shall present an itemized list of deficiencies and the recommended resolution for each.

1.3.3 **Phase 3 – Migration of the County Parcel Data to the Parcel Fabric and LGIM Parcel Publishing Structure**

Upon approval for the completion of Phase 2, the selected respondent shall continue with Phase 3, Migration of the County parcel data to the Parcel Fabric and LGIM. Using the parcel data reviewed, gathered and cleaned during Phase 2, the selected respondent will take the existing parcel data of the client and migrate it into the Parcel Fabric and LGIM Parcel Publishing Structure.

The selected respondent shall prepare and deliver a Data Migration Summary Document of the parcel data migration process. This will include the overall project vision, the project plans, the schedule, the results of Phase 2 data analysis and on-going challenges. This documentation will serve to capture small details easily overlooked during day-to-day project work, as well as the larger things easily remembered today, but potentially lost or forgotten due to the passage of time or critical personnel changes.

1.3.4 **Phase 4 – Parcel Fabric/LGIM Parcel Publishing Training**

Upon completion of Phase 3, the selected respondent will travel on-site to the Client location (Jefferson County) to train County staff on editing and maintaining parcels within the Parcel Fabric and LGIM. The selected respondent shall develop training exercises covering topics such as: Parcel Fabric Structure including LGIM Parcel Publishing, Parcel Fabric Editing Environment, Parcel Editing Workflows and Parcel Fabric Adjustment.

1.3.5 **Clarifications and/or Revisions to this RFP**

Jefferson County Land Information Office is the sole point of contact for the County during the selection process. Contact with anyone else involved with this process without the prior authorization may result in the disqualification of your proposal. Proposers are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions or deficiencies they have concerning this proposal in writing through email by 01/20/2020 to: *Gerry Kokkonen*, email: geraldk@jeffersoncountywi.gov.

If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this proposal after the above date, they shall immediately notify the above named individual of such error and request modification or clarification of the proposal document before the proposal opening date.

If the proposer fails to notify the County prior to the proposal due date of any condition stated above that reasonably should have been known to the proposer, and if a contract is awarded to that proposer, the proposer shall not be entitled to additional compensation or time by reason of the error or its correction.

1.4. Calendar of Events

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on the county website (<https://apps.jeffersoncountywi.gov/jc/rfp>). Vendors can register their company email on the RFP document download page to be notified of changes that might occur after initial posting.

Activity	Time	Date
RFP released and published		January 20, 2020
Last day to submit questions	4:30 p.m.	February 07, 2020
Submission of proposals due	4:30 p.m.	February 28, 2020
Proposal opening and initial review	9:00 a.m.	March 06, 2020
Bidders interviews, presentations or other additional documentation (if required)		Beginning the week of March 09, 2020
Planning and Zoning Committee Proposal Review and Recommendation to County Board of Supervisors	8:30 a.m.	March 30, 2020
County Board Approval (tentative)	evening	April 14, 2020
Anticipated Contract Agreement		Two weeks following County Board Approval

1.5. Contract Term and Funding

The contract shall be effective on the date indicated on the purchase order or contract and shall continue until completion of all conversions and training with relevant County staff.

Funding for this contract is estimated at \$22,000.

2. Preparing and Submitting a Proposal

2.1 General Instructions

The evaluation and selection of a contractor will be based on the information submitted in the proposal plus references and any required on-site visits, interviews/presentations or demonstrations. Proposers should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

Elaborate proposals (e.g. expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary or desired. The County encourages all proposers to print their submission double-sided to save paper and packaging.

2.2 Submission of Questions

Questions shall be submitted to:

Gerry Kokkonen or Nicholl Ostowicz

Land Information Office

311 S Center Avenue, Room 101

Jefferson WI 53549-1701

920-674-7254 or GeraldK@jeffersoncountywi.gov NicholLO@jeffersoncountywi.gov

2.3 Submission of Proposals

All proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Proposals shall be sealed and marked “**GIS Parcel Fabric Database Conversion**”

Vendors shall submit 3 copies of their proposal in paper form.

Sealed Proposals must be delivered no later than 4:30 p.m. on February 28, 2020 to:

Jefferson County Land Information Office

311 S Center Avenue, Rm 101

Jefferson WI 53549-1701

2.4 Opening of Proposals

Proposals will be opened March 06, 2020 at approximately 9:00 AM CST:
 Jefferson County Land Information Office:
 311 South Center Avenue, Room 101
 Jefferson WI 53549-1701

2.5 Ownership of Proposals

All proposals become the property of the County upon submission, and the proposals will not be returned to the Vendors. By submitting a proposal, the Vendor agrees that the County may copy the proposal for purposes of facilitating the evaluation.

2.6 Other information

Vendors may submit any other information that is not described in this RFP that would be beneficial to the County. If in the Vendor's opinion the County has overlooked any material or relevant item, such item(s) may be brought to the County's attention and be included in the proposal.

2.7 Public Records Law

All proposals are subject to the Wisconsin Public Records Law (Wis. Stat. §§ 19.32-19.37).

3. Terms and Conditions

- 3.1 *The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.*
- 3.2 *The County reserves the right to re-issue any requests for proposals.*
- 3.3 *Upon the selection of a finalist Vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this Vendor. If the County, for any reason, is unable to reach a final agreement with this Vendor, the County reserves the right to reject such Vendor and negotiate a final agreement with the Vendor who has the next most viable proposal or bid. The County may also elect to reject all proposals and re-issue a request for proposal.*
- 3.4 *Clarification of proposals: The County reserves the right to obtain clarification of any point in a Vendor's proposal or obtain additional information.*
- 3.5 *The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.*
- 3.6 *The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.*
- 3.7 *The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Vendor.*
- 3.8 *The Vendor, if selected, agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the County, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Vendor, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.*

3.9 Insurance

3.9.1 The Vendor, if selected, agrees that in order to protect itself as well as the County, its officers, Board, and employees under the indemnity provisions set forth in the paragraph above, Vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

- *Workers' Compensation: statutory minimum amount*
- *Comprehensive General Liability and Auto: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage*
- *Excess Liability coverage: \$1,000,000 over the General Liability and Automobile Liability Coverage*

3.9.2 The County shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the Vendor will furnish the County with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against the County upon any matter herein indemnified against, County shall cause notice in writing thereof to be given to Vendor by certified mail, addressed to its post office address. The County shall cooperate with Vendor and their attorneys in defense of any action, suit or other proceedings.

4. Vendor Qualifications

Vendors shall prepare and submit a qualifications proposal in the following order:

4.1 Letter of interest (not to exceed two pages)

4.2 Table of contents

4.3 Vendor experience and qualification

4.3.1 Type of organization:

- a. Corporation proposing as a single entity for all services
- b. Corporation proposing as a prime entity for all services with sub-consultant(s).
- c. Joint Venture.
- d. Partnership.
- e. Other.

4.3.2 Length of time in business and ownership history of prime and its sub-consultant(s) or joint venture partner(s). [If prime entity is a wholly owned subsidiary of another corporation, please provide details]

4.3.3 Location of principal office that will be responsible for implementation of this contract.

4.3.4 Size, resources and capabilities of responding entity:

- a. Organizational structure of Business Entity for this project (partners, associates, consultants, subcontractors and other participants and titles)
- b. Services and professional disciplines provided in-house by prime responding entity.

4.4 Relevant Experience

4.4.1 Company experience providing similar services to other Wisconsin Counties, municipalities or counties in other states and ***must be an ESRI Business Partner***.

4.5 Organization and Key Personnel

Please identify primary contact and any key support personnel.

4.5.1 Qualifications of key personnel/staff providing services under this proposal. Indicate firm of origin where more than one company is involved if prime business entity is responding.

4.6 References

Provide client agency name, contact name, title, address, and phone number of at least three Wisconsin Counties or Municipal clients or other relevant clients where your firm has provided similar services.

4.7 Disaster Recovery Plan

Vendors shall describe their Disaster Recovery Plans and how this contract would be fulfilled if an emergency or disaster made the vendor's place of business unsuitable for completing the work outlined in this RFP.