



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

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MEMORANDUM

TO: Legal and Finance Committee

FROM: Patsy Horton, GIS Coordinator

DATE: September 25, 2001

RE: GIS/IMS Master Plan Update

Attached is a Request for Proposals for the GIS/IMS Master Plan Update. In 1997, the City in conjunction with the County initiated a more coordinated program of land records modernization by developing a comprehensive strategic plan for implementing a computerized geographic/land information system (GIS/LIS). The plan identified a number of modernization priorities to be addressed including the development of a digital geographic base map. The digital base map provides a geographic and geodetic framework for the creation and registration of other important spatial databases that will be part of the City and County's enterprise GIS/LIS. The attached Request for Proposals addresses the intermediate needs by extending and updating the existing strategic plan another five years.

Recommendation: Approve proposed GIS/IMS Master Plan Request for Proposals.

REQUEST FOR PROPOSALS FOR GIS/IMS MASTER PLAN UPDATE

Overview

The City of Rapid City requests proposals from qualified firms to update its GIS/IMS Master Plan to complement the ongoing implementation of an enterprise-wide geographic information system (GIS) and information management system (IMS). It is the City's intention to select the most qualified respondent to deliver these services.

Background

The City of Rapid City is located in Pennington County, South Dakota, in the western half of the state. It borders the eastern edge of the Black Hills and is roughly 46 square miles in size. The City has a current population of 60,000, with 21,000 tax parcels, and a mix of land uses. Pennington County has 88,565 persons in an area of 2,770 square miles, and 42,000 tax parcels, inclusive of Rapid City's tax parcels.

Over the years, the City and County have made incremental investments in automating these land records. Activities have focused on automating the tax parcel mapping in the County Department of Equalization, implementing address geocoding and map display within the County 911 Dispatch Center, and automating engineering design using AutoCad technology within the City Engineering Division. In addition, the City has acquired digital orthophotography and topographic mapping to support individual project data needs. Currently, the City and County have digital orthophotos and digital topographic data in ArcINFO and AutoCad format. The City and County adopted the South Dakota South State Plane coordinate system.

In 1997, the City in conjunction with the County initiated a more coordinated program of land records modernization by developing a comprehensive strategic plan for implementing a computerized geographic/land information system (GIS/LIS). The plan identified a number of modernization priorities to be addressed including the development of a digital geographic base map. The digital base map provides a geographic and geodetic framework for the creation and registration of other important spatial databases that will be part of the City and County's enterprise GIS/LIS. This Request for Proposals addresses the intermediate needs by extending and updating the existing strategic plan another five years.

The City and County began making investments in specific GIS/LIS technology to support land records automation activities and to facilitate use of the digital base map products. The City has acquired and is working with both ArcINFO and ArcView from Environmental Systems Research Institute (ESRI) and AutoCad from Autodesk, Inc. as its primary GIS and digital mapping software. The City and County are also modernizing its overall

computer hardware and software environment including implementation of a high-speed internal and external data communications network, including internet access.

Scope Of Services Requested

1. Preliminary Phase
 - 1.1. Review existing system, data and information
 - 1.2. Review existing goals, objectives, and uses of GIS/IMS
 - 1.3. Review existing Master Plan and ongoing efforts to implement Master Plan
 - 1.4. Review systems integration progress within City and County organizations
 - 1.5. Conduct interviews to:
 - Identify all internal and external departments, divisions, and personnel to be included in the planning process;
 - Identify and classify GIS/IMS data/information and users and requesters of data/information;
 - Identify goals, objectives, and uses of GIS/IMS;
 - Identify current data/information formats, and current procedures for gathering, storing, updating, retrieving, and archiving data/information;
 - Identify hardware, software, operating system, network, and database resources currently in use within the City organization;
 - Identify personnel and financial resources currently allocated to information management;
 - Identify levels of expertise in GIS/IMS systems usage currently available within the City organization;
 - Identify systems integration needs within the City organization.
6. Facilitate and moderate discussions among various departments' personnel to refine the scope and desired outcome of the planning process.

B. Analysis Phase

1. Review and analyze the information gathered in the Preliminary Phase and formulate a conceptual plan which considers:
 - Where additional GIS/IMS cost/benefits could be achieved.
 - What additional areas of operations a GIS/IMS system would benefit during the next five years of GIS/IMS Implementation Plan.
 - Where difficulties may exist in implementing a five-year plan update.
 - Where integration of systems with other agencies may be feasible.
2. Meet with staff to report preliminary findings and recommendations.

C. Report Preparation Phase

1. Prepare a Plan that:
 - Prioritizes ongoing system, data, and information needs;
 - Recommends steps for continued implementation;
 - Recommends new or improved standards for data collection, retention and referencing, if appropriate;
 - Recommends new or improved hardware, software, network, and operating systems, if appropriate;
 - Proposes a schedule identifying supplemental data layers with start date and duration of events or tasks
 - Estimates personnel requirements and training needs;
 - Proposes a schedule with start date and duration of events or tasks; and,
 - Estimates annual support and maintenance needs.

The Plan must prioritize all recommended implementation steps.

2. Prepare preliminary plan for review by City staff. The preliminary plan will include an executive summary, preliminary findings and prioritized

The date for initiation of the contract as well as the overall contract performance period will be negotiated with the selected consultant based on the tentative time schedule listed below.

- Notice to Proceed with Services December 4, 2001
- Complete Preliminary Phase January 14, 2002
- **Complete Analysis Phase February 11, 2002**
- **Complete Report Preparation Phase March 1, 2002**

These time frames are flexible and subject to negotiation during interviews. Separate submission dates for the report may be established during negotiations.

General Instructions

Inquiries

Questions about the proposal may arise while preparing responses. Inquires are to be made in writing prior to October 29, 2001 and answers thereto will be mailed to all firms who have received or requested copies of the Request for Proposals. Origin of the questions will not be identified. Please direct questions to:

Patsy Horton, GIS Coordinator
Rapid City Planning Department
300 Sixth Street
Rapid City, SD 57701
(605) 394-4120
(605) 394-6636 (fax)
email: patsy.horton@ci.rapid-city.sd.us

Marcia Elkins, Planning Director
Rapid City Planning Department
300 Sixth Street
Rapid City, SD 57701
(605) 394-4120
(605) 394-6636 (fax)

Signature Requirements

Proposals must be signed by a duly authorized official of the proposer. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

Minimum Services of the Consultant

The following shall be the basic services and products provided by the consultant.

- A. The consultant agrees to make presentations at the following meetings:
 - 1.1.1.1. Conduct interviews with staff during preliminary phase at a date and time to be determined.
 - 1.1.1.2. A draft report and presentation at a meeting to be attended by City and County personnel at a date and time to be determined.
 - 1.1.1.3. A final draft report and presentation at a meeting to be attended by the LIS Task Force at a date and time to be determined.
2. The consultant agrees to prepare draft documents, make revisions as required, and prepare final document(s) including graphics, charts, tables, and an executive summary. The consultant will respond in a timely manner to any comments that result from the staff review and will provide one copy of all responses. A minimum of twenty (20) final reports of the GIS/IMS Implementation Master Plan update will be prepared and submitted for staff and the City of Rapid City. Originals will also be supplied to the City in camera-ready format.

Proposal of Submission

The City of Rapid City must receive your proposal no later than 4:00 p.m. MST, October 31, 2001. The background information, experience and descriptive examples of the proposers work must be submitted with information to accompany the proposal at the required time of submittal. Eight (8) copies of each proposal must be submitted to the City of Rapid City. Submissions will be directed to:

Patsy Horton, GIS Coordinator
Rapid City Planning Department
300 Sixth Street
Rapid City, SD 57701

Addenda and Supplements to RFP

In the event that it becomes necessary to revise any part of the Request for Proposals or if additional information is necessary to enable the proposer to make adequate interpretation of the provisions of this Request for Proposal, a supplement to the Request for Proposals will be provided to each proposer.

Rejection Rights

The City of Rapid City retains the right to reject all proposals and to re-solicit if deemed to be in its best interests.

Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposer.

Cost of Proposal Preparation

No reimbursement will be made by the City of Rapid City or any other party to this agreement for any costs incurred prior to a formal notice to proceed under a contract.

Proposals to be in Effect

Each proposal shall state it is valid for a period of not less than ninety (90) days from the date of receipt.

Prohibited Interest

No member, officer, employee of the City or member of its governing body or of a local public body having jurisdiction within the City's service area, during his or her tenure or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

Taxes

The contract amount submitted by the consultant should take into consideration the fact that all sponsoring entities associated with the proposed project are exempt from all state taxation, including state sales tax.

Selection Process

A study team will review responses to the Request for Proposal that meet the requirements enumerated and are received prior to the designated closing date.

The committee will designate the most qualified firms as finalists based on professional qualifications, costs and financial data after reviewing the qualified proposals. The selected finalists will appear for an oral presentation and evaluation by the committee that will then select a firm. The selected consultant will be notified and contract negotiations will commence. Upon the completion of negotiations, the City of Rapid City must approve the contract before any work can begin.

Project Approach

The proposer should identify the study process utilized on other significant projects of similar scope and magnitude as well as the process envisioned for this project. Include within this proposal the process envisioned for incorporating the specialized disciplines of geographic information systems and information management systems. The specific procedures and methods proposed for coordinating the requirements of the City of Rapid City shall be detailed in the proposal.

Qualifications, Costs and Financial Data

Those firms submitting proposals will be evaluated according to the qualification of the firm in terms of experience, the ability to perform and manage the work, the ability to work within a schedule, and within a fixed budget. The firm is asked to submit a description of prior work that is related to the scope of work previously described. Particular emphasis will be placed on the qualifications of the firm's key staff, such as the project manager and all staff involved in the project.

The contract for the scope of work will be based on a fee schedule with a not-to-exceed amount, inclusive of any direct reimbursable expenses. Project fee and cost estimates are not considered binding evaluation criteria. Each firm submitting a proposal must provide an estimate for each phase of the study based on the services enumerated and an assumed project time frame. Each estimate for each phase of the study should contain a cost breakdown including the cost of material, direct salaries, labor overhead, general overhead, and other direct costs and profit.

Specialized Experience

The following criteria will be used in evaluating the qualifications of each consultant.

1. Capacity and Capability (15% of total)
 - Key personnel and individual relevant experience and capability, and outside consultants
 - Diversity of skills – geographic information systems applications, database management, GIS/IMS implementation plan expertise.
 - Total number of firm employees in project technical disciplines and current workload of personnel

2. Technical Ability and Understanding of Requirements (15% of total)
 - Technical approach proposed for meeting tasks
 - Understanding and experience in meeting tasks
 - Understanding and experience in addressing implementation issues
 - Project schedule
 - Personnel assigned to tasks
 - Quality of examples of previous work

3. Project Organization and Management (15% of total)

- Project team
 - Management procedure – work reports
 - Controlling costs
 - Quality control
4. Past Record of Performance (5% of total)
 5. Completion time – quality – cost comparison (10% of total)
 6. Familiarity with GIS/IMS implementation procedures (20% of total)
 7. Knowledge of Database Management (20% of total)

General Expertise Required

The services envisioned within this Request for Proposal includes all of the geographic information system and information management system disciplines necessary for the proper execution of the project desired.

Miscellaneous

The following information will be made available to the selected consultant: access to information regarding existing hardware, software, operating systems, network, and database resources currently in use within the City and County organizations; and any other maps or documents pertinent to the GIS/IMS Master Plan Update.

The City of Rapid City retains the right to amend the contract with the successful proposer to include other possible areas of concern with this project.

Non-Discrimination/Americans with Disabilities Act

The successful consultant shall comply with the requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful consultant shall provide services in compliance with the Americans with Disabilities Act of 1990.

Summary

All plans, calculations, maps, reports, correspondence, minutes of meetings, and related data generated for the master planning process update will be included in the final documents submitted to the City of Rapid City.