

REQUEST FOR PROPOSALS

Richland County, Wisconsin is soliciting proposals from qualified persons or company for the continued development or enhancement of the existing GIS mapping. The purpose of the project is to be able to publish Geographic Information System (GIS) layers via web application for use by anyone interested in Richland County's GIS data.

Request for Proposal packets may be obtained by contacting:

Richland County Zoning Department
Michael Bindl, Zoning Administrator
181 W Seminary St
Room 100
Richland Center, WI 53581
E-mail: mike.bindl@co.richland.wi.us
Telephone: 608-647-2447
Web: <https://co.richland.wi.us/>

One (1) original proposal, signed in ink by an authorized representative must be received at the address shown above by 1:00 PM, August 7, 2023. All proposals must be submitted in a sealed envelope, clearly labeled "*GIS Mapping*" and must bear the name of the firm and contact person. Late proposals will not be accepted or considered. Proposals may not be submitted via fax machine.

Mike Bindl
Richland County Zoning Administrator



Mike Bindl, Zoning Administrator
181 W Seminary St, Room 100
Richland Center, WI 53581
Phone: (608) 647-2447

REQUEST FOR Proposal for GIS Mapping

I. INTRODUCTION

Richland County, Wisconsin is soliciting proposals from qualified persons or company for the development or enhancement of the existing interactive web mapping. The purpose of the project is to be able to update and publish Geographic Information System (GIS) layers via web application for use by stakeholders in Richland Counties GIS data and to clean up data. This development will be designed to meet the current and future needs of Richland County and give greater access to the surveying, zoning, tax listing, conservation, tourism, forestry, and highway related data.

II. BACKGROUND INFORMATION

Richland County is located in beautiful Southwest Wisconsin, between Madison and La Crosse with a population of 17,304 (2020 census) and covers approximately 590 square miles. Richland County contains one city, Richland Center, serving as the county seat, 16 Townships (Akan, Bloom, Buena Vista, Dayton, Eagle, Forest, Henrietta, Ithaca, Marshall, Orion, Richland, Richwood, Rockbridge, Sylvan, Westford, and Willow) and 5 Villages (Boaz, Cazenovia, Lone Rock, Viola, and Yuba).

Richland County currently uses ESRI ArcGIS to deliver its GIS data.

The public can view and download parcel maps, view PLSS corners, road closures, recreation maps and Plat of Survey maps from the web. Also, Land Conservation completes their NR151 on the Web Maps.

III. SCOPE OF WORK, STANDARDS AND SPECIFICATIONS

- A. **Project:** We are soliciting proposals from qualified persons or company to continue to update and enhance the current application. All required mapping skills required under this scope are to be completed using the ESRI ArcMap. The site must continue to be quick, clean and kept available in a user-friendly format. The potential vendor should describe how they propose to select data to update.
- i. Perform continual updates of ever changing GIS Map including but not limited to; zoning changes, parcel splits, CSM mapping, survey mapping, adding addresses, correcting centerlines, septic mapping, PLSS corners, and parcel line adjustments. Roughly 250 hours per year.
 - ii. Work with representatives of local communities to resolve address anomalies and inconsistencies found during the review identified in **i.** above. Roughly 5 hours per year.
 - iii. Coordinate with Sheriff's staff to resolve file inconsistencies found during dispatch operations including address and street intersections problems. Roughly 5 hours per year.
 - iv. Perform weekly process for updating Richland County data. This process includes running ESRI ArcMap models and MapServiceMXDs. Contractor will need to become familiar with this process in order to detect and fix problems that may occur. Roughly 24 hours per year.

- v. Remove old GIS tables. Roughly 12 hours per year.
- vi. Submit yearly to the State, parcel map Database updates. Roughly 40 hours per year.
- vii. Submit bi-annually BAS and Ward updates. Roughly 4 hours per year.

B. Mapping Layers:

Layer list available upon request.

- C. **Coordinate System/Vertical Datum:** All Richland County coordinates are in GCS North American 1983 HARN. Datum: D North American 1983 HARN. Prime Meridian: Greenwich. Angular Unit: Degree.

D. Data layers on Website:

Layers list available upon request

E. Deliverables and Functionality:

Continue to function as currently designed.

- a. Platform neutral
- b. Zoom in, zoom out, zoom to full extent, pan, identify, measure length and area, go to previous extent, scale bar and set scale
- c. Select by location
- d. Buffer features
- e. Generate labels from a selection query
- f. Allow users to print of a map in pdf, jpeg, eps, gif, bmp, tiff, aix, png, and svg.
- g. Easily change lays and symbology
- h. Formats of: JPEG, PDF, BMP and TIFF
 - i. Tie sheets
 - ii. Survey control
 - iii. Parcel maps
- i. Ability to resize map frame
- j. Interact with mobile device
- k. Allow user to accomplish simple edits point, line, and measures
- l. Hyperlink to Richland County Web Portal, Land Records application
- m. Ability to connect to Fidlar or vice versa, Register of Deeds application
- n. Auto zoom to a parcel from search
- o. Search by
 - i. Site Address
 - ii. Parcel number
 - iii. Owner Last name

F. List Cost of each:

- a. Provide updates and additions to Addressing, CSM's, Centerlines, Legal description corrections, Parcel splits, Plat maps, Plat of Surveys and Zoning updates.
- b. Weekly updates of splits, survey point, linking of data, monument markers and data migration.
- c. Work with Crossroads to import the NG911 NENA Standard cleaned up data that will match Richland County's GIS data schema.
- d. Clean up and eliminate redundant layers. List provided upon request.
- e. Provide a detailed proposal to transition GIS data to a hosted or Cloud based application.
- f. List requirements for county.

g. Hourly rate for any special projects.

- G. **Timeline:** The following is an estimated schedule for the project. The schedule will also be established in the contract negotiated with the successful Respondent.

<i>Event Description</i>	<i>Schedule Date</i>
Release Request for Proposal	July 19 th
Questions or Clarifications Due to County	July 25 th
RFP Addenda To Proposal Questions	July 28 th
Proposals due to Richland County by 1:00 PM	August 7th
Open Proposals	August 7 th
Proposal Evaluation and Recommendation Process	August 7 th
Approval	August 7 th
Contract Executed	August 15 th
Anticipated Mapping Project contract completion	August 15 th , 2024

Any time during the course of this project should the Contractor encounter difficulty in meeting an incremental or final delivery date; they must notify the County immediately of such cause and the extent of delay. The timeline is specified based on a grant deadline that is funding a portion of this project. Failure to meet this timeline will result in loss of grant funds.

Training: The selected contractor will provide training to Richland County staff for maintenance. This may be conducted through webinar.

Ownership of Deliverables: All materials developed, prepared, completed, or acquired by the contractor during the performance of services specified in this request, including all finished or unfinished documents, digital data, drawings, maps, calculations, reports, etc., shall become the property of Richland County.

III. INSTRUCTIONS TO RESPONDENTS

Potential vendors should limit their proposals to 40 pages.

- A. **Proposal Submission Requirements:** It is intended that each respondent furnish all information requested in this document. Unless specifically requested, promotional literature is not desired and will not be considered to meet any of the requirements. Exclusion of any of these items could be grounds for proposal rejection by Richland County.
- B. **Transmittal Letter:** A letter of transmittal, not to exceed two pages in length, shall bear the signature of an authorized representative of the respondent and designate by name not more than two individuals authorized to negotiate and sign an agreement with the County on behalf of the respondent.
- C. **Organizational Description:** Provide a description of your organization, including qualifications addressing why your organization is suited to provide the services requested. Describe the size of your facilities, technology that will be used for the conversion work in this project, staffing commitments to assure your ability to meet the County's time frame, your understanding of the County's needs in the proposed project and describe past client projects you have completed that are similar in nature to that proposed in this RFP. This must also include a description of additional subcontractors and associations with other firms you wish to utilize in the performance of proposed work under this project, including the intended working relationships and responsibilities of each.

- D. **Project Approach:** Describe how you will approach completion of the project and delivery of products requested in this RFP, from both a technical and project management perspective. Describe the proposed project team and the level of commitment for key individuals that can be provided to this project. Provide resumes for the project manager and other key staff. This component should also describe involvement by subcontractors or other firms that will work on the project and include a statement indicating the mechanisms intended to be used to coordinate the proposed work with the County.
- E. **Project Schedule:** Include a schedule for completing the work and a reporting schedule.
- F. **County Obligations:** Include a list of all items to be provided by the County to assist you in completing the requested work. This should include any manual records, digital data (i.e. corner control, planimetrics, etc.), proposed use of County staff, office space, and equipment, materials, supplies that will be expected from the County.
- G. **Conflict of Interest:** The proposal must include a statement that you have no conflict of interest with past, present, or known future policies, plans, or programs of the County.
- H. **Product Example:** Provide an example of government and nongovernmental interactive mapping websites.
- I. **References:** Each proposal must give the names, addresses and phone numbers of three (3) individuals from organizations that have procured similar services to act as references for the respondent. The individuals identified must at least hold a position of project management or other contract authority. Please provide the size of each reference project in terms of total area of project, location, type of conversion methodology employed, period of contract, and the amount (\$) of the contract.
- J. **Pricing Information:** The respondent is required to submit a cost for each project component as outlined in this RFP as well as a total project cost.
- K. **Requests for Clarification:** Any requests for clarification or additional information deemed necessary by any respondent shall be submitted via e-mail to (mike.bindl@co.richland.wi.us) of the Richland County Zoning Department by July 25, 2023. Richland County will respond by July 28, 2023 using e-mail in the form of an addendum addressed to all prospective respondents.
- L. **Proposal Packaging:** All proposals must be submitted in a sealed envelope, clearly labeled “*GIS Mapping*”.
- M. **Response Submission Deadline:** One (1) original proposal, signed in ink by an authorized representative, and two copies must be received at the address shown below by 1:00 PM, August 7, 2023. All proposals must be submitted in a sealed envelope, clearly labeled “*GIS Mapping*” and must bear the name of the firm and contact person. Late proposals will not be accepted, or considered. Proposals may not be submitted via fax machine.

**Send proposals to: Richland County Zoning Department
Attn: Mike Bindl, Zoning Administrator
181 W Seminary St
Room 100
Richland County, WI 53581**

- N. **Duration of Proposals:** All proposals submitted will be binding for a period of 365 calendar days following the proposal opening date unless respondents, upon request of the County, agree to an extension.

- O. **Proposal Opening and Evaluation:** All proposals submitted will be opened publicly and evaluated by Richland County staff and Land and Zoning Standing Committee. Proposals will be evaluated based upon completeness of proposal, technical qualifications and proposed project costs. Technical qualification factors may include but are not limited to quality of professional people assigned to the project, past performance in providing similar services, project references, etc. The staff may request any or all firms to make oral presentations to the Land and Zoning Standing Committee. Such presentations will provide firms with an opportunity to answer any questions regarding their firm's proposal.
- P. **Final Selection:** Richland County Land and Zoning Standing Committee will select a contractor based upon the recommendation of the staff involved in the proposal reviews. The Land and Zoning Standing Committee will have the final review and approval of the contractor. The award resulting from this RFP will be made to the contractor that submits the response that, in the County's opinion best serves the overall interests of the County. Richland County will negotiate a professional services agreement with the successful contractor.
- Q. **Insurance and Bonding:** The selected contractor shall have adequate insurance coverage that will protect operations conducted under contract, whether performed by the contractor, a subcontractor, or anyone employed by them. The contractor shall be required to furnish the County an insurance certificate five (5) days prior to contract award, certifying the contractor and any subcontractor is covered by the following types and amounts of coverage:

<i>Type</i>	<i>Limits</i>
<i>Worker's compensation & Employer's Liability</i>	<i>Coverage A: \$ Statutory; Coverage B: \$100,000 Employer's Liability</i>
<i>General liability, Bodily injury/Personal injury, Property damage</i>	<i>\$1,000,000 each occurrence, Combined single limit</i>
<i>Automobile liability, Bodily injury, Property damage</i>	<i>\$1,000,000 each occurrence, Combined single limit</i>
<i>Umbrella excess liability insurance</i>	<i>\$1,000,000 each occurrence, Combined single limit</i>

- R. **No Assignment:** Assignment by the selected Contractor to a third party of any contract entered into for this project is prohibited and will not be recognized by the County unless approved by the County in writing. All work shall be completed within the United States.
- S. **Indemnification:** To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from the services provided by the Contractor for the request services addressed in this document.
- T. **Rights Reserved:**
Richland County reserves the right to accept or reject any or all proposals in part or in total, as deemed to be the best interest of Richland County. Richland County also reserves the right to waive any minor informality or irregularity in any proposal. The RFP does not commit the County to award a contract to any contractor or to pay any cost incurred in preparation of a proposal submitted in response to this request. The County reserves the right to negotiate with any qualified contractor or to cancel in part, or in its entirety, this RFP, if it is deemed to be in the best interest of the County.