GIS RFP – QUESTIONS & ANSWERS

- Would you please describe your current GIS Staffing? How many GIS users do you currently have? How many data editors? Do they do full-time GIS work or do they have other duties as well? One staff member who utilizes and edits data. Not full time.

- How many ArcGIS Desktop licenses do you currently have and at what license levels (Basic, Standard, Advanced)? 1-Basic
- If you are currently using ArcGIS products, are you currently running (10.2, 10.3, 10.4)? 10.2.2
- Are your users currently using ArcGIS Pro? No
- Are you currently using ArcGIS Server? No. If so, would you please describe your ArcGIS Server licensing level and environment?
- Are you currently using ArcGIS Online? No. If so, how many named users do you have and to what extent is ArcGIS Online being utilized?
- Are you using an ArcSDE Database? No. If so, what database platform and version are you currently using (SQL Server, PostgreSQL, Oracle)?
- If you are using an ArcSDE Database, do you have versioned editing implemented? That is, does each editor have their own named version that they reconcile and post to default?
- Once the desired system is implemented, how many users will be accessing the information and from where (desktops, phones, within the office, from the field)? Infinite users. Should be available to all City employees and the public.
- For each of the desired data layers listed below, what is the current state of the information? Does it already exist in shapefile or geodatabase format? Tabular format? Excel Spreadsheets? Does any of it need to be geocoded?
  - Zoning Shapefile
  - Streets Shapefile
  - Ownership parcels Shapefile, need updated data set
  - Floodplains Shapefile
  - Topography/contour lines Data needed.
  - Utility infrastructure 1 paper map book that would need to be digitized and some CAD files from 2005.
  - Traffic counts Data needed, for Broadway St and Austin Hwy.
  - Address points Shapefile
  - Adjacent municipal boundaries Data needed
  - City limits Shapefile

- What will be the source of the aerial imagery? Will you use Esri imagery, Google imagery, imagery flown by the city? Depends what the vendor can provide. We do have some aerial imagery that is georeferenced, but it is outdated and we would be looking for an updated set, from any source available.

- Is there a page limit for the proposal? No.

- Will you prefer to see a Gantt chart for the requested timeline? No preference. Are there specific major milestones or deliverables would you like to see on the timeline or Gantt chart? No preference.

- Should the cost proposal cover only the sixty days of system installation, or would you like to see a price proposal for the two years of support/maintenance as well? Support and maintenance as well. If you would like to see the two year period covered, would an hourly rate suffice? Would prefer not to have an hourly rate, but if that is not possible then please include the rate, but with a maximum hours/cost to be set.

- **Part 1, Section 04. Proposal Requirements** (Which form is the Bid Proposal form?) No specific form, you provide.
- **Part 1, Section 07. Evaluation Criteria** (Are these items to be addressed as part of the “Reference and Qualifications Statement” requested in Part 1, Section 04.?) No
• **Part III, Section 01. Requirements** (These evaluation criteria do not align with the information requested in Part I.)

• **Part IV – Exhibits & Additional Documentation** (Are these items to be addressed as part of the “Reference and Qualifications Statement” requested in Part 1, Section 04.?) **Yes**

• **Forms 1-6** (These are referenced in the Table of contents but not attached) **This was an error. No specific form required.**

• **Attachments 1-3** (These are referenced in the Table of contents but not attached) **The vendor will provide. No specific form required.**

• **Attachments A-H** (These are present in the RFP but not explicitly requested) **Must fill out and return with Bid.**

RFQ page 11, **01 Purpose.** What version of GIS does the city currently have or use? **ArcView 10.2.2**

RFQ page 11, **01 Purpose, item #2.** What format is the data listed in the RFP currently in and how will it be provided to us? **Esri shapefiles and 1 paper map book that will be scanned and sent as a .pdf.**

RFQ page 11, **01 Purpose, item #2.** Will any field data collection be required? **Not at this time.**

RFQ page 11, **01 Purpose, item #3.** Will we be maintaining the information on our server or the City’s? **Your servers.**

RFQ page 11, **01 Purpose, item #4.** Does two years of site maintenance mean web site maintenance or maintain City servers? **Website maintenance, tech support, and updates.**

RFQ page 11, **01 Purpose, item #5.** How will the city provide all updates and in what format? **Via Dropbox in Esri shapefile format.**

On Page 13, in Part II – Technical Specifications/Scope of Services, No. 2 – Create and digitize data sets/layers

In order to provide an accurate quotation, we will need to determine whether the City of Alamo Heights has prefabricated layers for Zoning, Ownership parcels, Traffic counts, and Address points. If so, will the City provide the chosen Vendor with said layers? **Currently zoning, parcels, streets, address points, and City Limits are in Esri shapefile format and will provide to the Vendor.**

If the layers need to be created, does the City have the data on file, and how is it currently being stored? **A paper map book with water/ sewer would need to be digitized.**


We are requesting clarification for No. 2) Operational plan for the City. Is the City looking for an implementation plan for the new GIS services? **Implementation plan, maintenance/tech support, and updating data process should be included.**
Do you know which of the following are in a GIS ready (or near ready) format? The list is no problem as many are already public domain, but if Utilities (for example) are not digital then that cost would need some analysis, unless an hourly rate is good. This info would help us nail down the cost of our new WEBGIS software.

Create and digitize data sets/layers concerning, but not limited to, the following:

a. Zoning Currently in GIS format.
b. Streets Currently in GIS format, would like adjusted to match aerial photos.
c. Ownership parcels Currently in GIS format, need updated data from appraisal district.
d. Floodplains Currently in GIS format.
e. Topography/contour lines Data needed
f. Utility infrastructure Some old files from 2005 in CAD files, but do have a map book with existing water/sewer that would need to be digitized.
g. Traffic counts Data needed (if possible) from TxDOT (for Broadway and Austin Hwy.)
h. Aerial photography (historic & most current available) Currently in GIS format, need more current photos, if possible.
   i. Address points Currently in GIS format.
j. Adjacent municipal boundaries Currently in GIS format.
k. City limits Currently in GIS format.
l. Other available/pertinent data. Data needed

1) On page 20, Attachment E (Insurance Requirements), in the Insurance table, Items 5 and 6 are normally required for construction contracts, but not technical / IT services. Does the City want to require $500,000 in bonds for a project requesting technical / IT services that will cost only a fraction of either of the required bonds? The GIS Services project is in the same service class as web site development. For example, would (or did) the City require an IT group to provide $500,000 in bonds to program and launch a web site for the City? If yes, what are we guaranteeing? Does the City have its own bond forms or specific description of the bonding requirements? No bonds will be required. This was an error in which standard language from previous RFPs was included.

2) On page 4, Section 4, list item #2 Bid Bond. Does the City of Alamo Heights require a bid bond for a non-construction proposal submittal? If yes, is there a specific amount required for the bid bond? What are we guaranteeing? Does the City have its own bond forms or specific description of the bonding requirements? No bonds will be required. This was an error in which standard language from previous RFPs was included.

3) On page 21, Attachment F (Indemnification Requirements), paragraph 3 was clearly written to apply to a construction site (plot of land) and is not relevant to the development of a web-based GIS site or sites. Can this be removed? Can remove/adjust language as part of a contract, once a firm has been selected.

Are there any paper maps that the city of Alamo Heights is expecting to be digitized as a part of this RFP? Possibly 1 map book showing existing utilities.

1. A Bid Proposal form is mentioned on page 4 of the RFQ. Is the Bid Proposal form the same as the Respondent’s Questionnaire? If not, can the City send the Bid Proposal form? The Bid Proposal is not the same as the Respondent’s Questionnaire. The City does not have a specific form, you will provide.
2. A Bid Bond is mentioned on page 4 of the RFQ. What should be included with the Bid Bond? Would a Bid Security be acceptable? This was an error. No bid bond is required, only insurance.

RFQ page 1, Table of Contents lists Forms & Instructions (attached separately). The RFQ did not provide Forms 2 through 5 and Attachments 1-3. Will those be provided in an addendum? Will provide form 5 when contract is signed. The other forms will be provided by the applicant, no specific form.

RFQ page 4, 04. Proposal Requirements lists items that must be provided in Respondent’s proposal. Will items 1. Bid Proposal Form and 4. Signature Page be provided in an addendum? Item 1 you will provide, no specific form. See page 14 for the Signature Page.


RFQ page 6, 07. Evaluation Criteria states proposals should be organized to clearly address the following criteria. Should items 1-12 be included in 3. Reference and Qualifications Statement (requested on page 4, 04 Proposal Requirements)? Inclusion in #3 will be satisfactory.

RFQ page 6, 07. Evaluation Criteria states proposals should be organized to clearly address the following criteria. Should items 1-8 be included in Tab A Qualifications and Experience and items 9-12 in Tab E Project Design Methodology requested on page 13, Part IV – Exhibits & Additional Documentation? Yes and Yes.

RFQ page 15, Attachment B Regulatory Compliance and Criminal History Warranty; Acknowledgement of Fiduciary Duty Owed by Contractor to City. Is this form for information/acceptance by proposal submission only and not required to be submitted with the proposal? It is for information/acceptance but please submit with the proposal.

RFQ page 20, Attachment E Insurance Requirements. Is this form for information/acceptance by proposal submission only and not required to be submitted with the proposal? It is for information/acceptance but please submit with the proposal.

RFQ page 21, Attachment F Indemnification Requirements. Is this form for information/acceptance by proposal submission only and not required to be submitted with the proposal? It is for information/acceptance but please submit with the proposal.

1. This procurement appears to be broader than the establishment of a Web based GIS System. Can the City elaborate, beyond the desire for a web-based GIS application, the level of anticipated effort required under this RFP? Not sure what you mean by effort, yours or ours?

2. The City appears to be utilizing Tyler technologies for some of its Citizen Service’s needs. Is there a specific requirement for integrating the GIS the Tyler Technology software, or with other existing systems, such as Assessment/Appraisal, planning/permitting, Asset management, or other systems the can be spatially enabled? No.
3. **Page 11 States**: Create and digitize data sets/layers concerning, but not limited to, the following:
   a. Zoning **Have existing shapefiles**
   b. Streets **Have existing shapefiles**
   c. Ownership parcels **Have existing shapefiles** (need updated data from appraisal district).
   d. Floodplains
   e. Topography/contour lines
   f. Utility infrastructure **Have some cad files of existing utilities, need to be converted to shapefiles.**
   g. Traffic counts
   h. Aerial photography (historic & most current available)
   i. Address points **Have existing shapefiles**
   j. Adjacent municipal boundaries **Have existing shapefiles**
   k. City limits **Have existing shapefiles**
   l. Other available/pertinent data

   The RFP notes the above data layers need to be created or digitized. Can you provide more details about each layer? Do you have existing data sets that need to be converted? Can we get samples of each data set if it exists? Can you provide some expectation on how the data would be created (e.g., you have paper documents, nothing exists now and it would be need to be up to our team to propose an approach etc.). **Some data sets would need to be provided (Variances – Point shapefile) but we would create data and upload at later date. Some paper utility maps to be digitized, but mostly interested in public data sets that can be acquired.**

4. **Page 11**: 3. Provide technical assistance/maintenance
   Are you looking for our team to provide overall management and updates to all the layers noted above? If so, can you provide some details on the number of expected updates per year and, additionally, the estimate number of support hours you foresee? We understand you want the web portal updated on a monthly basis. **Some updates will be needed but do not have a good idea on how many times per year. Ideally I would update local shapefile (like utilities) and send you the data to replace what is on the web. Support hours may be 24 hrs per year, but unsure, would depend on the capabilities and issues with your product.**

5. **Page 11**: 4. Hosting, storage, data maintenance, and 2 years of site maintenance
   Is the City OK with us proposing to use Amazon hosting / Cloud services to host the web portal? **We would consider any proposal but will evaluate the security of such service and take into consideration on the RFP evaluation.**

6. **GIS data base** will be maintained and backed up off site and designed with the capacity to include pictures that can be linked to points on a map layer.

   Do you have an existing set of pictures currently? If so, how are they organized and are they linked to GIS features now? **No current pictures, but would like the ability to upload photos and have them hyperlinked via an attribute table or some other means.**

7. Does the City want Vendor’s proposal to be laid out per the Evaluation Criteria on page 6 or the Exhibits and Documents on page 13? **No preference.**
8. Can you please send/make available the following Forms and Attachments? They don’t seem to be attached to the RFP.
   a. Submittal Cover/ Signature Sheet Form 1 See page 14
   b. Submittal Checklist and Table of Contents Form 2 You provide
   c. Consultant’s Qualification Statement Form 3 You provide, no specific form
   d. Fees and/or Commissions Form 4 You provide, no specific form
   e. City of Alamo Heights Substitute W-9 Form 5 Will provide when contract signed.
   f. Conflict of Interest Questionnaire Form 6 Proof of Insurance Attachment 1 See page 23
   g. Staff Resumes Attachment 2 You provide, no specific form.
   h. Letters of Reference Attachment 3 You provide, no specific form.