

September 25, 2007

Request for Proposal
Tax Map & Zoning Map Updates 2006

The Town of Greenfield is requesting proposals for GIS mapping services to update the Tax Maps and Zoning Map as follows:

- Task 1.** Update the Town of Greenfield's Tax Maps
- Property line changes as per subdivision, lot line adjustments or annexation plans or deeds provided. Updates will include: Lot numbers; lot line dimensions; road frontage; acreage.
 - Add any new roads and road names created.
 - Update E-911 house numbers as per list provided.

Task 2. Provide two (2) sets of full size 25" x 36" color tax map sheets of the revised tax maps and an updated index sheet; to include lot numbers, acreage, 911 numbers, lot dimensions, adjoining map numbers, property lines, roads (State, Town, Private & Class VI roads), railroad, water features and revision dates.

Task 3. Provide one (1) set of 11" x 17" black & white revised tax map sheets (same as above), suitable for photocopying.

Task 4. Update the Town of Greenfield's Zoning Map with property line changes.

Task 5. Provide three (3) 36" x 48" color Zoning Maps with updated property lines at 1:14,000 scale; showing zones, property lines, roads (State, Town, Private & Class VI roads), railroad, water features and revision dates.

Task 6. Provide one (1) 8.5" x 11" black & white Zoning Map with updated property line changes (same as above), suitable for photocopying.

The 2006 Updates Include:

- 3 Major (2 or more lots) subdivision/lot line adjustments
- 3 Minor (1 or less lots) subdivision/lot line adjustments
- E-911 updates

We request a written proposal on the cost of the above listed work and a time line on when the updates will be done.

Schedule of Events:

- Issue RFP September 26, 2007
- Responses Due by 4:00 PM on October 15, 2007
- Review of Proposals Completed by October 16, 2007
- Award Contract at Public Meeting on October 23, 2007
- Implementation November 1, 2007

Evaluation Procedures:

The Town shall evaluate the proposals on the basis of the qualifications, relevant expertise, experience, and responsiveness of the proposals.

The Town reserves the right to negotiate and to request additional information. The Town reserves the right without prejudice to reject any and all proposals submitted.

Submission of a proposal indicates acceptance by the company of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Greenfield and the company selected.

Further Information:

All inquiries regarding the RFP and all requests for additional information will be directed to Debra Davidson, Administrative Assistant, 547-3442 or greenfieldnhbos@verizon.net.

Sincerely,

Greenfield Board of Selectmen

Aaron C. Kullgren, Chairman

Karen A. Day, Selectwoman

Jarvis M. Adams, IV, Selectman

The _____ (company) proposal for this project is \$_____.

Signature of Authorized Representative

Date Signed