



CITY OF TORRINGTON

Addendum # 1

ADDENDUM 1 HAS BEEN ISSUED PERTAINING TO QUESTIONS/ANSWERS FOR RFP #GIS-027-101216, GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES

RFP #GIS-027-101216 GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES

Bid opening: Oct. 12, 2016 Time: 11:00 AM Location: City Hall, 140 Main Street, Room 206, Torrington, CT

Submit signed addenda with bid.

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Dated in Torrington: 10/6/16

Purchasing Agent

Pennie Zucco
Pennie Zucco

Bid Submitted By: _____

Name of Company _____

Date _____

Signature

Title

QUESTIONS/ANSWERS 10/6/16

Q1) Is the RFP coming out of your department?

A1) This RFP pertains to multiple departments within the City.

Q2) If not, how much involvement do you have with it?

A2) The multiple departments (Engineering, Assessors, Planning & Zonning, etc.) will be working with the awarded contractor pertaining to this project.

Q3) Do you maintain the parcel database yourself?

A3) The Assessor's Office maintains the assessment database (in conjunction with City's vendor only when necessary). The Engineering Department maintains the GIS parcel layer.

Q4) How often does it get updated and how often do you want the website to get updated?

A4) Daily

Q5) Who is your CAMA vendor and how often do you want the CAMA database on the website updated?

A5) eQuality Valuation Services, LLC is the City's CAMA vendor, 121 Mattatuck Heights Rd., Waterbury, CT 06705 – Updated Daily

Q6) We noticed that there is a performance bond requirement. Our interpretation is that performance bonds are more suited to construction type projects. We have never had to provide a performance bond on a consulting services contract, and do not do so as a standard practice for our consulting work. Would the city consider removing the performance bond requirement?

A6) A performance bond will not be required

Q7) We noticed that you have a page on your website

(http://www.torringtonct.org/public_documents/TorringtonCT_Engineering/GIS%20Maps) that presents GIS thumbnails and data links. In our minds, this resembles the GIS resources page you are asking for. Will this project update that page and fix any broken links, or is it to replace that page entirely?

A7) Neither. The awarded Consultant will develop, implement and host the GIS web page for this project; will include a disclaimer for web page use and data use, as well as thumbnail display and hyperlink access to downloadable static maps and other assessment information, land use information, and utilities information, as deemed as necessary, and as provided by the City.

Q8) If the answer above is that you want a new page hosted outside of your city's page, will the City CSS guide the page design?

A8) No.

Q9) Are there any requirements for the hosting of that page?

A9) The City requires the page to be available to the public 24/7. In addition, there should be an obvious way to navigate between the GIS resources page and the City's webpage.

Q10) Are the static resources for download on the resources page already hosted somewhere?

A10) No

Q11) Do we need to provide for the hosting of those materials going forward?

A11) Yes

Q12) The RFP states that the consultant is responsible for updating the data on the GIS website - how often are parcel and CAMA data updated and expected to be refreshed on the site?

A12) Parcel Data, twice yearly. CAMA daily

Q13) How often are other ancillary layers (like zoning etc.) updated?

A13) Once or twice yearly.

Q14) Does Torrington have a GIS person on staff who is responsible for data updates, who will administer and maintain the website, e.g, upload new data, etc., or is that the complete responsibility of the consultant?

A14) The City of Torrington has a GIS staff person who is responsible for map data updates and who can maintain and administer the website with map data uploads if necessary. This staff person will not be responsible for maintaining data related to Torrington's CAMA system.

Q15) Do you require GIS licensed firm to provide GIS Services or our proposed consultant license will work to bid this project.

A15) Affirm that proposer is a firm properly licensed and insured or otherwise permitted to provide GIS Services in Connecticut.

Q16) Please confirm period of performance.

A16) Per terms of RFP, the term of the agreement shall be determined upon need of services and consistent with the City's policies. The initial period of the contract is for one year, with extensions as approved by City Council subject to agreement terms.

Q17) Any specified budget for the project.

A17) N/A

Q18) Do you require exact candidate resumes at this time or our sample resume will work at this time.

A18) Per requirements, full resumes should be provided.

Q19) Page 10, paragraph 1. Can the City clarify what is meant by a "licensed" qualified firm?

A19) Awarded contract must be licensed to do business in the state of CT

Q20) Can the City provide any information related to the anticipated budget for the project?

A20) N/A

Q21) Does the City have an existing, incumbent GIS consultant?

A21) No

Q22) Does the City currently maintain its parcel data in GIS?

A22) Yes

Q23) Can the City provide more detail on how many interviews are expected?

A23) **One or two rounds of interviews are anticipated**

Q24) How many interviewees?

A24) **The City anticipates 3 to 5 interviewees participating in the process.**

Q25) Can the City provide sample CAMA data for review by bidding consultants?

A25) **City can provide sample CAMA assessor card and vendor, eQuality can provide program data if necessary.**

Q26) Can the City provide information on an existing key between GIS parcel data and CAMA data?

A26) **The GIS parcel data and CAMA data are keyed by a Map/Block/Lot field and a unique parcel id field in the respective databases.**

Q27) Can the City provide more detail on what data, specifically, will be part of the annual maintenance?

A27) No

Q28) Is this project part of a larger, NHCOC initiative?

A28) No

Q29) We are reviewing the above referenced proposal and would like to request clarification on the requirement for a Bid Bond or Certificated Check with a Proposal response. On page 1 there is a sentence that reads " Bid Bond or Certified Check required with bid: n/a". However, on page 3 in the section entitled "BID BONDS:", the third sentence reads " Bids submitted without Certified Check or Bid Bond will not be accepted. Can you please clarify; is a Bid Bond or Certified Check required with a Proposal response?

A29) **Bid Bond/Certified Check is not required with bid proposal**

Q30) What is the desired update frequency for the GIS data?

A30) Twice yearly

Q31) What is the desired update frequency for the CAMA property record card data?

A31) Daily

Q32) What is the desired update frequency of linked items on the "GIS resources" web page?

A32) Twice yearly

Q33) Approximately what is the total file size of all data that will be hosted, including:

- A33) 1) GIS data, including any aerial imagery if that will be included - vector data 50 to 100 megabytes; aerial imagery 7 to 32 gigabytes, depending on hosted imagery that may be available from the State
2) Current CAMA & history database is 5.75 GB with an expected 5% growth per year
3) Any hosted linked items on the "GIS resources" web page? 50 to 100 megabytes

Q34) Do you have an ArcGIS Online Organization account? If not, is that something you are interested in?

A34) Yes

Q35) RFP Item 12 - Personal Evaluation/Selection: Item # 7, can you please elaborate on what information is needed to complete this item?

A35) **A familiarity with Connecticut town government structure in relationship to real property assessment and reporting is desired. Additionally, consultants should be familiar with, and have knowledge and understanding of how local and state agencies and organizations, as well as the University of Connecticut, acquire, make available and use mapping products and mapping resources. Familiarity with County procedures is not required.**

Q36) What is the frequency of updates required for the mapping application? For the CAMA data? Who is responsible for the CAMA updates?

A36) **The Assessor Maps are sent to the City GIS department a few times per year for updates. For CAMA data, daily. The Assessor's Office maintains CAMA system daily.**

Q37) What CAMA software are you currently using?

A37) Equality CAMA Software, Waterbury, CT

Q38) Are you planning on using your existing property card web site for linking to the GIS web layers?

A38) Yes

Q39) Should the web map application be enabled for mobile compatibility? If so down to the tablet or phone level?

A39) Yes, the City would like to have the hosted, web map be enabled for mobile compatibility. However, we will still review proposals that have hosted web maps that are designed for desktop computer screens.

Q40) From Appendix A, Section 1, Item #9, will the city be hosting their own GIS Data layer rest services or will all data and map packages be delivered to the consultant?

A40) The City will not host the GIS Data layer rest services; all pertinent and readily available GIS map data will be delivered to the consultant.

Q41) What ESRI software does the City currently use (Desktop, Server, Extensions), and what level (Basic, Standard, Advanced)?

A41) Currently, Torrington has 2 ESRI desktop licenses, one ArcGIS for Desktop Standard Concurrent Use License and one ArcGIS Desktop Basic Single Use License. Torrington also has ArcGIS Server Workgroup Standard.

Q42) Does the City currently utilize an ArcGIS Online account? If so is it Public, Private or both?

A42) Yes, Both

Q43) The RFP states the web application should allow for the "display of pertinent photos, documents, and maps". Would you explain this in a little more detail?

A43) This statement refers to photos, property sketches, and other map views that may be related to, and/or linked with and/or displayed with an assessor property card (aka field card).

Q44) Do these documents, photos and maps pertain to specific parcels? Or are there other features these documents, photos and maps are associated with?

A44) Yes, Images and sketches are keyed to parcel unique ids. These are stored by the City and by a City vendor.

Q45) How are these documents, photos and maps named? And where are they stored?

A45) Images and sketches are keyed to parcel unique ids. These are stored by the City and by a City vendor.

Q46) Since the answers to the questions, in the form of addenda, will be made public only 48 hours prior to bid opening, is there a chance of postponing the deadline of the proposal to give the consultants enough time to fully incorporate any changes to the RFP into their proposal?

A46) No

Q47) I just have a quick question regarding the RFP #GIS-027-101216 GIS Services opportunity- page 12 item k notes that we must "state whether such insurances will be in force at time of contract execution." in the proposal and page 13 notes that the proposal is page limited to 6 pages. Would a certificate of insurance/proof of insurance documentation be included in the 6 page limit?

A47) No