



59 Torrington Road, Suite A-1, Goshen, CT 06756

Phone: 860-491-9884

Request for Proposals (RFP): Region 5 Parcel Mapping for Emergency Response Phase One

Issue Date: Wednesday, November 13, 2019

Response Date/Time: Wednesday, December 4, 2019 2:00PM

Response Location: NHCOCG Office, 59 Torrington Road, Goshen CT 06756

Introduction

On behalf of the Region 5 Regional Emergency Planning Team, which serves 43 municipalities in western Connecticut (see map), the Northwest Hills Council of Governments (NHCOCG) is seeking the services of a qualified GIS vendor to develop a Regional Parcel Map.

Consultant services are required to 1) Collect, review, refine, and integrate digital parcel data for seven rural municipalities in the 43-town region with limited parcel data, and 2) collect the digital parcel data from all remaining Region 5 towns and aggregate the data into a 43-town geodatabase that can be used to create a Region 5 Parcel Map. The Regional Parcel Map will be used by Region 5 to enhance emergency response.

The scope of services for the creation of the Regional Parcel Map is presented below as Attachment A.

Inquiries:

General questions regarding this RFP should be directed to Mr. Rick Lynn, NHCOCG Executive Director, in writing at the address noted above, or via e-mail at rlynn@northwesthillscog.org no later than 2:00 pm on Monday, November 25, 2019. Inquiries and responses will be posted on northwesthillscog.org by Wednesday, November 27, 2019.

Please note that it is NHCOCG's policy to respond only to technical questions. Under no circumstances will NHCOCG provide interpretive guidance. No oral interpretations shall be made to any respondent as to the meaning of any of the documents, and phone calls will not be accepted pertaining to this RFP. It is the responsibility of interested firms to periodically check the NHCOCG website for amendments to this RFP and responses to inquiries.

Submission Requirements:

Prospective vendors are asked to submit responses in two parts: Letter of Interest and Technical Response.

The Letter of Interest must specify the following:

- The name and address of the Vendor.
- General Information on the company.
- Name, title, e-mail and telephone number of the individuals within the firm authorized to commit the company to this contract.
- The name, title, e-mail and telephone number of the individual NHCOC should contact regarding questions and clarifications.
- A statement that the company's offer will remain in effect for ninety (90) days after acceptance of the company's proposal by NHCOC.

The Technical Response must contain a description of the firm's proposed approach to the project with specific reference to:

- Project understanding and approach to scope of work (Attachment A).
- Any recommendations to improve/support the project.
- Description of any special services required.
- Project schedule for each task of the project.
- Resumes of key personnel proposed to work on the assignment with emphasis on relevant experience.
- A description and status of comparable project experience.
- Three references from comparable types of projects completed over the last five years. Include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate the role of your firm in each project and each project's cost and date of completion.
- Pertinent examples of related work prepared and designed by the firm.
- A cost proposal.

Each firm must submit **five (5) paper** copies and one **(1) digital** copy of their proposal in a sealed envelope bearing on the outside the name of each firm, full address, name of the project for which the proposal is submitted, and the date and time the proposal is due. If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the following:

Mr. Rick Lynn, Executive Director
Northwest Hills Council of Governments
59 Torrington Road, Suite A-1
Goshen, CT 06756

The NHCOC must receive the proposal no later than 2:00 pm on Wednesday, December 4, 2019. Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the submitter. No partial submittals will be accepted.

Selection Process:

The NHCOCG will follow an open and competitive process for selecting the preferred vendor. Vendors will be asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work anticipated by this project. All RFPs received by the NHCOCG will be reviewed and evaluated by a selection committee comprised of representatives of the NHCOCG, Western CT Council of Governments, and Naugatuck Valley Council of Governments. Up to three prospective firms may be selected for a short list and each will be requested to participate in an interview and presentation to the selection committee. A recommendation of the preferred consultant's proposal will be made by the selection committee to the NHCOCG and the NHCOCG shall formally act on that recommendation and communicate to the selected firm.

The proposals and firms will be evaluated based on the following criteria:

- Corporate experience and capacity.
- Understanding of work to be performed.
- Project organization, methodology, and staff commitment.
- Professional expertise of vendor.
- Prior experience relative to project.
- Completeness, feasibility and quality of scope of services and project schedule.
- Clarity and conciseness of presentation. Note: Alternative approaches to developing the products for this project, other than the scope of work outlined in this RFP, will be considered (this may include add-ons that will enhance the final product).
- Reasonable proximity to the Northwest Hills Region to avoid undue travel costs.
- Fee proposal including fee proposal breakdown by task.

The selected vendor will be required to enter into a contract with the NHCOCG to undertake the work.

The firm awarded the contract must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices.

The selected vendor will be required to prepare project documents in a timely manner and submit monthly status reports indicating work completed to date and any problems that have affected the project schedule. To this end, the vendor will be expected to assign sufficient administrative, technical, and support staff to complete the scope of work within the established and agreed to schedule. To accommodate grant requirements, it is required that this Phase One project be initiated and completed within three months of the Notice to Proceed.

Other Requirements:**Insurance**

The NHCOCG requires Consultants provide and maintain adequate professional liability insurance for errors and omissions in the minimum amount of Two Million Dollars (\$2,000,000) and automobile liability insurance in the minimum amount of One Million Dollars (\$1,000,000). The Consultant(s) and subcontractors shall carry workman's

compensation insurance. Proof of adequate insurance must be included in the submitted proposal.

Personnel

The Contractor shall provide the professional services identified in this scope of services and requested by the NHCOCG. The proposal must identify the person or persons who will be responsible for conducting the work as listed in this scope of work, and include a copy of each person's resume, experiences with municipal/government clients and listing of references.

The NHCOCG is requesting that a senior experienced person be the primary representative for your firm in actually performing the services.

Length of Service

It is expected and required that the work covered by this scope of services be completed in an expeditious manner. The proposal should indicate an approximate date for completion of the work and anticipated length of time needed to complete the project.

Contract/ Agreement

The successful consultant shall enter into a contract with the NHCOCG and agree to abide by all state and federal contractual requirements. By signing the agreement with the NHCOCG, the Consultant agrees to perform work as specified in the scope of work and accepts the terms and conditions set forth in the contract.

Terms & Conditions:

Funding for this project is dependent on funding by the State through the CT Department of Emergency Management and Homeland Security. All work referenced in this RFP is contingent on adequate funding for the project.

Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFP shall become the sole property of NHCOCG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Incurred Costs

This request for proposals does not commit NHCOCG to award a contract or to pay any costs incurred in the preparation of a response to this request. NHCOCG will not be liable in any way for any costs incurred by respondents in replying to this RFP.

Severability

If any terms or provisions of this Request for Proposals shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

Acceptance or Rejection by the NHCOCG

NHCOCG reserves the right to accept and or reject any or all responses submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of the NHCOCG. Respondents whose responses are not accepted shall be notified in writing.

Amending or Canceling Request

NHCOCG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

Waiver of Informalities

NHCOCG reserves the right to accept or reject any and all responses to this RFP, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

Work Products

All data and other documents prepared by the vendor shall be submitted to NHCOC for review and approval. Resulting work products of the vendor pursuant to this solicitation shall be provided in digital format and shall become the property of the entity in which the vendor is contracted with.

No such approval shall in any way be construed to relieve the vendor of responsibility for technical adequacy or operate as a waiver of any of Municipality or NHCOC's rights. The consultant shall remain liable according to applicable laws and practices for all damages to the Municipality or NHCOC caused by the Consultants negligent performance of any of the services furnished relative to any agreements resulting from this solicitation.

Assigning/Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from NHCOC.

Termination

NHCOC may terminate the vendor's resulting contract at any time due to cause, default or negligence on the part of the vendor; or if the vendor fails, in the opinion of NHCOC or its member municipalities, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of the NHCOC or its member municipalities.

Attachment A
Scope of Services
Region 5 Parcel Mapping for Emergency Response
Phase One

1. Overview

The intention of this project is to assemble digital parcel data of 43 communities in the region in order to build a regional GIS parcel layer. The 43 municipalities that constitute Region 5 vary widely in their digital mapping information and capacity. It is important to note that seven (7) participating municipalities have very limited parcel mapping data. These towns are member towns of the Northwest Hills Council of Governments (NHCOG) and include: Canaan (Falls Village), Colebrook, Hartland, Harwinton, Norfolk, North Canaan, and Washington. These towns are comprised of the following approximate number of property parcels:

TOWN	PARCEL COUNT
Canaan	908
Colebrook	969
Hartland	1099
Harwinton	3337
Norfolk	1241
North Canaan	1000
Washington	2530
TOTAL	11,084

The NHCOG is seeking a qualified vendor who has expertise with IT, CAMA, and GIS. The preferred candidate will have the capability to create effective parcel data for the aforementioned seven communities with limited GIS parcel data, and assemble and integrate the geospatial data of all 43 of the participating towns in Region 5 consistent with the standards of the [Federal Geographic Data Committee \(FGDC\)](#) and the [Connecticut Geospatial Information Systems Council \(CGISC\) Level Two Parcel Standard](#). The goal is to provide Region 5 with useful parcel mapping that can be further developed to enhance emergency response.

2. Project Overview

This regional mapping project involves collecting, reviewing, refining and integrating digital parcel data within a 43-town region. An essential task of this project will be to standardize the data amongst the participating towns using FGDC and CGISC standards. A seamless regional dataset will provide the framework for the Regional Parcel Map and future enhancements of a Regional GIS for emergency response.

The minimum components for the Phase One Regional Parcel Map include a digital map containing parcels, roadway right-of-ways, town boundaries, and water bodies. Parcel attribute information shall include property owner, street address, and map/block/lot data

from the town assessor database. This will be considered the base layer for the Regional Parcel Map. It is anticipated that this base mapping will be augmented with additional GIS data in a subsequent phase of this project.

3. Project Tasks

A series of project tasks have been outlined to give respondents a better understanding of the project scope. To gain a better understanding of the data that is available statewide, [the State of Connecticut Department of Energy and Environmental Protection's GIS Data](#) and UConn's [CTECO](#) site are very useful resources in addition to the GIS data available from WestCOG, NVCOG, NHCOG and the 43 participating municipalities of Region 5.

Task 1. Assess the format/quality of the data of each town within the 43-town service area of the Region 5 Regional Emergency Planning Team (REPT).

The first step in approaching this project will be to gain an understanding of the digital mapping information available for each participating community in order to create a standard set of data. The GIS personnel at NVCOG and WestCOG have this information readily available for their member towns. The NHCOG has not assembled similar information for its member towns and more effort will be required to gather the available parcel data for these towns.

Task 2. Engage the seven (7) towns with limited data to collect and develop a digital parcel layer that can be linked with the CAMA database.

The seven municipalities that do not have adequate digital parcel data are still using physical maps, digital non-GIS systems, or legacy GIS systems for cataloguing their parcels. The vendor is to create digital parcel polygons along with annotation for these seven towns identified above. Parcel data is to include a unique parcel identifier (such as map/block/lot) that is consistent with the assessor parcel data (e.g. municipal CAMA data). The vendor is then to link the parcel layer to the municipality's CAMA data and resolve mismatched parcels. The NHCOG is willing to assist the selected vendor in the coordination and the communication with the participating communities.

Task 3. Standardize and review the quality of data across the 43-town region.

The digital parcel information will need to be standardized per FGDC endorsed standards, analyzed for QA/QC conforming to Connecticut GISC Level II Parcel Standard, and fully integrated into one regional layer.

Task 4. Extract, Transform, and Load (ETL) in order to convert data to a standardized schema to display on an integrated map.

Synthesize the dataset into a standard series of fields across the 43 participating municipalities for the purpose of assembling the information into one Regional Parcel layer. The following fields are to be created for each parcel: municipality, unique parcel identifier, property owner, and street address.

4. Project Timeline

The creation of the Regional Parcel Map will follow an expedited work schedule. A fully operational application will be required within three months of the notice to proceed.

5. Project Budget

The Northwest Hills Council of Governments, in cooperation with the Region 5 REPT, has budgeted up to \$42,000 for this Phase One scope of services.

5. Work Products

A monthly report with invoice summarizing the consultant's progress in addressing each of the (4) four project tasks outlined above.

An integrated Regional Parcel Map and associated geodatabase for the 43-town region as detailed above.

A scalable PDF version of the Regional Parcel Map showing parcels, town boundaries, Region 5 boundary, roads, and water bodies for the 43-town region.

6. Future Project Phasing

As a Phase Two next step, the NHCOG will seek to utilize the Regional Parcel Map and assessor's CAMA data to build a more comprehensive geodatabase for the purposes of aiding the Region 5 Regional Emergency Planning Team with emergency responses efforts.

This second phase of the project will seek to access the full municipal assessor data in order to include additional property card functionality to the Regional Parcel Map. "Critical Facilities" such as hospitals, emergency shelters, police & fire stations will also be mapped to better serve the communities. The NHCOG may extend the consultant contract executed for the Phase One project to prepare this second phase of the project, or release a follow-up Request for Proposals for consultant assistance.

