



City of Billings

Request for Proposals

For

Public Works Professional Geographic Information Systems (GIS) Services

Request for Proposals
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REQUEST FOR PROPOSALS
For Professional Services to the City of Billings Public Works Department

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The City of Billings (Public Works Department) is soliciting proposals from qualified Consultants for Geographic Information Systems (GIS) professional services. The City has a robust GIS deployment utilizing many ESRI Enterprise solutions as well as custom applications, data manipulation, and replication processes. The objective for these services is to assess the City's current GIS environment in regards to Public Works' assets, conduct a Public Works GIS needs assessment, develop a roadmap outlining procedural processes needed to optimize and modernize its GIS systems and applications, and perform the work approved in the roadmap.

1.2 General Submission Information

The Public Works intends to award a single contract for Consultant Services. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested.

1.3 Questions

Questions regarding this proposal shall be submitted to the attention of:

Jennifer Duray, CPA
Deputy Director of Public Works
2224 Montana Avenue
Billings, MT 59101
406-657-8239
durayj@billingsmt.gov

1.4 Preparation Costs

The City shall not be responsible for proposal preparation costs, nor for costs, including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within **forty-five (45) calendar days**, although all offers must be completed and irrevocable for **ninety (90) calendar days** following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced. At that time, the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Five (5) copies of the proposal must be received by the City prior to **5:00 PM on Friday, November 8, 2019** and plainly marked. Proposals shall be delivered or mailed to:

City of Billings
Attention: Jennifer Duray
Public Works Department
2224 Montana Ave
Billings, MT 59101

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the City.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and 7-1-4144, MCA and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

Information provided in response to this RFP will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by Council. However, one copy of each proposal submitted shall be retained for the official files of the Department and will become public record after award of the Contract. Fee or Price schedules submitted, but not reviewed by the City, do not become a public record and shall only be retained for official files.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.

The Consultant understands that, if selected, the City reserves the right to provide its opinion publicly and privately regarding the Consultant's performance.

2.9 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

2.10 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.11 Late Submissions

PROPOSALS NOT POSTMARKED BY THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.12 Rejection of Proposals

The City of Billings reserves the right to reject any or all proposals if determined to be in the best interest of the City.

SECTION 3 – SCOPE OF WORK

3.1 Type of Services

Background

The City of Billings Public Works Department is responsible for maintaining and constructing water, wastewater, stormwater, landfill, streets, sidewalks, streetlights, traffic signals, signs, and trails infrastructure.

The City's GIS group is part of the Information Technology Department and currently has four GIS staff supporting GIS for all City departments. With the current GIS staffing level, staff can maintain existing data, but does not have the time to work on missing data and enhancing the GIS environment.

The City currently has deployed ESRI ArcServer and ArcMap versions 10.7.1, as well as ArcOnline features.

The Consultant will work with both the GIS group and the Public Works Department to assess the current GIS environment and conduct a Public Works needs assessment to determine a roadmap to optimize GIS for Public Works. It is expected that the City's GIS group will continue to maintain the GIS system after the project is complete.

The focus should be on maximizing Public Work's return on investment and optimizing the GIS environment to provide an easily usable system to enable Public Work's staff to utilize the system to increase efficiency and accuracy. Other goals of the project are to use GIS as a means to engage and interact with the community and as a means to provide transparency to customers in the form of open data and access of digital information

Project Scope

Consultant will provide GIS services to the Public Works Department that include, but are not limited to:

- Kick-off presentation to all Public Works Department's GIS stakeholders that outlines project scope, GIS best practices, and overview of GIS technology available and how it being used in other municipalities' Public Works departments.
- Full assessment of GIS environment and GIS needs for all Public Works GIS stakeholders. This assessment should provide a clear understanding of the current conditions of GIS at the City, existing data and workflows, data gaps, identify ways in which improvements, enhancements, and or standardizations can be made, current and near future GIS business requirements, and ultimately, optimize the GIS in accordance with industry standards and best practices.
- Develop a Roadmap that provides recommendations and detail project scope. Recommendations will articulate how the City can optimize in all areas included in the GIS assessment.
- Establish standard criteria for tolerance/variance, conversion, elevations, labeling/ layers etc.
- Develop a Quality Control/Quality Assurance Plan for maintaining database systems.
- Perform work approved in the Roadmap. Once the Roadmap has been approved, implementation will be completed by internal City staff, where practicable, and the remaining work will be completed by the Consultant. The scope of the implementation will be identified after the Roadmap is complete and accepted.

Project phasing will be divided into two phases. Phase I will include the assessment of the City's current GIS environment, conducting a Public Works needs assessment, identifying best practices, developing a Quality Control/Quality Assurance Plan, and developing a Roadmap outlining procedural processes needed to optimize and modernize its GIS systems. Phase II will include performing the work approved in the Roadmap. This RFP is requiring the Consultant to address both project phases in the proposal and one Consultant will be selected for both phases; however, the initial project scope and Contract will be for Phase I only.

The current budget for the project is \$1,000,000.

Project Development Schedule

The proposed project schedule is:

Begin: Winter 2019-2020

Completion: TBD (Will be coordinated with City personnel during negotiation based on the time estimate and requirements of the Consultant and the City).

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed eight (8) pages in length (excluding resumes, title page(s), and index/table of contents,

attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8½" X 11" sheet of paper.

The submittal shall include a provision under Section 4.4.D - Available Resources for notifying the Department within thirty (30) calendar days of any changes of personnel that are included in this statement and the addition to the Consultant's staff of personnel who may contribute to the discipline specialties for which the Consultant has been selected. The City reserves the right to approve all personnel changes. The Department also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.

4.1 Title Page (1 Page)

Show the RFP number and project or contract being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Letter of Transmittal (Limited to 1 Page)

- A. Identify the RFP project or contract for which proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.3 Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number.

4.4 Proposal Narrative (Limited to 8 Total Pages)

A. Firm Experience

(0-15 Points)

- 1. Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.
- 2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
- 3. Identify your firm's performance on similar projects, especially noting City work, City work in the project area, and task work of this type. Provide a point of contact for all City work identified. A current telephone number should also be provided if applicable.

B. Project Manager (0-25 Points)

Provide detailed information on the qualifications and relevant experience of the Project Manager as it relates to the required services. Include project reference contact name(s) and current telephone number(s).

C. Key Project Staff and Subconsultants (0-25 Points)

Identify key project staff, task leaders, and subconsultants, along with their availability, expected to provide services on behalf of the firm. Resumes should be included for each of the individuals and subconsultants referenced, which details their relevant experience. Performance on projects, especially City, should be noted.

D. Available Resources and Consultant Location (0-15 Points)

1. Business History: Provide information on size, resources, and business history of the firm.
2. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
3. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the Contract.

E. Project Methodology and Approach (0-20 Points)

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations, which may be envisioned in scoping, completing, and managing small tasks. Provide detailed information on Project Manager's role in scoping tasks with the Department and working with key staff or task leaders.

F. Total Possible Score (100 Points)

SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS

5.1 Evaluation Criteria

Submittals will be evaluated in accordance with the following criteria:

- | | | |
|----|---|--------------------|
| A. | Firm Experience | 0-15 Points |
| B. | Project Manager | 0-25 Points |
| C. | Key Project Staff and Subconsultants | 0-25 Points |
| D. | Available Resources and Consultant Location | 0-15 Points |
| E. | Project Methodology and Approach | 0-20 Points |

Maximum Score

100 Points

5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

1.0	Outstanding
0.8	Excellent
0.6	Good
0.4	Fair
0.2	Poor
0.0	Unsatisfactory

The rating factor for each criterion category will be multiplied against the points available to determine the total points for that category.

A committee of individuals representing the City of Billings will perform evaluation of the proposals. The committee will rank the proposals as submitted.

The City of Billings reserves the right to award Contract(s) solely on the written proposal.

The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed.

The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point range will be used during the second evaluation as for the first. The highest-ranked Proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of Contract Award.

SECTION 6 – CONTRACT NEGOTIATION PROCESS

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Billings. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Billings reserves the right to reject any and all proposals submitted.