

# CAPITOL REGION COUNCIL OF GOVERNMENTS (CRCOG)

REQUEST FOR PROPOSALS:

CAPITOL REGION GIS PORTAL and PARCEL VIEWER

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**SUBMITTALS MUST BE RECEIVED BY:**

**Monday, December 17, 2018**

**1:00 p.m. EST**

**Submit Proposals to:**

**Erik Snowden  
Capitol Region Council of Governments  
241 Main Street, Fourth Floor  
Hartford, CT 06106**

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# CAPITOL REGION GIS PORTAL AND PARCEL VIEWER

## I. INTENT

The Capitol Region Council of Governments (CRCOG) intends to hire a qualified firm to develop and deploy a Regional GIS Portal and Parcel Viewer to serve its member municipalities as well as provide a flexible infrastructure for internal and external users. **The successful proposal will include a system for automated and frequent updates of the displayed municipal CAMA information.**

The successful solution will be one of the following two options:

- A CRCOG-hosted ArcGIS Server deployment, likely on servers maintained by Novus/CCAT.
- A vendor hosted solution.

Vendors may propose on one or both of these options. More details are included in the Scope of Work Section of this document (Attachment A).

## II. INTRODUCTION/BACKGROUND INFORMATION

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut’s nine regional planning organizations. We are established under the Connecticut General Statutes as a voluntary association of municipal governments serving the City of Hartford and the 37 surrounding communities.

## III. CONSULTANT SCOPE OF WORK

Please See Attachment A

## IV. PROCUREMENT SCHEDULE: SUMMARY OF KEY DATES

The following schedule has been prepared for this RFP process. Note that project constraints may cause the evaluation and selection related dates noted below to change.

RFP Release Date:	Thursday, November 15, 2018
RFP Questions Due to CRCOG:	Tuesday, November 27, 2018 by 2:00 pm
Answers/Addendum Posted:	Tuesday, December 4, 2018
Proposals Due:	Monday, December 17, 2018 – 1pm

## V. PROJECT SCHEDULE

To be determined. Work must be complete and system deployed by December 1, 2019.

## VI. PROPOSAL REQUIREMENTS

### A. Submission

Sealed proposals, in accordance with the format prescribed below, will be received at the Capitol Region Council of Governments, located at 241 Main Street, Hartford, CT 06106, **until 1:00 p.m. EST, Monday December 17, 2018.** Any responses received after the advertised opening date and time shall be rejected.

Note that the submission of any proposal indicates acceptance by the respondent of the terms and conditions contained herein, unless otherwise specifically noted in the proposal itself and confirmed in resulting contracts.

### B. Questions

**General inquiries** concerning the Request for Proposals must be made to:

Erik Snowden  
esnowden@crcog.org

No oral interpretations shall be made to any respondent as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and **emailed to Erik Snowden - esnowden@crcog.org**. To receive consideration, such questions must be received by **2:00 p.m. on Tuesday, November 27, 2018.**

**By Tuesday December 4, 2018**, CRCOG will post a copy of any addenda to CRCOG's website, located at **www.crcog.org**. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency's website.

### C. Proposal Format

Respondents must submit four (4) originally signed copies and 1 digital copy of their proposal. The proposal must contain the following information:

- 1) Letter of interest;
- 2) Statement summarizing the experience of the firm and any proposed sub-consultants, including:
  - a) Summaries of and references for at least three (3) comparable projects, including description of services that are similar to this project, subcontractor's role, fee, and project status;
  - b) Indication whether staff persons proposed for this project worked on comparable projects as well as their role in those projects;
- 3) Statement describing the organizational framework for the project, including clear identification of the lead firm, project manager, and sub-consultants, the roles and

responsibilities of each sub-consultant, identification of Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE) or Minority/Female Business Enterprise (MBE) participation (if any), disclosure of any shared interests among the firm and proposed sub-consultants, e.g. parent-subsidiary, joint ventures, formal affiliations, etc., and location (city/state) of production facility where the work will occur;

- 4) A listing and description of software products or services proposed. This list shall include the name of the vendor, the terms of the software or service, costs associated with the software and its continued maintenance, and whether or not the proposer has a financial arrangement or interest in the product or vendor
- 5) Resumes of key personnel to be assigned to the project and the amount of time they will devote to the project;
- 6) Narrative should describe the suggested project approach, address the goals and objectives in the draft scope of work, and indicate the proposed staff assignment. The narrative should include:
  - a) Specific quality assurance / quality control procedures to be used during all phases of the project;
  - b) A description of the firm's expectation of CRCOG's contribution to the project (other than the fee);
  - c) If an alternative project approach is proposed, please indicate why. Use of alternative approaches is encouraged if it can provide the same or better results without negatively impacting costs. Alternate project approaches are subject to CRCOG's approval;
- 7) Identify any and all future costs. Including, but not limited to: software licensing fees; support fees; hosting fees; maintenance fees; access fees; or fees for updating data.
- 8) A proposed work schedule;
- 9) Identify cost per task identified in project scope of work, including any direct costs, as well as the total cost for all tasks in the project.
- 10) Proof of Connecticut DBE certification, if applicable.
- 11) Insurance Documents. Documentation of insurance coverage required in this Request for Proposals.
- 12) Response Page. See ATTACHMENT B.
- 13) Non-Collusion Statement. See ATTACHMENT C.
- 14) Equal Employment Opportunity and Minority/Female Business Enterprise Certification Form. See ATTACHMENT D.

## VII. SELECTION CRITERIA

CRCOG desires to award a contract to the respondent who demonstrates the ability to provide the highest quality service at the most reasonable cost. To accomplish this goal, CRCOG's criteria for selection will include, but not be limited to:

1. Qualifications of the lead consultant or firm;
2. Qualifications of subcontractors, if any;
3. Qualifications of key personnel assigned to this project;
4. Understanding of project objectives;

5. Thoroughness, creativity, and clarity of suggested approach; **a CRCOG hosted solution is preferred** if it is deemed feasible;
6. DBE, MBE, SBE qualifications;
7. Experience and proven record of success with comparable projects;
8. Total cost.
9. Time for project completion.

Based upon the evaluation of proposals submitted, CRCOG intends to select finalists who may be required to make formal presentations before a review committee regarding their qualifications, project approach, and ability to provide the required services to best serve the needs of CRCOG.

CRCOG and the review committee may elect to negotiate with the top-ranked respondents and to accept modifications to the proposed scope of services and/or price when such action is in the best interest of the participants to do so. Additional clarifying information may be requested to aid in the decision-making process.

#### VIII. ADDITIONAL TERMS AND CONDITIONS

##### **Compliance with Applicable Laws**

The successful consultant shall comply with all federal, state and local laws and regulations as may be applicable. Respondents are advised to review all applicable federal and state regulations prior to submitting a proposal.

##### **Freedom of Information**

Respondents are advised that any and all materials submitted in response to this RFP shall become the property of the Capitol Region Council of Governments as well as participating state, regional and municipal entities 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 the Capitol Region Council of Governments to award a contract or to pay any costs incurred in the preparation of a response to this request. The Capitol Region Council of Governments 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 Proposal 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.

##### **Oral Presentation**

Respondents who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Capitol Region Council of Governments. This provides an opportunity for the respondent to clarify or elaborate on the proposal. These are fact-finding and explanation sessions only and do not include negotiation. The Capitol Region Council of Governments will schedule the time and location of these presentations. Oral presentations are an option of the CRCOG and may or may not be conducted.

### **Subcontracting**

The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall not award any portion of the work to a subcontractor without **prior written approval** of the Capitol Region Council of Governments. The acceptance of any and all subcontractors shall reside with the Capitol Region Council of Governments, and the Capitol Region Council of Governments decision shall be final. The respondent should include documentation of the project experience and skill sets of any sub-contractors. The successful respondent shall be fully responsible to CRCOG for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

### **Assigning/Transferring of Agreement**

Any successful respondent 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 the Capitol Region Council of Governments.

### **Acceptance or Rejection by the Capitol Region Council of Governments**

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

### **Amending or Canceling Request**

CRCOG 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**

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

### **Collusion**

By submitting a proposal, the respondent implicitly states: that his/her proposal has not been made in connection with any other competing respondent submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the respondent did not participate in the RFP development process, had no knowledge of the

specific contents of the RFP before its issuance, and that no employee of CRCOG either directly or indirectly assisted in the vendor's proposal preparation.

### **Termination**

CRCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default or negligence on the part of the selected respondent; or if the selected respondent fails, in the opinion of CRCOG, 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 CRCOG.

### **Failure to Perform**

CRCOG reserves the right to impose penalties or withhold payment for not meeting the requirements of the scope or schedule of the project.

### **Ethics**

The conduct of any contracted consultant shall be subject to the CRCOG Ethics Policy (found online at: <http://www.crcog.org/about/rfqs.html>).

### **Affirmative Action**

CRCOG is an equal opportunity employer and requires an affirmative action policy from all contractors and vendors as a condition of doing business with CRCOG, as per Federal Order 11246. By signing the proposal sheet for this bid, all vendors and contractor agree to this condition of doing business with CRCOG and should CRCOG choose to audit their compliance, the respondent agrees to cooperate fully.

### **Insurance Requirements**

The consultant shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage prior to the execution of this Agreement. Failure to maintain insurance coverage as required and to name the Capitol Region Council of Governments and CRCOG member municipalities as the Additional Insured will be grounds for termination of the contract. In addition:

- A. The insurance requirements shall apply to all subcontractors and/or consultants.
- B. All policy forms shall be on the occurrence form. Exceptions must be authorized by CRCOG unless the coverage is for Professional Liability where the common form is claims made.
- C. Acceptable evidence of coverage will be on the ACORD form or a form with the same format.
- D. All renewal certificates shall be furnished at least 10 days prior to policy expiration.
- E. Each certificate shall contain a 30 day notice of cancellation.
- F. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut which has at least an "A-" policy holders rating according to Best Publications latest edition Key Rating Guide.

Respondents must state that they have the capability of obtaining and maintaining the insurance and associated limits as defined below to cover any claims incurred or arising from the proposed work:

- Professional Liability Insurance (not less than \$3 million limit)
- Commercial General Liability including blanket contractual and products/completed operations coverage. The limits of liability provided shall be no less than \$3,000,000 each occurrence, \$3,000,000 aggregate. Per project aggregate must apply. The Metropolitan District and the State of Connecticut shall be named as additional insured on the General Liability Insurance.
- Automobile Liability with limits of not less than \$1,000,000 combined single limit, including coverage for owned, non-owned, hired and/or borrowed vehicles.
- Workers' Compensation Insurance as required by Connecticut law and Employer's Liability with a limit of not less than \$100,000 per occurrence, \$500,000 disease policy limit, and \$100,000 disease each employee.
- Umbrella Liability in excess of Employer's Liability, Commercial General and Automobile Liability with a limit of no less than five million dollars (\$5,000,000) aggregate.

Note that insurance limits are not the limits of liability.

At the time of Contract Task Order signing, the successful respondent shall submit to CRCOG approved insurance certificates, including the following information on the policies listed above: Policy numbers, limits, starting and expiration dates, and the provision of thirty (30) days' written notice to CRCOG prior to any cancellation. If (an) insurance policy(ies) is cancelled for failure of the respondent to make (a) premium payment(s), CRCOG shall have the option of making the payment(s) and deducting the amount paid from any amounts due the respondent.

The respondent shall at all times indemnify, defend, and save harmless CRCOG, any municipality included therein, the State of Connecticut, and their respective officers, agents, servants, and employees on account of any and all claims, damages, losses, litigation, expenses, counsel fees and compensation arising out of (a) injury (including death) sustained by or alleged to have sustained by the servants, employees, or agents of CRCOG, or of any municipality included therein, the State of Connecticut, or of the respondent, or anyone directly or indirectly employed by them, and (b) from injuries (including death) sustained by or alleged to have been sustained by the public, or by any other person or property, real or personal (including property of CRCOG) to the extent either of the foregoing are caused by the negligent, willful or wanton acts or omissions of the Respondent, or anyone directly or indirectly employed by them or any of them while engaged in the performance of the work.

#### **Hold Harmless and Indemnification**

In addition to its obligation to provide insurance as specified above, the CONSULTANT, its subcontractors, agents and assigns shall indemnify and hold harmless the State of Connecticut and the Capitol Region Council of Governments and its member municipalities, including but not

limited to, its elected officials, and its officers, from any and all claims made against State of Connecticut and the CRCOG, including but not limited to, damages, awards, costs and reasonable attorney's fees, to the extent any such claim directly and proximately results from the negligent acts, errors, or omissions in performance of services by the CONSULTANT during the CONSULTANT's performance of this Agreement or any other Agreements of the CONSULTANT entered into by reason thereof. CRCOG agrees to give the CONSULTANT prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

## ATTACHMENT A – CONSULTANT SCOPE OF WORK

**Purpose.** The purpose of this project is to develop and deploy a Regional GIS Portal and Parcel Viewer, compatible with mobile devices, for the CRCOG member municipalities. Tasks and functionality shall include as a minimum:

- Viewing of parcels, linked CAMA information and property cards.
- Update of Parcels in adherence to (at a minimum) the Level II CT Cadastral Data Standard ([http://www.ct.gov/gis/lib/gis/GISC\\_CAD\\_Standard\\_v1\\_2012.pdf](http://www.ct.gov/gis/lib/gis/GISC_CAD_Standard_v1_2012.pdf)).
- Develop and deploy an **automated CAMA update system**.
  - Updates from each municipal CAMA system to the regional site.
  - Allowing at a minimum weekly automated updates, daily would be preferred.
- Suppression of sensitive CAMA records (judges, police, etc.)
- Generation of Abutters Address Lists and Mailing Labels.
- Property search capabilities with multiple conditions.
- Measurement and Markup functions (point, line, polygon and text).
- Overlay of additional data layers and/or map services provided by CRCOG, member municipalities, state and federal agencies including but not limited to:
  - Regional Zoning
  - Regional Bike Trails
  - Hiking Trails
  - Census Data
  - Farmland Soils
  - Wetland Soils
  - Soil Type
  - Open Space
  - Topography
  - FEMA Data including Flood Zones
  - Aquifer Protection Areas
  - Watersheds
  - Land Use
  - Building Footprints
  - Easements
  - Hydro Features
  - Street Centerlines and Street Name Annotation
  - Railroad Lines
  - Town Boundaries
  - Voting Districts
- A selection of Basemaps including but not limited to (please note that in most cases this data may be consumed from publicly available map services):
  - Street Data
  - State Orthophotography from 2012 and 2016 as well as any future statewide acquisition

- CRCOG Orthophotography from 2009
- Scalable Map Printing and PDF export capabilities.

Vendors may propose one or both of the two project approaches outlined below.

**Project Approach 1.**

- Collaborate with CRCOG Staff to develop and deploy a system meeting the above requirements on a CRCOG managed ArcGIS Enterprise infrastructure. Price should include purchase of annual maintenance and installation of ArcGIS Enterprise and any required additional software/services and fees.
- Provide training and support for CRCOG staff for configuration, modification and maintenance of the site.
- Provide municipalities secured access to sensitive CAMA Records (judges, police).
- Provide training session(s) for municipal staff on the use of the site.
- Provide data update services on a mutually agreed upon schedule.
- Work with Novus Insight staff to install in their data center.

**Project Approach 2.**

- Develop and deploy a system meeting the above minimum requirements on a vendor maintained infrastructure.
- Provide training and support for CRCOG staff for configuration and modification of the site.
- Provide municipalities secured access to sensitive CAMA Records (judges, police).
- Provide training session(s) for municipal staff on the use of the site.

**Timeline.** Full execution of agreements by and between CRCOG and the selected vendor will identify the date on which work may commence.

**All tasks should be complete by December 1, 2019. Time extensions are subject to CRCOG's approval and assent.**

# ATTACHMENT B

## RESPONSE PAGE

### Capitol Region Council of Governments

#### REQUEST FOR PROPOSALS

**DATE ADVERTISED:**

**November 14, 2018**

**DATE / TIME DUE:**

**December 17, 2018**

**1:00 p.m. EST**

**NAME OF PROPOSAL**

**SPRING 2016 STATEWIDE GIS DATA ACQUISITION AND SERVICES**

\_\_\_\_\_  
**Type or Print Name of Individual**

\_\_\_\_\_  
**Doing Business as (Trade Name)**

\_\_\_\_\_  
**Signature of Individual**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number / Fax Number**

\_\_\_\_\_  
**E-mail Address/Website**

\_\_\_\_\_  
**SS # or TIN#**

## ATTACHMENT C

### **CAPITOL REGION COUNCIL OF GOVERNMENT NON-COLLUSION STATEMENT**

The company responding to this Request for Proposals certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this response must be signed by an authorized agent of our company to constitute a valid response.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name and Title of Agent: \_\_\_\_\_

By (SIGNATURE): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

ATTACHMENT D

**CAPITOL REGION COUNCIL OF GOVERNMENTS  
EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY/FEMALE  
BUSINESS ENTERPRISE CERTIFICATION FORM**

The undersigned certifies that \_\_\_\_\_ is an

(Name of Company)

Equal Opportunity Employer and is in compliance with federal and State rules and regulations pertaining to Equal Employment Opportunity and Affirmative Action.

\_\_\_\_\_

(Respondent's Signature)

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**IF APPLICABLE:**

The undersigned also certifies that \_\_\_\_\_

(Name of Company)

is a Minority/Female Business Enterprise and is in compliance with federal and state rules and regulations pertaining to Minority/Female Business Enterprise designations.

\_\_\_\_\_

(Respondent's Signature)

\_\_\_\_\_ (Today's Date)