Request for Proposal For GIS Database Development and Related Services City of Summerville, GA Public Works & Utilities
Summerville, Georgia
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Request for Proposal
For GIS Database Development and Related Services
City of Summerville, GA
Public Works & Utilities
166 Cox St. Summerville, GA. 30747
Phone: (706) 859-0907 Fax: (706) 859-0847
Public Works Director Tony Carroll email: tcarroll@summervillega.org or Water and Sewer Foreman Terry Tinney
email: ttinney@summervillega.org
To receive a complete RFP packet by email please contact us at (706) 859-0907 with your email information and we will email you a copy. You may also pick up a packet in person at The City of Summerville Public Works Building located at 166 Cox St. Summerville, GA. 30747

The City of Summerville, Georgia, Department of Public Works & Utilities is soliciting Request for Proposals (RFPs) for GIS Database Development and Related Services for the City’s Utility Networks. This work will be done in three phases with natural gas being the first of the three.
This RFP explains technical requirements and administrative procedures for the preparation and submittal of proposals and qualifications for Respondents. In summary, this RFP asks for proposals from qualified companies able to perform the following:
• Collect a Field Inventory Global Positioning System (GPS) of the City of Summerville’s utility features for natural gas, water, and sewer networks.
• Convert all current available data from CAD files to ESRI Geodatabase.
• Design and create a Geodatabase to be implemented in an ESRI environment, which includes a base map, utility features, administrative boundary, and other map features, and attribute data named in the projects section of this RFP.
• Incorporate collected data into the GIS.
• Deliver a custom GIS application specific for the City of Summerville using Esri ArcGIS and/or customized desktop and mobile software packages that includes risk assessment modeling, paperless inspection forms, and reporting features.
• Training on ArcGIS and custom desktop and mobile software.
• Project management, quality control, and user orientation and training associated with services listed above.
The City of Summerville does not currently make significant use of GIS technology or data. Respondents can assume that this project will be a “from scratch” GIS implementation effort. The City of Summerville has decided to use Esri ArcGIS for GIS database management and applications and discussions are underway with Esri to make decisions on specific Esri software packages and services to implement. At this time, it can be assumed that this will include use of ESRI’s ArcGIS.

1. INTRODUCTION AND PURPOSE
The City of Summerville, located in Chattooga County, Georgia, plans on utilizing geographic data to support mapping of its utility networks, routine operations and maintenance, support for important regulatory compliance programs, and for a range of planning and analysis requirements.
The data and applications developed through this project will enhance the ability of the City of Summerville's Public Works & Utilities to provide quality service to customers and to improve the efficiency and quality of work by the City of Summerville's employees and contractors.

Background Information
The City of Summerville is located in Chattooga County in Georgia. The City of Summerville Department of Public Works & Utilities is under the leadership of long time employee Tony Carroll. The Department consists of Natural Gas, Water, Sewer and Streets. This project will include the following divisions:

Natural Gas
The city has 4,559 active gas customers and 254.3 miles of gas main not including service lines.

Water
The city has over 4,500 water meters in the system with nearly 220 miles of water main.

Sewer
The city has over 400 sewer manholes in the system with 76 miles of sewer main.

2. Project Requirements
The firm selected will be expected to provide all services requested in this RFP as associated with field GPS and data collection of the utility networks mentioned, as well as an ESRI based GIS program development with mobile data collection software.

The selected firm will adhere to the following requirements:

- GPS Field Requirements
  Data must be collected in Georgia State Plane Coordinates with a minimum of sub-meter accuracy. Respondents must include pricing for Survey Grade GPS and Mapping Grade GPS.
  - Gas features to be GPS located:
    - 283 Gas Valves (40 of these are critical)
    - 1 odorization station
    - Approximately 275 regulator stations
  - Water features to be GPS located:
    - 7 pump stations
    - 2 automatic flush valves
    - 5 tanks
    - 362 valves
    - 390 hydrants
    - 13 air release valves
    - 1 reuse water main
    - 1 reuse meter with approximately 3 air release valves.
  - Sewer features to be GPS located
    - 400 manholes
    - Respondent is to provide pricing for an option to lift lids on manholes for inverts and invert elevations
    - 3 grinder pumps and lift stations
- Geodatabase Development and GIS Requirements
  - All data must be developed using ESRI technology and delivered in Geodatabase format.
  - The City of Summerville expects the selected firm to develop an appropriate data model to use as a basis for data capture and delivery of GIS data in geodatabase format.
  - The City of Summerville will provide available GPS Points for gas and water meters to the selected firm as soon as they become available. The selected firm will implement this data into the GIS.
  - The Selected firm will offer a recommended database model and integrate the desires and expectations of the City of Summerville to facilitate their specific requirements.

- Compliance Software and Application Requirements
Recent changes in the PHMSA regulations have led to increased data collection, resulting in increased paperwork and time spent inputting data into spreadsheets. The City of Summerville’s Gas Division would like to establish a process that involves capturing data electronically and integrating the data into our GIS database. The Gas Division would also like to use this application to assign work orders and daily tasks to employees. The following list includes forms currently used to capture data. The Gas Division would like to be able to complete these forms electronically in the field:
- Leak Investigation
- Valve inspection
- Leak survey inspection
- Service line installation
- Main installation
- Damage (damage to utilities by us, and damage to our pipeline by others)
- Daily location of individual personnel
- Rectifier inspection
- Cathodic Protection test station inspection
- Hazardous pipe crossings inspection
- Casing inspection
- Internal Corrosion inspection
- Mechanical fitting failure
- Exposed pipeline inspection
- Meter set installation/inspection
- Various work orders (meter needs painting, gas line marker needs replacing, etc.)

Forms listed above can be combined for efficiency, as long as reports can be filtered to show specific information. Examples of our current forms can be provided upon request. The ability to customize these forms or to create these forms may be necessary in order to include the water and sewer networks in the future.

The following are processes required to implement the compliance application efficiently:
- Ability to use tablets and smartphones as well as desktops and laptops to input, review, and edit information
- Ability to store information directly into our current GIS platform, or the ability to periodically import captured information into our GIS database
- Ability to input field data while disconnected
- Ability to create reports based off of captured information
- Ability to assign work orders to employees
- Ability to capture GPS coordinates for each form
- Ability to timestamp each form
- Ability to set permissions for various employees (supervisor-level, field-level, etc.)
- Establish 2 administrators as point of contact
- Provide training to the 2 administrators to allow troubleshooting of minor issues
- Provide training to employees on how to correctly use the application

Project Management Requirements
- The selected firm will provide coordination and quality control in conjunction with city staff for sharing of data, reviewing, and correction during the development process.
- The selected firm shall provide data hosting for web applications.

City staff will be responsible for uncovering utility facilities that cannot be found in the field or are buried. If for any reason Gas valves cannot be located or surveyed, the selected firm will communicate this information to the City of Summerville. The chosen firm will establish all horizontal and vertical ground control necessary to perform the mapping services described herein.

3. RFP Submission Timeline and Requirements
Questions must be submitted via e-mail no later than 2:00 P.M. on April 30, 2015. Bids will be accepted until 2:00 P.M., Tuesday, May 5, 2015. Any bids submitted after this day and time may be rejected by the City of Summerville.

A public bid opening shall be held at 10:00 A.M., Wednesday, May 6, 2015 at Summerville City Hall (address below). Respondents must be present at this bid opening to qualify for project award.

May 11, 2015 City Council Meeting. Selection will be made.

May 12, 2015 Project Award Announcement.

Project Kick-off Meeting.

All questions regarding this RFP shall be submitted via e-mail no later than April 30, 2015. Questions regarding this RFP and the information within shall be directed to Tony Carroll at tcarroll@summervillega.org and Terry Tinney at ttinney@summervillega.org.

The proposal shall be submitted in the format of a report. It should be clear and concise. The report shall be prepared on 8-1/2” x 11” sheets printed on one side. Respondents will submit two (2) hard copies and one (1) digital file in PDF format being congruent with the entire hard copy proposal contents.

Please deliver sealed bids to Summerville City Hall no later than 2:00 P.M., Tuesday, May 5, 2015.

Summerville City Hall
120 Georgia Avenue
Summerville, GA 30747

All Responses shall include at least the following information:

- Letter of Transmittal that summarizes the respondent’s understanding.
- Background information for the submitting firm.
- Key personnel anticipated to be assigned to the project, including resumes and their availability to work on this project in the near future.
- Project approach and technical work plan, including innovative or unique methods that the respondent may utilize in completing the work.
- Past experience of completing similar work and providing on-going support.
- 3-5 project examples as references of work similar in scope to this project which includes GPS data collection, utility inspections, and ESRI GIS Geodatabase development, and training.
- Custom Software details.
- Familiarity with City, Utility, and County GIS programs and standards.
- Outside consultants, associates, etc. that the respondent expects to utilize for the project. The City will accept sub consultants, however, they are not recommended.

4. Price Proposal

Pricing to complete the project shall be delivered in four (4) separate tables utilizing the following format:

- Gas Utility Network
  - Geodatabase design
  - GPS data collection
  - Options for Survey Grade GPS and Mapping Grade GPS
- Water Utility Network
  - Geodatabase design
  - GPS data collection
  - Options for Survey Grade GPS and Mapping Grade GPS
- Sewer Utility Network
  - Geodatabase design
  - GPS data collection
  - Options for Survey Grade GPS and Mapping Grade GPS
  - Option to lift lids on manholes for inverts and invert elevations
- Custom Desktop and Mobile software
  - Implementation
4. RFP Evaluation and Selection Criteria of Respondents

The "Best Value Proposal" will be evaluated based on the combination of the Respondent’s qualifications and references, previous experience and performance, proposed monetary cost, and the inclusion of all services and deliverables contained in the proposal specification portion of this document. The selected firm will be considered to have submitted the best value proposal as determined solely by the City of Summerville. The following criteria listed below, along with its value of importance, will be used to evaluate and rank the respondents:

Criteria Weight Factor
A. Adherence to the format and requirements of this RFP. 10%
B. Qualifications, History of Similar Project Experience, and Performance on Related Projects:
   Respondents will be evaluated and ranked on
   • GIS and utility experience
   • Resumes and qualifications of key personnel
   • Project examples of similar complexity
   • The respondent’s reputation on similar GIS work
   • Responses from references provided 30%
C. Project understanding and project approach:
   Evaluation of the design team’s specific approach to completing this project as well as respondent’s indication of understanding of the project and ability to demonstrate a sound plan of approach to accomplish the work and provide quality control. 20%
D. Implementation of custom desktop and mobile software and training methodology. 10%
E. Functionality, Proximity, and Cost:
   Respondents will be evaluated on overall price to complete the project and any on-going costs. Ability and history of providing services on location and the deliverables in the requested format will also be considered. 20%
F. ESRI Partner 5%
G. Disadvantage Business Enterprise (DBE) 5%

In addition to the Evaluation Weighting Summary, several pass/fail criteria will be reviewed. If the Respondent fails on any of the following requirements, it will constitute grounds for disqualifying the entire proposal:
• Project Experience
• Methodology/Deliverable Requirements
• Delivery Constraints
• Incomplete Proposal
• Proposal Submission Format

5. PROFESSIONAL RESPONSIBILITY

The City of Summerville expects the firm to perform due diligence in the performance of its services and to carry out its responsibilities in accordance with customarily accepted professional practices.

Terms and Conditions
The respondent shall comply with the documentation required in this Request for Proposal. Failure to comply with the requirements may result in disqualification of the respondent’s submittal. The evaluation of the proposal will be in accordance with the methodology outlined herein.

The City reserves the right to:
• Reject any and all submittals
• Amend or cancel the RFP at any time
• Waive any minor informalities or irregularities in the submittals
• Revise the schedule as the City sees fit
• Enter into any agreement deemed by the City to be in its best interest.

The City reserves the right to interview any of the respondents or to request additional information or clarifications from any or all respondents to the RFP.

The cost of preparing and submitting the proposal is entirely the responsibility of the Respondent. The information contained in the proposal will become the property of the City.