REQUEST FOR PROPOSALS

INVITATION TO BID
for
Property Mapping

Municipality of Wolcott, Vermont

This is a Sealed Bid Response

RFP Issuance Date: 5/12/2014

RFP Questions Due by: 5/22/2014

Proposal Due Date: 5/29/2014

One (1) original version (clearly labeled as, "ORIGINAL"), and two (2) copies are required for the submission and must be received by in printed form and delivered to:

Attn. Tom Martin, Lister
Town of Wolcott
PO Box 100
Wolcott, VT 05680

RFP Contact Person: Tom Martin, PO Box 100, Wolcott, VT 05680, Ph: (802) 888-6858, Email: wolcottzone@pshift.com

All bidders are hereby notified that sealed bids must be at the address above by the bid due date and time. Bidders are cautioned that it is their responsibility to originate the sending of bids in sufficient time to ensure receipt by on or before the bid due date. Hand carried bids shall be delivered to a representative of the town of Wolcott on or before the bid due date. Bids not in possession of the Municipality by the due date and time will not be considered.

FAXED BIDS: FAXED bids will NOT be accepted.

ELECTRONIC BIDS: ELECTRONIC Bids will NOT be accepted.

Overview

The Municipality of Wolcott (the Municipality) is seeking bids for the property mapping of all parcels within the Municipality. Enclosed find proposed "Property Mapping Specifications" upon which all bids must be based. Bid proposals must be received at the municipal office on or before May 2, 2014 at 4:00 PM.

The Municipality will review all proposals on the basis of execution methodology (plan of performance), firm qualifications, facilities, personnel, and other factors, and will choose the firm which the Municipality believes will provide the best job for the best value. The chosen firm may or may not be the low bidder and the Municipality reserves the right to accept or reject any proposal at its sole discretion.

Prior to the submission of a bid proposal, representatives from each firm must visit the Municipality and review the existing Municipality records sufficiently to ascertain the status of the Municipality records to be used and to understand the magnitude of the job being bid. Upon said visit, the municipality shall assume that each firm clearly understands the problems, inconsistencies, and overall conditions associated with Wolcott's land records, maps, etc., and that the bid proposal will take these problems into consideration when submitting a price to do a complete, accurate, and thorough job of property tax mapping for Wolcott.

Proposal Submission Procedures and Requirements

Requirements - each bid proposal must contain a written detailed explanation of:

1. The methods the firm intends to utilize (plan of performance) in deed examinations, plotting, etc. to address the specifications as set forth by the Municipality in the **Property Mapping Specifications** below.
2. A timeline for executing the project's phases including proposed start and completion dates.
3. A schedule for the delivery of the identified products and deliverables.
4. A proposed payment schedule tied to the completion of work components and/or the delivery of products. The Town requires a hold back of 10% pending the Town's acceptance of the final products and deliverables.
5. The bid proposal shall break out the costs for the following items:
    a. Creation of digital Parcel Data (including improvement to result in match to grand list as specified in Property Mapping Specifications)
    b. Creation of paper Tax Map and copies
6. Bid proposal shall also include a **total** for all costs for work being proposed.
7. The bid proposal may also contain as an addendum individual cost increases or decreases for any options the contractor wishes to offer such as online services or desktop software, as well as a brief written description explaining work which would be done and the product which would be delivered for each option.
8. Only firm, fixed price proposals will be considered
9. Proposed costs for labor, materials, services and deliverables should be all-inclusive
10. A statement of the qualifications and experience of the bidder including a list of its municipal clients with contact information in New England and the nature of the mapping projects completed for those clients within the last five (5) years.

11. A list of employees with brief resumes for those expected to work on this project.
12. A brief description of the bidder's production facilities and equipment.
13. The bidder's most recent financial statement, or if none is available, such other information relating to the financial condition of the bidder as will enable the Town to determine the bidder's financial ability to complete the Tax Mapping Project.

Submission Procedures:

Format

An original and two (2) copies of the technical proposal, and an original and two (2) copies of the separate cost proposal must be received no later than May 2, 2014 at 4:00 PM. Responses should be addressed as follows (mail or express delivery):

Attn. Tom Martin, Lister
Town of Wolcott
PO Box 100
Wolcott, VT 05680

Proposals may be either mailed or hand delivered; proposals transmitted by FAX machine or other electronic means will not be accepted. If the proposal is sent by mail the applicant will be responsible for actual delivery to the proper office before the deadline. Any proposals received after the deadline will be returned unopened.

All quotation materials submitted will automatically become the property of Wolcott, which reserves the right in its sole discretion to use without limitation any and all information, concepts, and data contained therein. The content of all proposals will be held confidential until an award is made.

Packaging

Each quotation must be sealed to provide confidentiality of the information before the submission date and time. Proposals and presentations should be prepared simply and economically, and give a straightforward and concise description of the Respondent's capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, etc., are not necessary. Emphasis should be placed on completeness and clarity of content.

Requests for More Information

Any Bidder requiring clarification of any section of this proposal or wishing to comment or take exception to any requirements or other portion of the RFP must submit specific questions in writing no later than April 25, 2014. Questions may be e-mailed to wolcottzone@pshift.com.

Any objection to the RFP, or to any provision of the RFP, that is not raised in writing on or before the last day of the question period is waived. At the close of the question period, a copy of all questions or comments and responses will be posted on the VCGI web site at http://vcgi.vermont.gov/about_us/projects/nvpdp. VCGI will post questions and answers as soon as possible after receipt, contingent on the number and complexity of questions. The interested Bidder is advised to check the VCGI website for responses to questions at any time during the period the RFP is open.

Duly Authorized Signature
The quotation must contain as the first element of the proposal, a cover letter with the signature of a duly authorized officer or agent of the Respondent's company empowered with the right to bind the Respondent. The Respondent shall be fully responsible for all quotation development and submission costs. The Municipality assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a quotation by a Respondent, the evaluation of an accepted quotation, or the selection of finalists.

Proposals shall be binding upon the Respondent for sixty (60) calendar days from the quotation due date. A Respondent may withdraw or modify his/her quotation any time before the due date by a written request, signed in the same manner and by the same person who signed the quotation.

Provisions of this RFP and the contents of the successful response are considered available for inclusion in final contractual obligations. The Municipality retains the option of canceling the award if the successful Respondent fails to accept such obligations.

Price Proposals
Unless Respondents specifically take exception, prices quoted for work to be performed will be considered firm. In case of error in the extension of prices in the quotation, the unit prices shall govern.

Rights Reserved to the Municipality

The Municipality reserves the right to:

1. Amend the RFP as necessary and provide revisions to all prospective proposers.
2. Waive or modify minor irregularities in proposals received, after prior notification to the proposer.
3. Reject any proposal which is incomplete, does not demonstrate the proposer's ability to provide the required services, or which is not responsive to this RFP.
4. Accept the proposal that is, in the sole judgment of the Municipality most advantageous to the Municipality, even though it may not be the lowest priced proposal.
5. Negotiate with any Respondent after proposals are opened, if such action is deemed in the best interest of the Municipality.
6. Negotiate a contract with another qualified proposer in the event that a contract is not successfully and expeditiously executed by the proposer initially selected for contract award.
7. Reject any or all proposals received in response to this RFP.

Terms and Conditions for Proposals

1. Incurred Costs - Wolcott is not liable for any costs incurred by proposers in preparing their proposals, or any costs of contractors' participation in any pre-contract award activity.
2. Acceptance of Conditions- Submission of a proposal indicates full acceptance by the Respondent of the conditions contained in the RFP and its attachments, unless clearly and specifically noted in the submittal.

3. Notification of Award - After evaluation and selection of the successful proposer(s), all proposers will be notified in writing of the Municipality's decision. The names of the selected proposer(s) will be made available to the public. No press releases pertaining to this project shall be issued without prior written approval by the Municipality.
4. Complete Services/Products - The winning Respondent shall be required to (a) furnish all tools, equipment, supplies, supervision, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified and required to be incorporated in and form a permanent part of the completed work; (c) provide and perform all necessary labor; and (d) execute and complete all specified work with due diligence, in accordance with good technical practice and the requirements, stipulations, provisions, and conditions of this RFP and the resultant contract.

PROPERTY MAPPING SPECIFICATIONS

The Municipality of Wolcott comprised of 25,153 acres of land, divided into 960 parcels shall be mapped as follows.

SCOPE OF SERVICES

Contractor will prepare and furnish to Municipality property maps of the entire municipality as well as associated GIS data and reports identified below. The property maps will be accurate as of July 1, 2014.

TIME FOR PERFORMANCE

Work shall commence on or about May 12, 2014, and shall be completed on or before November 30, 2014, unless extended by mutual written agreement of the parties.

OWNERSHIP OF MAPS, DIGITAL DATA AND RELATED DOCUMENTS

The original property maps, the digital data, and all documents and materials from which they were produced, or which established the accuracy thereof, including, but not limited to manuscripts, shall be delivered to and become the property of the Municipality. The Contractor may retain copies thereof for its files for future reference, but in no event shall copies be sold to third parties except upon the express written consent of the Municipality.

RIGHT OF INSPECTION

The Municipality, through its Board of Listers, shall, at their discretion, make periodic inspections of the work accomplished by the Contractor and the Contractor shall make available all maps, documents, manuscripts and related material at all reasonable times and places.

PAYMENT VOUCHERS

All vouchers requesting payment, along with monthly progress reports, in accordance with the Payment Schedule shall be presented to and approved by the listers before payment shall be required by Municipality.

INSURANCE

Contractor agrees that it shall, at its sole expense, procure and maintain workers compensation and general liability insurance in an amount of not less than ONE MILLION DOLLARS ($1,000,000.00), and shall, upon request, deliver to the Municipality certificates evidencing said insurance.

AVAILABILITY OF MUNICIPALITY'S RECORDS AND DATA

The Municipality will permit the Contractor to use, free of charge, in the performance of the work under this contract, the current and all available past Grand List books, all other applicable data from the Board of Listers and all deeds and surveys presently of record. All said materials shall be available to the Contractor during normal business hours at the respective offices where they are usually kept.

NON-ASSIGNMENT

The Contractor agrees not to transfer, assign, encumber, sell or otherwise dispose of its rights under this Agreement.

DELIVERABLES

The contractor shall deliver to the town the following materials and services as specified in these technical specifications and/or other contract documents. These materials and any products, used to generate or to verify tax maps become the property of the town as soon as they have been prepared.

1. Identification and resolution of Parcel Identification Numbering (Parcel ID) inconsistencies in Microsoft Excel format.
2. Master List of “Discrepancies/Problem Parcels List” and efforts taken to resolve in Microsoft Excel format, including those parcels with areas having a percent of divergence where the tolerance is exceeded.
3. Digital GIS tax map data files delivered in ESRI shapefile format, and in compliance with the GIS parcel data requirements (and additional requirements) listed below.
4. FGDC compliant metadata (Text and HTML formats).
5. All files used to create tax map hardcopy print-outs including all scripts, configuration files, project files (eg: ArcGIS MXDs), data files, and associated GIS basemap files.
6. Two (2) sets of prints made from the property map overlays, one of which shall be composite print (orthophoto overprinted with property lines). Town requires two sets of both the parcel maps and overprinted orthophotos. These hard copies will be at a scale of 1:5000. The area of the image on each sheet shall be approximately 31 inches by 31 inches and have a margin of about 2-1/2 inches for an overall size of approximately 36 inches by 36 inches.
7. Index map to scale of 1:20,000 or with a maximum size of 36" x 36" showing all map sheets with town and roads
8. Public viewing advertisement, support personnel, and correction of documented errors found as a result of the viewing
9. All materials (e.g., surveys), purchased by contractor, used in deed research and/or tax map preparation
10. All source materials and information located during contract filed by reference number (on appropriate parcel cards/data file)
11. All digital files and macros generated as part of the project. All digital/soft copy files shall be delivered on CD-ROM or DVD

TECHNICAL SPECIFICATIONS

1. Tax Map Printouts

Cartographic Standards for Printed Maps:

Printed tax maps shall adhere to these specifications:

1. The property tax maps shall contain standard margin data such as scale and a legend/key to any symbols, colorations or markings used.
2. The Corner Tics must be clearly and precisely placed and labeled using Vermont State Plane Coordinates (meters NAD83). Additionally, the boundary of the maps shall have tic marks every 1000 meters. No internal tics are required.
3. Consistent and generally accepted standard point/line symbology shall be used on all property maps.
4. Show all land parcel property lines. Common ownership visually joined with a symbol or repetitive printing of the parcel number.
5. Show all Parcel IDs for each parcel (SPAN will not be shown on the printed maps, but will be included as an attribute in the GIS database).
6. Show all parcel acreage for all parcels. Acreage shall be based on the acreage information in the Grand List. The calculated area (from GIS file) will be used for those that do have acreage information in the Grand List.
7. Show public street, road and highway rights-of-way, and private roads (excluding driveways). Town and state highway numbers and road names are to be shown. Contractors should use VTrans' official road centerline data (GIS data) for all public right-of-ways, and E911 road centerline data for all private roads (GIS data). These can be downloaded from VCGI's website.
8. Show public utility rights-of-way with their designations.
9. Surface water features should be based on the Vermont Hydrography Dataset available from the Vermont Center of Geographic Information. Where surface water feature dissects a parcel, its multiple portions will be visually joined with a symbol or repetitive printing of the parcel number. Rivers, streams, ponds and swamps along with their names shall be marked.
10. "Official" names of all wholly tax exempt property must also be shown on the map.
11. Include a North Arrow
12. Show adjacent map sheet numbers
13. Show lot numbers of recorded sub-divisions

Disclaimer:

Each map will contain the following disclaimer, printed with a character height of 0.1 inches or higher:

"**This map is for assessment and planning purposes only. It is not to be used for description, conveyance, or determination of legal title.**"

Printing:

While every effort should be made to try and place an entire parcel on one map sheet, in the situation(s) where a given parcel falls on more than one sheet: the parcel and its match lines shall be clearly labeled on each map sheet, together with notes as to where the remainder of the parcel appears. The parcel

number and parcel area shall appear on each map sheet containing the parcel.

2. GIS Parcel Data Standard Requirements

Minimum Deliverables:

GIS data and metadata having the characteristics described below.

Coordinate System and Datum:

Vermont State Plane Meters, NAD 83 (National Spatial Reference System (NSRS) or most current).

Characteristics, Features, and Format:

- Deliverable shall consist of at least one shapefile containing all landed property polygons as well as roads, legal trails, and surface waters as described below.
- Unlanded, taxed condominiums, mobile homes, and other buildings shall be represented in a separate point shapefile.
- Shapefiles shall follow a naming convention:
    - VTPARCEL_TOWNNAMEYEAR_POLY
    - VTPARCEL_TOWNNAMEYEAR_PTS
- Naming convention example:
    - VTPARCEL_MONTPELIER2012_POLY.SHP
    - VTPARCEL_WATERBURY2012_PTS.SHP
- Polygon depiction of closed parcels shall have clean topology – no gaps or slivers.
- All public roads and legal trails identified on the VTrans General Highway Maps (also known as Town Highway Maps) shall be represented as polygons.
- All surface waters that serve as property boundaries shall be represented as polygons.
- All polygons shall be closed at the town boundary.
- Discrepancies between the town's Grand List and the Parcel database shall be resolved so that for communities with more than 1000 property ownership polygons on the parcel map, at least 99% of the polygons must link to a corresponding Grand List record and vice-versa. For communities with fewer than 1000 such polygons, the linking rate between the map and the data and vice -versa need only be at least 98%. All parcels should be assigned SPAN numbers, including tax-exempt properties.
- Parcel data shall include VTrans Right of Way (ROW) polygons for state highways. Map makers can contact the VTrans ROW Division to determine whether the ROW information for that town is available in GIS format, CAD format, or scanned map format (PDF).
- All parcel polygons that border roads shall be defined as ending at the road ROW (not the centerline).
- Multipart features and land hooks shall be included where necessary.

Attributes:

All polygon or point features shall have the following attributes at a minimum. Values refer to the actual number, code or characters that will appear in the attribute table for each feature. ***Please note*** that "unlanded" will be the value for all **point** features in the PROPTYPE field, and should not be the value in that field for any polygon features.

Field Name	Values	Description	Character/Integer	Number of places
SPAN	Unique number assigned by VT Dept. of Taxes	Unique number assigned by VT Dept. of Taxes	Character	13
MAPID	Unique identification assigned by town	Unique identification assigned by town	Character	50
PROPTYPE			Character	10
	PARCEL	Taxed parcel *(Please note that this value will only appear in the polygon shapefile)*		
	ROAD	Public roads and legal trails as defined on the VTrans General Highway Maps *(Please note that this value will only appear in the polygon shapefile)*		
	WATER	Polygonal water body that serves as a parcel boundary *(Please note that this value will only appear in the polygon shapefile)*		
	UNLANDED	Condominium, mobile home, camp or other unlanded structure not represented in polygon data *(Please note that this value will only appear in the points shapefile)*		

FIPS8	Unique federal code issued by the American National Standards Institute (ANSI)	First two digits indicate state, next three indicate county, final three indicate town or village. See VGIS Data Standards, Geographic Area Codes (vcgi.vermont.gov)	Integer	8
YEAR	Year (see VT GIS Parcel Mapping Guideline)	Year that mapping data represents (or 9999 if unknown)	Integer	4

Here is an example of what the attribute table might look like for one property:

SPAN	**MAPID**	**PROPTYPE**	**FIPS8**	**YEAR**
020-255-10006	10-23-45	PARCEL	50009005	2013

Metadata (please note that this is the only CHANGE from the VT GIS Parcel Data Standard v. 1.1):

The Content Standard for Digital Geospatial Metadata (CSDGM):

http://www.fgdc.gov/metadata/geospatial-metadata-standards#csdgm to be provided in digital format.