

Request for Proposals
GIS Base Map Updates



CITY of MOBILE
GIS DEPARTMENT

Proposals Due: 4:00 pm, April 27, 2023

REQUEST FOR PROPOSALS GIS BASE MAP UPDATES

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SECTION A. GENERAL CONDITIONS OF REQUEST FOR PROPOSAL

Objective

In a cooperative effort, the City of Mobile, Alabama, and Mobile Area Water and Sewer System (MAWSS) (hereafter collectively referred to as the “Participants”) are seeking proposals from qualified firms and individuals interested in providing professional mapping services to update select base map features.

Submission of Proposal

- a. Sealed proposals, consisting of one paper and one electronic copy (flash drive or CD), will be accepted until **4:00 P.M. April 27, 2023** by the City of Mobile GIS Department, 651 Church Street, Mobile, AL 36602. The US Mail address for proposals is City of Mobile, GIS Department, PO Box 1827, Mobile AL 36633. The name and address of the firm, and the words “RFP GIS BASE MAP UPDATES” shall be placed on the outside of the envelope.
- b. Proposals must follow the format and content requirements set in Exhibit A. Concise submissions are preferred. Participants will evaluate the proposals received, based on responsiveness to the evaluation criteria, and based on the information being provided on the required sequence. No bid or performance bond is required. Proposals will consist of the following components:
 - i. Signature Page
 - ii. Vendor References from at least three customers
 - iii. Fee schedule
 - iv. Experience Narrative
 - v. Project Management Team
 - vi. Project Approach Narrative – how you intend to perform the work to include any technology or best practices you will include.
- c. Exceptions to any of the terms contained in this RFP must be identified in the response to the RFP. Failure to do so may lead the Participants to declare any such term non-negotiable. Vendors desire to take exception to a term will not disqualify it from consideration for award.

Written Requests for Interpretations/Clarifications

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of

work of this proposal must be sent by e-mail to gis@cityofmobile.org no later than 4:00 pm, April 12, 2023. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the proposal. All such addenda shall become part of the contract.

Costs Incurred by Vendors

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith, shall be borne solely by the Vendor(s). No payment will be made for any responses received, or for any other effort required of, or made by the Vendor(s) prior to contract commencement.

Oral Presentations

Participants may request an oral presentation of any proposal at Participant's sole discretion.

Withdrawal of Proposal

A proposal may be withdrawn prior to the time set for the proposal submittal, based on a written request from an authorized representative of the firm; however, a proposal may not be withdrawn after the time set for the proposal submittal will be accepted.

Late Proposals or Modifications

Proposal and modifications received after the time set for the proposal submittal will not be considered; however, modifications in writing received prior to the time set of the proposal submitted will be accepted.

Collusion

Contractor proposals must be offered without previous understanding, agreement, or connection with any other contractor making a proposal for the same item(s), and with the intention that Contractor's proposal is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

Payments/Invoices

Payment will be made in arrears for services rendered upon presentation of timely presented invoices at regular intervals based upon the agreed upon rates. The Contractor must specify on the Proposal Summary form the exact company name and address which must be the same as invoices submitted for payment because of award of this RFP. Further, the successful Contractor is responsible for immediately notifying the Participants of any company name change, which would cause invoicing to change from the name used at the time of the original RFP.

Cancellation

The Participants reserves the right to cancel a resulting contract without cause by giving thirty

(30) days prior notice to the Contractor in writing of the intention to cancel or with cause if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified.

Failure of the Contractor to comply with any of the provisions of a resulting contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the Participants.

Assignment/Sub-contractors/Corporate Acquisitions and/or Mergers

The selected Contractor shall perform the resulting contract but may employ subcontractors with the consent of the City. The City expects Contractor to exercise good faith efforts to use certified disadvantaged business enterprises (DBEs), as required by City of Mobile Code Section 14-10, when subcontractors are employed. The selected Contractor is required to report subcontractor usage, including good faith efforts to employ certified DBEs as subcontractors, with each payment application/invoice. In exercising good-faith efforts, Contractor is expected to consult with the City Supplier Diversity Manager if unable to meet City Code performance goals in the use of DBE subcontractors. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the City with thirty (30) calendar days of the contractor's notice or such action or upon the occurrence of said action, whichever occurs first.

Protest Procedure

Proposal Protests:

Any actual or prospective bidder/vendor, who is allegedly aggrieved in connection with the issuance of the proposal package or pending award of a contract, may protest to the City Attorney. The City Attorney will review protest submissions and will make the final determination regarding the protest.

Requirements to Protest:

- a. If the protest relates to the content of the bid/proposal package, a formal written protest must be filed no later than 5:00 p.m. on the fifth full business day after issuance of the proposal package.
- b. If the protest relates to the award of a contract, a formal written protest must be filed no later than 5:00 p.m. on the fifth business day after the posting of either the contract award recommendation or the contract award itself. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.

Evaluation Criteria

Section C indicates the criteria that will be used by the Participants to evaluate and score responsive and qualified proposals. Contractors shall include enough information to allow the Participants to thoroughly evaluate and score their proposals. Each proposal submitted shall be evaluated and ranked by an evaluation committee. The contract will be awarded to the most qualified contractor, per the evaluation criteria.

Period of Contract

The contract shall be for a period of one (1) year from the date of execution of the agreement. Pricing shall be on a per-unit basis for services based on the fee schedule included in Exhibit A.

Proposal Submittal Copies

Proposers shall submit one original signed copy, and one electronic copy on flash drive or CD.

Time Line

Following is a list of actions and anticipated dates; the Participants reserve the right to change the dates, if necessary.

- | | | |
|----|---------------------------------------|------------|
| a. | Advertising and Publishing RFP | 03-16-2023 |
| b. | Deadline for Questions/Clarifications | 04-12-2023 |
| c. | Addendum Published by (if needed) | 04-14-2023 |
| d. | Proposal Submittal Date | 04-27-2023 |

SECTION B. SCOPE OF WORK

General

The contractor will update existing planimetric features, last updated from 2019/2020 orthophotography. Features will be updated using existing orthophotography flown two separate times over the course of one year. The eastern half will be flown early 2023 and the western half was flown early 2022 as shown in “Ortho Collection Areas” layer in mapping application at:

<https://cityofmobile.maps.arcgis.com/apps/webappviewer/index.html?id=3fe7c7e1eeb541b08c08336e5329cd1c>

Project Areas

The project is divided into two areas as shown in “Project Areas” layer in mapping application at:

<https://cityofmobile.maps.arcgis.com/apps/webappviewer/index.html?id=3fe7c7e1eeb541b08c08336e5329cd1c>

- **Area 1** - 324 square miles and includes all the City of Mobile's Metro Area, the Big Creek Watershed, the City of Chickasaw, and portions of the City of Prichard, Saraland, and Satsuma. Except for the Big Creek Watershed, this area is highly urbanized with some areas being very dense in population.
- **Area 2** - 148 square miles total with the lower portion covering the urbanized areas to the north of the City of Mobile such as Prichard, Chickasaw, Saraland, and Satsuma. The upper portion is rural.

Existing Orthophotography

Existing 3" pixel resolution orthophotography will be provided to the vendor in .TIF format along with metadata in XML format. The 2022 data will be provided at the beginning of the contract, while the 2023 data will be made available in the later part of 2023. West 2022 orthophotos can be viewed in mapping application at:

<https://cityofmobile.maps.arcgis.com/apps/webappviewer/index.html?id=3fe7c7e1eeb541b08c08336e5329cd1c>

Coordinate System

All digital mapping coordinates will be in the Alabama State Plane Coordinate System, in the West Zone, based on the North American 1983 (NAD83) horizontal datum (latest adjustment). All data will be delivered using the units of U.S. Survey Feet.

Planimetric Features

Updates

- Features that are new, no longer present, or of significant change that are identifiable from the provided imagery will be the only features collected for the update.
- Pre-existing feature categories will be updated in areas of *significant change* only, i.e. new developments, new constructions, demolition, or additions. "*Significant change*" is defined as having minimum dimensions of 10x10 feet. Window awnings, dormers and other small changes do not need to be collected or updated.
- Existing attributes of features will be maintained.
- Only features listed below, and that are visible on the provided imagery at the appropriate collection scale (1:1200), are to be collected/updated.

Features to Collect

Features	Collect in Area 1	Collect in Area 2	Attributes
Bridge	Y	Y	No attributes – collect features only.
Building	Y	Y	Attributes to collect – Building, Dock/Pier, Overhead Structure, Trailer
Driveway	Y	Y	Attributes to collect – Paved or Unpaved
Parking	Y	Y	Attributes to collect – Paved or Unpaved
Pave Edge	Y	Y	No attributes – collect features only.
Sidewalk	Y	N	No attributes – collect features only.

Features, along with complete attributes, can be viewed at:

<https://cityofmobile.maps.arcgis.com/apps/webappviewer/index.html?id=3fe7c7e1eeb541b08c08336e5329cd1c>

Topology Requirements

Data will conform to standard GIS topology rules:

- **Edge Matching** - All digitized features must be both visual and coordinate edge matched with features from existing data, in adjacent tiles, sheet edges, and at model breaks or other artificial boundaries within a tile. No edge match tolerance will be allowed. Attributes for adjoining features must also be identical.
- **Common Boundaries** - All vector features that share a common boundary, regardless of digital map layer, must have the exact same digital representation of that feature in all common layers.
- **Point Duplication** - No duplication of points will occur within a data string.
- **Connectivity** - Where vector elements visually meet, they must also digitally meet. All confluences of line, area, and polygon data must be exact mathematically; that is, no “overshoots,” “undershoots,” or “offsets” or “pseudo nodes” are permitted. Lines that connect polygons must intersect those polygons precisely; that is, every end must be an intersection point of the respective polygon.

- **Line Quality** - A high quality cartographic appearance will be achieved. Transitions from straight line to curvilinear line segments will be smooth, and without angular inflections at the point of intersection. The digital representation must not contain extraneous data at a non-visible level. There will be no jags or hooks or zero length segments. Curvilinear graphic features should be smooth with a minimum number of points. When appropriate, line smoothing programs should be used to minimize the angular inflection in curvilinear lines. Any lines that are straight, or should be straight, should be digitized using only two points that represent the beginning and ending points of the line.
- **Segmentation** - The digital representation of linear elements must reflect the visual network structure of the data type. An element should not be broken or segmented unless that segmentation reflects a visual or attribute code characteristic, or unless the break is forced by database limitations.
- **Area and Polygon Closure** - For area features being digitized, the last coordinate pair must be exactly (mathematically) equal to the first coordinate pair.

Data

Participants will provide the planimetric data in an ESRI File Geodatabase. Vendor must maintain existing database structure.

Final data delivery will be in an ESRI File Geodatabase. Metadata will be compliant with Federal Geographic Data Committee’s standards.

SECTION C. EVALUATION CRITERIA

Professional qualifications and experience with planimetric data.	40 pts
Technical approach	30 pts
DBE involvement	10 pts
Proposed schedule to complete the work	10 pts
Availability of project personnel	10 pts

EXHIBIT A

Proposal Submission Required Documents

All proposals shall be signed in ink by an authorized principal of the firm.

Sealed proposals, consisting of one paper and one electronic copy (flash drive or CD), will be accepted until **4:00 P.M. April 27, 2023** by the City of Mobile GIS Department, 651 Church Street, Mobile, AL 36602. The US Mail address for proposals is City of Mobile, GIS Department, PO Box 1827, Mobile AL 36633. The name and address of the firm, and the words "RFP GIS Mapping Services" shall be placed on the outside of the envelope.

Proposers may use these forms or may generate a similar document with the required information. Please attempt to be concise in the narrative documents.

Signature Page

Vendor Name: _____

Vendor Address: _____

Phone: _____

Main POC/Title for RFP _____

Email Address _____

I hereby agree to abide by all conditions of this Request for Proposal and certify that I am authorized to sign this proposal for the proposer.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Do you take any exceptions or wish to state any clarifications to the terms of this RFP?

Yes _____ No _____

If "Yes," please attach a separate page indicating those exceptions or clarifications.

Fee Schedule

Please provide fee by layer. Fee will be inclusive of all cost.

Features to Update	Areas	Total Fee to Update Each Feature Type
Bridge	1 & 2	
Building	1 & 2	
Driveway	1 & 2	
Parking	1 & 2	
Pave Edge	1 & 2	
Sidewalk	1 ONLY	

Additional Required Documents

Vendor References from at least three customers

Include a summary of each project that show the qualifications and experience of your firm in performing projects similar in scope and substance to this project.

Please indicate for each project:

- Customer, location, and time period.
- Scope of work accomplished.
- Unique technical challenges and how your firm met them.
- Subcontractors you used, if any.
- Customer reference for each project.

Experience Narrative

Qualifications and experience of individual team members that will contribute to this project. Please include:

- Your proposed team makeup and key positions.
- Short professional biography for each person, highlighting experience relevant to this project. Please include professional certifications and license numbers.

Project Management

A narrative that, based on your experience performing similar projects, indicates your expected approach to this project.

Please include:

- Your plan to complete the project. Please include key milestones and work processes.
- Equipment and software products, you intend to use. Please focus on technical equipment most relevant to the tasks.
- Subcontractors you would intend to employ.

Project Approach

A narrative on how you intend to perform the work.

Please include:

- Technology you will use to update features.
- QA/QC Processes.

Subcontracting and Major Supplier Plan

Complete the following forms as directed and include with your submittal.



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: Archnique.kidd@cityofmobile.org
251.208.7967
205 Government Street, 5th Floor

Bidders and Proposers – Please complete and submit these forms as required by your City of Mobile Bid or Proposal Specification.

If you are submitting a proposal in response to a Request for Qualifications, Request for Proposal, or other solicitation (“Solicitations”) issued by the City of Mobile, the bid specification may require you to utilize disadvantaged business enterprise (“DBE”) subcontractors and suppliers. If DBE participation is required, you must complete and submit these forms with your proposal. If required, failure to submit this form will render your bid non-responsive. NOTE: To satisfy participation requirements for a federally funded project, you must utilize DBEs certified through the Alabama Unified Certification Program.

If DBE participation is required, and you fail to satisfy the participation requirement, you must show that you made a good faith effort to include such participation; you will be required to submit DBE Compliance Form 2 and include additional information if needed. When so required, failure to address adequately the good faith effort factors on Form 2 will render your bid or proposal non-responsive. The “good faith effort” factors on Form 2 are not intended to be a mandatory, exhaustive, or exclusive.

You are encouraged to work with the City of Mobile Supplier Diversity Manager when preparing this form. Please consult with the City Supplier Diversity Manager for a list of eligible DBEs. The “good faith effort” factors on **Form 2** are not intended to be mandatory, exhaustive, or exclusive; they are a tool to help you, and the City of Mobile, determine whether you made efforts which, by their scope, intensity, and appropriateness to the objective, would reasonably be expected to fulfill the participation requirement.

About “**DBEs**”: Disadvantaged business enterprise or DBE means a for-profit small business concern (1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

About “**Good Faith**” **Effort**: Good faith efforts means efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement. The City of Mobile expects contractors holding large contracts to recruit and engage DBEs to be a part of their team.

Failure to submit this form, when so required by the bid or proposal specification, will render your bid non-responsive.



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: Archnique.kidd@cityofmobile.org
251.208.7967
205 Government Street, 5th Floor

FORM 1: Background and Plan

Section I. Information about your company

Company	
Address	
Telephone	
E-Mail	

RFP/RFQ Solicitation Number	
Project Description	
Is your company a DBE company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Work force demographics	Male _____ Female _____ Minority _____ Non-minority _____ SDVO _____ Total #of Employees _____

Subcontractor/Major Supplier Plan submitted by:

Printed Name: _____

Signature: _____ Date: _____

Title: _____

The following employee will be designated as the **DBE Liaison** for all communication regarding DBE participation including documentation for DBE participation and maintenance of records of Good Faith Efforts for this contract award:

Name: _____ Title: _____

Email: _____ Phone: _____



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for questions on completing this form.
Via email: Archnique.kidd@cityofmobile.org
251.208.7967
205 Government Street, 5th Floor

FORM 1: Background and Plan (Cont'd)

Section II. Subcontractors/Major Vendors Supplier Plan submitted by:

Please Print Company _____ Your Bid/Proposal Amount \$ _____ Date: _____
_____/_____/_____ Description _____
Name of Bidder/Proposer: _____

I intend to use the following subcontractors: (Attach additional pages if necessary)

Subcontractor or Major Supplier	Phone	Scope of Work to be performed	\$\$ Value to be Performed	% Of Your Bid Amount	DBE?	Official Verification Only



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CITY OF MOBILE
Subcontracting and Major Supplier Plan

Form 2: Good Faith Effort Documentation

Name of Bidder: _____

Contact Person: _____ Phone _____ Email _____

Please complete this form if you are unable to identify DBE subcontractors or suppliers to reach 15% of the value of your bid.

YES (<input type="checkbox"/>)	NO (<input type="checkbox"/>)	Did you do these suggested areas for DBE recruitment and engagement
		PRE-BID MEETING(S): The bidder attended all pre-bid meetings scheduled by the City to inform DBEs of contracting and subcontracting opportunities.
		CMDBE/ALDOT DBE LIST(S): The bidder utilized the Office of Supplier Diversity's list or lists of certified through the Alabama Department of Transportation UCP DBE Listing
		SMALL CONTRACT(S): The bidder selected specific portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goals (including breaking down contracts into smaller units to facilitate DBE participation). Consider support services, including insurance, accounting, temporary labor, and transportation, landscaping, and janitorial as potential areas for DBE use.
		FOLLOW-UP: The bidder followed-up initial indications of interest by DBEs by contacting those DBEs to determine with certainty if they remained interested in bidding.
		GOOD FAITH NEGOTIATIONS: The bidder negotiated in good faith with interested DBEs and did not reject DBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities. Bidders are not expected to engage unqualified subcontractors or subcontractors whose pricing, after negotiation, remains excessive or unreasonable. (Please document qualification deficiencies or unreasonable pricing if it prevented your engagement of specific DBE subcontractors.)
		ADVERTISEMENT: The bidder advertised in general circulation and/or trade association publications concerning subcontracting opportunities and allowed DBEs reasonable time to respond.
		INTERNET ADVERTISING: The bidder advertised DBE and/or subcontracting opportunities in the newspaper or other internet portals that are accessible to DBEs and/or potential subcontractors.



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

		INFORMATION: The bidder provided interested DBEs with adequate information about the plans, specifications and requirements of the subcontract.
		WRITTEN NOTICE(S): The bidder/proposer took the necessary steps to provide written notice in a manner reasonably calculated to inform DBEs of subcontracting opportunities and allowed sufficient time for them to participate effectively.
		COMMUNITY RESOURCES: The bidder/proposer used the services of available community organizations, small and/or disadvantaged business assistance offices and other organizations that provided assistance in the recruitment and placement of DBE firms.

CONTRACT RECORDS:

The bidder/proposer has maintained the following records for each DBE that has bid on the subcontracting opportunity:

1. Name, address, email address and telephone number
2. A description of information provided by the bidder/proposer or subcontractor; and
3. A statement of whether an agreement was reached, and if not, why not, including any reasons for concluding that the DBE was unqualified to perform the job.

Section 2(B)

_____ There are not ways to break out 15% of the value of this contract for subcontractors / suppliers. Provide further detail in Section 2(c) if the inability to break-out 15% of the value of the contract was the reason, or a reason, you could not meet the participation requirements.

_____ Could not find sufficient DBEs to provide subcontracting or supplier services.

_____ DBEs were available but did not have sufficient qualifications or experience to meet the needs of this contract.

Please indicate additional efforts you have taken to recruit and engage DBEs. _____

SECTION D. Addendum

April 3, 2023

- Clarification of attributes to collect. See updated table on page 8.
- Correction to fee schedule on sidewalks area.
- Added Subcontracting and Major Supplier Plan form to document.