



# **TOWN OF NORTH KINGSTOWN, RHODE ISLAND**

**100 Fairway Drive  
North Kingstown, RI 02852-6202  
Phone: (401) 294-3331  
Fax: (401) 583-7125  
[www.northkingstown.org](http://www.northkingstown.org)**

## **REQUEST FOR PROPOSALS Department of Planning Geographic Information Systems**

\*Sealed proposals for the above will be accepted in the Office of the Purchasing Agent, Town Municipal Offices, 100 Fairway Drive, North Kingstown, RI 02852, until **10:00 am on December 1, 2023** and will then be publicly opened and read aloud. The Municipal Offices are opened 8:30am – 4:30pm, Monday through Friday. Please plan accordingly.

**\*PLEASE SUBMIT ONE ORIGINAL AND ONE DIGITAL COPY IN PDF FORMAT ON A FLASHDRIVE.**

**NO BIDS WILL BE ACCEPTED AFTER The December 1, 2023 10:00AM DEADLINE**

**IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDERS TO MONITOR THE TOWN AND/OR STATE OF RHODE ISLAND PURCHASING WEBSITES FOR ANY SUBSEQUENT BID ADDENDUM. NO ADDENDA WILL BE ISSUED OR POSTED WITHIN FORTY-EIGHT (48) HOURS OF THE BID SUBMISSION DEADLINE.**

All questions are to be submitted in writing via email to: Tim McDavitt, Purchasing/Finance [timcdavitt@northkingstownri.gov](mailto:timcdavitt@northkingstownri.gov) **NO LATER than November 22, 2023**, at 4:00pm in order to post any necessary Addendum in a timely manner. **NO QUESTIONS WILL BE ACCEPTED AFTER NOVEMBER 22, 2023.**

### **Bid Format**

1. Company Overview:
  - Provide an overview of your company, including its history, experience, and areas of expertise.
  - Highlight any relevant certifications, partnerships, or awards that demonstrate your capabilities.
2. Client References:
  - Include a list of current and past clients who can serve as references for your services.
  - Provide contact information for at least three references, including the name, organization, position, and contact details.

The bid will be evaluated as to R.I.G.L. 45-55-5. (2) "Competitive Sealed Bidding" and the award shall be made based on the lowest evaluated or responsive bid price. Evaluation on RFP submission will be completed for both the Contractor and professional participating in this design/build RFP.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any pre-bid or bid opening, provided a request is received three (3) days prior to said meeting by calling 294-3331, ext. 142.

## SELECTION CRITERIA

The bid will be evaluated as to R.I.G.L. 45-55-5.2(2) "Competitive Sealed Bidding" and the award shall be made based on the lowest evaluated or responsive bid price from a qualified vendor.

The following factors will be considered in determining the lowest evaluated or responsive bid price:

- Competence to perform the services as reflected by technical training and education; general experience in providing the required services; and the qualifications and competence of persons (Design-Build Partnership) who would be assigned to perform the services, both design and construction related.
- Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the service expeditiously; and
- Past performance as reflected by the evaluation of private persons and officials of other Governmental and Utility entities that have retained the services of the vendor with respect to such factors as control of costs, quality of work, and an ability to meet deadlines.
- Demonstrated experience in the type of work required, and all design-build partnership experience.
- Record of the vendor in accomplishing work on similar projects in the required time: (List references and listing of like projects completed or currently in progress on Experience Sheet.) Completion of Experience Sheet is required for bid consideration.
- Quality of work previously performed by the vendor for the Town of North Kingstown, if any.
- Meets or exceeds Insurance Requirements.
- Review of Subcontractors.
- Time schedule for design and construction completion PROJECT SUBSTANTIAL COMPLETION DATE MUST BE SUBMITTED ON BID PROPOSAL FORM.
- Rhode Island Contractors License number as issued by the State of Rhode Island, if required.
- Bid Price.
- Early Payment Discount.
- Acknowledgement of Bid Addenda (if any) – **SEE BID PROPOSAL FORM**
- Bid Security in the amount of five percent (5%) of the total bid amount must accompany each bid - **SEE ARTICLE 7 OF INFORMATION FOR BIDDERS.**

**NOTE: IN OUR ONGOING EFFORTS TO PREVENT FRAUDULANT ACTIVITY, ALL SUBMISSIONS MUST INCLUDE THE FOLLOWING:**

- **A COPY OF THE VENDOR'S W-9**

## **TOWN OF NORTH KINGSTOWN, RHODE ISLAND INFORMATION FOR BIDDERS**

### **ARTICLE 1. RECEIPT AND OPENING OF BIDS**

Sealed bids must be submitted in SEALED ENVELOPES, addressed to the **Town of North Kingstown Municipal Office Building, ATTN: Purchasing/Finance, 100 Fairway Drive, North Kingstown, Rhode Island 02852**, and clearly marked with the name of the item bid, and the date and time of opening. The Purchasing Agent will receive bids up to the specified time as noted on the Invitation to Bid/Request for Proposal, and publicly opened and read aloud at the specified time. **The Town of North Kingstown will respectfully follow any Covid-19 guidelines in place at the time of opening.**

Proposals submitted for a specified item must not be combined under the same cover with any other bid item.

It is the bidder's responsibility to see that their bid is delivered within the date/time, and at the place prescribed. Proposals received prior to the time of opening will be date/time stamped and securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of the bidder in preparing the bid confers no right of withdrawal or modifications to bid after such bid has been opened.

Any bid received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the bidder is not responsible. Conditional or qualified bids will not be accepted.

### **ARTICLE 2. PREPARATION OF BID**

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, both in words and figures. Erasures or other changes must be explained or noted over the signature of the bidder.

Each bid must be submitted in sealed envelopes, clearly labeled, so as to guard against opening prior to the time set, therefore.

The Town may consider any bid not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total bid; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

### **ARTICLE 3. TELEGRAPHIC MODIFICATION**

Telephonic, telegraphic, or oral bids, amendments or withdrawals will not be accepted.

### **ARTICLE 4. WITHDRAWAL OF BIDS**

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of the bidder in preparing the bid confers no right of withdrawal or modifications to bid after such bid has been opened.

### **ARTICLE 5. QUALIFICATIONS OF THE BIDDER**

The Town reserves the right to request each bidder to present evidence that they are normally engaged in purveying the type of product, service, or equipment bid on. No bid shall be considered from bidders who are unable to show that they are normally engaged in purveying the type of product or equipment specified in the bid proposal.

To receive full consideration, the bidder must submit literature and necessary details, when applicable, on the material or service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

### **ARTICLE 6. OBLIGATIONS OF THE BIDDER**

It is the responsibility of the bidder to have inspected the Specifications and Contract Documents (including all addenda) which have been posted on the Town of North Kingstown and State of Rhode Island Purchasing websites. The failure or omission of any bidder to receive or examine any form, instrument, or document or to inspect any item specified as a Trade-in shall (if applicable) in no way relieve any bidder from any obligation in respect to their bid.

When applicable, each bidder must inform themselves fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of their obligation to furnish all material and labor necessary to carry out the provisions of their contract. Insofar as possible the contractor, in carrying out the work, must employ such methods or means as will not cause any interruption of or interference with the work of any other contractor.

Any exceptions or deviations from the provisions contained in this specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

### **ARTICLE 7. BID SECURITY BOND IS TO BE 5% OF THE CONTRACT PRICE.(N/A)**

## **ARTICLE 8. “OR EQUAL” BIDDING**

The Town intends to permit liberal scope in bidding and specifically does not intend to limit bidding to any make or model. Whenever a material, article or piece of equipment is identified by reference to manufacturers' or vendors' names, trade names, catalogue numbers, etc., it is intended merely to establish a standard; and any proposed material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided it is in the opinion of the Town to be of equal substance and function.

## **ARTICLE 9. PRICES**

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between unit prices and the extended totals, the unit prices shall govern. In the event that there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

The prices in this bid shall be irrevocable for ninety (90) days, or until the bid is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the Contract.

In the event a column headed “Vendor’s Offering” is provided in the bid proposal, enter your offering, compliance, or non-compliance in each space. DO NOT enter dollar amounts.

## **ARTICLE 10. TAX EXEMPTIONS**

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from payment of Federal Excise Taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

## **ARTICLE 11. DELIVERY**

Delivery shall be F.O.B. North Kingstown, Rhode Island or as specified on the Bid Proposal Form.

## **ARTICLE 12. CONTRACT PERIOD AND TERM OF AGREEMENT (*When Applicable to Bid*)**

Contract period is found in the Standard Form of Agreement. If financially advantageous to the Town of North Kingstown, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties.

### **ARTICLE 13. LABOR REGULATIONS (*When Applicable to Bid*)**

The following paragraphs regarding nondiscrimination in employment shall be included and become part of these specifications:

- a. Contractors shall comply with the provisions of the General Laws of Rhode Island and attention is called to Title 37, Chapter 13, Section 1-16, relative to the payment of wages, obligations, and charges by Contractors on public works projects.
- b. Non-resident Contractors are subject to Section 44-1-6 of the Rhode Island General Laws, as amended. (OUT OF STATE CONTRACTORS.)
- c. The successful bidder will be required to comply with the Davis-Bacon Act (40USC 2 to a-7) as supplemented by Department of Labor regulations (29CFR Part 5).
- d. The successful bidder will be required to comply with the Contract Works Hours and Safety Standards Act (40 USC 327-330) as supplemented by Dept. of Labor Regulations (29CFR, Part 5).
- e. The successful bidder will be required to comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- f. The successful bidder will be required to comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3).
- g. The successful bidder will be required to comply with the Safety and Health regulations (29 CFR, Part 1926, and all subsequent amendments) as promulgated by the Department of Labor.
- h. The successful bidder will be required to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352).

### **ARTICLE 14. SAFETY STANDARDS AND ACCIDENT PREVENTION (*When Applicable to Bid*)**

With respect to all work performed under this contract, the contractor shall:

- a. Comply with the safety standards provisions of applicable laws, building and construction codes, and the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Section 1518 as published in the "Federal Register", Volume 36, No. 75, Saturday, April 17, 1971.
- b. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.
- c. Maintain at their office or other well-known place at the job site, all articles necessary for giving first aid to the injured and shall make arrangements for the immediate removal to a hospital or a doctor's care of persons (including

employees), who may be injured on the job site. In no case shall employees be permitted to work at a job site before the employer has made a standing arrangement for removal of injured persons to a hospital or a doctor's care.

d. Bidders are informed that the Project is subject to the requirements of Section 292.675. RSMO, which requires all contractors or sub-contractors doing work on the Project to provide, and require its on-site employees to complete, a ten (10) hour) course in construction safety and health approved by the Occupational Safety and Health Administration ("OSHA") or a similar program which is at least as stringent as an approved OSHA program. The training must be Completed within sixty (60) days of the date of work on the Project commences. On-site employees found on the worksite without documentation of the required training shall have twenty (20) days to produce such documentation

## **ARTICLE 15. INSURANCE REQUIREMENTS (*When Applicable to Bid*)**

The Vendor/Contractor shall assume responsibility and liability for all injuries to persons or damages to property, directly or indirectly due to, or arising out of, their operations under the contract and shall be responsible for the proper care and protection of all work performed until completion and final acceptance by the Town.

The Vendor/Contractor shall also indemnify and save harmless the Town of North Kingstown against any and all claims of whatever kind and nature due to, or arising out of, their breach or failure to perform any of the terms, conditions, or covenants of the contract resulting from acceptance of their bid.

The Contractor shall furnish the Purchasing Agent with certificates of insurance from companies acceptable to the Town of North Kingstown. All insurance companies listed on certificates must be licensed to do business in the State of Rhode Island. The Vendor/Contractor shall provide a certificate of insurance as specified on the bid proposal form attached. Contracts of insurance (covering all operations under this contract) shall be kept in force until the Vendor's/Contractor's work is acceptable by the Town.

The limits of the insurance must be at least in the amounts specified below;\*

1. (R) Commercial General Liability – Occurrence Form  
\$1,000,000/\$1,000,000.
2. (R) Automobile Liability – \$1,000,000. With both of the above naming the Town as additional insured.
3. (R) Worker's Compensation (if legally allowed and available). Waiver of subrogation applies to Worker's Compensation
4. (NR) Professional Liability – \$1,000,000.00



5. (NR) Asbestos Liability – \$1,000,000.00

\*Sample Certificate of Insurance attached (R) REQUIRED (NR) Not Required

The Vendor/Contractor shall secure, pay for, and maintain insurance as necessary to protect himself against loss of owned or rented capital equipment and tools, with provision for waiver of subrogation against the Owner, and shall secure, pay for, and maintain insurance as necessary to protect against errors and omissions which may result from this project.

When applicable, the Vendor/Contractor shall require similar insurance in the above amounts to be taken out and maintained by each sub-contractor. The Vendor/Contractor shall be fully responsible for the acts and omissions of their sub-contractors and of persons employed either directly or indirectly by him/her. Nothing contained in the contract shall create any contractual relation between any sub- contractor and the Town of North Kingstown.

**ARTICLE 16. PERFORMANCE BOND & LABOR AND MATERIAL PAYMENT BOND(When Applicable to Bid)**

The successful bidder will be required to furnish the Town with a performance Bond and Labor and Material Payment Bond, each in the amount of 100% of the contract price, as security for faithful performance of the Contract and executed by a surety company licensed to do business in the State of Rhode Island and approved by the Town. The failure of the successful bidder to supply the required Bonds within a time specified or within such extended period as the Town of North Kingstown may grant based upon reasons determined sufficient by the Town, shall constitute a default, and the Town may either award the contract to the next lowest bidder or re-advertise for bids

**ARTICLE 17. LAWS, ORDINANCES AND CODES**

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown, Federal Labor Standards, and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any Contractor who is, at the time ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United State Department of Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island.

**ARTICLE 18. LIQUIDATED DAMAGES (When Applicable to Bid)**

The successful bidder, upon their failure or refusal to execute and deliver the contract and bonds required within 10 days after he received notice of the acceptance of their bid, shall forfeit to the Owner, as liquidated damages for such failure or refusal, the security deposited with their Bid.

Failure on the part of the Contractor to complete the project within the agreed time schedule will result in a liquidated damage cost of One Hundred Dollars (\$100.00) per day, excluding Saturdays, Sundays, and holidays, to the Contractor, until completion (final Acceptance),

excluding warranty periods. The Town may apply liquidated damage costs to current payment requests not yet paid.

#### **ARTICLE 19. POWER OF ATTORNEY (*When Applicable to Bid*)**

Power of Attorney: Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

#### **ARTICLE 20. NOTICE OF SPECIAL CONDITIONS (*When Applicable to Bid*)**

Attention is particularly called to those parts of the contract documents and specifications which deal with the following:

- a. Inspection and testing of materials
- b. Insurance requirements
- c. Wage rates
- d. Stated allowances

#### **ARTICLE 21. METHOD OF AWARD – LOWEST QUALIFIED BIDDER (*When Applicable to Bid*)**

If at the time this contract is to be awarded, the lowest bid submitted by a responsible bidder does not exceed the amount of funds then estimated by the Owner as available to finance the contract, the contract will be awarded. If such bid exceeds such amount, the Owner may reject all bids. The awarding authority will not award this contract unless the Contractor furnishes satisfactory evidence of his/her ability and experience to perform this work, and that he/she has sufficient capital and equipment to enable him/her to complete the work successfully and to complete it within the time named in the contract. **Pre-bid conferences may or may not be scheduled; therefore, it will be the responsibility of each bidder to visit the site and be familiarized.**

# **Town of North Kingstown Request for Proposals For Assessor's Parcel and Zoning Layer Maintenance & Web GIS Application**

## **Background**

North Kingstown, located in Washington County, Rhode Island ranks 13<sup>th</sup> in size by overall population density with approximately 27,802 residents. North Kingstown is located 19 miles south from Providence (22.8 miles by road travel), 60 miles southwest of Boston (72.2 miles by road), and 144 miles northeast from New York City, (167.4 miles by road). The town of North Kingstown occupies a total area of 58.3 square miles of land, has access to 14.7 square miles of open water located on the Narragansett Bay and enjoys approximately 30 miles of coastline which includes inlets, coves, harbors, and the all-important Port of Davisville. North Kingstown is centrally located amongst airports in Rhode Island and Boston and provides access to Providence Green Airport (PVD), 12.3 miles away, Martha's Vineyard (MVY), 45.9 miles away, Block Island (BID), 27.3 miles, and Boston's Logan Airport, (BOS) 61.3 miles away.

North Kingstown also plays host to the historic village of Wickford, hosts the nation's oldest road, the Post Road, and is the birthplace and home of historical greats such as Gilbert Stuart.

The Assessor parcel data layer includes 41,036 active parcels joined to a Computer Assisted Mass Appraisal System Database (CAMA) currently hosted by Vision Government Solutions.

## **I. PURPOSE AND INTENT**

The Town of North Kingstown seeks a qualified consultant to provide the following services for a 3-year contract (subject to annual budget funding):

1. Conversion of the town's existing tax map data, using January 1, 2023, PDFs, to GIS
2. Parcel updating on a continuous, as-needed basis with map updates and corrections (as identified by staff/consultant) of the town-wide GIS digital parcel layer with production of a year-end (12/31/xx) archive copy.
3. Online mapping application (with easy-to-use abutter mapping capabilities) that publicly shares the parcel data via a web GIS mapping program that also integrates Rhode Island GIS data, local data, Google satellite imagery, and updates as necessary with data fields updated daily.
  - a. Setup hosting support
4. As needed updates and corrections to the zoning layer (assume less than 10 updates per year)
5. One record parcel map set provided as PDF tax maps, no hard copy prints.
6. Viewpoint/Open Gov and Vision Appraisal GIS Integration
7. As-needed data reconciliation

All GIS products must be delivered as topologically correct ESRI ArcGIS Geodatabases or shapefiles with Federal Government Data Committee (FGDC) compliant metadata.

The town will provide the Assessor's digital parcel database current and complete as of the project start date. The Assessor's parcel database is certified each year. The Town of North Kingstown currently has 12,118 parcels which include all subdivisions or developments recorded to date.

**Schedule.**

The details of work required to be performed is outlined in the section entitled "Scope of Services".

Online mapping application contract and continuous parcel updating shall be annual, with term commencing on July 1 of the respective year through the following June 30th.

All final deliverables will be reviewed by the Planning Department and Tax Assessor for accuracy.

Existing parcel shapefile and other relevant data sources will be made available to vendors upon request.

## **II. SCOPE OF SERVICES**

### **Task 1. Conversion of Existing Tax Map Data**

Conversion of the town's existing tax map data, using January 1, 2023, PDFs, to GIS geodatabase format, with a fee schedule that can be spread out over at least two municipal budget cycles.

### **Task 2. Continuous Assessor Parcel Updating**

Continuous map changes for each calendar year with a record digital parcel database (linked to CAMA data) to be provided for each individual tax year as instructed and guided by tax assessor. Continuous shall be defined as a reasonable timeframe from point of delivery of map change to consultant, but shall generally not exceed 10-days. The town will provide the digital parcel shapefile or the PDF copy of map changes upon recording.

Map updates to include: All recorded parcel changes that include: subdivisions, mergers, street abandonments, easements, new roads, state condemnation plants, or any other similar changes to assessor maps.

Information to capture shall include: all lot lines, lot numbers, dimensions, bridges, easements, cemeteries, rights-of-way, dimensions and easements, and any like information commonly associated with Assessor parcel maps.

Updates shall also include any changes to the separate zoning layer (to be provided by North Kingstown as a shapefile) which include zone changes and/or identified errors. Changes to the zoning layer are estimated to be minimal (less than 15 per year).

A. Code GIS parcel polygons with an Assessor's map/lot identifier (linked to the Assessor's database extract) and reconcile parcel-CAMA and CAMA-parcel mismatches (annually).

B. Annually compare lot areas as shown on tax maps with the CAMA database, and GIS-calculated lot areas; Code parcels with percent difference between deeded and GIS-calculated lot areas (to enable parcels with significant differences to be further researched by the town).

### ***Task 2 Deliverables***

#### ***1. Continuous map updates***

*a. Includes daily ownership and mailing address updates.*

*b. Includes map changes recorded in Land Evidence Records*

*c. MXD file set-up for production of final Tax Maps (To be delivered annually).*

#### ***2. Annual record joined parcel shapefile: December 31st of the calendar year (To be provided annually).***

#### ***3. Annual parcel/CAMA Mismatch (to include corrections as identified by North Kingstown staff; annual is defined as close of calendar year). Document the parcel update process, methods, guidelines, and changes made.***

*a. In list form*

*b. As a map layer with mismatches highlighted with a color ramp*

#### ***4. Ability to export shapefiles.***

### **Task 3. Web Based Application for GIS System**

Provide a secure, web-based site that is available for:

A. Internal web-based mapping application for staff, password protected interface for use by town personnel, such site shall contain working draft data set layers, as provided by the town, or otherwise protected data. Such internal site shall provide expanded abutter capability for periodic mapping that may require ½ to one mile noticing requirements (or vendor shall provide such service at no additional cost on an as needed basis and shall include the following capabilities described in B) and.

B. Public web-based mapping application site that is available to all (24/7) with a link from the Town of North Kingstown's website. The mapping application shall contain fully functioning, intuitive abutter mapping tool set at a default radius 200' from parcel boundary with capability of manually altering radius. Such abutter tool shall generate a printable abutter map; to scale, that shows all parcel IDs within the radius and also generate a pdf of the abutters list in a standard label format.

Provide full-screen, resizable map interface, responsive design, fast map display using the latest in cache technology. Shall include a daily CAMA update for the purposes of accurate ownership, mailing address information, abutter notification and generating a property record card (example attached).

*Information should be packaged to answer primary questions asked by typical customers of town services with basic computer literacy skills, such that answers are quick and do not require the user to understand GIS or put forth much effort assembling the information. Of particular interest is providing an easy-to-use flood map layer that allows owners to utilize FEMA's flood insurance rate map layers relative to their parcel and combined with current imagery.*

### **Mandatory Requirement of web-based mapping application**

- Easy to use **Abutter Map (to include parcel ID on each individual parcel with street names)** and **Address Label** generation for use with common applications such as abutter's notification requirements for public hearings for board and commissions (i.e. Zoning Board).
- Must include condominium and leased land unit owners within each parcel and all owners of any open space.
- Provide property (parcel ID, owner, address (e911 database) search capabilities, including abutter's list search capability **AND** the ability to generate a customized abutter's radius map with formatted labels (with default set to 200' from parcel boundary) in PDF or Word format.

LABEL EXAMPLE: Parcel 000-000-000

Owner Name

Mailing Address

City, State, Zip

- Display easy to use thematic map overlays using RIGIS and locally provided data, including, but not limited to: current parcels, FEMA flood zones, wetlands, water features, topography (LiDAR), open space, historic and current aerials including Google Maps base layers such as Google Satellite, Google Streets, Google Hybrid, and Google Terrain, street centerlines, E-911 points, etc.) and historic aerials (covering at least a 10-year period) – as available from RIGIS, <http://www.rigis.org> or other sources. At a minimum RIGIS available layers shall be utilized and updated as available (September, 2020; November 2019; November 2018); LiDAR 2011 Elevation model, etc. Vendor shall assume that viewable map layers shall be updated periodically (at no additional cost) as new layers become available as provided by town staff and other agencies and vendor shall also update and maintain primary layers as they are updated within RIGIS (i.e. e911 address lists).

- Map layers shall include user *adjusted transparency option* so that individual users are able to customize maps with multiple layers.
- Work with the town to make final determination of the layers and themes to be included. Such themes shall be updated periodically at the request of the town as new data becomes available or additional data layers are needed. Minimum requirements include layers that are currently hosted on the town's online mapping application.
- Provide ability for user to mark-up the map using a variety of drawing tools, set desired map scale, page size, and display spatial data and imagery clearly at the parcel level with a scaled, printable pdf availability (both landscape and portrait formats).
- Measuring tools (linear and polygon in feet)
- Ensure that the application will support a variety of operations by providing an interactive and highly functional interface into the GIS database and have the ability to provide for daily updating (M-F) through a nightly ownership update.
- Ensure that the application is extensible and configurable to allow future enhancements and additions as the town's GIS needs evolve.

### **Task 3. Project Deliverables**

1. *Web-based mapping application*
  - a) *Web-based mapping integration with the continuous parcel updating as described in Task 2.*
  - b) *Daily link to Assessor's CAMA database and/or Vision Appraisal property cards (with consultation with North Kingstown Tax Assessor) to keep ownership and address information up to date. Such link shall be seamlessly integrated into the abutter mapping and abutter list function.*
  - c) *All other requirements as further described within this RFP.*
2. *Annual digital parcel database shapefile – joined to CAMA for the same tax year for record purposes. CAMA data to be provided by Assessor: date of digital record copy to be 12/31/YEAR).*
3. *Annual web-based mapping to CAMA mismatch lists*
  - a. *Parcels in CAMA not found in GIS*
  - b. *Parcels in web-based mapping not found in CAMA data*
  - c. *Land area mismatches between GIS and CAMA for matched parcels*
4. *Fully functional, user-friendly web-based mapping application customized to North Kingstown's needs as specified and described within the project task scope above, that*

*shall also host pdfs of individual (185) parcel maps and Index Sheet on a separate tab for download and viewing. Users must be able to download individual maps as well as the complete set of maps*

*a. Three-Years of web-based mapping application meeting the above specifications:*

***Year 1:*** Commencing on DATE executed;

***Year 2:*** Commencing on DATE executed plus 365 days;

***Year 3:*** Commencing on DATE executed plus 730 days (.

- 5. Two (2) Meetings (annually) with staff at town offices; location to be designated by assessor or planning director, such location to be within Town of North Kingstown, RI municipal boundaries. Web-based meetings shall not satisfy this requirement. Minimum 2 hour duration for each meeting.*
- 6. One training session per contract year (2 hours per session) for town staff and officials, and others as space available. Training to highlight functionality and general use of web-based mapping application as well as capability and integration with asset management programs as identified by the town. The Town of North Kingstown will submit the requested training agenda to the vendor at least two weeks prior to the scheduled training session. Vendor shall work with town staff to develop and incorporate a lab session into the agenda. While the vendor may add additional items to the agenda, all of the items listed on the town's agenda must be covered. The town should have the ability to record sessions and access a training catalog of pre-recorded training content.*

#### **Task 4. Zoning layer update**

As-needed updates to town's zoning layer (shapefile): updates to include correction of errors and updates for Town Council-approved zoning map changes. Estimate 15-20 changes per year.

#### **Task 5. PDF Map Set**

Complete Record Set (185 Sheets and 1 Index Map) annually with the capability of being printed at a scale of 1:200' and at a sheet size of 17" x 22". Proof set (on paper or pdf) shall be provided to Assessor for approval prior final PDF file set. (Note this final approved record set shall also be required to be hosted on the web mapping application as a downloadable pdf map set; and as individual sheets).

#### **Task 6. Viewpoint/Open Gov and Vision Appraisal GIS Integration**

Set up and configure a GIS data synchronization process. Please note that Vision Appraisal updates the ownership and mailing addresses weekly. The values are only changed annually after each tax roll certification.

#### **Task 7. As Needed Data Reconciliation**



As needed data reconciliation, not to exceed budgeted amount (\$5,000) to assist the Town of North Kingstown with data correction, development of new data layers, shapefiles or improving existing data layers. Proposal shall state *fee per hour* for data reconciliation/professional service. Any additional services and related costs must be submitted by the consultant to the town in writing and the town must approve all supplementary service items prior to commencing the additional activities.

May also include implementation of search and retrieval modifications to the extent that the budgeted amount has not been fully utilized in item 1 or writing scripts to automate processes between different town databases.

### **III. ADDITIONAL REQUIREMENTS**

1. Minimum of 5-years' experience providing municipal web-based mapping services and parcel automation services.
2. Must have provided GIS parcel maintenance and web-based mapping service to a municipality of over 40,000 tax parcels.
3. Must have experience with CAMA systems and databases.
  - a. Specific experience with Vision CAMA (v6.5)(8.1) current version must be stated
  - b. Specific experience with SQL compliant relational database software must be stated.
  - c. Specific experience with Munis® tax billing and collections software must be stated.
2. All data related and maintained via this contract; including mapping automated tasks, shapefiles, pdf's and related content is exclusively the property of the Town of North Kingstown and shall not be distributed to third parties without the consent of the assessor, planning director, or IT director of the Town of North Kingstown, RI. At the conclusion of the annual contract period all project records; digital data and materials shall be returned to the Town of North Kingstown; with an archived record copy to be retained by the consultant solely for backup purposes. As stated above, annual digital copies shall be provided to the Town of North Kingstown; including the joined parcel shapefile and the MXD file for annual map production (Date 12/31/Year).
  - a. Vendor is not authorized to enter into any agreement to sell or to provide access to any of the town's data without prior written authorization from the Town of North Kingstown, RI.
  - b. Vendor is not authorized to profit in any way from the town's dat. In the event that this contract provision is violated, vendor will remit all monies profited as well as the full contract amount as liquidated damages.
5. Consultant shall provide a brief description of proposed project management system, including a brief outline of file transfer protocols, quality control process for parcel updates and maintenance of project records.
6. Public-facing website/map portal should contain capabilities and features that support relevant data privacy regulations, including appropriate cookie content.

## IV. PROPOSAL SUBMISSION

### General Instructions and Notifications to Bidders.

Before submitting proposals, proposers must examine the Request for Proposal documents thoroughly, and familiarize themselves with Federal, State, and local laws including but not limited to all applicable Federal, State, and local codes or regulations. All regulations and codes of all authorities having jurisdiction over this project shall apply to this RFP the same as written herein in full.

Proposals shall include, but not be limited to, the following information:

1. Company Introduction. Respondents should include a complete description documenting company's background, organizational structure, relevant expertise, and length of experience.
2. Name and qualifications of Project Consultant responsible for day-to-day Project design and management; and serving as point of contact and party responsible for timely and professional project delivery.
3. Consultant's expertise in reference to Project work to be performed, including at least three similar municipal projects with dates of completion and client references.
4. Examples of previously completed, fully-functioning web-based mapping service products similar to what is being required by this RFP. (URL of live sites or demonstration site is acceptable).
5. Existing workload. Respondents should describe their capacity to add this project to their existing workload within the timelines expressed.
6. Cost proposal. All pricing submitted will be considered to be ***firm and fixed*** unless otherwise indicated herein.
7. All costs associated with developing or submitting documents in response to this request and/or in providing oral or written clarification of its content shall be borne by the respondent.
8. Certificate of Good Standing to do business within the State of Rhode Island.

Potential respondents are advised to review all sections to this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in disqualification of the proposal.

Proposals which depart from or materially after the terms, requirements, or scope of work defined by this Request may be rejected as being non-responsive.

The Town of North Kingstown retains the right to award all or a portion of this proposal.



## **V. SELECTION OF FIRM**

Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price. All respondents are advised to review all sections of this Request and to follow instructions carefully as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume all aspects of the work. Subcontracts are permitted (but not preferred), provided that their use is clearly indicated in the respondent's proposals, and the subcontractor(s) proposed to be used are identified in the proposal.

Proposals will be evaluated on the basis of the information submitted, along with an analysis of other available information. A selection committee will review the proposals to determine the most qualified submittals, based on the criteria identified in the evaluation criteria table and the following overall considerations:

- Consultant's experience and performance on similar projects
- Consultant's proposed project approach and schedule for completion
- Recent references
- Technical qualifications of team personnel; and
- Quality and completeness of the submittal.

ITEM	DESCRIPTION	POINTS
1	<b>Recent References</b> from clients that demonstrate completion of successful projects similar to that described in this RFP	10
2	<b>Functionality and intuitive simplicity</b> of sample <b>web based mapping application</b> provided as required by this RFP. Simplicity to be as previously described: <i>Information should be packaged to answer primary questions asked by typical customers of town services with basic computer literacy skills, such that answers are quick and do not require the user to understand GIS or put forth much effort assembling the information. This determination to be made by town officials.</i>	10
3	An evaluation of <b>company background</b> – including credentials, résumés, quality and sufficient numbers of staff and the ability to provide appropriately skilled resources throughout the project. Project manager’s demonstrated skills, methodology, and experience including information technology (ESRI) skills and capabilities, including experience with similar municipalities.	10
4	<b>Cost.</b> A consideration of the value offered in the proposal including overall cost relative to the available funds budgeted for this project.	25
5	Technical assessment of project team’s stated qualifications relative to the scope of work. To include Assessment of impact to the project based on any Consultant stated clarifications, <b>exceptions, or deviations</b> in response to this RFP	25
6	A consideration of whether the Consultant has <b>experience</b> working with Rhode Island land records and cadastral data, including CAMA data and experience converting parcels of a municipality similar in size within the New England Region.	15
7	Any other criteria the town deems to be appropriate. These points may be awarded as bonus points for exceeding requirements in any of the above categories at the discretion of reviewers	5
<b>TOTAL POINTS</b>		<b>100</b>

