

BID SPECIFICATIONS



GIS Assessment & Assistance And GPS Training

Bid Due Date:

September 14, 2016
10:00 am

City Clerk
% GIS Bid
400 Main Street
Platte City, Mo 64079

I. Project Overview and Current Situation:

Project Overview. Platte City is seeking bids from consulting/engineering/planning firms with experience in assisting small cities in assessing existing GIS systems and data and in providing training on collection and entry of GPS data into the GIS system. The proposed scope of service includes five structured tasks and provisions for on call task orders.

The requested bid includes a request for structured response for the following bid lump sum tasks:

- Review, identify and assess the City's existing data/data layers
- Written report providing results of assessment specifically identifying existing data and data layers
- Written recommendations of data characteristics commonly collected and used in municipal GIS systems for streets/sidewalk, water, wastewater, fire protection systems, utility metering, traffic control and other common municipal data sets.
- On site training of City staff on use of handheld GPS data collection device and download to GIS system.
- On site training of City staff on basic GIS use and data entry/correction
- Creation of large maps of water and sewer utility data to assist City in identifying inaccurate or missing information.

Specific information for each structured items is found in Section II of this document.

The bid also requests submission of hourly rate for on call task orders that may be identified as a result of the structured bid work. These on call task orders may include:

- Install updated imagery as needed.
- Consolidate existing data layers/eliminate redundant layers
- Update and correct GIS information
- Develop data capture drop down menus for GPS device
- Assist City in initial GPS data collection and GIS download

Current Situation: The City has two ESRI Arcview licenses (version 10.1). Software is locally loaded on one computer at City Hall (Planning Office) and one computer at Public Works office.

The Planning layers are generally limited to property information provided by Platte County and the City zoning districts.

The Public Works layers include information on water lines, water valves, fire hydrants, sewer lines and sewer manholes. It is likely that there are several additional or redundant layers containing partial or duplicate utility information.

The City's handheld GPS device is a Trimble 6000XH standard with Arcpad 10 and Trimble Positions desktop software.

II. Scope of Work:

Each task provides specific information tied to the individual structured response bullet points in Section I above.

Task 1: Review and assess existing City GIS data

Conduct on site interview with City Planning Officer and review and identify existing data and data layers in Planning Office GIS system.

Conduct on site interview with Public Works Department Director and review and identify existing data and data layers in Public Works GIS system

Conduct on site or phone interview with City Administrator to review GIS needs and uses

Task II: Written Report of Task I Information, Outcomes and Recommendations

List all data layers, identify duplicate, partial, or unneeded/unused layers.

Identify and list missing or incomplete data or data layers. Provide assessment of data quality (missing, incomplete, inaccurate or unconfirmed, etc)

Provide recommendations on data and data characteristics that consultants commonly see in municipal GIS systems for planning and zoning use, Public Works use (streets, sidewalks, fire hydrants, traffic signs/signals, etc) and Utility use (water, wastewater, utility billing, solid waste collection).

Task III. On Site Training on Handheld GPS data collection and download

Provide a minimum of three days on site, small group (2-4) training and hands on supervision of City employees in use of Trimble 6000XH handheld GPS device for field data collection and download to City GIS system.

Task IV On Site Training on use and maintenance of GIS system/GIS data

Provide minimum of three days on site training to 2-3 City staff on basics of entering, downloading and maintaining City GIS information.

Task V: Large scale wall maps

Create and duplicate large scale wall maps to assist City staff in identifying current data and data structure.

Task VI: Final Report and Recommendations

Prepare final report of findings including summary and prioritization of tasks, estimated costs and resources to reconcile data and identify deficiencies identified but not resolved in this phase of the City's GIS project. At a minimum the tasks and cost estimates must include the following tasks:

- Install updated imagery as needed.
- Consolidate existing data layers/eliminate redundant layers
- Update and correct GIS information
- Develop data capture drop down menus for GPS device
- Assist City in initial GPS data collection and GIS download for missing/incomplete data layers.
- Other tasks and estimated costs as may be identified by the consultant.

III. Time Schedule

City anticipates contract award at September 27th meeting of Board of Aldermen with notice to proceed issued shortly thereafter.. Selected contractor must be able to complete Tasks I-V within 45 days of notice to proceed

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BID FORM

Bid Instructions:

Please respond with lump sum bid cost for each structured task based on the level of effort stated in each task. Costs associated with stated level of effort will allow for direct comparison of bids. **Include statement in comment section if responding firm believes proposed level of effort is not accurate for a specific task.**

City anticipates travel time/travel expense will be incurred for each four hours of level of effort. Travel time and expense should not be included in task lump sum but should be shown as a per trip cost in the line identicate for this cost item.

Include hourly rate for each staff level likely to participate in on call task orders in the line indicated for this item.

Task I: Review and assess existing GIS data: Level of effort 8 hours on site

Lump sum cost for Task I _____

Task II: Written report of Task I Information, Outcomes and Recommendation: Level of effort 8 hours

Lump sum cost for Task II _____

Task III: On site training of staff on handheld GPS device: Level of effort 24 hours on site

Lump sum cost for Task III: _____

Task IV: On site training of City staff on basic GIS use and data maintenance (Level of effort 24 hours on site)

Lump sum cost for Task IV. _____

Task V: Print and provide two copies of large scale paper maps to assist City staff in reviewing existing data.

Lump sum cost for Task V: _____

Total lump sum cost: _____ (sum of Task I-V)

Hourly costs for possible on call task orders: Attach staff rate sheet

Comments on Task bids/level of effort estimates: Insert comments below or on separate sheet.

References: List or attach list of three public agencies with contact information for which bidder has conducted similar tasks.

Project responses will be publicly opened at 10 am, Wednesday, September 14, 2016 in Board Chamber, City Hall, 400 Main Street, Platte City, Mo 64079. Sealed bids must be delivered to the City Clerk prior to that time.

The City retains the right to waive any irregularity and to reject any and all responses.

Direct pre bid questions to D. J. Gehrt, City Administrator at djgehart@plattecity.org or at 816.858.3046.

The following individual is authorized to submit bids for the company:

Print Name: _____

Company Name: _____

Mailing Address: _____

Email contact: _____

Phone: _____

Signature: _____

Date: _____

CITY LETTER AGREEMENT TEMPLATE FOR SMALL SCALE SERVICE PROJECTS

Agreement for Between City of Platte City and _____ for GIS Support

This agreement for GIS support tasks, made this _____ of _____, 2016 by and between the City of Platte City, Missouri (City), a municipal corporation of the State of Missouri and _____ (Contractor).

The City and Contractor herein agree as follows:

1. **Scope of Work.** Contractor provide professional GIS support to the City in accordance, with the specific scope of work listed in the Contractor's work proposal/bid submittal attached as Appendix A to this document.
2. **Term of Agreement.** The term of this agreement shall initially be for 45 days following notice to proceed.
3. **Agreement Extension:** The term may be extended by prior mutual consent or as additional task orders may be added by mutual written agreement.
4. **Right of Termination:** Either party may terminate the agreement at the end of any given work day.
5. **Payment:** The rate of pay shall be in accordance with the relevant conditions of the Contractor's bid submittal attached as Appendix A to this document.
6. **Payment Procedures:** Contractor shall present invoice to City in accordance with terms and payment conditions of this agreement. City shall pay Contractor for successfully completed work not later than 30 days from date of invoice.
7. **Equipment and Material Requirements:** Contractor shall be required to provide all material, supplies, and equipment required to perform the tasks listed in scope of work.
8. **Damage to Property:** Contractor shall be responsible for all damage to City property that directly results from Contractor's actions.
9. **Insurance:** Contractor shall be solely responsible for providing any required property, general liability, auto liability and worker's compensation insurance that may be required by the State of Missouri in order to fulfill this agreement. Contractor shall provide City with proof of any required insurance coverages prior to commencing work.
10. **Business License:** If work is subject to City business license requirements, such license shall be obtained prior to commencement of work.
11. **Independent Contractor Status:** The Contractor is performing as an independent contractor in providing the work stated in this agreements (and its attachments). The Contractor is not subject to the direct supervision of City staff in carrying out his/her work

and shall provide all materials, supplies, equipment and knowledge required to perform work required under this agreement.

The contractor shall not subcontract any work without the written consent of the City. Such subcontracting without written consent is grounds for contract cancellation.

The Contractor shall fully indemnify and hold harmless City from any and all liability claim that may result as a Contractor's failure to perform this agreement in a careful, prudent and workmanlike fashion.

12. City shall provide access to GIS data and City staff as reasonably required to allow Contractor to perform tasks in accordance with the City bid request, Contractor bid submittal and the terms of this Agreement.

For the City:

For the Contractor:

Dennis J. Gehrt
City Administrator

Date:_____

Date:_____