



City of Santa Maria
Department of Administrative Services
Information Technology Division

NOTICE REQUESTING SEALED PROPOSALS
GIS ASSET MAPPING PROJECT
(RFP NO. 09-03)

The City of Santa Maria (City) requests proposals (bid) for GIS asset mapping services in accordance with the specifications, conditions, and instructions set forth in this bid.

In order to guard against premature opening, **one original and nine (9) copies** of your firm's response to the bid must be signed, sealed and clearly marked on the outside of the bid package with the bidder's business name, and the words "**RFP No. 09-03.**" Bids received after the filing deadline will not be accepted and the unopened bid shall be returned to the bidder. Telephone, e-mail, or facsimile bids will not be accepted.

Deadline for Bid Filing – June 5, 2009 at 3:00 P.M.

Bids must be received in the office of:

City of Santa Maria
Department of Administrative Services
Attention: Cathy Davison, Administrative Assistant
110 E. Cook St., Room 6
Santa Maria, California 93454-5190

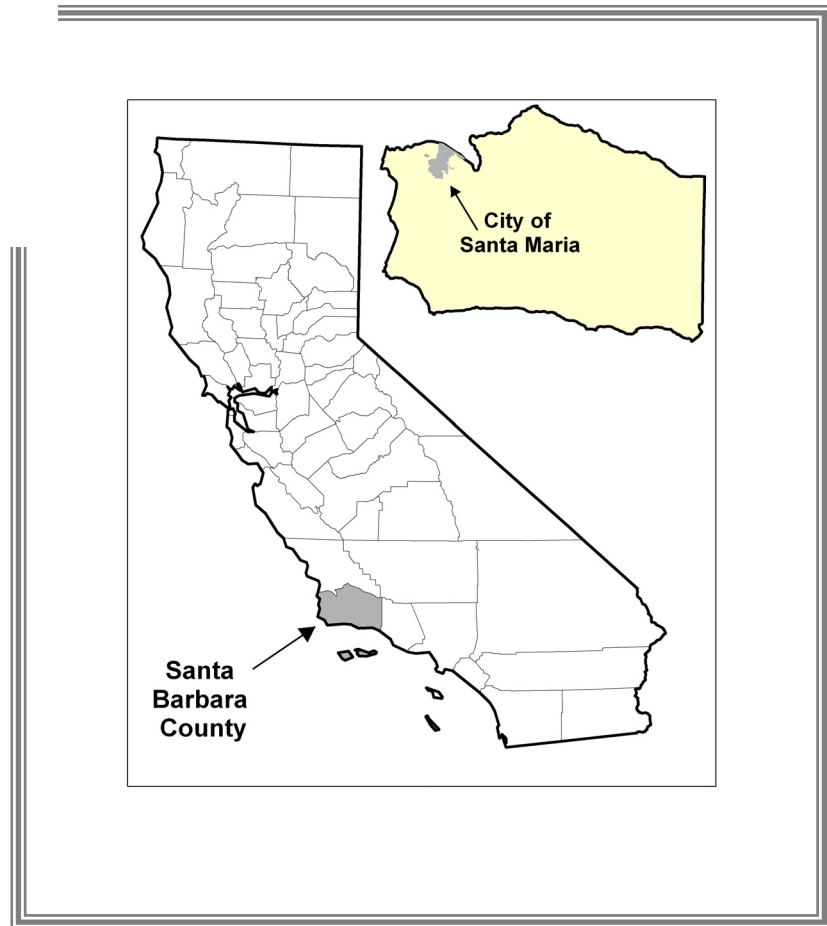
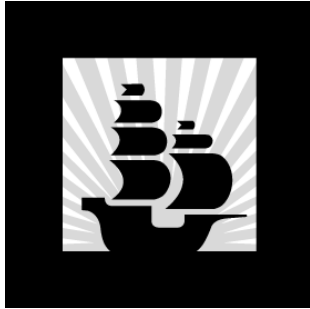
The City reserves the right to reject any and all bids, to waive any irregularities in any bid, reserves the right to sit and act as sole judge of the merit and qualifications of services offered, and to accept the bid which is deemed to be in the best interest of the City. The City reserves the right to award single or multiple contracts as shall be in the best interest of the City. The City awards contracts based on the bid that is most advantageous to the City in price, quality and suitability of services for the City's particular needs. Additionally, the City may, for any reason, decide not to award a contract as a result of this bid.

For information regarding this bid process contact Cathy Davison, Administrative Assistant at 805.925.0951 extension 215 or via e-mail: cdavison@ci.santa-maria.ca.us. For information regarding the scope of work contact Teri Maa, Information Technology Manager at 805.925.0951 extension 236 or via e-mail: tmaa@ci.santa-maria.ca.us.

The City will hold a non-mandatory pre-bid meeting on Wednesday, May 20, 2009 at the Public Works Department Conference Room, 810 West Church Street, Santa Maria, CA from 9:00-11:00 A.M. All bidders are invited to attend, ask questions, and review map sources. Maps of traffic signals and fiber optics (samples) will be available by contacting Teri Maa, Information Technology Manager.

DATED: May 8, 2009

Cathy Davison
Administrative Assistant-Budget



City of Santa Maria

GIS ASSET MAPPING PROJECT Request for Proposal 09-03

May 8, 2009

TABLE OF CONTENTS

1)	Introduction and Overview	1
2)	Scope of Work	1
	A. Residential Water Meters	1
	B. Sidewalk Maintenance Incidents	2
	C. Traffic Signal Poles	3
	D. Traffic Signal Fiber Optics	4
3)	Final Deliverables to the City	5
4)	Bid Supplied Information	5
5)	Bid Format	6
6)	Project Schedule	6
7)	Selection Process	6
8)	Insurance Requirements	6

Attachments

- 1) Base Map of the City of Santa Maria
- 2) United States National Map Accuracy Standard
- 3) Sidewalk Maintenance Attribute Table Design
- 4) Traffic Signal Maintenance Database

GIS ASSET MAPPING PROJECT

Request for Proposal 09-03

1) **Introduction and Overview**

The City of Santa Maria (City) is located in Santa Barbara County on the west coast of California in what is known as the Central Coast. Santa Maria is the largest City by population and geographic area in the County. The approximate City land area is 23 square miles (See Attachment 1). The City's population is 91,110.

This GIS Asset Mapping Project is divided into four sections. Each section focuses on the collection of data related to a particular type of feature within the City. These four features include: (1) residential water meters; (2) sidewalk maintenance incidents; (3) traffic signal poles; and (4) traffic signal fiber optics. The objective of this bid is to create accurate GIS maps using data collected from each of the four sections.

2) **Scope of Work**

The City is seeking a qualified Consultant to perform services in accordance with the scope of work outlined in this bid. Mapping shall be delivered to the City in ArcGIS 9.3 format (shapefile or geodatabase), California State Plane coordinate system, Zone 5, NAD83. All mapping shall be bid and performed in accordance with National Map Accuracy Standard (See Attachment 2).

A. **Residential Water Meters**

Within the City limits (See Attachment 1), there are roughly 20,000 residential water meters located in approximately 16,000 locations (some meters are doubled up). The goal of City staff is to have the ability to identify each meter location using GPS techniques and create GIS maps of the meters. Sub-meter GPS will be sufficient for this type of mapping.

I) Services to be Performed

(a) Each meter location is required to be coded with its meter number(s).

(i) There may be as many as 15 different meter numbers per location. (See Attachment 1). City staff shall provide meter reading wands to gain access to the meter number(s). City staff shall train the selected Consultant on the use of the meter reading wand. If the meter is not a Sensus meter, or if the meter is broken or manual, a number will not come up, which will require that these locations be GPS'ed, but not coded with a meter number. City staff expects approximately 90 percent of the meters to have accessible meter numbers.

(ii) City staff shall assist the selected Consultant with determining where to conduct the survey to gain greatest efficiency in data collection. City staff shall review the data prior to final acceptance and payment to ensure that mapping is accurate and complete, that meter numbers are included as an attribute to meter points, that the correct map projection

has been used, and that approximately 16,000 water meter locations have been collected. No vertical data is required for the meter data collection portion of this project.

(b) Deliverables

(i) Shapefile or geodatabase containing approximately 16,000 water meter points, each coded with one or more numeric meter numbers, if numbers are available.

(ii) Metadata (FGDC compatible) in ArcGIS 9.3 accessible format.

B. Sidewalk Maintenance Incidents

City staff conducts daily maintenance on sidewalks to ensure safety for citizens. A great deal of data has been collected on sidewalks, including location and type of maintenance actions. Sidewalk maintenance activity is archived on 3" x 3" handwritten notes cards that are contained in 13 rolodex files. There are approximately 7,904 sidewalk incidents in the City's files. Approximately 6,204 of these are historical incidents (closed in terms of maintenance activities) and approximately 1,700 of these are active, with pending maintenance activity.

I) *Services to be Performed*

(a) Create a GIS-compatible database of sidewalk maintenance incident information for future accessing, updating, mapping, cost projecting and management tasks. This is a complex data automation task requiring attention to detail and quality checking. It is critical to capture the complete database as both historic and active incidents are to be automated.

(i) Using addresses as noted on the handwritten cards, map the sidewalk maintenance incidents resulting in a point file of sidewalk maintenance incidents. (*Note: City staff shall assist the selected Consultant with deciphering the sidewalk incident maintenance cards.*)

Option #1: The point to be located on the sidewalk.

Option #2: The point to be located in the centroid of the parcel and geocoding techniques be used.

A separate cost shall be quoted for each option, if both options are bid.

(ii) The City's GIS staff has developed a general database structure to contain the sidewalk maintenance incident information (See Attachment 3). All data fields shown on the database structure shall be included, although the format may be slightly modified. A final

database structure shall be approved by City staff prior to the data automation.

- (iii) The first phase of automating the sidewalk incident maintenance card will start with a minimum of 10 sidewalk incident maintenance cards being automated and delivered to City staff. Upon delivery of these automated cards, City staff shall begin a review of the database structure to ensure that data is being properly collected. It is anticipated that this review process shall take approximately 10 business days.
- (iv) Upon completion of the final review of the database(s), City staff shall provide, in writing, comments for modification or deficiencies that be corrected to the database. Data collection may proceed upon authorization by City staff.
- (b) Deliverables:
 - (i) Shapefile or geodatabase layer of approximately 7,904 sidewalk maintenance incident points, each attributed with a database record containing complete maintenance information.
 - (ii) Metadata (FGDC compatible) in ArcGIS 9.3 accessible format.

C. Traffic Signal Poles

Traffic signals are organized according to street intersection. The City has 44 intersections with approximately eight traffic signal poles per intersection. The California Department of Transportation (Caltrans) has approximately 40 intersections within the City limits, with a similar number of traffic signal poles.

The City's sources of data include paper and electronic plans that detail each of the intersections in CAD format, including pole locations and conduit.

I) Services to be Performed

- (a) Map the location of all City's and Caltrans' traffic signal pole and conduits associated with each intersection within the City limits.
- (b) The City's maintenance database, currently in Microsoft Access format and organized by intersection, shall be imported into a the City's GIS as an attribute table, and each pole shall be related to this maintenance table (many poles related to one intersection record). A sample printout from the database is include in this bid package as Attachment 4.
- (c) All maps shall be quality controlled for positional accuracy and completeness prior to delivery to City staff. Layers shall be separated by

traffic signal poles and conduits. There are no attributes for conduits, except standard ArcGIS 9.3 table attributes for line features.

(d) Deliverables:

- (i) A shapefile or geodatabase layer of approximately 672 traffic signals (84 intersections, with an average of eight poles per intersection), related to attribute table of maintenance data.
- (ii) A shapefile or geodatabase layer of conduit associated with traffic signals on 84 intersections.
- (iii) Metadata (FGDC compatible) in ArcGIS 9.3 accessible format shall be included for both layers.

D. Traffic Signal Fiber Optics

The City has engineering plans on file that feature, in detail, approximately 146 total point features (boxes, controllers, modems) and 148 total line features attributed with a type and description (conduits and cables). There are approximately 21 maps showing these features, each approximately 24" x 35" in size. The maps may be viewed and copies will be available to the selected Consultant.

I) Services to be Performed

- (a) Develop a topologically correct database, ensuring connectivity between fiber and snapping of point features to the endpoints of linework. Map, in the GIS and ArcGIS 9.3 format, all fiber optic cables that connect traffic signals:
 - (i) Running primarily along Miller Street in central Santa Maria and along Betteravia and Blosser Roads; and
 - (ii) Conduits and individual cables along with splice boxes, signal controllers, fiber optic modems and pull boxes. Conduits shall be assigned a size attribute.

(b) Deliverables:

- (i) A shapefile or geodatabase containing conduits, cables, splice boxes, signal controllers, fiber optic modems and pull boxes. Each feature shall have an attribute describing feature type and/or size (conduits). Metadata (FGDC compatible) in ArcGIS 9.3 accessible format shall be included for these layers.

3) **Final Deliverables to the City**

Data shall be delivered to the City in ArcGIS 9.3 format (shapefile or geodatabase), California State Plane coordinate system, Zone 5, NAD83.

All final, collected data shall be checked for accuracy and completeness prior to data being delivered to City staff.

4) **Bid Supplied Information**

A. **Quality Control**

Include in the bid submittal a detailed description of the firm's quality control procedures.

B. **Personnel and Work Schedule**

I) Include in the bid submittal a list of the key personnel who will be involved in the operation and management of this project. Include the names and functions of each person listed. Provide phone numbers of two principal contact persons. Each principal contact shall have authority to make decisions on any and all functions that may arise as to the quality and acceptability of service; and, as to the manner of performance during the project.

II) Include in the submittal a work schedule.

C. **Cost of Services**

I) A separate cost should be bid for each feature and itemized by time and materials.

- (a) Residential Water Meters;
- (b) Sidewalk Maintenance Incidents;
- (c) Traffic Signal Poles; and
- (d) Traffic Signal Fiber Optics.

II) Bid an hourly rate for additional services not outlined in the Scope of Services.

III) Bid other costs and price information that would be contained in a potential contract with the City.

D. **References**

I) Provide not less than three (3) client references for which recent GIS mapping or similar work was performed. Include, for each reference:

- (a) a summary of the work performed;
- (b) the total project cost
- (c) the percentage of work the firm was responsible for performing;
- (d) the period of time that the work was performed; and

(e) the name, title, e-mail address, and phone number of clients to be contacted for references.

5) **Bid Format**

To facilitate ease of review, each bid submittal shall be formatted in the manner and sequence specified in this subsection:

A. **Cover Page**

The cover page shall show the RFP subject; RFP number; bidder's name, address, telephone and fax numbers, e-mail address, and primary contact person. The cover page shall be signed. The signature is considered an integral part of the bid and shall be signed by an individual(s) who is/are authorized to contractually bind offeror(s). An unsigned proposal will be rejected.

B. **Response to Bid**

Response to the bid shall be in the following order:

- 1) Residential Water Meters;
- 2) Sidewalk Maintenance Incidents;
- 3) Traffic Signal Poles; and
- 4) Traffic Signal Fiber Optics

6) **Project Schedule**

RFP Issued	May 08, 2009
Non-Mandatory Pre-Bid Meeting.....	May 20, 2009
Deadline for Questions	May 29, 2009
*Proposals Due/Bid Opening	June 5, 2009
Evaluation of Proposals	June 8-17, 2009
Recommendation of Award.....	June 19, 2009
Award of Contract	June 26, 2009
Commencement of Work	July 1, 2009

***A public bid opening will be held on June 5, 2009 at 3:15 PM in the City Hall Conference Room located at 110 E. Cook Street, Santa Maria, CA.**

7) **Selection Process**

A review committee shall evaluate all bids. Evaluation of the bids shall be guided by all the criteria set forth in this Request for Proposal. The review committee shall make a recommendation of award to the Director of Administrative Services. Award shall be made, but not limited to:

- 1) Adherence, quality, and compliance with response to bid;
- 2) Relevance of experience with project type work;
- 3) Reference checks; and
- 4) Cost.

8) **Insurance Requirements**

The selected Consultant shall procure, maintain, and provide evidence for the duration of the agreement, to the City, insurance against claims for injuries to persons or

damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, or employees.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office Business Auto Coverage Form Number CA 0001, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the Contractor's profession.

B. Minimum Limits of Insurance

The Contractor shall maintain limits no less than:

- | | |
|-----------------------------------|---|
| 1. General Liability | - \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this audit service/location or the general aggregate limit shall be twice the required occurrence limit. |
| 2. Automobile Liability | - \$1,000,000 per accident for bodily injury and property damage. |
| 3. Employee's Liability | - \$1,000,000 per accident for bodily injury or disease. |
| 4. Errors and Omissions Liability | - \$1,000,000 per occurrence. |

C. Deductibles and Self-insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to the City, its trustees, officers, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

D. Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its trustees, officers, employees and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or

- on behalf of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.
2. For any claims related to this Audit, the Contractor's insurance coverage shall be primary insurance as respects: the City, its trustees, officers, employees and volunteers. Any insurance or self-insurance maintained by the City, its trustees, officers, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days prior written notice, by certified, return receipt requested mail has been given to the City.
- E. Acceptability of Insurers
- Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.
- F. Verification of Coverage
- The Contractor shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. Those endorsements must conform to City requirements. All certificates and endorsements are to be received and approved by the City before services commence. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

[illegible]

Attachment 1
Page 1 of 1

United States National Map Accuracy Standard

With a view to the utmost economy and expedition in producing maps which fulfill not only the broad needs for standard or principal maps, but also the reasonable particular needs of individual agencies, standards of accuracy for published maps are defined as follows:

1. Horizontal accuracy. For maps on publication scales larger than 1:20,000, not more than 10 percent of the points tested shall be in error by more than 1/30 inch, measured on the publication scale; for maps on publication scales of 1:20,000 or smaller, 1/50 inch. These limits of accuracy shall apply in all cases to positions of well-defined points only. Well-defined points are those that are easily visible or recoverable on the ground, such as the following: monuments or markers, such as bench marks, property boundary monuments; intersections of roads, railroads, etc.; corners of large buildings or structures (or center points of small buildings); etc. In general what is well defined will be determined by what is plottable on the scale of the map within 1/100 inch. Thus while the intersection of two road or property lines meeting at right angles would come within a sensible interpretation, identification of the intersection of such lines meeting at an acute angle would obviously not be practicable within 1/100 inch. Similarly, features not identifiable upon the ground within close limits are not to be considered as test points within the limits quoted, even though their positions may be scaled closely upon the map. In this class would come timber lines, soil boundaries, etc.

2. Vertical accuracy, as applied to contour maps on all publication scales, shall be such that not more than 10 percent of the elevations tested shall be in error more than one-half the contour interval. In checking elevations taken from the map, the apparent vertical error may be decreased by assuming a horizontal displacement within the permissible horizontal error for a map of that scale.

3. The accuracy of any map may be tested by comparing the positions of points whose locations or elevations are shown upon it with corresponding positions as determined by surveys of a higher accuracy. Tests shall be made by the producing agency, which shall also determine which of its maps are to be tested, and the extent of the testing.

4. Published maps meeting these accuracy requirements shall note this fact on their legends, as follows: "This map complies with National Map accuracy Standards."

5. Published maps whose errors exceed those aforesaid shall omit from their legends all mention of standard accuracy.

6. When a published map is a considerable enlargement of a map drawing (manuscript) or of a published map, that fact shall be stated in the legend. For example, "This map is an enlargement of a 1:20,000-scale map drawing," or "This map is an enlargement of a 1:24,000-scale published map."

7. To facilitate ready interchange and use of basic information for map construction among all Federal mapmaking agencies, manuscript maps and published maps, wherever economically feasible and consistent with the uses to which the map is to be put, shall conform to latitude and longitude boundaries, being 15 minutes of latitude and longitude, or 7.5 minutes, or 3-3/4 minutes in size.

Issued June 10, 1941 U.S. BUREAU OF THE BUDGET

Revised April 26, 1943

Revised June 17, 1947

Sidewalk Maintenance Attribute Table Design

1. (Text 35) **ADDRESS**-domain table needed (all city addresses)
2. (Text 15) **STREET_NAME**-domain table needed (all city streets)
3. (Date) **DATE**
4. (Text 10) **QUADRANT**-domain table needed

Northwest
Northeast
Southwest
Southeast

5. (Text 8) **RESPONSIBILITY**

City
Private

6. (Text 35) **REASON**-domain table needed

Survey
Complaint
Street Preventative Maintenance

7. (Text 20) **CAUSE**-domain table needed

Compaction	CM
Private Tree	PT
City Tree	CT
Other	OT

Sidewalk Maintenance Attribute Table Design

8. (Text 5) **TRIP_AND_FALL**-domain table needed

Yes
No

9. (Text 5) **HIGHLIGHTED**-domain table needed

Yes
No

10. (Date) **HIGHLIGHT_DATE**

11. (Text 15) **ITEM**-domain table needed
The 2nd column of the table contains the abbreviations used on the rolodex cards

Sidewalk	s/w
Parkway	p/w
Driveway	d/w
Curb gutter	c/g
Gutter	g

12. (Double) **ITEM_LENGTH**

13. (Double) **ITEM_WIDTH**

14. (Double) **ITEM_HEIGHT**

15. (Text 50) **MAINTENANCE**-domain table needed
The 2nd column of the table contains the descriptions used on the rolodex cards

Repatch	r. patch
A/C Sidewalk Patching	t. patch or temp patch
Conc. Sidewalk Patching	
Permanent Conc. Grinds	
Parkway Removal	
Gutter Removal A/C	
Root Cuts	
Other	

16. (Double) **MAINTENANCE_LENGTH**

17. Double) **MAINTENANCE_WIDTH**

Sidewalk Maintenance Attribute Table Design

18. (Double) **MAINTENANCE_HEIGHT**

19. (Text-5) **PRIVATE_LETTER**-domain table needed

Yes
No

20. (Date) **LETTER_DATE**

21. (Text - 20) **PICTUREA**-name and path of first tif image

22. (Text – 20) **PICTUREB**-name and path of second tif image

23. (Text-35) **REPAIRED_BY**-domain table needed

Greg Sosa
M.J. Ross
C.C.D
Precision Concrete
Abington Construction
Donovan Construction
Elevation Engineering
Madonna Construction
City
Other

24. (Date) **REPAIR_DATE**

25. (Double) **WORK_ORDER_NO**

26. (Double) **BID_NO**

27. (Text-10) **STATUS**-domain table needed

In Work
Complete

28. (Text-120) **NOTES**

TRAFFIC SIGNAL MAINTENANCE DATABASE

ID#	TS#	LOCATION	DATEINSTLD	DATEACTVTD	METER #	SAFETY LIGHTS	PEDESTAL LOCATION
1	1	1. COLLEGE/STOWELL			881 A40	N/E 356, NW 2805, S/E 2045, S/W 1268 (135)	S/W Corner
2	2	2. MILLER/COOK			E44 010	S/W:1924,1925 S/E:1922,1923 N/E:1921 N/W:1919,1920	ES of Miller 200' S/Cook
3	3	3. MILLER/CAMINO COLEGIO			056 79H	N/W: 4129 S/W: 4128 S/E: 4127	ES of Miller 300' N/Camino Colegio
4	4	4. MILLER/STOWELL			4G6 407	N/W: 1737 S/W: 1738 S/E:1739 N/E:1736	S/W Corner
5	5	5. MILLER/ENOS			B34 717	N/W: 3563 S/W: 3562 S/E: 3565 N/E: 3564	N/E Corner
6	6	6. MILLER/BATTLES			B34 720	N/W: 3566 S/W: 3567 N/E: 3348	N/E Corner
7	7	7. MILLER/BETTERAVIA			661 4H0		N/W Corner
8	8	8. MILLER/SANTA MARIA WY		11-Aug-88	92L 507		N/W Corner
9	9	9. COOK/MCCLELLAND			49E 456		ES McClelland 412 S.
10	10	10. TARGET/BETTERAVIA		09-Dec-81	750 3H2		N/W Corner
11	11	11. COOK/LINCOLN	12-Oct-88	14-Oct-88	G38 129		NS Cook 200' W/Lincoln
12	12	12. COOK/BLOSSER			T88 436		S/W Corner
13	13	13. STOWELL/BLOSSER			D47 064		S/W Corner
14	14	14. BETTERAVIA/BLOSSER			67E 749		WS Skyway 100' S/Betteravia
15	15	15. SKYWAY/FAIRWAY			67E 751		N/W Corner
16	16	16. SKYWAY/INDUSTRIAL		22-Jan-86	2N6 228		WS Skyway 200' N/Industrial
17	17	17. SKYWAY/HAGARMAN		22-Jan-86	2N6 226		S/W Corner
18	18	18. BRADLEY/STOWELL			225 2H7		S/W Corner
19	19	19. SUNRISE/SANTA MARIA WY		06-May-91	12R 818		N/W Corner
20	20	20. MILLER/MCCOY		01-Apr-91	52R 426		N/E Corner
21	21	21. SKYWAY/MCCOY		06-May-91	08R 751		S/W Corner
22	22	22. PALISADE/MAIN		25-Apr-91	47R 950		S/E Corner
23	23	23. DEPOT/STOWELL	01-Jun-91	28-Jul-91	X12830		S/W Corner
24	24	24. MILLER/DONOVAN		01-Aug-91	10B 105		S/W Corner
25	25	25. COOK/PINE		16-Jul-92	G38 129		NS Cook 100' E/Pine