

Williamson Central Appraisal District Georgetown, TX

REQUEST FOR PROPOSAL

Project Title:

**Geographic Information System Enhancement
Parcel Rectification**

Contact

**Ms. Pamela Orr
Director of Operations
(512) 930-3787**

DUE DATE FOR PROPOSALS:

Monday, April 6, 2009, 4:00 p.m., Central Standard Time

DELIVERY ADDRESS:

Pamela Orr
Director of Operations
625 FM 1460
Georgetown, TX 78626

In addition, the package must also show the following information:

Respondent's Name and Address
Title of Proposal
Proposal Due Date and Time

CONTACT PERSON:

Pamela Orr
Director of Operations
(512) 930-3787

REQUIREMENTS:

Complete proposals must include three (3) original hard printed copies of all information requested under the Submission Requirements.

All work for this project must be performed in the United States of America.

EXCEPTIONS:

The Williamson Central Appraisal District (WCAD) will, at its option, not allow exception to any material requirement if, in the opinion of the WCAD, the exception alters the overall intent of this RFP, unless the exception would be of material benefit to the WCAD.

For more information regarding this RFP please contact:

Pamela Orr
Director of Operations
(512) 930-3787

Section I INTRODUCTION

I. INTRODUCTION

Williamson Central Appraisal District, Georgetown, TX (WCAD), is seeking a qualified geographic information system (GIS) consultant to provide professional services to enhance the spatial accuracy of their current cadastral GIS. This Request for Proposals solicits a state-of-the-art technical solution to meet these goals.

All documents must be submitted **prior to the due date and time set for submission of proposals**. WCAD reserves the right to verify the completeness and accuracy of the required form submittal and will evaluate and make a determination whether the firm is responsive.

Respondent Inquiries

If potential Respondents need further information or clarification of this RFP, requests shall be in writing and staff shall respond in writing to all known recipients of this RFP, and to any other interested party upon request.

All questions concerning or issues related to this RFP shall be presented in writing not later than Monday, March 30, 2009, 3:00 p.m.

Section II SCOPE OF WORK

II. SCOPE OF WORK

A. Project Scope of Work Overview

WCAD seeks to improve the spatial accuracy of its current cadastral GIS.

Two key areas of improvement will be:

1. Conflation of coincident boundaries assignments (tags) to cadastral features.
2. Registration of all cadastral boundaries to vertical photography provided by WCAD.

B. Background

The Williamson Central Appraisal District is coincident with Williamson County, which is located in east central Texas. WCAD encompasses an area of 1,135 square miles and includes 165,000 Real parcels. All cadastral GIS data is currently maintained in an ESRI geodatabase that uses a tagged data model to model coincident boundaries.

C. Additional Qualifications

Qualified Respondents must have experience with and/or meet the following criteria:

1. Demonstrate a high level of technical experience and expertise with ESRI's ArcGIS software including ArcGIS Desktop and ArcGIS Server.
2. Demonstrate experience in migration of cadastral data to the ArcGIS tagged geodatabase.
3. Document previous implementation of countywide cadastral geodatabase solutions utilizing the Parcel Builder Tagged Data Model in a minimum of 10 other counties.
4. Demonstrate experience in designing and implementing cadastral map maintenance workflow solutions in at least 10 other counties.
5. Demonstrate experience in the implementation of a cadastral geodatabase solution based on a multiple feature tagged schema.
6. Proven and documentable experience in the development and deployment of land parcel maintenance business processes for over 10 years.
7. Land parcel database analysis and design in the tag model Geodatabase.
8. Land parcel maintenance software tools must work with ArcGIS Version 9.3.
9. Demonstrate experience in implementation of relational database technology and ArcSDE.
10. Demonstrate a level of client commitment resulting in clients being recognized through an ESRI Special Achievement in GIS (SAG) award or equivalent.
11. Must be a formal ESRI Business Partner
12. Have an ESRI Authorized Instructor on staff
13. Have at least four (4) GIS professional (GISP) on staff
14. Have at least two (2) Cadastral Mapping Specialists on staff.
15. Have at least two (2) Certified Photogrammetrists on staff.
16. Must provide documentation of financial stability.
17. Must provide at least three (3) recent (within past twelve (12) months) client references with contact information.

D. Project Scope of Work

Current Cadastral Data Structure

WCAD maintains all cadastral data in an ESRI geodatabase. The geodatabase includes a cadastral feature dataset that has pre-defined projections, coordinate systems, and map extents. The feature dataset includes all the feature classes listed below. The geodatabase also utilizes the Tagged Data Model to model coincident boundaries. The feature class configured for the Tagged Data Model is the Cadastral Line feature class (see below). The Tagged Data Model is a non-proprietary implementation of ESRI's geodatabase that was developed by The Sidwell Company. A full specification of the data model can be acquired at:

http://www.parcelbuilder.com/php/tech_support/pdf/Parcel_Builder_Data_Model.pdf

The following is the current inventory of feature classes in the WCAD geodatabase:

Polygon Feature Classes

Feature Class

Parcel Boundaries
Subdivision Boundaries
City Boundaries
WCAD (County) Boundary
Independent School District (ISD) Boundaries
Municipal Utility District (MUD) Boundaries
Community College
PID, Road Dist, TIF

Attributes

Parcel Number, Acreage
Subdivision Name
City Name
County Name
District Name
District Name
District Name
District Name

Point Feature Classes

Feature Class

Parcel Centroids
- Includes parcel numbers not in polygon feature class

Attributes

Parcel Number, Acreage, Type

Linear Feature Classes

Feature Class

Cadastral Line

Available Tags

Abstract Boundary
Corporate Boundary
Defined Area Boundary
Emergency Service District Boundary
ISD Boundary
Lot Boundary
MUD Boundary
Public Improvement District Boundary
Railroad ROW
Railroad Centerline
Road Centerline
Road District Boundary
Road ROW Boundary
Subdivision Boundary
Water Control District Boundary
Water Sewer District Boundary
WCAD Boundary

Conflation of Cadastral Data

The Cadastral Line feature class, as described on the previous page, includes features assigned with the listed tags. The Cadastral Line feature class, however, contains features with incomplete tag assignments. The Respondent must describe their methodology in completing the tagging assignments, within the Parcel Builder Tag Data Model, to each Cadastral Line feature to best model the coincident boundary features in the WCAD geodatabase. Feature tags that designate close boundaries (i.e. corporate, subdivision, etc.) must be assigned so that, when queried, the selection set can be used to create topologically correct polygons. Priority should be given to ISD, corporate, subdivision and abstract boundaries but methodology descriptions should include comprehensive assignment of all feature tags. The selected vendor and Williamson CAD will jointly determine data conflation tolerances. In addition to rule based data conflation into the tagged data model, the Respondent will be expected to complete the boundary tagging based on apparent intended coincidence on related cadastral boundaries.

Registration of Cadastral Boundaries to Aerial Photography

WCAD wishes to register all cadastral boundary features in the GIS to the current digital orthophotography. WCAD will make the photography available to the successful bidder upon execution of the project. The Respondent must thoroughly detail their approach for reconciling the cadastral GIS data against the orthophotography. The Respondent must also explain their methodology for reviewing the registration through manual and automated verification processes.

The spatial adjustment of the cadastral map data to the orthophotography must include a minimum of 50,000 adjustment points. The adjustment points used in the spatial adjustment must be included as a deliverable in the form of a geodatabase point feature class.

All features included in the cadastral geodatabase provided to the successful Respondent must be included in the spatial adjustment. The spatial and cartographic relationships between features must be respected through this process.

Quality Control

Quality control is an essential part to ensuring the integrity of the database. Each Respondent shall describe in detail the various automated and manual quality control procedures implemented throughout the conversion process to detect errors at each step and achieve the accuracy requirements for the project.

The Respondent should present the specific rules that will be applied from the ESRI ArcMap topology engine to validate the integrity of the GIS database. The resultant topology layers and validation results should be included as deliverable items.

F. Deliverables

The deliverables to be provided by the successful Respondent include:

- ESRI tagged geodatabase with corrected tag assignments and registration of cadastral boundaries to digital orthophotography

- All features included in the cadastral geodatabase provided to the county must be included as a deliverable.
- A point feature class including all control points used in the spatial adjustment process must be provided as a deliverable.

G. Location of On-site Work

Work performed on-site will occur at:
Williamson Central Appraisal District
625 FM 1460
Georgetown, Texas

H. Schedule

The WCAD desires that this project be complete within four (4) months from project commencement.

Section III PROPOSAL FORMAT

III. PROPOSAL FORMAT

A. Introduction

The following guidelines are provided to ensure the equitable evaluation of competitive sealed proposals. Proposals should be prepared as closely as possible in accordance with the instructions outlined in this section. Potential Respondents are advised to read this RFP in its entirety. Failure to read and/or understand any portion of this RFP shall not be cause for waiver of any portion of the RFP or resulting agreement.

B. Submission Requirements

To ensure that each Respondent receives full recognition for its capability and experience, WCAD requires that proposals be organized into the following major sections described below. The RFP response should be prepared in a simple and straightforward manner that follows the outline of this RFP.

1. Letter of Transmittal

The Respondent shall prepare a one-page Letter of Transmittal that will:

- a. Include Respondent name and the person, by name and title, authorized to obligate the organization contractually.
- b. Include contact person responsible for this response. Specify, phone, fax, and email address.
- c. Recognize review and acceptance of the Terms and Conditions as identified in the Executive Summary section (below).
- d. Acknowledge the proposal is considered firm for one hundred and eighty (180) days after the due date for receipt of proposals.
- e. Acknowledge completion of the Attachments.
- f. Be signed by the person authorized to contractually obligate the Respondent.
- g. Identify any subcontractors or partners.

2. Executive Summary

The Respondent will provide an Executive Summary that summarizes the contents of the proposal in brief and concise terms.

3. Scope of Work

The Respondent shall identify the specific work processes to be used to complete the Scope of Work (this should confirm the Respondent's understanding of the duties outlined in the Scope of Work section of this RFP). The Respondent shall also provide a proposed time frame for completion of work, identifying completion dates for each of the items identified in the Scope of Work. A brief assessment of Respondent's present workload capacity and the Respondent's ability to begin work on the WCAD's project should also be addressed.

4. Qualifications and Experience of Staff

Respondents shall provide the resumes detailing the experience of each member of the professional services team that will be utilized for the WCAD. The Respondent

shall provide sufficient documentation to demonstrate that each member of the team is experienced and qualified to fulfill this agreement. Documented experience is required in the following areas:

- a. Applications that use land parcel information.
- b. Land parcel maintenance business processes.
- c. Land parcel database analysis and design.
- d. Land parcel maintenance software.
- e. Number of years writing and implementing GIS maintenance software
- f. Migration of land parcel data from cad files.
- g. Number of counties and parcels brought into the ESRI geodatabase
- h. Relational database technology and ArcSDE.
- i. Resumes of Cadastral Mapping Specialists on staff
- j. Resumes of Certified Photogrammetrists on staff
- k. Resumes of staff members who have attained the GISP designation

5. Required Skills and References

Respondent must have a minimum of ten (10) existing GIS tag model geodatabase data systems designed, installed, tested and operational for a minimum of one (1) year. Respondents shall provide information related to five (5) installed systems for evaluation. Information to be provided must include system description, database size, types of records, and installation contact name and phone number.

6. Fee Schedule

The contract awarded pursuant to this RFP will be based upon a fixed fee basis. The Respondent is expected to complete the work as defined in the Scope of Work within the fee stated. Fee and cost information must be submitted in writing and all costs associated with the Proposal must be identified.

7. Subcontractors

Respondent shall provide a list of any and all subcontractors to be used, including any Minority, Woman-Owned and/or Small Business Enterprise firms, if applicable. The Respondent shall provide the resumes/experience of each subcontractor team that will be utilized and shall identify how the subcontractor will be utilized for this engagement.

Section IV PROPOSAL TERMS AND CONDITIONS

IV. PROPOSAL TERMS AND CONDITIONS

A. Projected Schedule of Activities

WCAD reserves the right to amend this schedule as necessary.

March 16 th , 2009 (12:00pm CST)	Request for Proposal Release Date
March 30 th , 2009 (3:00 p.m. CST)	Due Date for Submission of Questions
April 6 th , 2009 (4:00 p.m. CST)	Proposal Due Date

B. Respondent's Responsibilities

It is the responsibility of each Respondent before submitting a Proposal to:

1. Examine thoroughly the terms of this RFP, and any other documentation Included with or identified within this RFP, and evaluate all the circumstances and conditions affecting its Proposal. Failure on the part of any Respondent to make such examination or to investigate thoroughly the conditions of this RFP shall not be grounds for a declaration that the Respondent did not understand this RFP.
2. Consider any applicable laws that may affect cost, progress, performance, or furnishing of the work.
3. Study and carefully correlate Respondent's knowledge and observations with the Proposal document and other related data.
4. Promptly notify the WCAD, in writing, of all conflicts, errors, ambiguities, or discrepancies that a Respondent has discovered in this RFP or between this RFP and such other related documents. Failure to so notify the WCAD by the due date for Proposals will constitute a waiver of claim of ambiguity, inconsistency or error.
5. Have the Proposal signed by an individual authorized to bind the Respondent.

C. Exceptions

It is the intent of the WCAD to award an agreement on a fair, competitive basis. For this reason, the WCAD may view the notation of any "Exception" in response to any material condition or requirement of this RFP as an attempt by the Respondent to vary the terms of this RFP which, in fact, may result in giving such Respondent an unfair advantage over other Respondents.

For this reason, the WCAD will, at its option, not allow exception to any material requirement if, in the opinion of the WCAD, the exception alters the overall intent of this RFP, unless the exception would be of material benefit to the WCAD.

D. Respondent Incurred Costs

The Respondent shall be solely responsible for all costs incurred in preparing or responding to this RFP, including any costs associated with interviews, if applicable. All materials and documents submitted in response to this RFP become the property of the WCAD and will not be returned after the Proposal submission due date.

E. Respondent Incurred Risks

The Respondent will bear all risk of loss, injury or destruction of goods and materials prior to the delivery of such goods and materials to the WCAD. Such loss, injury or destruction shall not release the Respondent from any obligation under this RFP or any resulting agreement.

F. Release of Information

All materials submitted in response to this RFP become the property of the WCAD upon delivery to the WCAD and shall be appended, as necessary, to any formal documentation that would further define or explain the contractual relationship between the WCAD and the Respondent. Each Respondent, as an express condition for WCAD's consideration of such Proposal, agrees that the contents of every other Proposal are confidential and proprietary, and waives any right to access to such Proposals.

No submission or supporting documentation will be returned to Respondent. The foregoing provision shall not apply to the Proposal of the Respondent to whom an award is made or recommended.

Respondents should recognize that the WCAD is a public body and, as a public body, is subject to the disclosure requirements of Texas Public Information Act and must abide by public record laws. Neither party shall be liable for disclosures required by law.

Section V SUBMISSION OF PROPOSALS

V. SUBMISSION OF PROPOSALS

A. Submission of Proposals

Each Proposal must include three (3) original hard printed copies of the Submission Requirements. Proposals that do not include all of the information requested under Submission Requirements may be deemed non-responsive and returned to the Respondent. Proposals must be complete, accurate, and verifiable in the form requested. Evidence of any omission, inaccuracy or misstatement may be cause for rejection of the Proposal.

Each Proposal must be delivered to:

Pamela Orr
Director of Operations
625 FM 1460
Georgetown, TX 78626

Each Proposal is to be sealed and labeled with the address shown above. In addition, the package must also show the following information:

- Respondent's Name and Address
- Title of Proposal
- Proposal Due Date and Time

All Proposals received shall remain confidential until final submittal of all Proposals. Proposals received via facsimile will not be accepted.

B. Due Date for Proposals

Proposals must be submitted by **4:00 p.m. CST on Monday, April 6th, 2009**. Respondents mailing their packages must allow sufficient mail delivery time to ensure receipt of their package by the time specified. ***Late Proposals will be returned to Respondents unopened and will be considered rejected.*** The WCAD shall have the right, at its sole discretion, to extend the due date for Proposals.

C. Multiple Proposals Prohibited

Multiple Proposals from any Respondent will be rejected. Proposals from corporate subsidiaries or holding companies, or from corporations who have a common president, chief executive officer, majority stockholder or management employee, will be considered multiple Proposals from a single Respondent and subject all such multiple Proposals to rejection or cancellation of any agreement award.

D. Modification or Withdrawal of Proposal

A Proposal may not be modified, withdrawn or canceled by a Respondent for one hundred eighty (180) days following the Proposal submission deadline and each Respondent so agrees in submitting its Proposal. Proposals may be withdrawn, altered and/or resubmitted at any time prior to the due date for Proposals.

Notice of withdrawal of Proposal prior to the due date for Proposals must be in writing and must be signed by the Respondent.

E. Respondent Certification

By submission of a Proposal, the Respondent certifies that the Respondent has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of an agreement to any employee, official or current contracting consultant of the WCAD.

F. Proposal Offer Firm

Responses to this RFP, including cost, will be considered firm for one hundred and eighty (180) days after the due date for receipt of proposals. All Proposals must include a statement to that effect.

G. Consideration of Proposals

Discussions may be conducted with responsible Respondents for the purpose of clarification to assure full understanding of the Respondent's proposal. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Respondents.

Until execution of the contract is made by the WCAD, the right will be reserved to reject any or all proposals and waive technicalities, to re-advertise for new proposals, or to proceed with the work in any manner as may be considered in the best interest of the WCAD.

Section VI EVALUATION OF PROPOSALS

VI. EVALUATION OF PROPOSALS

A. Evaluation Criteria

The WCAD anticipates receiving responses from a number of highly qualified Respondents. The criteria listed below are not listed in order of priority and are not of equal value or decision weight:

Scope of Work:

Understanding of the scope of work. Identification of the work processes. Time frame and completion schedule.

Qualifications & Experience of Staff:

Strength of project team. Experience on similar projects. Photogrammetry and GIS production in the same facility. Résumés of staff working on the project. Familiarity and use of the tag data model within the ESRI Geodatabase. Land parcel software applications. Land parcel maintenance business processes. Land parcel database analysis and design. Land parcel maintenance software. Migration of land parcel data into an ESRI tagged Geodatabase design. Relational database technology and ArcSDE experience.

Required Skills and References:

Existing tag data geodatabase systems designed. Information related to five (5) installed systems for evaluation

Fee Schedule:

Fixed price cost by deliverable. Initial evaluations will be based upon the effectiveness of the perceived performance as it relates to the WCAD's requirements. The WCAD's determination as to whether the Respondent is qualified and responsible will be based on the information furnished by the Respondent in the Submission Requirements, as well as from other sources determined to be valid by the WCAD. The WCAD shall not be bound to award the agreement to the lowest (dollar) Respondent.

B. Causes for Disqualification

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following, among others, may be considered sufficient for the disqualification of a Respondent and the rejection of the Proposal, at the sole discretion of the WCAD:

1. Evidence of collusion among Respondents.
2. Evidence of any real or apparent conflict of interest that is disclosed by the Proposal package submitted or any other data available to the WCAD.
3. Lack of business skills or financial resources necessary to fulfill the obligations of any resulting agreement, as revealed by either financial statements or experience statement.

4. Lack of responsibility as shown by past work, references, or other factors, or failure to faithfully perform any previous agreement with the WCAD, in the WCAD's sole determination.
5. Respondent is in arrears or in default to the WCAD on any debt or agreement or is a defaulter, as surety or otherwise, upon any obligation to the WCAD.
6. Submission of a Proposal that is incomplete, conditional, ambiguous, obscure, or which contains alterations not called for, or irregularities of any kind.
7. Failure to furnish all information requested in the form and format specified
8. Other causes, as the WCAD deems appropriate in its sole and absolute discretion.

D. WCAD Reservation of Rights

The WCAD reserves the right to:

1. Waive any informalities or irregularities in any Proposal or submission procedure.
2. Accept or reject any or all Proposals, or any part thereof.
3. Reissue or cancel this RFP, with or without modification.
4. Investigate thoroughly the financial status, experience and record of each Respondent.
5. Determine the sufficiency of the experience and qualifications of all Respondents and to select the Respondent(s) with which it desires to negotiate a final agreement.
6. Negotiate with the Respondent selected to acquire the product(s) or service(s) that best meets its need within any limitations of available funding.
7. Any other option deemed by the WCAD to be in the WCAD's best interest.

Section VII AGREEMENT AWARD AND EXECUTION

VII. AGREEMENT AWARD AND EXECUTION

A. Recommendation to Award

Following evaluation of the Proposals, the WCAD GIS committee will provide the WCAD Board with their recommendations for negotiation of a final agreement with the selected Respondent.

The award of WCAD agreements is made by the WCAD Board Chairman and may be subject to the approval of the WCAD Board of Directors. Award will not be made until after such investigations, as are deemed necessary, are made by the WCAD regarding the experience and financial responsibility of the Respondent, which each Respondent agrees to permit by submitting its Proposal. The WCAD will notify all Respondents in writing of the selected Respondent prior to award of the agreement.

Notification shall be deemed delivered:

1. At the time it is personally served
2. Or on the day it is sent by facsimile transmission
3. Or on the day it is sent by e-mail (receipt requested)
4. Or on the second day after its deposit with any commercial air courier or express service
5. Or if mailed, five (5) days after the notification is deposited in the United States mail

B. Acceptance of Proposal

The Proposal of the selected Respondent will constitute a contractual obligation and will be appended to any agreement that results from this RFP. Failure of the selected Respondent to accept these obligations may result in cancellation of the award.

C. Payment at Project End

The successful Respondent will invoice the WCAD upon completion and WCAD acceptance of each deliverable. Multiple Deliverables may be included on a single invoice.

Section VIII GENERAL TERMS AND CONDITIONS

VIII. GENERAL TERMS AND CONDITIONS

A. Compliance with Laws

In performing any resulting agreement, Respondent shall comply with all applicable laws, ordinances, rules, regulations, and codes of federal, state and local governments. Because Respondent will be acting as an independent contractor, the WCAD assumes no responsibility for Respondent's acts.

B. Applicable Laws

Any and all legal disputes arising under any resulting agreement or out of the Proposal herein shall be tried according to the law of the State of Texas and Respondent shall agree that the venue for any such action shall be settled in Williamson County Texas. This agreement is not subject to arbitration.

C. Warranties

The Respondent represents and warrants that it is fully aware of this RFP's requirements and the intended uses of the products and services to be provided by the Respondent to the extent that they are described in this RFP. For each product or service described, the Respondent warrants that: (1) the Respondent will perform and provide it in a good and workmanlike manner; and (2) all services and products will be provided according to their description in this RFP. Services and products will perform, operate and be maintained, in all their functionality, according to the specifications and requirements provided by the WCAD and contained in this RFP.

The Respondent represents and warrants that it has the right to enter into an agreement consistent with the requirements of this RFP and that there are no outstanding assignments, grants, licenses, encumbrances, obligations and/or agreements which relate to the products or services (whether written, oral or implied) which are inconsistent with this RFP and the rights intended to be transferred herein. The WCAD's use of the products and/or services as contemplated herein does not and will not infringe upon any patent, copyright or other proprietary right of any third party, and there is currently no actual or threatened suit by any such third party based on an alleged violation of such right by the Respondent.

D. Rights in Data

Any corporation, business entity or organization which enters into an agreement with the WCAD to perform services associated with, or required by, the conditions stated in this RFP agrees to the following:

1. That no sole rights to data provided in the submission or in fulfillment of the agreement to be awarded exist within the domain of the selected Respondent.
2. That all data provided in the submission or in the documents provided in fulfillment of the agreement to be awarded become the property of the WCAD for its use and benefit.
3. That any data included in the Proposal regarded as proprietary by the Respondent should be so indicated and will be treated as such by the WCAD during evaluation, after which all unselected Proposals containing proprietary data will be returned, or destroyed, at the WCAD's option.

4. That no data submitted in documents required for fulfillment of the agreement to be awarded will be regarded by the WCAD as proprietary to the selected Respondent.

E. Insurance

The selected Respondent and any applicable subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under any resulting agreement are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Respondent, its agents, representatives, employees or subcontractors.