



REQUEST FOR PROPOSAL RFP PW 08-09-02 CT

STORM GIS DATA IMPROVEMENT PROJECT (SGDIP)

TIMELINE AND CONTACT INFORMATION

RFP release date:	Wednesday, March 18, 2009
Deadline for questions:	Friday, March 27, 2009
RFP due date: Delivery Location:	Tuesday, April 7, 2009 at 3:00 PM Pacific Time 5 th Floor Receptionist City of San José - Dept. of Public Works 200 E. Santa Clara St. San Jose, CA 95113-1905
RFP Coordinator: E-mail address: Phone: Fax: Address:	Gay Gale, Program Manager gay.gale@sanjoseca.gov 408-793-4135 408-292-6296 City of San José - Dept. of Public Works 200 E. Santa Clara St. 5 th Fl. San José, CA 95113-1905

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1 INTRODUCTION

1.1 The City of San Jose ("City") desires a seamless, spatially and attributionally accurate Storm Geographic Information System (GIS) dataset in an improved data model that can be managed in the enterprise using Intergraph tools. Optionally, City desires that the enhanced Storm GIS data be integrated and synchronized with the Storm Sewer Maintenance System (SSMS), that the backlog of storm engineering plans be reduced or eliminated, and that the inventory of inlets be improved.

1.2 The goal of this RFP is to solicit Proposers with the capability to enhance the Storm Drain System GIS dataset to support current technologies and workflows, and to consolidate these data in the GIS Enterprise to allow better support of, integration and access to, CITY applications and programs. The selected Consultant(s) shall perform professional services to develop and implement the CITY's Storm Drain Data Model in the versioned Oracle Spatial 10g R2 database and enable Intergraph's Advanced Feature Model (AFM) for Public Works Manager. The goal of the enhanced data model is to support the full functionality of the commercial-off-the-shelf (COTS) GeoMedia suite of products and GIS workflows identified by Public Works staff.

1.3 This project is entitled the "Storm GIS Data Improvement Project" (SGDIP). The CITY is seeking responses from qualified Proposers (hereinafter referred to as "Proposer" or "Consultant") to improve and enhance the enterprise GIS Storm dataset. The project consists of three required phases and two optional phases.

1.4 The three required phases are:

- Phase 1 – Data Modeling;
- Phase 2 – Spatial and Attribute Adjustment;
- Phase 3 – Migration, Versioning, Advanced Feature Model (AFM) Enablement and Training including Migration of data model and improved data to version-enabled Enterprise and setup of Intergraph's AFM for GeoMedia Professional.

1.5 The two optional phases are:

- Phase 4 - GIS-SSMS Integration and Synchronization of the Storm GIS with the Storm Sewer Maintenance System (SSMS);
- Phase 5 - Backlog Reduction (Storm data backlog reduction) and Capture of Additional Inlets.

1.6 Data Provision

The provision of data is intended to facilitate Proposers in preparing their Proposal. City will provide the following data which may be useful in the development of implementation plans and the generation of cost estimates:

- Storm drain layers in MGE: DGN files and RIS and Oracle data dumps (all Phases)
- Samples of 2001 and 2006 orthophotography (Phases 2 and 5)
- Basemap, Sanitary, Water, Sphere of Influence boundaries and other GIS layers (all Phases)

Data will be provided in Oracle, MicroStation design file and Oracle Spatial Export formats as well as orthophotography in ecw and geotiff formats. All sample data will be posted on a restricted-access internet site.

Proposers who would like to obtain this data shall send a request to the RFP Coordinator at the email address listed on the front of this Proposal. The Proposers will be given the site address, username and password by return email.

1.7 Successful implementation of this project by the Consultant is intended to enhance the use of City resources (personnel, materials, equipment, and funds) to maintain storm sewer GIS data and infrastructure within acceptable service levels, with the additional goal of reducing City costs.

1.8 Successful implementation will include:

- spatially adjusting the data so that it aligns well with other GIS data and imagery;
- improving the data model by adding/correcting attributes;
- migrating the data to City's GIS Enterprise system;
- allowing GIS staff to maintain the data using standard tools and best practices;
- improving accessibility; and
- preparing GIS staff to maintain the data using standard tools and best practices.

1.9 Optionally, this project will:

- enable City staff to access up-to-date information necessary to make improved decisions related to the inventory, maintenance and rehabilitation of City's storm sewer program;
- decrease the backlog of storm infrastructure information needed to be input into the system; and
- provide a more complete set of inlets.

2 BACKGROUND

2.1 CITY's Department of Public Works (DPW) has a robust, integrated data model that is used to manage its base map and associated infrastructure layers. This includes street centerlines, parcels, streetlights, sanitary sewers, and City's municipal water system. These data [data are always plural]are managed natively in an Oracle Spatial version 10.2.0.4 Repository (Enterprise) that will be version-enabled using Oracle Workspace Manager (OWM) and GeoMedia Transaction Manager (GTM). These data are maintained primarily using Intergraph's products including: GeoMedia Professional, Parcel Manager, Transaction Manager, and Public Works Manager with AFM.

- Storm GIS data, however, are maintained in a legacy MGE system using 46 individual MicroStation design files to store the geometry which are linked to an Oracle database to store the attributes. Some attributes are incomplete and insufficient to derive the analyses and to support the applications needed by the CITY. Furthermore, the storm drain data are currently in an older coordinate system and do not currently overlay the CITY's existing GIS base map data properly, estimated to be spatially offset by up to 50

feet on the valley floor and approximately 200 feet in the hillside areas as compared to georeferenced orthophotography.

3 SCOPE OF WORK

3.1 The full Scope of Work including deliverables and acceptance criteria is presented in Attachment G of this RFP.

3.2 Each of the three (3) Required and two (2) Optional Phases will be administered separately.

4 MINIMUM QUALIFICATIONS

To be eligible for further review, Proposer(s) shall submit Attachment H – Statement of Minimum Qualifications attesting that they meet or exceed the minimum qualifications listed in 4.1.1 through 4.1.4.

4.1 All Phases – Proposer(s) shall not take exception to:

- City's requirements as contained in the Attachment D - Consultant Agreement; and
- Attachment E - Insurance Requirements.

4.2 Phase 1 and 3 - Proposer(s) shall have:

- completed a project or contract within the last three years using Oracle Spatial data modeling;
- experience with Oracle Workspace Manager (OWM) -versioned Oracle 10g R2 databases, particularly in securing tables in these environments;
- experience with data migration in the Oracle Spatial 10g R2 environment;
- experience with the GeoMedia suite of products including GeoMedia Public Works Manager and has set up the AFM and linear referencing for utility GIS systems.
- Phase 2 and 5 - Proposer(s) shall have:
 - completed projects or contracts within the last three years relating to MGE or MicroStation and Oracle Spatial data layers;
 - completed projects or contracts within the last three years relating to a large utility/infrastructure system;
 - completed projects or contracts within the last three years relating to spatial and attribute adjustment;
 - experience reading utility construction plans;
 - experience identifying features such as manholes and inlets from orthophotography.

4.3 Phase 4 Proposer shall have:

- experience with GeoMedia-Hansen and Integrated Map View or Geoassistant / Geoadministrator software;

- implemented data synchronization between GIS and SSMS systems or related systems within the last three years.

5 DESIRED QUALIFICATIONS

Desired Qualifications will be evaluated using the criteria described in Section 12.

6 HOW TO OBTAIN THIS RFP

6.1 This RFP may be obtained from the RFP Depot e-Procurement system called “Bidsync” located at www.bidsync.com/

Please Note: You may register for free either on-line or by calling Bidsync Vendor Support at 1 801-765-9245 and telling the support representative that you are registering for City of San José procurements.

6.2 Links to Bidsync may also be found at::

- City of San José Bidline located at: <http://www.sanjooseca.gov/purchasing/default.asp>
- City of San José Capital Project Management System located at: <https://cpms.sanjooseca.gov/pub/bidhotline/rfp/index.cfm>
- <http://geobids.geocomm.com/>

6.3 All addenda and notices related to this procurement will be posted by the City on “Bidsync” In the event that this RFP is obtained through any means other than “Bidsync”, the City will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

6.4 Prospective subcontractors should note that once registered with Bidsync, they will be able to view all organizations (with name and contact information) downloading the FP document.

7 TERM OF AGREEMENT

It is anticipated that the term of this agreement will be two years from initial date on executed Agreement. Estimated effective dates are: July 1, 2009 through June 30, 2011.

8 COMPENSATION AND WORK HOURS

The proposal should include a not to exceed estimate for the entire scope of work for each phase of the project as well as detail showing estimated labor hours, hourly rates, and reimbursable expenses as indicated on Attachment B – COST PROPOSAL Form. Pricing for the signed agreement is to remain firm fixed for the term of the agreement which is anticipated to be two years.

9 PROCEDURE FOR SUBMITTING QUESTIONS AND INQUIRIES

9.1 To assist in the preparation of Proposals, City will provide GIS and SSMS data in Oracle, MicroStation design file and Oracle Spatial Export formats to those Proposers who request the data from the RFP Coordinator at the email address listed on the front cover of this RFP. The provision of data is intended to facilitate Proposers in the evaluation of data and systems, in the development of implementation model(s) and the generation of cost estimates.

9.2 Questions pertaining to this RFP should be submitted no later than Friday, March 27th via e-mail to the RFP Coordinator listed on the front cover of this RFP. The City will provide a written response for all questions in the form of an Addendum which will be sent automatically to all Proposers registered with Bidsync. If you are not registered with Bidsync, see Section 6.1 above for registration directions.

9.3 Contact with representative(s) other than the City's designated contact person as listed in this RFP is grounds for disqualification. Notwithstanding the preceding sentence, nothing in this RFP shall prohibit any member of a prospective Consultant's firm or any persons working for or representing a prospective Consultant from communicating with any person in the City, including, but not limited to, the City Council, regarding an alleged failure of a City employee to follow the procedures or requirements governing the request for qualifications, or any alleged misconduct or impropriety of a City employee related to the request for qualifications.

9.4 Proposers shall only rely on this Request for Proposal document and any subsequent written supplement(s) issued by the City for preparation of the submittal. Proposers shall not rely on any other written or any oral statements of the City or its officers, directors, employees, or agents regarding the overall project or the package in preparing and submitting the submission.

10 OBJECTIONS

Any objections as to the structure, content or distribution of this RFP must be submitted in writing to the designated RFP Coordinator identified on the front cover of this RFP prior to the March 27, 2009 deadline for submission of Questions. Objections must be as specific as possible including identifying the RFP section number and title, as well as providing a description and rationale for the objection.

11 PROPOSAL SUBMITTAL REQUIREMENTS

In order to expedite the evaluation process, each Proposal shall be organized in accordance with this section. Proposals that do not follow the specified format outlined below, or fail to provide the required documentation, may receive lower scores, or if found to be non-responsive, be disqualified. In the event of any conflict between any of the Proposal documents, resolution thereof shall be in the City's sole discretion. Proposals shall include the information and be in the format described in the remainder of this section.

11.1 General requirements on specifications and formatting include:

11.1.1 One (1) original and five (5) paper copies of the Technical Proposal, and one (1) electronic copy of the Technical Proposal.

11.1.2 All paper proposals shall be submitted in binders or be hard-bound with clearly labeled section dividers.

11.1.3 The paper copy of the proposal with original signatures will be considered the official proposal submission and it should be marked original.

11.1.4 Electronic copy of the proposal shall be formatted in Microsoft Word (and Microsoft Excel if appropriate) and submitted on CD.

11.1.5 One (1) paper copy of the Cost Proposal. See 11.15 for details

11.1.6 All pages will be double sided and double spaced in Times New Roman or Arial font, type size 11 or 12.

11.1.7 All pages will be numbered consecutively; however numbers shall start over at the beginning of each Phase and the Attachments.

11.2 CONTENTS OF TECHNICAL PROPOSAL

11.2.1 Overview of the Project and items applicable to the complete Project

- Table of Contents
- Introductory Letter outlining the contents of the Proposal and which Phases are being proposed
- Company Overview – including but not limited to the number of employees, years in business, management structure, offices, environmental commitment
- Multiple Phase approach and advantages (if submitting for more than one Phase)
- Use of Subcontractors – provide a declaration of “none” if applicable

11.2.2 EXPERIENCE APPLICABLE TO THE PROJECT AS A WHOLE

11.2.3 Implementation Experience – 3 clients minimum, maximum of five

Client profile including but not limited to: number of departments, systems integrated, amount of data, number of databases

11.2.4 Project implementation details - discuss how these projects are similar to the scope of SGDIP and where they differ; discuss obstacles encountered and how they were overcome to deliver the project successfully

11.3 FAMILIARITY WITH CITY STANDARD TECHNOLOGIES AS LISTED IN ATTACHMENT G – SCOPE OF WORK

11.4 TECHNICAL APPROACH - One section for the Proposal as a whole, and one for each Phase proposed

The following information should be prepared for each Phase. If applicable and appropriate, information may be repeated for subsequent sections.

11.4.1 Project Plan for each Phase including approach and methodology

11.4.2 Deliverables and Milestones

11.4.3 Project timelines and critical paths

11.4.4 List of Project staff including qualifications, experience, roles and responsibilities

11.5 EXPERIENCE FOR PHASE 1

11.5.1 Describe your Oracle Spatial expertise along with a list of certified staff. Indicate whether your company is an Oracle Spatial/Intergraph certified business partner.

11.5.2 Describe your experience with data modeling and the creation of custom PL/SQL code using Sybase Power Designer (or equivalent) and Oracle Spatial 10g R2; discuss the data models created in terms of numbers of tables, complexity; indicate systems/software with which they were integrated. Describe your experience with deploying these data models and any data migration into these systems. Describe your experience with managing Oracle and GeoMedia metadata.

11.5.3 Describe your experience with requirement gathering and business process analysis in projects similar to SGDIP; discuss how this experience supports your approach to the data modeling requirements for this project; list some of the questions you might ask stakeholders at the workshops; discuss how federal and state laws governing Storm utilities might play into the design of the logical/physical model.

11.5.4 Describe your experience with deriving Advanced Feature Models for Intergraph's GeoMedia Professional and Public Works Manager; describe the utility systems implemented including the number of pipes, and how the data entry and maintenance were improved, include examples of methodology used to linear reference the systems if applicable; discuss any training that you may have given in using GeoMedia's Public Works Manager with AFM.

11.5.5 Describe your experience working with Oracle Workspace Manager secured Oracle Spatial databases; include considerations and examples that must be factored when designing triggers and procedures in this environment.

11.6 EXPERIENCE FOR PHASE 2

11.6.1 Discuss options for data adjustment such as using aerial imagery, georeferenced plans and documents, existing relationships to ROW lines and street centerlines, GPS locations and other possible options; discuss the advantages and drawbacks of each including cost; suggest other options to produce data meeting the required accuracy standards.

11.6.2 Describe your experience in working with Oracle Spatial databases and with data loading; discuss the development of customized data loading tools if applicable; discuss the development of FGDC-compliant metadata.

11.6.3 Describe your experience in spatial and attribute adjustment; discuss the development of a workflow for staff to follow when adjusting attributes and geometries, and with linear referencing if appropriate; discuss your experience with reading engineering plans and in identification of features from aerial photography; discuss automating capture of attribution if applicable, and the process of conflation of attributes from other datasets; discuss the development of a quality control plan and your experience with following specifications submitted by your clients; discuss data cleaning and validation processes used to deliver data to customer standards.

11.7 EXPERIENCE FOR PHASE 3

11.7.1 Describe your Oracle Spatial expertise along with a list of certified staff. Indicate whether your company is an Oracle Spatial/Intergraph certified business partner.

11.7.2 Describe your experience with data modeling and the creation of custom PL/SQL code using Sybase Power Designer (or equivalent) and Oracle Spatial 10g R2; discuss the data models created in terms of numbers of tables, complexity; indicate systems/software with which they were integrated. Describe your experience with deploying these data models and any data migration into these systems. Describe your experience with managing Oracle and GeoMedia metadata.

11.7.3 Describe your experience with requirement gathering and business process analysis in projects similar to SGDIP; discuss how this experience supports your approach to the data modeling requirements for this project; list some of the questions you might ask stakeholders at the workshops; discuss how federal and state laws governing Storm utilities might play into the design of the logical/physical model.

11.7.4 Describe your experience with deriving Advanced Feature Models for Intergraph's GeoMedia Professional and Public Works Manager; describe the utility systems implemented including the number of pipes, and how the data entry and maintenance were improved, include examples of methodology used to linear reference the systems if applicable; discuss any training that you may have given in using GeoMedia's Public Works Manager with AFM.

11.7.5 Describe your experience working with Oracle Workspace Manager secured Oracle Spatial databases; include considerations and examples that must be factored when designing triggers and procedures in this environment.

11.8 EXPERIENCE FOR PHASE 4

11.8.1 Describe your Oracle Spatial expertise along with a list of certified staff. Indicate whether your company is an Oracle Spatial/Intergraph certified business partner.

11.8.2 Describe your experience integrating and synchronizing Oracle Spatial GIS utility systems with Hansen asset and maintenance management systems in a cross-database environment; discuss the methodologies used to link the two systems and keep them synchronized; describe how the workflow to relink unsynchronized assets was automated, if applicable.

11.8.3 Describe your experience working with Oracle Workspace Manager secured Oracle Spatial databases; include considerations and examples that must be factored when designing triggers and procedures in this environment.

11.8.4 Describe your experience with ColdFusion or ASP development; discuss the applications that were developed including data entry forms and backend databases if applicable.- Describe your experience developing workflows and training staff.

11.9 EXPERIENCE FOR PHASE 5

11.9.1 Describe your experience in working with Oracle Spatial databases and with data loading; discuss the development of customized data loading tools if applicable; discuss the development of FGDC-compliant metadata

11.9.2 Describe your experience in spatial and attribute adjustment; discuss the development of a workflow for staff to follow when adjusting attributes and geometries, and with linear referencing if appropriate; discuss your experience with reading engineering plans and in identification of features from aerial photography; discuss automating capture of attribution if applicable, and the process of conflation of attributes from other datasets; discuss the development of a quality control plan and your experience with following specifications submitted by your clients; discuss data cleaning and validation processes used to deliver data to customer standards.

11.10 QUALITY ASSURANCE PLAN

11.11 RISK MITIGATION PLAN

11.12 COMMUNICATION PLAN

11.13 COST PROPOSAL

Submit one (1) paper copy of the Cost Proposal in a separate, sealed envelope clearly marked on the outside:

RFP PW 08-09-02 CT- STORM GIS DATA IMPROVEMENT PROJECT ATTACHMENT B – COST PROPOSAL.

11.14 ATTACHMENTS

11.14.1 The following documents must be completed and submitted as part of the Technical Proposal:

- ATTACHMENT A – CERTIFICATION
- ATTACHMENT B – COST PROPOSAL
- ATTACHMENT C – SMALL AND LOCAL BUSINESS PREFERENCE (OPTIONAL)
If relevant, this form must be provided at the time the proposal is submitted. The form may not be submitted at a later date. If this form is not included with the proposal, consideration for local and small business preference shall not be granted.
- ATTACHMENT F – PREVIOUS CUSTOMER OVERVIEW (REFERENCE)
Complete one sheet for each of three (3) clients that would substantiate the Proposers's experience. Customer contacts should be individuals who can verify performance on projects of a similar scope and budget as this project.
- ATTACHMENT H - STATEMENT OF MINIMUM QUALIFICATIONS
- ATTACHMENT J – CONFLICT OF INTEREST FORM

12 REVIEW PROCESS AND EVALUATION CRITERIA

12.1 REVIEW PROCESS

12.1.1 An Evaluation Panel consisting of CITY staff will evaluate proposal submissions and any additional information from Proposers such as interviews or additional written submissions if requested. If interviews are required, they will be held the week of April 13th. So as to allow City to confirm information provided in your proposal, it is highly recommended that Proposers obtain permission from their reference(s) before listing them in your proposal. City also reserves the right to rely on information from sources other than the information provided by the respondents.

12.1.2 Any or all of the Phases of this project may be awarded to one Consultant or one Consultant with subconsultant(s). The decision about how to award each Phase will be made solely by the City based on its determination of the expertise and qualifications of the Proposers, proposed solution and proposed costs in relation to funding available.

12.1.3 Proposals for each Phase will be evaluated separately according to criteria set forth herein, and each phase will be awarded to the most qualified Proposer. The City anticipates that efficiencies will be gained from working with a limited number of Consultants and therefore, encourages Proposers to submit for multiple Phases either independently or with the use of subconsultants.

12.2 EVALUATION CRITERIA

12.2.1 Each Phase of the Project will be evaluated separately according to the criteria below.

CRITERIA	WEIGHT
Experience	40%
Technical Approach	30%
Cost	20%
Local Business Enterprise	5%
Local Business Enterprise	5%
TOTAL	100%

12.2.2 Specific Phase Evaluation Criteria for Experience

PHASE	SPECIFIC EXPERIENCE 2/3 weighting	SPECIFIC FAMILIARITY 1/3 weighting
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PHASE	SPECIFIC EXPERIENCE 2/3 weighting	SPECIFIC FAMILIARITY 1/3 weighting
1 – Data Modeling	• CITY GIS projects • Similar projects at other large organizations • Oracle Spatial data modeling and PL/SQL development • Oracle Spatial data migration • Advanced Feature Model set up • Oracle Spatial and GeoMedia metadata management • Requirements gathering and business process analysis • Logical model derivation • Workflow analysis • Systems integration • Software workflow training	• Oracle Spatial • Oracle Workspace Manager • Public Works Manager with AFM • GeoMedia Professional • GeoMedia Transaction Manager • Sybase Power Designer • GeoMedia Objects • Federal/State laws governing Storm Utilities
2 – Spatial and Attribute Adjustment	• CITY GIS spatial adjustment projects • Similar projects at other large organizations • Oracle Spatial databases and data loading • Specification compliance • Automated capture of attribution • Identification of features such as inlets and manholes from orthophotography • Linear referencing • FGDC-compliant metadata • Spatial adjustment • Producing clean datasets • Creating a quality control plan • Deriving workflows for spatial and attribute adjustment • Deriving data acceptance criteria • Interpreting engineering plans • Data cleaning and validation • Conflation of attributes • Correction of data to customer standards • Ability to quickly adapt to specifications updates	• Oracle Spatial • Public Works Manager with Advanced Feature Model • GeoMedia Professional NET • Microstation • GeoMedia Objects

PHASE	SPECIFIC EXPERIENCE 2/3 weighting	SPECIFIC FAMILIARITY 1/3 weighting
3 – Migration, Versioning, AFM Enablement and Training	• City GIS projects • Similar projects at other large organizations • Oracle Spatial data modeling and PL/SQL development • Oracle Spatial data migration • Advanced Feature Model set up • Oracle Spatial and GeoMedia metadata management • Requirements gathering and business process analysis • Logical model derivation • Workflow analysis • Systems integration • Software workflow training	• Oracle Spatial • Oracle Workspace Manager • Public Works Manager with Advanced Feature Model • GeoMedia Professional • GeoMedia Transaction Manager • Sybase Power Designer • GeoMedia Objects • Federal/State laws governing Storm Utilities
4 - GIS-SSMS Integration and Synchronization	• CITY GIS Utility Management Systems integration/synchronization Projects • Similar projects at other large organizations • Oracle Spatial data modeling and PL/SQL development • Oracle Spatial development in a versioned environment • Oracle in a cross-database environment • OWM and GeoMedia Transaction Manager (GTM) versioned Oracle Spatial databases • ColdFusion or ASP web development • Hansen Asset Management Systems • Automation of workflow to reduce manual entry and linking • Systems integration • Software workflow training	• Oracle Spatial • Oracle Workspace Manager • Hansen • GeoMedia Hansen Interface • Public Works Manager with Advanced Feature Model • GeoMedia Professional • GeoMedia Transaction Manager • ArcGIS • Integrated Map Viewer and GeoAssistant

PHASE	SPECIFIC EXPERIENCE 2/3 weighting	SPECIFIC FAMILIARITY 1/3 weighting
5 – Backlog Reduction and Capture of Inlets	• CITY GIS spatial adjustment projects • Similar projects at other large organizations • Oracle Spatial databases and data loading • Specification compliance • Automated capture of attribution • Identification of features such as inlets and manholes from orthophotography • Linear referencing • FGDC-compliant metadata • Spatial adjustment • Producing clean datasets • Creating a quality control plan • Deriving workflows for spatial and attribute adjustment • Deriving data acceptance criteria • Interpreting engineering plans • Data cleaning and validation • Conflation of attributes • Correction of data to customer standards • Ability to quickly adapt to specifications updates	• Oracle Spatial • Public Works Manager with Advanced Feature Model • GeoMedia Professional • NET • Microstation • GeoMedia Objects

13 **GROUND FOR DISQUALIFICATION**

13.1 All Proposers are expected to have read and understood Council Policy 0-35 on Procurement and Contract Process Integrity and Conflict of Interest adopted on February 6, 2007. A complete copy of the policy can be found at:
http://www.sanjoseca.gov/purchasing/pdf/Policy0_35.pdf.

13.2 Any Proposer who violates the Policy will be subject to disqualification. Generally, the grounds for disqualification include:

13.3 Contact regarding this procurement with any City official or employee or Evaluation team other than the Procurement Contact from the time of issuance of this solicitation until the end of the protest period.

13.4 Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms, or conditions of this proposal.

13.5 Influencing any City staff member or evaluation team member throughout the solicitation process, including the development of specifications.

13.6 Evidence of submitting incorrect information in the response to a solicitation or misrepresenting or failing to disclose material facts during the evaluation process.

13.7 In addition to violations of the Process Integrity Guidelines, the following conduct may also result in disqualification:

13.8 Offering gifts or souvenirs, even of minimal value, to City officers or employees.

13.9 Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and City.

13.10 Evidence of Proposer's inability to successfully complete the responsibilities and obligations of the proposal.

13.11 Proposer's default under any City agreement, resulting in termination of such Agreement.

14 CONFLICT OF INTEREST

In order to avoid a conflict of interest or the perception of a conflict of interest, Proposer(s) selected to provide services under this RFP will be subject to the following requirements:

14.1 The Proposer(s) selected under this RFP will be precluded from submitting proposals or bids as a prime contractor or subcontractor for any future procurement with City if the specifications for such procurements were developed or influenced by the work performed under the agreement(s) resulting from this RFP.

14.2 Proposer(s) may not have any interest in any potential Proposer for future City procurements that may result from the work performed under the agreement resulting from this RFP.

14.3 In order to determine whether such interest may exist, all Proposers must complete ATTACHMENT J - CONFLICT OF INTEREST and submit with the Proposal.

15 GENERAL INFORMATION

15.1 You must respond by the due date and time as stated on the cover of this RFP. Final award shall be contingent upon selected Proposer(s) accepting Terms and Conditions in substantial conformity to the terms listed in Attachment D – STANDARD FORM OF CONSULTANT AGREEMENT of this RFP.

15.2 City reserves the right to accept an offer in full, or in part, or to reject all offers.

15.3 The successful Proposer(s) will be required to demonstrate evidence of insurance in accordance with the insurance provisions listed in Attachment E – INSURANCE REQUIREMENTS.

15.4 All questions/inquiries must be made through the RFP Coordinator listed on page 1 of this RFP via e-mail. Contact with representative(s) other than name listed in this RFP is grounds for disqualification. City will provide written responses to all questions in the form of one or more addenda. Proposers registered with Bidsync will automatically receive addenda.

15.5 All costs associated with responding to this request are to be borne by the respondent.

15.6 It is City's policy that the selected firm shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of San José contracts.

15.7 Any Consultant doing business with the City of San José is required to pay a City of San José business tax. Successful Consultant must show proof of the tax being paid or pay the City business tax at time of contract award. Please contact the City's Treasury Division of the Finance Department at (408) 535-7055 to determine applicable costs.

15.8 An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and the successful Consultant(s).

16 PUBLIC NATURE OF PROPOSAL MATERIAL

16.1 All correspondence with City including responses to this RFP will become the exclusive property of City and will become public records under the California Public Records Act (Cal. Government Code section 6250 et seq.) All documents that you send to City will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement.

16.2 Therefore, any proposal which contains language purporting to render all or significant portions of their proposal "Confidential", "Trade Secret" or "Proprietary", or fails to provide the exemption information required as described below will be considered a public record in its entirety subject to the procedures in Section 16.1.

16.3 Do not mark your entire proposal as "confidential".

16.4 City will not disclose any part of any proposal before it announces a recommendation for award, on the ground that there is a substantial public interest in not disclosing proposals during the evaluation process. After the announcement of a recommended award, all proposals received in response to this RFP will be subject to public disclosure. If you believe that there are portion(s) of your proposal which are exempt from disclosure under the Public Records Act, you must mark it as such and state the specific provision in the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if you submit trade secret information, you must plainly mark the information as "Trade Secret" and refer to the appropriate section of the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption.

16.5 Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, City may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential", "Trade Secret" or "Proprietary", City will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

17 PROTESTS

If an unsuccessful Proposer wants to dispute the award recommendation, the Protest must be submitted in writing to the person specified below, no later than ten (10) calendar days after announcement of the successful Proposer, detailing the grounds or factual basis for the protest and providing all supporting information. Protests will not be considered for disputes of proposal requirements and specifications, which must be addressed in accordance with Section 9 – OBJECTIONS. Failure to submit a timely written Protest to the contact listed below will bar consideration of the Protest.

The address for submitting protests is:

CITY of San José – Dept. of Public Works
Attn: Katy Allen, Director
200 E. Santa Clara St., 5th Fl.
San Jose, CA 95113-1905

18 ENVIRONMENTALLY PREFERABLE PROCUREMENT POLICY

18.1 The City has adopted an “Environmentally Preferable Procurement” (EPP) policy. The goal is to encourage the procurement of products and services that help to minimize the environmental impact resulting from the use and disposal of these products. These products include, but are not limited to, those that contain recycled content, conserve energy or water, minimize waste or reduce the amount of toxic material used and disposed. Computers and other electronics are a growing focus of environmentally preferable purchasing activities due to their high prominence in the waste stream, their numerous hazardous chemical constituents, and their significant energy use. Moreover, when these products are improperly disposed of they can release hazardous substances that pollute the environment.

18.2 In support of this policy, the selected proposer will be required to work with the City to apply this policy where it is feasible to do so. In addition, Proposers should address their company's environmental considerations in Company Overview section 9.2.1.

18.3 The entire EPP policy may be found in the City's internet site at the following link:

http://www.sanjoseca.gov/esd/natural-energy-resources/PDFs/EP3_2007.pdf

Attachments to RFP PW 08-09-03 CT

Attachment A – CERTIFICATION

Attachment B – COST PROPOSAL

Attachment C – SMALL AND LOCAL BUSINESS PREFERENCE

Attachment D – STANDARD FORM OF CONSULTANT AGREEMENT

Attachment E – INSURANCE REQUIREMENTS

Attachment F – PREVIOUS CUSTOMER OVERVIEW (REFERENCE)

Attachment G – SCOPE OF WORK

Attachment H – STATEMENT OF MINIMUM QUALIFICATIONS

Attachment I - PHASE 2 DATA REQUIREMENTS

Attachment J – CONFLICT OF INTEREST FORM

ATTACHMENT A – CERTIFICATION

Proposing Firm Name:	
Address:	
Telephone:	
Email:	
Facsimile:	
Contact Name:	
Contact Email:	
Contact Phone:	

PROPOSER REPRESENTATIONS

1. PROPOSER did not, in any way, collude, conspire or agree, directly or indirectly, with any person, firm, corporation or other PROPOSER in regard to the amount, terms, or conditions of this proposal.
2. PROPOSER additionally certifies that neither PROPOSER nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, any California State agency, or any local governmental agency.
3. PROPOSER acknowledges that all requests for deviations, exceptions, and approved equals are enclosed herein and that only those deviations, exceptions, and approved equals included in the RFP document or permitted by formal addenda are accepted by the CITY.
4. PROPOSER did not receive unauthorized information from any CITY staff member or CITY Consultant during the Proposal period except as provided for in the Request for Proposals package, formal addenda issued by the CITY, or the pre-proposal conference.
5. PROPOSER hereby certifies that the information contained in the proposal and all accompanying documents is true and correct.
6. Please check the appropriate box below:

☐ If the proposal is submitted by an individual, it shall be signed by him or her, and if he or she is doing business under a fictitious name, the proposal shall so state.

☐ If the proposal is submitted by a partnership, the full names and addresses of all members and the address of the partnership, the full names and addresses of all members and the addresses of

the partnership, the full names and addresses of all members and the address of the partnership shall be stated and the proposal shall be signed for all members by one or more members thereof.

☐ If the proposal is submitted by a corporation, it shall be signed in the corporate name by an authorized officer or officers.

☐ If the proposal is submitted by a limited liability company, it shall be signed in the corporate name by an authorized officer or officers.

☐ If the proposal is submitted by a joint venture, the full names and addresses of all members of the joint venture shall be stated and it shall be signed by each individual.

By signing below, the submission of a proposal with all accompanying documents shall be deemed a representation and certification by the PROPOSER that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and that they have read and understand the RFP.

Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	
Authorized Representative Title (print title):+	
Complete additional signatures below as required per # 6 above	
Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	
Authorized Representative Title (print title):+	
Authorized Representative Name (sign name):	
Authorized Representative Signature (print name):	
Authorized Representative Title (print title):+	

ATTACHMENT B – COST PROPOSAL

1 INSTRUCTIONS

- 1.1 Submit one (1) paper copy of this Cost Proposal in a separate, sealed envelope. The envelope must be clearly marked on the outside:

**RFP PW 08-09-02 CT- STORM GIS DATA IMPROVEMENT PROJECT
ATTACHMENT B – COST PROPOSAL**

- 1.2 All costs shall be in U.S. Dollars.

2 SPECIFIC COST ITEMS

- 2.1 Staff fees by level of responsibility/skills – indicate title and daily fee
2.2 Travel – round-trip per person,
2.3 Accommodation (by night)
2.4 Per diem (by person)
2.5 Additional categories (please specify item and cost)

3 PROJECTED SUMMARY OF COSTS BY PHASE

INCLUDING ALL ESTIMATED COSTS TO FULFILL SCOPE OF WORK

PHASE	TOTAL COST
Phase 1 – Data Modeling	
Phase 2 – Spatial and Attribute Adjustment	
Phase 3 – Migration, Versioning, AFM and Training	
Phase 4A – GIS-SSMS Integration and Synchronization (Optional) - total for all tasks except 4B and 4C	
Phase 4B – Error Reporting Website (Optional)	
Phase 4C – Workflow Documentation and Training (Optional)	
Phase 5A – Backlog Reduction (Optional)*	
Phase 5B - Additional Inlets (Optional)**	

* For Phase 5A: Assume 1,430 linear feet of pipe per average 3-page plan, and a total of 400 plans

** For Phase 5B: Assume 500 additional inlets/points for costing estimate

- 3.1 Explain how each Phase total was calculated i.e. what elements were included, what assumptions were made, alternatives if available etc.
3.2 Provide additional information related to cost as needed.

ATTACHMENT C – LOCAL AND SMALL BUSINESS PREFERENCE

CITY of San Jose Request for Contracting Preference for Local and Small Businesses			
Chapter 4.12 of the San Jose Municipal Code provides for a preference for Local and Small Businesses in the procurement of contracts for supplies, materials and equipment and for general and professional consulting services. The amount of the preference depends on whether the vendor qualifies as a Local Business Enterprise* or Small Business Enterprise** and whether price has been chosen as the determinative factor in the selection of the vendor. In order to be a Local Business Enterprise (LBE) you must have a current San Jose Business Tax Certificate Number and have an office in Santa Clara County with at least one employee. If you qualify as an LBE you can also qualify as a Small Business Enterprise (SBE) if the total number of employees (<i>regardless of where they are located</i>) of your firm is 35 or fewer. There are two ways in which the preference can be applied. In procurements where price is the determinative factor (<i>i.e. there are not a variety of other factors being considered in the selection process</i>) the preference is in the form of a credit applied to the dollar value of the bid or quote. For example, a non-local vendor submits a quote of \$200 per item and a LBE submits a quote of \$204 per item. The LBE receives a 2.5% credit on the quote, which equals approximately \$5 and thus the LBE will win the award because the quote is evaluated as if it had been submitted as \$199. In procurements where price is not the determinative factor such, as an RFP, typically a variety of factors are evaluated to determine which proposal best meets the CITY's needs. In procurements such as these, a qualified LBE will be given 5% and a qualified SBE will be given an additional 5% of the total points in the scoring.			
The following determinations have been made with respect to this procurement: (for official use only)			
Type of Procurement	☐ Bid	☐ Request for Quote	☒ Request for Proposal
Type of Preference	☐ Price is Determinative	☒ Price is Not Determinative	
Amount of Preference	LBE preference = 2.5% of Cost SBE preference = 2.5% of Cost	LBE preference = 5% of Points SBE preference = 5% of Points	
In order to be considered for any preference you must fill out the following statement(s) under penalty of perjury.			
Business Name			
Business Address			
Telephone No.			
Type of Business	☐ Corporation	☐ LLC	☐ LLP
	☐ General Partnership	☐ Sole proprietorship	☐ Other (explain)
*LOCAL BUSINESS ENTERPRISE (LBE) PREFERENCE In order to qualify as an LBE you must provide the following information: Current San Jose Business Tax Certificate Number Address of Principal Business Office or Regional, Branch or Satellite Office with at least one employee located in Santa Clara County: 			
**SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE In order to qualify as an SBE you must qualify as an LBE and have 35 or fewer employees. This number is for your entire business --NOT just local employees, or employees working in the office address given above. Please state the number of employees that your Business has: 			
Based upon the forgoing information I am requesting that the Business named above be given the following preferences (<i>please check</i>): ☐ Local Business Enterprise ☐ Small Business Enterprise I declare under penalty of perjury that the information supplied by me in this form is true and correct. Executed at: _____, California Date: _____ Signature _____ Print name _____			

ATTACHMENT D - STANDARD FORM OF CONSULTANT AGREEMENT

CITY OF SAN JOSE CONSULTANT AGREEMENT STANDARD TERMS AND CONDITIONS

SECTION 1. SCOPE OF SERVICES.

CONSULTANT shall perform those services specified in detail in EXHIBIT B, entitled "SCOPE OF SERVICES", which is attached hereto and incorporated herein.

SECTION 2. TERM OF AGREEMENT.

The term of this AGREEMENT shall be from _____ to _____, inclusive, subject to the provisions of SECTION 11 of this AGREEMENT.

SECTION 3. SCHEDULE OF PERFORMANCE.

The services of CONSULTANT are to be completed according to the schedule set out in EXHIBIT C, entitled "SCHEDULE OF PERFORMANCE", which is attached hereto and incorporated herein. Time is of the essence in this AGREEMENT.

SECTION 4. COMPENSATION.

The compensation to be paid to CONSULTANT, including both payment for professional services and reimbursable expenses, shall not exceed _____ Dollars (\$_____). The rate and schedule of payment is set out in EXHIBIT D, entitled "COMPENSATION," which is attached hereto and incorporated herein.

SECTION 5. METHOD OF PAYMENT.

Each month, CONSULTANT shall furnish to the CITY a statement of the work performed for compensation during the preceding month. Such statement shall also include a detailed record of the month's actual reimbursable expenditures.

SECTION 6. INDEPENDENT CONTRACTOR.

It is understood and agreed that CONSULTANT, in the performance of the work and services agreed to be performed by CONSULTANT, shall act as and be an independent contractor and not an agent or employee of CITY; and as an independent contractor, CONSULTANT shall obtain no rights to retirement benefits or other benefits which accrue to CITY's employees, and CONSULTANT hereby expressly waives any claim it may have to any such rights.

SECTION 7. ASSIGNABILITY.

The parties agree that the expertise and experience of CONSULTANT are material considerations for this AGREEMENT. CONSULTANT shall not assign or transfer any interest in this AGREEMENT nor the performance of any of CONSULTANT's obligations hereunder, without the prior written consent of CITY, and any attempt by CONSULTANT to so assign this AGREEMENT or any rights, duties or obligations arising hereunder shall be void and of no effect.

SECTION 8. INDEMNIFICATION.

CONSULTANT shall defend, indemnify and hold harmless CITY, its officers, employees and agents against any claim, loss or liability arising out of or resulting in any way from work performed under this AGREEMENT due to the willful or negligent acts (active or passive) or omissions by CONSULTANT's officers, employees or agents. The acceptance of said services and duties by CITY shall not operate as a waiver of such right of indemnification.

SECTION 9. INSURANCE REQUIREMENTS.

CONSULTANT agrees to have and maintain the policies set forth in EXHIBIT E, entitled "INSURANCE," which is attached hereto and incorporated herein. All policies, endorsements, certificates and/or binders shall be subject to approval by the Director of Human Resources or the Director's authorized designee ("Risk Manager") as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Risk Manager. CONSULTANT agrees to provide CITY with a copy of said policies, certificates and/or endorsements before work commences under this AGREEMENT.

SECTION 10. NONDISCRIMINATION.

CONSULTANT shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of this AGREEMENT.

SECTION 11. TERMINATION.

A. CITY shall have the right to terminate this AGREEMENT, without cause, by giving not less than seven (7) days' written notice of termination.

B. If CONSULTANT fails to perform any of its material obligations under this AGREEMENT, in addition to all other remedies provided by law, CITY may terminate this AGREEMENT immediately upon written notice.

C. CITY's _____ is empowered to terminate this AGREEMENT on behalf of CITY.

D. In the event of termination, CONSULTANT shall deliver to CITY copies of all reports, documents, and other work performed by CONSULTANT under this AGREEMENT, and upon receipt thereof, CITY shall pay CONSULTANT for services performed and reimbursable expenses incurred to the date of termination.

SECTION 12. GOVERNING LAW.

CITY and CONSULTANT agree that the law governing this AGREEMENT shall be that of the State of California.

SECTION 13. COMPLIANCE WITH LAWS.

CONSULTANT shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments.

SECTION 14. CONFIDENTIAL INFORMATION.

All data, documents, discussions or other information developed or received by or for CONSULTANT in performance of this AGREEMENT are confidential and not to be disclosed to any person except as authorized by CITY, or as required by law.

SECTION 15. OWNERSHIP OF MATERIALS.

All reports, documents or other materials developed or discovered by CONSULTANT or any other person engaged directly or indirectly by CONSULTANT to perform the services required hereunder shall be and remain the property of CITY without restriction or limitation upon their use.

SECTION 16. WAIVER.

CONSULTANT agrees that waiver by CITY of any breach or violation of any term or condition of this AGREEMENT shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. The acceptance by CITY of the performance of any work or services by CONSULTANT shall not be deemed to be a waiver of any term or condition of this AGREEMENT.

SECTION 17. CONSULTANT'S BOOKS AND RECORDS.

A. CONSULTANT shall maintain any and all ledgers, books of account, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to CITY for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to CONSULTANT pursuant to this AGREEMENT.

B. CONSULTANT shall maintain all documents and records which demonstrate performance under this AGREEMENT for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this AGREEMENT.

C. Any records or documents required to be maintained pursuant to this AGREEMENT shall be made available for inspection or audit at no cost to CITY, at any time during regular business hours, upon written request by the CITY Attorney, CITY Auditor, CITY Manager, or a designated representative of any of these officers. Copies of such documents shall be provided to CITY for inspection at CITY Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at CONSULTANT's address indicated for receipt of notices in this AGREEMENT.

D. Where CITY has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of CONSULTANT's business, CITY may, by written request by any of the above-named officers, require that custody of the records be given to CITY and that the records and documents be maintained in CITY Hall. Access to such records and documents shall be granted to any party authorized by CONSULTANT, CONSULTANT's representatives, or CONSULTANT's successor-in-interest.

SECTION 18. CONFLICT OF INTEREST.

CONSULTANT shall avoid all conflict of interest or appearance of conflict of interest in performance of this AGREEMENT.

CONSULTANT shall file an Assuming Office Disclosure Statement of Economic Interests (Form 700) as specified in EXHIBIT F, entitled “DISCLOSURE STATEMENT”, which is attached hereto and incorporated herein. Such statement shall be filed within thirty (30) days of the date of this AGREEMENT and annually thereafter by the first of April. Upon termination of this AGREEMENT, CONSULTANT shall file a Leaving Office Disclosure Statement of Economic Interest (Form 700).

SECTION 19. GIFTS.

A. CONSULTANT is familiar with CITY's prohibition against the acceptance of any gift by a CITY officer or designated employee, which prohibition is found in Chapter 12.08 of the San Jose Municipal Code.

B. CONSULTANT agrees not to offer any CITY officer or designated employee any gift prohibited by said Chapter.

C. The offer or giving of any gift prohibited by Chapter 12.08 shall constitute a material breach of this AGREEMENT by CONSULTANT. In addition to any other remedies CITY may have in law or equity, CITY may terminate this AGREEMENT for such breach as provided in SECTION 11 of this AGREEMENT.

SECTION 20. DISQUALIFICATION OF FORMER EMPLOYEES.

CONSULTANT is familiar with the provisions relating to the disqualification of former officers and employees of CITY in matters which are connected with former duties or official responsibilities as set forth in Chapter 12.10 of the San Jose Municipal Code (“Revolving Door Ordinance”). CONSULTANT shall not utilize either directly or indirectly any officer, employee, or agent of CONSULTANT to perform services under this AGREEMENT, if in the performance of such services, the officer, employee, or agent would be in violation of the Revolving Door Ordinance.

SECTION 21. SPECIAL PROVISIONS.

Special provisions, if any, to this AGREEMENT are specified in EXHIBIT F **(or G, if applicable)**, entitled, “SPECIAL PROVISIONS”, which is attached hereto and incorporated herein.

SECTION 22. NOTICES.

All notices and other communications required or permitted to be given under this AGREEMENT shall be in writing and shall be personally served or mailed, postage prepaid and return receipt requested, addressed to the respective parties as follows:

To CITY:

To CONSULTANT:

Notice shall be deemed effective on the date personally delivered or, if mailed, three (3) days after deposit in the mail.

SECTION 23. VENUE.

In the event that suit shall be brought by either party to this contract, the parties agree that venue shall be exclusively vested in the state courts of the County of Santa Clara, or if federal jurisdiction is appropriate, exclusively in the United States District Court, Northern District of California, San Jose, California.

SECTION 24. PRIOR AGREEMENTS AND AMENDMENTS.

This AGREEMENT, including all Exhibits attached hereto, represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This AGREEMENT may be modified only by a written amendment duly executed by the parties to this AGREEMENT.

ATTACHMENT E - INSURANCE REQUIREMENTS

CONSULTANT, at CONSULTANT'S sole cost and expense, shall procure and maintain for the duration of this AGREEMENT insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of the services hereunder by CONSULTANT, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- 1 The coverage provided by Insurance Services Office Commercial General Liability coverage ("occurrence") Form Number CG 0001; and
2. The coverage provided by Insurance Services Office Form Number CA 0001 covering Automobile Liability. Coverage shall be included for all owned, non-owned and hired automobiles.
3. Workers' Compensation insurance as required by the California Labor Code and Employers Liability insurance; and
4. Professional Liability Errors and Omissions insurance for all professional services.

There shall be no endorsement reducing the scope of coverage required above unless approved by the CITY's Risk Manager.

B. Minimum Limits of Insurance

CONSULTANT shall maintain limits no less than:

1. Commercial 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 project/location or the general aggregate limit shall be twice the required occurrence limit; and
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage; and
3. Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the California Labor Code and Employers Liability limits of \$1,000,000 per accident; coverage shall be endorsed to state carrier waives its rights of subrogation against the City, its officers, employees, agents, and contractors; and
4. Professional Liability Errors and Omissions \$1,000,000 Aggregate Limit.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to, and approved by CITY's Risk Manager. At the option of CITY, either; the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY, its officers, employees, agents and contractors; or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the CITY's Risk Manager.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages

a. The CITY of San Jose, its officers, employees, agents and contractors are to be covered as additional insureds as respects: Liability arising out of activities performed by or on behalf of, CONSULTANT; products and completed operations of CONSULTANT; premises owned, leased or used by CONSULTANT; and automobiles owned, leased, hired or borrowed by CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to CITY, its officers, employees, agents and contractors.

b. CONSULTANT's insurance coverage shall be primary insurance as respects CITY, its officers, employees, agents and contractors. Any insurance or self-insurance maintained by CITY, its officers, employees, agents or contractors shall be excess of CONSULTANT's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies by CONSULTANT shall not affect coverage provided CITY, its officers, employees, agents, or contractors.

d. Coverage shall state that CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

e. Coverage shall contain waiver of subrogation in favor of the CITY of San Jose, its officers, employees, agents and contractors

2. Workers' Compensation and Employers' Liability

Coverage shall contain waiver of subrogation in favor of the CITY of San Jose, its officers, employees, agents and contractors

3. All Coverages

Each insurance policy required by this AGREEMENT shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in limits except after thirty (30) days' prior written notice has been given to CITY, except that ten (10) days' prior written notice shall apply in the event of cancellation for non-payment of premium.

E. Acceptability of Insurers

Insurance is to be placed with insurers acceptable to CITY's Risk Manager.

F. Verification of Coverage

CONSULTANT shall furnish CITY with certificates of insurance and with original endorsements affecting coverage required by this AGREEMENT. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

There are two (2) options for the delivery of insurance

PDF via e-mail: Riskmgmt@sanjoseca.gov

Proof of insurance shall be mailed to the following address or any subsequent address as may be directed in writing by the Risk Manager:

City of San José – Human Resources
Risk Management
200 East Santa Clara St., 3rd Floor Wing
San Jose, CA 95113-1905

G. Subcontractors

CONSULTANT shall include all subcontractors as insured under its policies or shall obtain separate certificates and endorsements for each subcontractor.

ATTACHMENT F - PREVIOUS CUSTOMER OVERVIEW (REFERENCE)

(One form per Reference – Minimum of three Companies or Governments)

Name of Company	
Company Address	
Customer Contact Name and Title(	
Contact Phone Number and email	
1. Brief overview of Company –industry, product and/or service lines, age, number of employees, locations, capitalization or other reference of size	
2 Brief description of work performed for this customer and how it is relevant to this Proposal.	

ATTACHMENT G

SCOPE OF WORK, DELIVERABLES AND ACCEPTANCE CRITERIA

NOTE: Where the word “shall” or “required” appears, PROPOSERS may not take an exception. The “phases” and bullets shown for the scope of work may not be in the order of project execution. As part of the RFP, PROPOSERS shall break down the appropriate steps in the order to be taken to successfully implement the project.

1 CITY RESPONSIBILITIES

The Department of Public Works will:

- 1.1** import the adjusted data into a test environment for CITY Quality Assurance/Quality Control (QA/QC) using loading tools supplied by CONSULTANT;
- 1.2** provide the existing storm data, other GIS data and any related required documentation to the Phase 1 CONSULTANT within five business days of the completion of the project kickoff meeting;
- 1.3** provide the latest data model in Sybase Power Designer format;
- 1.4** provide additional GIS datasets as needed including aerial photography, boundary layers, and topographic contours, street edge of pavement and centerlines, parcel/ROWs, sanitary sewer, storm drain, and water in MGE/Oracle, ECW, and shapefile formats, and Oracle Spatial Export files;
- 1.5** provide Storm utility plans for areas obstructed on the aerial photography by vegetation and other structures as requested by CONSULTANT;
- 1.6** provide access to eMap website at <https://cpms.sanjoseca.gov/emap> to check Storm infrastructure maps;
- 1.7** Provide documented reference files including database standards and Frequently Asked Questions (FAQs);
- 1.8** provide the latest metadata, column mapping, data adjustment specifications, and data dictionary;
- 1.9** provide other CITY files related to this data model that are needed to perform the scope of work;
- 1.10** arrange all logistics, including scheduling, room reservations, hardware, etc. needed for workshops and training;
- 1.11** identify the appropriate stakeholders at various stages of this project;
- 1.12** hold internal stakeholder meetings to develop preliminary business requirements and derive preliminary column mapping documentation for use during CONSULTANT-led workshops;
- 1.13** provide follow-up written comments to CONSULTANT when necessary within five business days following review sessions;

1.14 return results of QA/QC of data deliveries within 10 business days, unless CITY notifies CONSULTANT to the contrary;

1.15 obtain the required training in the GeoMedia software suite being implemented, if not already proficient in this software;

1.16 provide workshop/training facilities on-site, including hardware sufficient to meet the minimum requirements for GeoMedia Professional plus preloaded software. CONSULTANT will be provided reasonable access to the training/workshop facilities, such as the building, room, hardware, software, and data;

1.17 provide all electronic files and required software for each phase;

1.18 provide Enterprise privileges and passwords as needed;

1.19 provide workstation with task-related software when CONSULTANT is working on site.

2 GENERAL CONSULTANT REQUIREMENTS AND RESPONSIBILITIES

The CONSULTANT shall meet all the requirements set forth in the Desired Qualifications and the Scope of Work as well as doing the following:

2.1 initiate review meetings/progress reports at a frequency to be agreed upon with the CITY that shall be conducted in person, using Interwise or other remote Web connection and/or conference calls;

2.2 report data errors and omissions to CITY for resolution in the final report;

2.3 provide CITY with software specifications, scripts, coding datasets, and deliverables as CITY requires during the course of this project.

2.4 CONSULTANT may work remotely using Interwise or other remote Web software.

2.5 CONSULTANT is not responsible for errors or omissions in the data provided by CITY, excluding topological and other errors as noted in the scope of work.

3 OVERALL TESTING AND ACCEPTANCE

PROPOSERS shall include a warranty of six months on their work to ensure that all errors relevant to the implementation of this project, whether discovered by CITY, CONSULTANT, or other CITY-authorized users, are corrected to the satisfaction of the CITY.

4 PROJECT TIMELINES

A Project schedule will be developed for each Phase by the Project Manager in collaboration with the successful PROPOSER. Where sequential Phases involve more than one CONSULTANT, every attempt will be made to adhere to the Project schedule in order to minimize negative impact on future phases and transition requirements will be built into the Agreements.

5 PHASE 1 – DATA MODELING

The objective of Phase 1 of this project is to design a better data model for CITY's Storm Drain GIS System that aligns with CITY's technologies, standards, business requirements and workflows. This task will involve collaborative workshops attended by all stakeholders (Public Works, Transportation, Environmental Services, Information Technology and others that may be designated by CITY staff during the project) to ensure that data needs and requirements are fundamentally understood and met. The data model will be designed to support the data needs and requirements, as well as Oracle Workspace Manager (OWM) and GeoMedia Transaction Manager (GTM) versioning, GeoMedia Public Works Manager AFM and the CITY's storm data workflows. The revised data model will be loaded into the Oracle Spatial GIS Enterprise Production database and will contain all the tables and PL/SQL scripts to facilitate data management using the tools listed above.

5.1 In Phase 1 the CONSULTANT shall:

5.2 Develop a work plan that outlines Phase 1 technical approach and methodology.

5.2.1 The work plan shall include an analysis of the data that reviews its completeness, accuracy, and other points pertinent to the project; timelines for a series of workshops to review CITY workflows and business requirements, and a timeline for delivery of logical and physical data models.

5.2.2 Develop a Gantt chart using Microsoft Project or equivalent to show these timelines.

5.2.3 Hold a series of four, three-hour onsite workshops with stakeholders to gather business requirements, specifications, workflows and guidelines and identify additional attributes and sources of information.

5.2.4 Prepare a report that synthesizes and analyzes stakeholder requirements pertaining to Storm data and processes including:

5.2.4.1 discussions of requirements and recommendations on the feasibility, advantages and drawbacks of each.

5.2.4.2 the outline of the logical model including:

- Data Flow Diagram
- Business Process Mapping Documentation
- Entity Relationship Diagram based on CITY's Column Mapping table

5.2.5 Design and create an Oracle Spatial 10g R2 physical data model in Sybase Power Designer for the storm data that is compliant with OWM and GTM, consistent with CITY's existing GIS data model (i.e., follows all CITY standards and naming conventions), and is ready for linear referencing and AFM enablement.

5.2.6 The data model shall include:

- many-to-many tables for feature association,
- lookup tables,
- views,

- tables for linear referencing, and
- triggers, functions and procedures to populate ID , measurement, and name fields

5.2.7 The data model shall provide placeholders (columns) in the tables for flags and notes to accommodate Phase 2 findings.

5.2.8 The data model shall be deployed and tested prior to delivery in a clone of CITY enterprise environment to ensure holistic integration with the entire GIS model

5.2.9 The delivered data model shall be compatible with GIS platforms for Intergraph GeoMedia Professional (latest version), MapInfo (latest version) and ESRI ArcView (latest version). CONSULTANT shall resolve any incompatibility issues at the database level with the help of triggers, views or SQL commands.

5.2.10 Demonstrate the completed data model to showcase its functionalities and capabilities

5.2.11 Deliver the Sybase Power Designer .pdm file and the database deployment scripts including a workflow to install the data model and be available:

- by phone and remote connection to provide support should errors occur or if CITY otherwise requests support.
- during hand-off of the data model to the Phase 2 CONSULTANT to supply information and answer questions.
- during Phase 2 to make minor changes to the data model as CITY requests or deems necessary.

6 PHASE 1 DELIVERABLES

6.1 Work Plan

6.2 Workshops – Four onsite business requirement-gathering workshops with stakeholders

6.3 Logical Model Report – Documentation that outlines the findings of the workshops, the diagrams and mappings for the logical model

6.4 Data Model – Sybase Power Designer .pdm file, SQL scripts and workflow for CITY to deploy in test environment

6.5 Demonstration – Demonstration of data model that displays capabilities of triggers, functions and other components

7 PHASE 1 ACCEPTANCE CRITERIA

All items at 100%

7.1 Work Plan that lays out an effective strategy for Phase 1

7.2 Workshops to efficiently gather requirements

7.3 Logical Model Report that documents the results of workshops, and recommendations and required supporting diagrams and figures for the logical model

7.4 Data Model that meets all requirements

7.5 Demonstration that shows capabilities of new data model

8 PHASE 2 – SPATIAL AND ATTRIBUTE ADJUSTMENT

The objective of Phase 2 is to make appropriate spatial and attribute adjustments or enhancements of all Storm Drain GIS System features. The result of this task will be a GIS dataset that aligns well with all other CITY GIS data and has an accuracy that is no more than 2 feet from the corresponding location on orthophotography. This phase will retain the relational accuracy to base map features such as right-of-way lines and street centerlines of the storm utilities that exist in the legacy system and use orthophotography to enhance the placement. Original attributes will be mapped to the new data model and existing or new attributes will be added or improved. CITY will provide stringent adjustment specifications to ensure that the resultant adjusted dataset meets CITY standards for spatial and attributional accuracy.

In Phase 2 the CONSULTANT shall:

8.1 Develop a work plan that outlines Phase 2 technical approach and methodology needed to achieve the project goal including:

- timelines (Gantt chart or equivalent) for deliveries of prototype, pilot, Areas 1 through 4, and final delivery.
- if Phase 5 is accepted, a second timeline relating to Backlog Reduction and Additional Inlet inventory.
- a quality control plan with data acceptance criteria that outline quality control processes.

8.2 Set up communication with Project Team via the web to resolve any errors found during the spatial and attribute adjustment.

8.3 Spatially adjust and relationally and attributionally enhance CITY's existing storm drain data to improve its positional accuracy following detailed specifications set by CITY and convert the improved data to the data model developed in Phase 1.

- The adjusted data where visible should match its corresponding position on digital orthorectified photos to attain a horizontal accuracy of +/-2 feet on the valley floor (areas covered by 3-inch pixel resolution 2001 orthophotos) and +/-5 feet on hilly areas (areas covered by 9-inch pixel resolution 2001 orthophotos).
- Where inlets and manholes are not visible, the data shall retain its relative accuracy to ROWs, easements and street centerlines as shown in the MicroStation design files.
- Preliminary requirements for the adjusted data must meet criteria established in Attachment I.

8.4 Deliver the spatially adjusted data by geographic area

8.4.1 Data model changes should be incorporated during this phase as they are identified.

8.4.2 The first delivery is the Prototype which will be evaluated and used to improve methodologies and specifications

8.4.3 The second delivery is the Pilot which will be evaluated to ensure that methodologies are adequate to mass-produce acceptable deliverables that comply with CITY specifications for the four production areas.

8.4.4 The Final Delivery shall include all of the corrected storm data.

8.4.5 If Phase 5 is accepted, the delivered data should contain backlogged storm data

8.4.6 If Phase 5 Is accepted, the delivered data should contain points for inlets that are easily identifiable on orthophotography, but not associated with available backlogged plans or existing data.

8.5 Create customized software tools that support data loading and data review for CITY QA/QC, and should be designed with flexibility to accommodate any changes/findings during the Pilot/Prototype tasks.

8.6 Develop Federal Geographic Data Committee (FGDC) compliant metadata for Storm GIS data which will be reviewed and edited by the CITY using Intergraph's Catalog Editor Utility.

8.7 Develop a final report outlining the results of the adjustments that shall include:

- a description of unresolved errors or issues.
- a spreadsheet with feature, ID, and error description.
- an analysis of how data has been improved from the original.

9 PHASE 2 DELIVERABLES

9.1 Work Plan

9.2 Quality Control Plan – Quality Control Document in Microsoft Word format

9.3 Demonstration of Web Communication Site – Demonstration of how site will work for communicating Phase 2 issues

9.4 Prototype – Adjusted data for testing purposes

9.5 Pilot – Adjusted and corrected data for solidifying methodology

9.6 Area 1 – First production area of adjusted and corrected data

9.7 Area 2 – Second production area of adjusted and corrected data

9.8 Area 3 – Third production area of adjusted and corrected data

9.9 Area 4 – Fourth production area of adjusted and corrected data

9.10 Complete Dataset (Final Delivery) – Entire set of adjusted data with final corrections

9.11 Data Loading Tools – Tools for loading data into the testing environment for CITY QA/QC

9.12 Metadata – FGDC compliant metadata

9.13 Final Report

9.14 Backlogged Data (Optional) – Included in above data deliveries if Phase 5 is accepted

9.15 Additional Inlet Inventory (Optional) – included in above data deliveries if Phase 5 is accepted

10 PHASE 2 ACCEPTANCE CRITERIA –

All at 100% except as specified in Attachment I

10.1 Work Plan that lays out an effective strategy for Phase 2

10.2 Quality Control plan that lays out effective methodology for ensuring that the data meets CITY requirements

10.3 Web site provides an effective tool to facilitate communication during Phase 2

10.4 FGDC-compliant metadata

10.5 A final report

10.6 Data Deliveries – listed in Exhibit 1

11 PHASE 3 – MIGRATION, VERSIONING, AFM ENABLEMENT AND TRAINING

The objectives of Phase 3 are to deploy and migrate the newly improved Storm GIS data and metadata into the GIS Enterprise, secure the data in the versioned environment and apply the AFM. This Phase will centralize and integrate the Storm GIS data with all other Enterprise GIS data, and make it available and accessible for multi-departmental applications and cross-platform GIS systems.

In Phase 3 the CONSULTANT shall:

11.1 Prepare a work plan that includes the migration of data to the production database, securement of data in the versioned environment, AFM completion, hands-on workshops, workflow documentation, and expected timetable using a Gantt chart or equivalent.

11.2 Deploy the data model SQL scripts to create the tables, triggers and other objects of the Storm data model in the production server. Populate all MDSYS, GDOSYS (GeoMedia) metadata to ensure operability in the Enterprise environment.

11.3 Migrate the accepted GIS storm data from the development database to the production database and enable constraints, triggers and all objects.

11.4 Secure the storm data in the versioned environment.

- 11.5** Deploy the AFM and populate all associations and ensure that the data and model are fully functional.
- 11.6** Perform trace and network analysis to validate data and correct any discrepancies.
- 11.7** Deploy FGDC-compliant metadata.
- 11.8** Demonstrate the workflow for data editing, linear referencing and maintenance.
- 11.9** Present an 8 hour workshop to train staff in a hands-on storm data workflow and AFM.
- 11.10** Provide comprehensive workflow documentation.

12 PHASE 3 DELIVERABLES

- 12.1** Work Plan
- 12.2** Data Model deployed on Enterprise
- 12.3** Data Migrated to Data Model on Enterprise
- 12.4** Data Secured in Versioned Environment
- 12.5** Advanced Feature Model
- 12.6** Data Validation
- 12.7** Metadata deployed on Enterprise
- 12.8** Demonstration of new Data Model and Workflow on Enterprise
- 12.9** Staff Training
- 12.10** Workflow Documentation

13 PHASE 3 ACCEPTANCE CRITERIA

All items at 100%

- 13.1** Work Plan that lays out an effective strategy for Phase 3
- 13.2** Data model, data, metadata, and AFM set up correctly for production work
- 13.3** Data secured in versioned environment
- 13.4** Data that passes all validations
- 13.5** Metadata set up and ready for applications
- 13.6** Demonstration that provides evidence that data are ready for production

13.7 Workshop that prepares staff to take over production

13.8 Comprehensive Workflow documentation from first step to last in entering and editing data

14 PHASE 4A – GIS-SSMS INTEGRATION AND SYNCHRONIZATION (OPTIONAL)

The objective of Phase 4A is to integrate and synchronize storm GIS data with Department of Transportation's (DOT) Storm Sewer Management System, similar to the project to integrate and synchronize Sanitary Sewer System GIS data with the Sewer Management System.

In Phase 4A the CONSULTANT shall:

14.1 Prepare a work plan that documents scope, tasks, timelines, and methodologies to accomplish Project goals and objectives.

14.2 Design, test and deploy version-compliant triggers, views and code to synchronize and maintain synchronization for both the Storm GIS and SSMS systems.

14.2.1 Views shall include non-matching elements on both sides - GIS assets that have no corresponding SSMS records, and SSMS records that have no corresponding GIS assets.

14.2.2 Views shall be extended to provide attribute discrepancies between the two systems.

14.2.3 One trigger shall populate the COMPTYPE of each asset when data are entered into the GIS.

14.2.4 All code shall be submitted in text format.

14.3 Add all missing assets to the SSMS.

14.4 Populate GIS assets with COMPKEY and COMPTYPE.

14.5 Provide a final report that documents the results of synchronization including all non-matching items between the GIS and SSMS systems along with recommendations and methodology for correction.

15 PHASE 4A DELIVERABLES

15.1 Work Plan

15.2 Data Model enhancements in GIS and SSMS

15.3 Missing assets added to SSMS

15.4 Populate GIS assets with COMPKEY and COMPTYPE

15.5 Final Report

16 PHASE 4A ACCEPTANCE CRITERIA

All items at 100%

16.1 Work Plan that lays out an effective strategy for Phase 4

16.2 Data synchronized, with the exception of errors that will be listed in the Final Report

16.3 Data kept synchronized through software and database code

16.4 Views that report unsynchronized or incorrect records

16.5 Final report that outlines results of synchronization, and lists errors and issues that remain to be corrected by CITY staff

17 PHASE 4B – ERROR REPORTING WEBSITE (OPTIONAL)

The objective of Phase 4B is to create a form on the CITY's intranet site to allow DPW and DOT staff to better communicate and resolve errors in the GIS and SMS data.

In Phase 4B the CONSULTANT shall:

17.1 Develop a form that links to CITY's intranet database for resolving outstanding data issues or discrepancies between DOT and Public Works.

18 PHASE 4B – DELIVERABLE

18.1 Intranet site for error reporting

19 PHASE 4B – ACCEPTANCE CRITERIA

19.1 Error reporting intranet site that works efficiently

20 PHASE 4C – WORKFLOW DOCUMENTATION AND TRAINING (OPTIONAL)

In Phase 4C the CONSULTANT shall:

- train staff to correct the errors remaining in the synchronization between the GIS and SMS, and
- provide supporting documentation

21 PHASE 4C – DELIVERABLES

21.1 Staff training-eight hours of hands-on training workshops for DOT and GIS staff.

21.2 Comprehensive Workflow Documentation

22 PHASE 4C – ACCEPTANCE CRITERIA

22.1 Training sufficient to train staff in workflow

22.2 Documentation complete enough to allow staff to follow all steps of data entry and update

23 PHASE 5A – BACKLOG REDUCTION (OPTIONAL)

The objective of Phase 5A is to reduce the backlog data from engineering construction plans to be entered into the Storm GIS dataset. There are 329 backlogged plan sets as of March 1. CONSULTANT shall perform these tasks in conjunction with Phase 2 of this project to ensure that the newly entered data are consistent with the data model, CITY specifications, and other project goals and objectives.

In Phase 5A the CONSULTANT shall:

23.1 Create a work plan including approach, methodology, timelines and objectives that integrate with the Phase 2 Work Plan and schedule.

23.2 Enter backlogged data from engineering construction plans to be processed as other Phase 2 data.

24 PHASE 5A DELIVERABLES

24.1 Work Plan

24.2 Backlogged data added

25 PHASE 5A ACCEPTANCE CRITERIA – ALL AT 100%

25.1 Work Plan that lays out an effective strategy for Phase 5

25.2 Backlogged data

26 PHASE 5B – ADDITIONAL INLET CAPTURE (OPTIONAL)

The objective of Phase 5B is to capture additional inlets not associated with the backlogged data or the existing infrastructure. CONSULTANT shall perform this task in conjunction with Phase 2 to ensure that the newly entered data are consistent with the data model, CITY specifications, and other project goals and objectives.

In Phase 5B the CONSULTANT shall:

26.1 Place inlet points identified from orthophotography that are not represented in either the existing storm data or the backlogged plans and are subject to Phase 2 criteria.

27 PHASE 5B DELIVERABLE

27.1 Additional inlets added (number to be determined in consultation with Project Manager)

28 PHASE 5B ACCEPTANCE CRITERIA – AT 90%

28.1 Additional inlets (number to be determined in consultation with Project Manager)

ATTACHMENT H - STATEMENT OF MINIMUM QUALIFICATIONS

Initial each statement indicating that Proposer has the minimum qualification listed. At bottom of form, provide signature, name and title of representative attesting to these qualifications. Proposals missing this information will be deemed “non-responsive” and will not be evaluated further.

All Phases Proposer shall NOT:

- _____ 1. take exception to City’s requirements as contained in the Attachment D - Consultant Agreement.
_____ 2. take exception to City’s requirements as contained in Attachment E - Insurance Requirements.

Phase 1 and 3 Proposer shall have:

- _____ 3. completed a project or contract within the last three years using Oracle Spatial Data Modeling;
_____ 4. experience with Oracle Workspace Manager (OWM) -versioned Oracle 10g R2 databases, particularly in securing tables in these environments;
_____ 5. experience with data migration in the Oracle Spatial 10g R2 environment;
_____ 6. experience with the GeoMedia suite of products including GeoMedia Public Works Manager and has set up the AFM and linear referencing for utility GIS systems.

Phase 2 and 5 Proposer shall have:

- _____ 7. completed projects or contracts within the last three years relating to MGE MicroStation and Oracle Spatial data layers;
_____ 8. completed projects or contracts within the last three years relating to a large utility/infrastructure system;
_____ 9. completed projects or contracts within the last three years relating to spatial and attribute adjustment;
_____ 10. experience reading utility construction plans;
_____ 11. experience identifying features such as manholes and inlets from orthophotography.

Phase 4 PROPOSER shall have:

- _____ 12. experience with GeoMedia-Hansen and Integrated Map View or Geoassistant / Geoadministrator software;
_____ 13. implemented data synchronization between GIS and SSMS systems or related systems within the last three years.

Signature

Name

Title

ATTACHMENT I - PHASE 2 DATA REQUIREMENTS

1. These are the data requirements to satisfy Section 4.3 of Attachment G - Scope of Work. CONSULTANT shall ensure compliance with these requirements.

- 1.1 The data should attain a 98% completeness of the storm dataset by adding missing graphic features (e.g., storm mains needed to complete the path to an outfall) other than backlogged infrastructure.
- 1.2 The storm main's digitization direction (polarity) is in the direction of flow. The existing stroked arc geometries should be converted to true arcs for better data efficiency, storage, performance and appearance.
- 1.3 The data should be converted from the NAD27 to NAD83 State Plane Coordinate (CS) System, Zone 403, California III, survey feet in compliance with the regional GIS implementation program (see Enterprise default CS information)
- 1.4 The data should be clean (e.g., no overshoots, undershoots, edge matching, duplicate geometries, kickbacks and loops, and removal of collection geometry) after adjusting the graphical features
- 1.5 The data's Oracle geometry types should be simple geometry (GTYPE = 3002 for linear features, GTYPE = 3001 for point features, and GTYPE = 3003 for polygonal features, Z values all zero as a place holder). No collection geometries.
- 1.6 The data should form a consistent and clean topological fabric that meets storm water flow modeling specifications and watershed determination
- 1.7 The data should recapture geometry and attributes that have become unlinked in the MGE/MicroStation environment
- 1.8 The data should be converted from the existing tile-based GIS layers into a single seamless GIS layer for each feature (e.g., storm mains, laterals, etc.)
- 1.9 The data should retain attributes per column mapping
- 1.10 The storm mains should be populated with measured lengths for linear features in two ways:
- 1.11 By retaining the plan length in the existing data;
- 1.12 Measured from actual geometries;
- 1.13 The storm mains should have beginning and ending linearly referenced measurements for linearly referenced features for cases where pipes change slope, material, diameter, or some other property
- 1.14 The storm mains should have node features for pipes at the point where these changes occur
- 1.15 The data should pass Oracle Spatial, GeoMedia Professional, and ArcSDE geometry validations once in the Enterprise, and be topologically clean and ready for network and trace analysis
- 1.16 The data features should contain the BAS_STREET_SEGMENT_ID of the street centerline or easement along which the pipe segment or manhole runs (adjacent, and semi-parallel)
- 1.17 Features should not be deleted unless directed by CITY. The data should be archived or retired where features have been split or abandoned according to adjustment specifications.
- 1.18 The storm drain segments should contain no physical breaks when they cross each other.
- 1.19 The storm mains should contain upstream and downstream manhole IDs according to column mapping documentation

2. The following are Phase 2 Data Acceptance Criteria

- 2.1 Horizontal accuracy of 2 feet or less for the area covered by 3-inch pixel resolution orthophotos (valley floor) and 5 feet or less for the area covered by 9-inch pixel resolution orthophotos: – 98%.
- 2.2 Horizontal accuracy of the remaining 2% of final delivery adjusted GIS data will achieve 4 feet or less for the area covered by 3-inch pixel resolution orthophotos (valley floor) and 10 feet or less for the area covered by 9-inch pixel resolution orthophotos.
- 2.3 Horizontal accuracy is measured relative to the adjusted street centerlines, easements and ROWs for the areas where manholes, storm drain segments, inlets, laterals and outfalls are not visible on orthophotos, for final delivery of adjusted GIS data – 100%
- 2.4 No geometric and topological problems. – 100%
- 2.5 Cleanliness needed to meet topological requirements necessary for flow modeling and watershed analysis. – 100%
- 2.6 No overshoots, undershoots, loops, kickbacks, and duplicate geometry. – 100%
- 2.7 All connectivity requirements met – 100%
- 2.8 No physical breaks in storm drain segments when they cross each other – 100%
- 2.9 All data transferred to new model following CITY requirements – 100%
- 2.10 Storm drain segment polarities in the direction of flow – 98%
- 2.11 Geometries represented in line strings composed of lines and arcs, simple lines, points, and polygons where appropriate and no collection or “multifeature” geometry types. – 100%
- 2.12 No geometry inconsistency among different layers – 98%
- 2.13 Original storm drain attributes preserved and conflated according to the column mapping – 100%
- 2.14 New or improved attributes populated according to column mapping – 100%

ATTACHMENT J – CONFLICT OF INTEREST FORM

To be completed by Consultants making proposals.

NAME

DATE

PROPOSED ASSIGNMENT:

In order for the CITY to assess whether the personnel proposed to be assigned by the successful PROPOSER to work on the Proposed Assignment have a conflict of interest, this form must be completed by each person that the PROPOSER intends to assign.

Questions	Yes (Provide Details)	No
1. Do you have any official, professional, financial or personal relationships with any person or firm that might affect your judgment or your ability to provide services to the CITY that are fair and impartial?		
2. Stock and Investments (a) Do you own any stock in any company likely to be affected by or involved in the Proposed Assignment? (b) Does your spouse or a dependent own any stock in company likely to be affected by or involved in the Proposed Assignment? (c) Do you hold any investments in any entity (e.g. partnership, limited liability company, or a trust) likely to be affected by or involved in the Proposed Assignment? (d) Does your spouse or a dependent hold any investments in any entity (e.g. partnership, limited liability company, or a trust) likely to be affected by or involved in the Proposed Assignment? If the answer is yes to any of the above questions, please provide the name of the company and the amount of the stock or investment.		
3. Employment & Consulting (a) Is your spouse or a dependent employed/retained by anyone likely to be affected by or involved in the Proposed Assignment? (b) Has your spouse or dependent been previously employed/retained by anyone likely to be affected by or involved in the Proposed Assignment? (c) Have you been employed/retained by anyone likely to be affected by or involved in the Proposed Assignment? If the answer is yes to any of the above questions, please provide name of employer, nature of services provided and if the dates employed or retained.		

4. Payments or Gifts (d) Within the past 12 months, have you received any payments or gifts from anyone likely to be affected by or involved in the Proposed Assignment? (e) Within the past 12 months, has your spouse or a dependent received any payments or gifts from anyone likely to be affected by or involved in the Proposed Assignment? If the answer is yes, please provide the amount the payment or value of the gift, the name and position of the payor/donor and the date of receipt.		
5. Real Estate (a) Do you own real property that is likely to be affected by or involved in the Proposed Assignment? (b) Does your spouse or a dependent own real property that is likely to be affected by or involved in the Proposed Assignment? If the answer is yes, please provide the location of the property.		
6. Positions (a) Do you currently hold a position (e.g. member of a board of directors) of any entity (e.g. a company, partnership, association, nonprofit) that is likely to be affected by or involved in the Proposed Assignment? (b) Does your spouse or a dependent hold a position (e.g. member of a board of directors) of any entity (e.g. a company, partnership, association, nonprofit) that is likely to be affected by or involved in the Proposed Assignment? If the answer is yes, please provide the name of the entity, and the title of the position held.		

If during the course of the evaluation, any personal, external, or organizational impairments occur that may affect your ability to do the work and report findings impartially, notify the Program Manager immediately.

Signature

Print Name

Date