



Patricia A. Peshka
Purchasing Agent

Scott Avedisian
Mayor

City of Warwick
Purchasing Division
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Warwick, Rhode Island 02886
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The following notice is to appear on the City of Warwick's website Friday, December 15, 2017. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

RFP #2018-226 Consultant Services for Assessor's Parcel Updates & WebGIS

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Friday, December 15, 2017.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Friday, January 19, 2018. The proposals will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive proposal price. Please note that no proposals can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the proposal opening date.

Patricia A. Peshka
Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____ *

*Please include your email address. Future proposals will be emailed, unless otherwise noted.

II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above proposal and hereby enters into a contract with the above party to pay the proposal price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____
RFP2018-226 Purchasing Agent

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids must contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, will render the bidder's contract terminated and the bidder will be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

**CITY OF WARWICK
NOTICE TO BIDDERS**

RFP #2018-226 Consultant Services for Assessor's Parcel Updates & WebGIS

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Proposals received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified. No proposals will be accepted via facsimile or email.

The opening of proposals will be in the order established by the posted agenda and the agenda will continue uninterrupted until completion.

Once an item has been reached and any proposals on that item has been opened, no other proposals on that item will be accepted and any such proposal will be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a proposal thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals should be submitted with one (1) original and four (4) copies and two (2) digital copies on flash drive or cd in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP #2018-226 Consultant Services for Assessor's Parcel Updates & WebGIS."

Should you have any questions, please contact Daniel Geagan, Planning, 3275 Post Rd., Annex, Warwick, RI at 401-921-9685.

All proposals should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The IRS Form W-9 available on www.warwickri.gov should be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

The successful bidder must provide the City of Warwick with an original certificate of insurance for Professional Liability in a minimum amount of \$1 million. The certificate of insurance must name the *City of Warwick as the additional insured* and so stated on the certificate with the proposal name and proposal number. It is the vendor's responsibility to provide the City of Warwick with an updated certificate of insurance upon expiration of the original certificate.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a Certificate of Good Standing from **The Rhode Island Secretary of State** dated no more than thirty (30) days prior to the date upon which the bid approval was made. **Please note that no other State's Certificate of Good Standing will be accepted.**

The successful bidder will provide said Certificate of Insurance and State of Rhode Island's Certificate of Good Standing (if required) within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm two (2) years from date of award. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Purchasing Agent reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the City.

The successful bidder must comply with all Rhode Island Laws applicable the public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City will incur no liability for materials or services not yet ordered if it terminates in the best interests of the

City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor will be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents proposal or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the proposal specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement will cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to proposal specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

City of Warwick Request for Proposals For Assessor's Parcel Update & Web GIS Application

I. GENERAL INFORMATION

Purpose

The City of Warwick seeks a qualified consultant to provide the following services:

- 1) Annual updating (x2) and corrections of the City-wide GIS digital parcel database, and
- 2) WebGIS application that shares the parcel data via a web GIS mapping program that also integrates Rhode Island GIS data, local data and updates as necessary.

All GIS products must be delivered as topologically correct ESRI ArcGIS Geodatabases with metadata.

The City will provide the Assessor's digital parcel database current and complete as of December 31, 2016.

Schedule

The detail of work required to be performed is outlined in the section entitled "Scope of Services". Parcel updating should be completed annually within three (3) months of delivery of complete materials. WebGIS will be annual, term commencing on July 1 of the respective year through June 30. All deliverables will be reviewed by the City's GIS Project Management team.

Existing Resources

All prospective bidders will have access to the existing digital parcel database. The data is currently available for viewing at the following URL:

<http://www.mainstreetmaps.com/ri/warwick/public.asp>

The City will provide PDFs or scans of the map changes for each calendar year; i.e. PDF copy of each recorded subdivision plan. Example attached as Appendix A.

II. SCOPE OF SERVICES

Task 1 - ANNUAL PARCEL UPDATING

UPDATE PARCEL MAPS: 185 Assessor's Tax Maps plus one (1) index sheet.

Updates will include:

All Map changes for each calendar year. Subdivisions, mergers, street abandonments, easements, new roads, state condemnation plats, etc. Information to capture will include: all lot lines, original lot numbers, common ownership parcels, bridges, easements, cemeteries, rights-of-way, dimensions and easements, etc. Approximate number of annual changes is given in Appendix B.

Code GIS parcel polygons with an Assessor's map/lot identifier (linked to the Assessor's CAMA database extract) and reconcile parcel-CAMA and CAMA-parcel mismatches to a achieve 96% match rate at a minimum.

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

Task 1 Deliverables:

- 1) Document the parcel update process, methods, guidelines and changes made
- 2) One complete set of the final tax maps with index in color on 30"x42" 24lb bond paper or equivalent.
- 3) One complete set of tax maps in PDF format at a minimum of 300dpi
- 4) Map change report documentation
- 5) City-wide seamless parcel base, topologically correct, minimum 96% match rate to the Assessor's database in ESRI Geodatabase format with metadata
- 6) Updated ESRI Geodatabase parcel database
- 7) Shapefile (annually – joined)

Task 2 - WEB BASED APPLICATION FOR GIS SYSTEM

Provide a secure, web-based site that is available for City personnel (internal password protected site) and a public site that is available the general public which can be accessed with a link from the City of Warwick's website.

Provide full-screen, resizable map interface and fast map display using the latest in cache technology.

Information will be packaged to answer primary questions asked by typical customers of City services such that answers are quick and do not require the user to understand GIS or put forth much effort assembling the information. Of particular interest is providing an easy to use flood map layer that allows owners to utilize FEMA's flood map layer relative to their parcel and current imagery.

Provide property search capabilities by parcel ID, owner, and address (e911 database), including abutter's list search capability AND the ability to generate a customized abutter's radius map with default set to 200' from parcel boundary. Abutter list output must include an on screen list, printable graphical representation, excel compatible file, and mailing label sheets formatted for Avery 5160 or equivalent. Mailing label sheet example given in Appendix C.

Display easy to use thematic map overlays using RIGIS and locally provided data, including, but not limited to: current parcels, Wards, FEMA flood zones, wetlands, water features, topography (LiDAR), open space, current aerials including Google Maps base layers such as Google Satellite, Google Streets, Google Hybrid, and Google Terrain, street centerlines, E-911 points, Wards, etc. and historic aerials covering at least a 10-year period, as available from RIGIS.

Work with the City to make final determination of the layers and themes to be included. Such themes must be updated periodically at the request of the City as new data becomes available or additional data layers are needed.

Provide ability for user to mark-up the map using a variety of drawing and measuring tools, set desired map scale, page size and display spatial data and imagery clearly at the parcel level with a scaled, printable availability in both landscape and portrait formats in various paper sizes.

Ensure that the application will support a variety of operations by providing an interactive and highly functional interface into the GIS database and have the potential for "live-linked" department databases, including, but not limited to the Assessor's online database.

Ensure that the application is extensible and configurable to allow future enhancements and additions as the City's GIS needs evolve.

Provide internal site with radius tool that allows for expanded radius up to at least two (2) miles and includes the ability to generate mailing lists of business names and locations by connecting to Personal Property CAMA data as provided.

Task 2 Deliverables

- 1) Update of parcels for calendar year ending 12/31/2017 and 12/31/2018.
- 2) Fully functional, user-friendly, web-based GIS application customized to Warwick's needs as specified above, that must also host individual PDFs of all 185 parcel maps and Index Sheet on a separate tab.
- 3) Two years of WebGIS meeting the above specifications:
 - a) Year one (1) commencing on 7/1/2018
 - b) Year two (2) commencing on 7/1/2019.

III. PROPOSAL SUBMISSION

General Instructions and Notifications to Bidders

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

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

Company Introduction. Respondents should include a complete description documenting company's background, organizational structure, relevant expertise and length of experience.

Project organizational chart, including the project manager, names of all assigned individuals and any sub-consultants.

Name and qualifications of project consultant responsible for day-to-day project design and management; and serving as point of contact and party responsible for timely and professional project delivery.

Consultant’s expertise in reference to project work to be performed, including at least three (3) similar municipal projects with dates of completion and client references.

Examples of previously completed, fully-functioning WebGIS products. (URL of live sites or demonstration sites is acceptable).

Consultant’s proposed approach and timeline to complete the tasks.

Existing workload. Respondents should describe their capacity to add this project to their existing workload within the timelines expressed.

Cost proposal. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

All costs associated with developing or submitting documents in response to this request and/or in providing oral or written clarification of its content must be borne by the respondent.

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

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

IV. SELECTION OF FIRM

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

It is intended that an award pursuant to this request will be made to a prime contractor, who will assume all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the respondent’s proposals, and the subcontractor(s) proposed to be used are identified in the proposal.

Scoring Criteria

1).....	Total Cost:	30 points
2).....	Experience of Firm and Team:	30 points
3).....	WebGIS Examples/Experience:	40 points

V. ADDITIONAL REQUIREMENTS

Award

Responses will be evaluated on the basis of the relative merits of the proposal. The City of Warwick reserves the right to reject any and all responses, or parts thereof, to waive any irregularity in the responses received and to accept the responses or parts thereof deemed to be the most favorable to the best interest of the City.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP #2018-226 Consultant Services for Assessor's Parcel Updates & WebGIS

I. PROPOSAL:

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the proposal into a contract. This proposal and contract shall be secured by Bonds, if required by the specifications.

- | | | |
|--|----------|------------|
| 1) Updating And Webgis - Year One (1): | \$ _____ | Annual |
| 2) Updating And Webgis - Year Two (2): | \$ _____ | Annual |
| 3) Total Cost for Two Years (Sum of 1 + 2) | \$ _____ | Total Cost |

APPENDIX B

As a general guide, the following is an approximation of the number of map changes since 2001. Note: this is an approximation only. Each "change" may result in multiple lot cuts and therefore require multiple line changes and associated coding. For example one "change" may consist of either movement of one lot boundary line or it could consist of development of a new street with multiple lot cuts. Consultants should use this as a guide only and investigate the individual map changes to determine the actual work that needs to be completed as part of this project.

Year	Subdivisions	Abandonments & Condemnations	Total Changes
2001	60	7	67
2002	65	7	72
2003	61	7	68
2004	57	5	62
2005	52	6	58
2006	43	7	50
2007	55	5	60
2008	32	7	39
2009	21	7	28
2010	32	4	36
2011	30	2	32
2012	18	4	22
2013	41	6	47
2014	50	1	51
2015	34	8	42
2016	33	8	41
TOTALS	684	91	775

Appendix C

Sample of label sheet export (not actual size)

11/16/2017

www.mainstreetmaps.com/MASTER/III/query/labels_5160.asp?d=/RI/Warwick/

Parcel ID: 343-0378-0000
FITZPATRICK, ROBERT J
FITZPATRICK, JUDITH I
125 ADRIAN ST
WARWICK RI 02886

Parcel ID: 343-0394-0000
UNDERWOOD, KAREN E
85 ADRIAN ST
WARWICK RI 02886

Parcel ID: 343-0368-0000
ZAROGGIAN, THOMAS T LIFE ESTATE
ZAROGGIAN, CHRISTINA L LIFE
ESTATE
474 LAKE SHORE DR
WARWICK RI 02889

Parcel ID: 343-0369-0000
GREENE, WILLIAM F
GREENE, LISA J
118 ADRIAN ST
WARWICK RI 02886

Parcel ID: 343-0392-0000
GAINOR, CLAIRE A
GAINOR, JAMES J
54 ADRIAN ST
WARWICK RI 02886

Parcel ID: 343-0370-0000
MEDKIRA, CHRISTINE C
126 ADRIAN ST
WARWICK RI 02886

Parcel ID: 343-0371-0000
DONLEVY, JOHN P
DONLEVY, ELLEN M
134 ADRIAN ST
WARWICK RI 02886

Parcel ID: 343-0424-0000
GALLOGLY, JOHN F
GALLOGLY, MARGARET M
78 BURGESS DR
WARWICK RI 02886

Parcel ID: 348-0019-0000
MORANCY, ROBERT C
PACKER, ALEXANDRA O
112 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 343-0423-0000
MCLAUGHLIN JANICK E LIFE ESTATE
KAMINSKY, KAREN A
70 BURGESS DR
WARWICK RI 02886

Parcel ID: 343-0377-0000
VESPIA, JUSTIN K
VESPIA, ERICA J
133 ADRIAN ST
WARWICK RI 02886

Parcel ID: 348-0020-0000
YEADON JOSEPH F TRUSTEE
FRENCH PAULA E HEREVOC TRUST
75 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 348-0022-0000
DAVID, LEOPOLDO L
DAVID, JACQUELINE
93 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 348-0074-0000
COLLINS EVELYN M LIFE ESTATE
COLLINS, MATTHEW
84 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 348-0040-0000
WILLIAMS, MITCHELL R
110 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 348-0070-0000
DRUMM, JO-ANN E
74 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 348-0024-0000
SELBY, SCOTT F
101 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 348-0025-0000
SELBY, SCOTT F
101 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 343-0190-0000
CITY OF WARWICK
3275 POST RD
WARWICK RI 02886

Parcel ID: 348-0087-0000
WILLIAMS, MITCHELL R
114 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 343-0181-0000
CITY OF WARWICK
3275 POST RD
WARWICK RI 02886

Parcel ID: 343-0380-0000
CITY OF WARWICK
3275 POST RD
WARWICK RI 02886

Parcel ID: 343-0433-0000
LHEUREIK-MCKENNA DENISE
TRUSTEE
LHEUREIK-MCKENNA DENISE
REVOCABLE LYG TR
111 ADRIAN ST
WARWICK RI 02886

Parcel ID: 343-0420-0000
HEAGAN, BEATRICE L
HEAGAN, THOMAS
130 CAROLYN ST
WARWICK RI 02886

Parcel ID: 348-0017-0000
YEADON JOSEPH F TRUSTEE
FRENCH PAULA E HEREVOC TRUST
75 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 348-0082-0000
WILLIAMS, MITCHELL R
110 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 343-0393-0000
FERREIRA, JACQUELINE D
FERREIRA, JOAQUIM L
81 ADRIAN ST
WARWICK RI 02886

Parcel ID: 343-0391-0000
OLEARY CONSTANCE A LIFE ESTATE
SCHNELL, KATHLEEN M
86 ADRIAN ST
WARWICK RI 02886

Parcel ID: 348-0078-0000
WILLIAMS, MITCHELL R
110 BRENTWOOD AVE
WARWICK RI 02886

Parcel ID: 348-0026-0000
CARRBERRY, ROBERT J JR
CARRBERRY, NANCY ANN
113 BRENTWOOD AVE
WARWICK RI 02886