

Patricia A. Peshka
Purchasing Agent



Frank J. Picozzi
Mayor

City of Warwick
Purchasing Division
3275 Post Road
Warwick, Rhode Island 02886
Tel (401) 738-2013
Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website Friday, April 9, 2021.
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

RFP2022-021 Assessor's Parcel and Zoning Layer Maintenance & Web GIS Application

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Friday, April 9, 2021.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Wednesday, April 28, 2021. The proposals will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall. ***Please note due to COVID-19, only one person from each company may attend the bid opening. Employees and visitors must adhere to social distance guidelines. All visitors are advised to wear masks.***

Awards will 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.

The City of Warwick, in addition to soliciting bids in response to this RFP, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

RI State MPA: <https://www.ridop.ri.gov/contract-portal/>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): <https://www.njpacoop.org/cooperative-purchasing>

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

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.

Original Signature on File

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, 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: _____

RFP2022-021

Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

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 shall contain a certification and warrant that they comply with all relevant and pertinent statutes, 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, shall render the bidder's contract terminated and the bidder shall 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**

RFP2022-021 Assessor's Parcel and Zoning Layer Maintenance & Web GIS Application

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 submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

All proposals should be submitted with one (1) original, three (3) copies and one (1) electronic PDF on a flash drive in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2022-021 Assessor's Parcel and Zoning Layer Maintenance & Web GIS Application."

Should you have any questions, please contact Daniel Geagan, Planning Department, at 401-921-9685 or daniel.t.geagan@warwickri.com

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 must 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. 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 July 1, 2021 through June 30, 2024. Term contracts may be extended for two (2) additional one (1) year terms 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 will 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 will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick will 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 and Zoning Layer Maintenance & Web GIS Application**

Background

Warwick is a city in Kent County, Rhode Island, the third largest city in the state with a population of approximately 81,000. Warwick is located 12 miles south of downtown Providence, Rhode Island, 63 miles southwest of Boston, Massachusetts, and 171 miles northeast of New York City. The City of Warwick of 35 square miles of land area, 39 miles of coastline with a varied terrain and is host City to *Theodore Francis Green International Airport* (PVD).

The Assessor parcel data layer includes 41,036 active parcels joined to a Computer Assisted Mass Appraisal System Database (CAMA) currently hosted by Vision Government Solutions.

I. PURPOSE AND INTENT

The City of Warwick seeks a qualified consultant to provide the following services for a 3-year contract subject to annual budget funding):

- 1.) Parcel updating on a continuous, as-needed basis with map updates and corrections (as identified by staff/consultant) of the City-wide GIS digital parcel layer with production of a year-end (12/31/XX) archive copy, and
- 2.) WebGIS application (with easy to use abutter mapping capabilities defaulted to a 200' radius) that publicly shares the parcel data via a web GIS mapping program that also integrates Rhode Island GIS data, local data, Google satellite imagery and updates as necessary with data fields updated daily.
- 3.) As-needed updates and corrections to the Zoning Layer (assume less than 10 updates per year).
- 4.) One record parcel map set (186 individual sheets) printed (annually) on 17" x 22" mylar film.
- 5.) Data Reconciliation (Budget \$5,000)

All GIS products must be delivered as topologically correct ESRI ArcGIS Geodatabases or shapefiles with Federal Government Data Committee (FGDC) compliant metadata.

The City will provide the Assessor's digital parcel database current and complete as of the project start date.

Schedule.

The detail of work required to be performed is outlined in the section entitled "Scope of Services".

WebGIS contract and continuous parcel updating shall be annual, with term commencing on July 1, 2021 of the respective year through the following June 30th.

All final deliverables will be reviewed by the City Tax Assessor and Planning staff for accuracy.

Existing parcel shapefile will be made available to vendors upon request.

II. SCOPE OF SERVICES

Task 1. Continuous Assessor Parcel Updating

Continuous map changes for each calendar year with a record digital parcel database (linked to CAMA data) to be provided for each, individual tax year as instructed and guided by City Tax Assessor. Continuous shall be defined as a reasonable time-frame from point of delivery of map change to consultant, but shall generally not exceed 10-days. The City will provided the Plat Cards in a pdf format upon recording.

Map updates to include: All recorded Plat Cards that include: Subdivisions, mergers, street abandonments, easements, new roads, state condemnation plats, or any other similar changes to Assessor maps. Information to capture shall include: all lot lines, lot numbers, dimensions, bridges, easements, cemeteries, rights-of-way, dimensions and easements, and any like information commonly associated with Assessor parcel maps. Updates shall also include any changes to the separate Zoning layer (to be provided by City as a shapefile) which include zone changes and/or identified errors. Changes to the Zoning layer is estimated to be minimal (less than 10 per year).

- A. Code GIS parcel polygons with an Assessor's map/lot identifier (linked to the Assessor's database extract) and reconcile parcel-CAMA and CAMA-parcel mismatches (annually).
- B. Annually 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. Continuous map updates
 - o Includes daily ownership and mailing address updates
 - o Includes map changes recorded in Land Evidence Records
- 2. MXD file set-up for production of final Tax Maps (To be delivered annually).
- 3. Annual record joined parcel Shapefile: December 31st of the calendar year (To be provided annually).
- 4. Annual parcel/CAMA Mismatch (to include corrections as identified by City Staff; Annual is defined as close of calendar year). Document the parcel update process, methods, guidelines and changes made.
 - o In list form
 - o As a map layer with mismatches highlighted with a color ramp

Task 2. Web Based Application for GIS System

Provide a secure, web-based site that is available for:

- A. Internal WebGIS, Password protected interface for use by City personnel, such site shall contain working draft data set layers, as provided by the City, or otherwise protected data. Such internal site shall provide expanded abutter capability for periodic mapping that may require ½ to one-mile noticing requirements (or vendor shall provide such service at no additional cost on an as needed basis and shall include the following capabilities described in B) and;

B. Public WebGIS site that is available to all (24/7) with a link from the City of Warwick's website. WebGIS shall contain fully functioning, intuitive abutter mapping tool set at a default radius 200' from parcel boundary with capability of manually altering radius. Such Abutter tool shall generate a printable abutter map; to scale, that shows all parcel IDs within the radius and also generate a pdf of the abutters list in a standard label format.

Provide full-screen, resizable map interface and fast map display using the latest in cache technology. Shall include a daily CAMA update for the purposes of accurate ownership, mailing address information, abutter notification and generating a property record card (example attached).

Information should be packaged to answer primary questions asked by typical customers of town services with basic computer literacy skills, 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 insurance rate map layers relative to their parcel and combined with current imagery.

Mandatory Requirement of WebGIS

- Easy to use **Abutter Map (to include parcel ID on each individual parcel with street names)** and **Address Label** generation for use with common applications such as abutter's notification requirements for public hearings for board and commissions (i.e. Zoning Board).
 - Must include condominium and leased land unit owners within each parcel
- Provide property (parcel ID, owner, address (e911 database) search capabilities, including abutter's list search capability **AND** the ability to generate a customized abutter's radius map with formatted labels (with default set to 200' from parcel boundary) in PDF or Word format.

LABEL EXAMPLE: Parcel 000-000-000
Owner Name
Mailing Address
City, State, Zip

- 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, historic and current aeriels including Google Maps baselayers such as Google Satellite, Google Streets, Google Hybrid, and Google Terrain, street centerlines, E-911 points, Wards, etc.) and historic aeriels (covering at least a 10-year period) – as available from RIGIS, <http://www.rigis.org> or other sources. At a minimum RIGIS available layers shall be utilized and updated as available (September, 2020; November 2019; November 2018); LiDAR 2011 Elevation model, etc.) Vendor shall assume that viewable map layers shall be updated periodically (at no additional cost) as new layers become available as provided by City Staff and other Agencies and Vendor shall also update and maintain primary layers as they are updated within RIGIS (i.e. e911 address lists).
- Map layers shall include user *adjusted transparency option* so that individual users are able to customize maps with multiple layers.
- Work with the town to make final determination of the layers and themes to be included. Such themes shall be updated periodically at the request of the City as new data becomes available or additional data layers are needed. Minimum requirements include layers that are currently hosted on the City WebGIS.

- Provide ability for user to mark-up the map using a variety of drawing tools, set desired map scale, page size and display spatial data and imagery clearly at the parcel level with a scaled, printable pdf availability (both Landscape and Portrait formats).
- Measuring tools (linear and polygon in feet)
- 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 ability to provide for daily updating (M-F) through a nightly ownership update.
- Ensure that the application is extensible and configurable to allow future enhancements and additions as the City's GIS needs evolve.

Task 2. Project Deliverables

1. WebGIS

- a) WebGIS integration with the continuous parcel updating as described in Task 1.
- b) Daily link to Assessor's CAMA database to keep ownership and address information upto date. Such link shall be seamlessly integrated into the abutter mapping and abutter list function.
- c) All other requirements as further described within this RFP.

2. Annual digital parcel database shapefile – joined to CAMA for the same tax year for record purposes. CAMA data to be provided by Assessor: date of digital record copy to be 12/31/YEAR).

3. Annual WebGis to CAMA mismatch lists

- a. Parcels in CAMA not found in GIS
- b. Parcels in WebGIS not found in CAMA data
- c. Land Area mismatches between GIS and CAMA for matched parcels

4. Fully functional, user-friendly Web GIS application customized to Warwick's needs as specified and described within the project task scope above, that *shall also host* pdfs of individual (185) parcel maps and Index Sheet on a separate tab for download and viewing. Users must be able to download individual maps as well as the complete set of maps

Three-Years of WebGIS meeting the above specifications:

- | | |
|----------------|---|
| Year 1: | Commencing on 7/1/2021; |
| Year 2: | Commencing on 7/1/22; |
| Year 3: | Commencing on 7/1/23(expiration 6/30/24). |

5. Two (2) Meetings (annually) with Staff at City meeting room; location to be designated by City Assessor or City Planner, such location to be within City of Warwick, RI municipal boundaries. Web-based meetings shall not satisfy this requirement. Minimum 2 hour duration for each meeting.

6. One Training session per contract year (2 hours per session) for City Staff and Officials, and others as space available. Training to highlight functionality and general use of WebGIS as well as capability and integration with asset management programs as identified by the City. The City will submit the requested training agenda to the vendor at least two weeks prior to the scheduled training session. While the vendor may add additional items to the agenda, all of the items listed on the City's agenda must be covered. (Note: *This on-site meeting requirement will be conducted in compliance with any local and state Covid restrictions*).

Task 3. Zoning layer update

1. As-needed updates to City Zoning Layer (shapefile): updates to include correction of errors and updates for City Council approved Zoning map changes. Estimate 15-20 changes per year.

Task 4. Printed Map Set

Complete Record Set (185 Sheets and 1 Index Map) printed annually on Mylar at a scale of 1:200' and at a sheet size of 17" x 22". Proof set (on paper or pdf) shall be provided to Assessor for approval prior to production of mylars. (Note this final approved record set shall also be required to be hosted on the WebGIS as a downloadable pdf map set; and as individual sheets).

Task 5. As-Needed Data Reconciliation

1. As needed data reconciliation, not to exceed budgeted amount (\$5,000) to assist the City of Warwick with data correction, development of new data layers, shapefiles or improving existing data layers. Proposal shall state *fee per hour* for data reconciliation/professional service. Any additional services and related costs must be submitted by the consultant to the City in writing and the City must approve all supplementary service items prior to commencing the additional activities.
2. May also include implementation of search and retrieval modifications to the extent that the budgeted amount has not been fully utilized in item 1, or writing scripts to automate processes between different City databases.

III. ADDITIONAL REQUIREMENTS

1. Minimum of 5-years' experience providing municipal WebGIS and parcel automation services.
2. Must have provided GIS parcel maintenance and WebGIS service to a municipality of over 40,000 tax parcels.
3. Must have experience with CAMA systems and databases.
 - o Specific experience with Vision CAMA (v6.5) must be stated
 - o Specific experience with Oracle® database software must be stated.
 - o Specific experience with Munis® tax billing and collections software must be stated.
 - o Specific experience with Microsoft SQL Server® must be stated
4. All data related and maintained via this contract; including mapping automated tasks, shapefiles, pdf's and related content is exclusively the property of the City of Warwick and shall not be distributed to third parties without the consent of the Assessor or Planner of the City of Warwick, RI. At the conclusion of the annual contract period all project records; digital data and materials shall be returned to the City of Warwick; with an archived record copy to be retained by the consultant solely for backup purposes. As stated above, annual digital copies shall be provided to the City of Warwick; including the joined parcel shapefile and the MXD file for annual map production (Date 12/31/Year).
 - o Vendor is not authorized to enter into any agreement to sell or to provide access to any of the City's data without prior written authorization from the City of Warwick, RI. Vendor is not authorized to profit in any way from the City's data. In the event that this contract provision is violated, vendor will remit all monies profited as well as the full contract amount as liquidated damages.
5. Consultant shall provide a brief description of proposed project management system, including a brief outline of file transfer protocols, quality control process for parcel updates and maintenance of project records.

IV. 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 shall apply to this RFP the same as written herein in full.

Proposals shall 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.

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 similar municipal projects with dates of completion and client references.

Examples of previously completed, fully-functioning WebGIS products similar to what is being required by this RFP. (URL of live sites or demonstration site is acceptable).

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 shall 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 disqualification of the proposal.

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

The City retains the right to award all or a portion of this proposal.

Certificate of Good Standing to do business within the State of Rhode Island.

V. 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 (but not preferred), 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.

Proposals will be evaluated on the basis of the information submitted, along with an analysis of other available information. A selection committee will review the proposals to determine the most qualified submittals, based on the criteria identified in the evaluation criteria table and the following overall considerations:

- Consultant's experience and performance on similar projects
- Consultant's proposed project approach and schedule for completion;
- Recent references
- Technical qualifications of team personnel; and
- Quality and completeness of the submittal.

ITEM	DESCRIPTION	Points
1	Recent References from clients that demonstrate completion of successful projects similar to that described in this RFP	10
2	Functionality and intuitive simplicity of sample WebGIS provided as required by this RFP. Simplicity to be as previously described: <i>Information should be packaged to answer primary questions asked by typical customers of town services with basic computer literacy skills, such that answers are quick and do not require the user to understand GIS or put forth much effort assembling the information. This determination to be made by City Officials.</i>	10
3	An evaluation of company background – including credentials, résumés, quality and sufficient numbers of staff and the ability to provide appropriately skilled resources throughout the project. Project manager's demonstrated skills, methodology, and experience including information technology (ESRI) skills and capabilities, including experience with similar municipalities.	10
4	Cost. A consideration of the value offered in the proposal including overall cost relative to the available funds budgeted for this project.	25
5	Technical assessment of project team's stated qualifications relative to the scope of work. To include Assessment of impact to the project based on any Consultant stated clarifications, exceptions or deviations in response to this RFP.	25
6	A consideration of whether the Consultant has experience working with Rhode Island land records and cadastral data, including CAMA data and experience converting parcels of a municipality similar in size within the New England Region.	15
7	Any other criteria the City deems to be appropriate. These points may be awarded as bonus points for exceeding requirements in any of the above categories at the discretion of reviewers.	5
	Evaluation Points	/100

Award.

Responses shall 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.

RFP Contact:

Dan Geagan, Principal Planner/GIS Coordinator
City of Warwick Planning Department
Daniel.t.geagan@warwickri.com
(401) 921-9685

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2022-021 Assessor's Parcel and Zoning Layer
Maintenance & Web GIS Application

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 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.

This offer will 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 by the CITY OF WARWICK will transform the proposal into a contract. This proposal and contract will be secured by Bonds, if required by the specifications.

Pricing as follows

Continued next page

PLEASE COMPLETE THIS PAGE AND SUBMIT WITH YOUR BID

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

Item	Task	Proposed Annual Cost	
1	Continues Parcel Updating	Year 1: \$	
		Year 2: \$	
		Year 3: \$	
2	WebGIS	Year 1: \$	
		Year 2: \$	
		Year 3: \$	
3	Zoning Layer Update	Year 1: \$	
		Year 2: \$	
		Year 3: \$	
4	Printed Map Set (Mylars) 17" x 22" 186 Sheets	Year 1: \$	
		Year 2: \$	
		Year 3: \$	
5	Data Reconciliation (As-Needed professional service) Specify Hours based on budgeted amount.	Year 1: \$5,000	Hours:
		Year 2: \$5,000	Hours:
		Year 3: \$5,000	Hours:
TOTAL PROPOSED ANNUAL COST		Year 1: \$	
		Year 2: \$	
		Year 3: \$	
TOTAL CONTRACT COST		\$	

APPENDIX

As a general guide the following is an approximation of the number of map changes since 2015. 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	Plat Cards	State Plats
2015	34	7
2016	33	4
2017	21	9
2018	26	3
2019	47	1
2020	24	5