

Request for Proposals #1518P

Geographic Information System (GIS)



Request for Proposals to provide cost of all labor, support, and training to complete the Service in accordance with the attached Statement of Service.

REQUEST FOR PROPOSAL

Geographic Information System (GIS)

Introduction and Overview

This Request for Proposals is issued by the Alexandria Utility System (“AUS”) a division of the City of Alexandria (“City”) to obtain proposals from parties wishing to provide various professional services related to the Enterprise Geographic Information System (“GIS”).

AUS provides Electric, Gas, Water, and Wastewater service to approximately 24,000 customers in and around the corporate limits of Alexandria. AUS has in excess of 65,000 meter endpoints currently in service.

AUS is soliciting proposals for the support, training, and maintenance of their as-is utility asset management and GIS architecture. These consist of Autodesk® Map and Civil 3D, Safe Software™ Feature Manipulation Engine (FME), and CycloMedia solutions. Alexandria also seeks to have server support and tutoring for the GIS Server managed by Utility Service’s department. Preference will be given to vendors and/or manufacturers who have a history directly implementing the following: Autodesk® products and services, ESRI® products and services, and CycloMedia. This will also include: installation, Autodesk® products and services, ESRI® products and services, and CycloMedia.

This Request for Proposal (RFP) requests a response for services of the following:

AUS, during the process of developing a GIS, has identified a number of tasks for which it anticipates the need for professional support and tutoring services. They include but are not limited to the following:

- Safe FME support capable of assisting and tutoring in GIS data migration including processing and transferring the of GIS data.
- Autodesk® products and services, ESRI® products and services, and CycloMedia support capable of assisting and tutoring end-user and administrator modules.
- Technology strategic planning and implementation.
- Assistance with development and improvement of utility design and management workflows.
- Integrating and troubleshooting integrated CAD, GIS and database tools.
- Configuration and maintenance of Autodesk® products and services, ESRI® products and services, and CycloMedia.

- Creating Documentation of workflows, system maintenance, and best practices.
- Customer support services for periodic software updates and upgrades and other activities to support and maintain proper operation for the GIS and utility design system.

1.0 PROPOSAL INSTRUCTIONS

- 1.1) **Questions Prior to Opening:** All questions must be in writing and directed solely to the issuing office. Questions may be emailed or faxed to the AUS Director or his/her Designee. Questions that may be answered by directing the bidder to a specific section of the RFP may be answered by phone or email. Other questions may be more complex and require a written amendment to the RFP. A summary of all pertinent questions and answers will be sent to participating vendors.
- 1.2) **Preparation Costs:** AUS will not pay any cost(s) associated with the preparation, submittal, presentation, or evaluation of any proposal.
- 1.3) **Preparation of Proposals:** Each offer must be legible and signed. All proposals must also be submitted in the following order:
- Section 1: Executive Summary
 - Section 2: Technology Solution Overview
 - Section 3: Project Overview
 - Section 4: Service Pricing
 - Section 5: Vendor' Information
 - Vendor's financial information
 - Detailed company ownership – last 10 years (include any Bankruptcy information, pending litigation, or material contingent liabilities.)
 - Company size – number of employees and location(s)
 - Section 6: Client Reference List
- 1.4) **Addenda:** All vendors shall acknowledge receipt of any addenda to a Bid Request. Failure to acknowledge receipt of any addenda may render the bid non-responsive. Changes to a Request for Bid shall be made solely by a written addendum issued by the AUS. Suppliers are asked to promptly notify AUS of any ambiguity, inconsistency, or error that maybe discovered after examining the Bid Documents.
- 1.5) **Marking and Mailing Offers:** Proposals should be emailed, faxed, or mailed to:
- Michael Marcotte, Director of AUS
City of Alexandria
P.O. Box 71
Alexandria, LA 71309
michael.marcotte@cityofalex.com
Office: 318-449-5008
Fax: 318-449-5080

- 1.6) **Closing Date for Offers:** All Proposals shall be received promptly at 2:00 PM Central Standard Time on, October 19, 2020 at the following location:

Michael Marcotte, Director of Utilities
City of Alexandria
P.O. Box 71
Alexandria, LA 71309
michael.marcotte@cityofalex.com
Office: 318-449-5008
Fax: 318-449-5080

- 1.7) **Inquiries and Questions:** Any explanation desired by a Proposer regarding the meaning or interpretation of this RFP and any attachments must be emailed to michael.marcotte@cityofalex.com or curtis.fogleman@cityofalex.com. All communications must include in the subject line “**City of Alexandria-RFP #-Proposal for Geographic Information System**”. All inquiries and questions must be submitted by 5:00 PM Central Standard Time, on October 9, 2020.

Michael Marcotte
Director of Utilities
City of Alexandria
P.O. Box 71
Alexandria, LA 71309
michael.marcotte@cityofalex.com

Curtis Fogleman
GIS Manager
City of Alexandria
P.O. Box 71
Alexandria, LA 71309
curtis.fogleman@cityofalex.com

- 1.8) **Modification of Offers:** A vendor may modify a submitted proposal by letter at any time prior to the deadline for the receipt of bids. Modifications must be received in a sealed envelope or container with the Company’s Name, Proposal Name, Proposal Number, and the Closing Date and Time clearly marked.
- 1.9) **Withdrawal of Offers:** A proposal may be withdrawn upon written request from the vendor to the Director of AUS prior to the Closing Date.
- 1.10) **Disclosure:** At the time of closing all proposals and other material(s) submitted become the property of AUS and may be returned only at AUS’s option. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time of notice of Intent to Award is issued.
- 1.11) **Insurance:** Bidder shall furnish, attached to the bid document, a current copy of his Certificate of Insurance indicating limits of General Liability, Automobile Liability and Worker’s Compensation in force at the time of the bidding. Evidence of reliable insurance to fully indemnify against long-term liabilities shall be part of the

evaluation criteria for award of this bid. Certificate of Insurance shall have a General Liability Aggregate of Four Million (\$4,000,000) Dollars and a per person/per occurrence of Two Million (\$2,000,000) Dollars. Automobile Liability will have a Combined Single Limit of Two Million (2,000,000) Dollars. Also on the Certificate, the City shall be named as an “additional insured” and a waiver of subrogation in favor of the City of Alexandria. On the Certificate of Insurance under Worker’s Compensation, it shall state that “This is a standard Worker’s Compensation Policy”, with statutory limits. Cancellation of any Certificate of Insurance should require sixty (60) days notice to the City of Alexandria, but under no circumstances less than thirty (30) days notice. Also, the following wording must be removed before acceptance of the Certificate: “Endeavor to” or “But failure to mail such notice shall impose no obligation of liability of any kind upon the company, its agents or representatives.” Certificate holder shall be the City of Alexandria, P.O. Box 71, Alexandria, LA 71309-0071, Attention: Purchasing Manager.

2.0 General Provisions – Please Read Carefully

- 2.1) Pursuant to LA R.S 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
- 2.2) Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
- 2.3) Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
- 2.4) Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
- 2.5) Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.
- 2.6) In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
- 2.7) Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
- 2.8) Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.

- 2.9) The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
- 2.10) All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
- 2.11) The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.
- 2.12) Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
- 2.13) Responses will not be publicly opened.
- 2.14) Cash discounts may be accepted, but SHALL NOT be considered in making award.
- 2.15) Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
- 2.16) When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
- 2.17) The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
- 2.18) The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.

- 2.19) Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
- 2.20) Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
- a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
 - b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
 - c) By satisfactory completion of all services and obligations described in the contract.
 - d) If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.
- 2.21) Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is

not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

2.22) All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendams listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

2.23) In-State preferences shall not apply to procurements involving federal funds.

- 2.24) Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website (www.cityofalexandria.com) and posted on Central Bidding's website (www.centralauctionhouse.com) if applicable.
- 2.25) All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the Master Agreement, to include all applicable federal clauses.
- a) Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at www.sam.gov/portal/sam, under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.
- 2.26) Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the *AFEAT* Program should be directed to the Division of Finance. As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's *AFEAT* goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

Alexandria Fairness, Equality, Accessibility and Teamwork Program (AFEAT)

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. *Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. *Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. *Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. *Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. *Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

Sincerely,

City of Alexandria

3.0 STATEMENT OF SERVICES

SERVICES SPECIFICATIONS

The contractor will need to support and mentor the City of Alexandria's staff to extend the capability of their utility design, mapping and GIS system. This is so that the system can be maintained and extended by the staff without outside assistance.

3.1) Technical Requirements:

The current Geographic Information System is complex and requires periodic updates, security patches, and administrative tasks. The vendor's response shall contain an explicit comply/exception assessment of whether their proposed solution meets each requirement, and if necessary a description of compliance to each point. If the proposed system or any part of the system fails to meet any of the following requirements, explain the reasoning substantiating the variation from these requirements is not critical.

Please note that all answers must reflect current services capabilities.

3.2) Application Support:

Autodesk® Product and Services Training and Support:

Autodesk® Products and Services are the center of the GIS and Asset Management system. Data is currently residing in the GIS and periodically the system will require updates, refresh training, additional data migration and ad-hoc activities and support.

- Work with City of Alexandria Staff to define and create data validation or data checks designed for day-to-day operation.
- Provide up to 3 days of on-site training and tutoring for both Client and Administrator modules.
- Provide up to 16 hours/month of off-site (phone and web-based) support for Autodesk® Products and Services to ensure access for both internal and external users as well as modify and monitor the system to mitigate any performance or security risks.

ESRI® Product and Services Training and Support:

ESRI® Products and Services are the center of the GIS and Asset Management system. Data is currently residing in the GIS and periodically the system will require updates, refresh training, additional data migration and ad-hoc activities and support.

- Work with City of Alexandria Staff to define and create data validation or data checks designed for day-to-day operation.
- Provide up to 3 days of on-site training and tutoring for both Client and Administrator modules.
- Provide up to 16 hours/month of off-site (phone and web-based) support for ESRI® Products and Services to ensure access for both internal and external users as well as modify and monitor the system to mitigate any performance or security risks.

CycloMedia Training and Support:

CycloMedia will be utilized for the verification of above ground assets. This program will become the standard for verification and will transfer into the GIS system.

- Work with City of Alexandria Staff to define and create data validation or data checks designed for day-to-day operation.
- Provide up to 3 days of on-site training and tutoring for both Client and Administrator modules.
- Provide up to 16 hours/month of off-site (phone and web-based) support for CycloMedia to ensure access for internal users.
- Provide guidance and recommendations for CycloMedia implementation and integration with existing GIS / Asset Management for Electric Design and future utilities.

Safe Software (FME) Support:

Safe Software is utilized to bring data into the Autodesk® Products and Services. The proponent must provide mentoring and support of FME

Mentorship/Tutoring:

The intent of mentoring/tutoring is to provide a reliable database environment and the training necessary to maintain the Enterprise GIS in the future.

- Mentor/Tutor existing Alexandria Utility Staff in Autodesk® products and services, ESRI® products and services.
- Onsite training on the database and database management requirements including navigating Autodesk® products and services, ESRI® products and services.

Preventative Maintenance:

A highly available database is the result of planning and regular monitoring. This task will put in place the policies and procedures to ensure that the database is being actively managed rather than passively managed. This will ensure the highest level of availability and performance.

- Daily database health check.
- Verify performance and tune as necessary.
- Verify media test results.
- Monitor and adjust storage thresholds.
- Examine and report on policy violations.
- Verify backups and periodically test.
- Examine patch notifications and install as necessary.

Ad-Hoc Support:

Occasionally the database administrator may need to make unplanned changes to the database to accommodate application changes. The intent of this section is to allow for additional service time of 104 hours accommodating ad-hoc activities.

Custom Integration:

Custom integration with existing systems, such as Customer Information System, may be requested. Please include hourly rates and validation of integrating Geographic Information System and Customer Information System.

3.4) **Implementation:**

Experienced Project Management:

The vendor, and its representatives, shall have a proven program of professional project management to ensure successful system installation. Project managers shall be experienced in managing the support and optimization of systems and software. Project management experience shall include system integration, tutoring and training support.

Describe the vendor's experience in implementing systems such as those proposed here. Please include experience in implementing utility systems for asset management.

3.5) **Customer Support:**

Customer Support:

The vendor must offer eight (8) hours per day customer support, five (5) days a week. Specify details of the vendor's support package.

4.0 DELIVERABLES AND PRICING

- Autodesk® Support @ \$ _____ Hr.
- ESRI® Support @ \$ _____ Hr.
- CycloMedia @ \$ _____ Hr.
- System updating, testing and reloading (per update)
 - Autodesk® Products and Services @ \$ _____ (Lump Sum)
 - ESRI® Products and Support @ \$ _____ (Lump Sum)
- On-site training
 - Autodesk® Products and Services @ \$ _____ (Lump Sum)
 - ESRI® Products and Support @ \$ _____ (Lump Sum)
 - CycloMedia(+) @ \$ _____ (Lump Sum)
- Annual maintenance or support fee
 - Autodesk® Products and Services @ \$ _____ (Lump Sum)
 - ESRI® Products and Support @ \$ _____ (Lump Sum)

Please describe in detail any assumptions or conditions incorporated in the proposed solution and pricing.