



August 4, 2022

**Request for Quotation
#2023-005**

Geographic Information System Update-Current Data

I. Introduction

A. General

The City of Moore is requesting quotes from firms who can adequately demonstrate they have the resources, experience and qualifications to provide the City with quality Professional Services. The purpose of this solicitation is to select one firm/team to work with the City of Moore in updating GIS layers in an ongoing capacity. The City of Moore may expand the contract for a five year agreement renewable annually upon mutual agreement.

If your firm would be interested in submitting a quote, please submit two (2) copies, and one electronic PDF copy on or before **5:00 pm on August 29, 2022**. Quotes with supporting paperwork shall be sent to the purchasing department:

Attention To: City Hall
 Purchasing Department
 301 N. Broadway
 Moore, OK 73160

Late submittals will not be accepted. Each firm is responsible for ensuring responses to this Request for Quote have been delivered by date, time and location specified.

Any questions related to this Request for Quote should be directed to David Thompson, IT Director, Dthompson@cityofmoore.com no later than **5:00 pm on August 15, 2022**. Responses to questions will be sent to all firms that provide emails on or before the schedule listed under the **SCHEDULE OF KEY EVENTS**.

By submitting a response to this Request for Quote, each firm unequivocally acknowledges that they have read and fully understand the services needed and submittal requirements, and have asked questions and received satisfactory answers from the City regarding any provisions of this Request with regard to which clarification was desired.

The City of Moore has developed GIS data layers consisting of parcels, easements, water, wastewater, storm infrastructure, and planning that is critical for all GIS projects including maintenance management and permitting. The purpose of this Request is to select one firm/team to work with the City of Moore in updating GIS layers in an ongoing capacity. The City of Moore requests field surveys for verification of the infrastructure data identified in this Request.

The proposer will provide a detailed breakdown of all costs required for the successful data update and maintenance of the City's GIS layers in addition to costs supporting field surveys for verification of the infrastructure.

B. Project Background

In 2017, the City of Moore created an extensive Geographic Information System utilizing the ESRI LGIM model that includes a base layer of parcels and plats, street centerlines, planimetric and city utility data. Utility data includes attributes of facility ID and asset type, material and diameter. All spatial data conforms to the following:

Coordinates/Projection:	State Plane
Coordinate System, Zone:	Oklahoma South, FIPS Zone 3502
Horizontal Datum:	NAD83, HARN
Map Units:	US Survey Feet

The City's goal is to update and improve the data layers that consist of annotation, parcels, plats, easements, water, wastewater, storm infrastructure, zoning, specific use permits and city properties. This data is critical for all GIS projects including the City's maintenance management, permitting systems and other mapping applications used by a variety of City Departments.

C. Consultant Services Required

The City has had difficulty with getting complete as-builts and/or CAD data from developers. This has led to the city's GIS data being incomplete, which causes problems not only with infrastructure but also problems for fire and police. In order to prevent incomplete data going forward, the City of Moore is looking for a contractor to keep the city's plat and as-built data

current. A successful respondent needs to be able to coordinate with developers/engineers on getting as-builts or survey the infrastructure themselves. The City would notify the respondent upon notice of a Plat or construction plans being filed, and respondent will collect the data to update the appropriate Geodatabases if unable to retrieve the needed information from the developers/engineers.

In cases concerning minor irregularities in the data or source maps where the answer is obvious or defined by precedent, the Contractor may act to resolve the problem on his own initiative thereby reducing work stoppages and interruptions. When this occurs, the City of Moore shall be informed of the action that the Contractor took within 24 hours and the Contractor will document how the problem was resolved.

In order to meet the City's GIS needs, the Contractor will be responsible for the following activities:

1. Data Layers: The City of Moore has identified these specific GIS data layers that the Contractor will be responsible for updating:
 - Base – Includes parcels and plats. The contractor will receive electronic plats in pdf format in addition to submitted AutoCAD or ESRI Shape files when available. There may be areas that require modification of parcel and plat boundaries to better align with the aerial, planimetric and utility data. The City Information Technology Department updates street centerline data for addressing and locating purposes. This is done separately from parcel and plat boundary updates.
 - Wastewater –The City requires Wastewater infrastructure to be inspected prior to acceptance of the new infrastructure. Because of this, the City requires wastewater mains and manholes data to include attributes of facility ID and asset type, material and diameter. Following project acceptance, the wastewater project will be delivered with the next delivery. At that time, the contractor will adjust the positions and attributes according to the field survey. Preserving the facility ID and object ID unique ID numbers are critical for the maintenance management system Unique ID numbers such as Facility ID and Object ID numbers should not change when each delivery is received.
 - The water distribution network includes mains, valves, hydrants, service laterals and other feature classes as outlined in Appendix A. These layers are also used in the maintenance management system that relies on the Facility ID and Object ID. The City performs hydrant inspections prior to the acceptance of the water infrastructure. Public Safety requires the fire hydrant points in the GIS database earlier than the remaining water distribution network. The City requests that the fire hydrant points be added based on the locations from these inspections prior to the official input of the accepted plans and field survey.
 - Storm - The stormwater feature dataset includes channels, inlets, outfalls, pipes, end treatments. The City wishes to improve the accuracy of these layers by

providing field verification to existing infrastructure in the areas with new development.

2. Scale and Accuracy of Data Layers

The Respondent shall detail how the field survey data will be verified to ensure the vertical accuracy of one foot data. The Respondent shall also detail the possibility of meeting American Society of Photogrammetry and Remote Sensing (ASPRS) Standard for Class 1 Map Accuracy for cogo'ing features mapping, it shall meet the National Map Accuracy Standard for such scale mapping. All spatial data shall conform to the following:

Coordinates/Projection:	State Plane Coordinate System, Zone: Oklahoma South, FIPS Zone 3502
Horizontal Datum:	NAD83, HARN
Map Units:	US Survey Feet

The Contractor shall use accepted map compilation procedures and equipment to achieve the levels of accuracy, detail, and quality required by these specifications. Based on the source documents and proven past performance, the proposer shall prepare statements of achievable levels of absolute and relative accuracy for the compiled features.

3. Graphic Standards

Graphic component placement shall follow good cartographic practices so as to ensure aesthetic presentations of displays and plots. It is the responsibility of the Contractor to ensure that no overshoot or undershoot (closure and snapping) errors go unresolved and that proper topology exists. The City of Moore will leave the exact setting of the snap tolerances to the discretion of the Contractor, knowing that different map areas sometimes require different tolerances to be set. The Contractor is hereby informed that any data submitted to the City of Moore that is shown to contain dangles, overshoots, or any other errors that result from the incorrect setting of tolerances will be unacceptable.

4. Feature Placement Methods

Unless otherwise specified in this Request, Respondents shall include in their submittals suggested placement methods for positioning all features that are to be captured from the source materials. Respondents shall detail those methods, as well as the accuracy that they expect to achieve by employing those methods.

The City of Moore IT/GIS Department recognizes that there are different methods of data conversion. Deviations from standard accepted methods of conversion such as coordinate geometry and controlled graphic placement, which do not detract from the intended scope, quality and accuracy of data conversion may be accepted at the approval of the City.

5. Digital Construction Requirements

The Respondent must adhere to the following digital graphic construction requirements

- Common Boundaries—All features that share a common boundary, regardless of map layer, must have exactly the same digital position of that feature in all common layers.
- Attributes—When features are split, attributes such as OID and others may need to be maintained on one of the resulting features for historical purposes.
- Connectivity—Where graphic elements visually meet, they must also topologically meet. All confluences of line and point or node data must be exact; that is, no “overshoots,” “undershoots,” or “offsets” are permitted.
- Line Quality—A high quality cartographic appearance shall be achieved. Transitions from straight lines to arcs and other curvilinear elements shall be smooth, with angular inflections at the point of intersection. The digital representation must not contain extraneous data. There should be no jags, hooks, or zero length segments. Any lines that are straight, or should be straight, should be digitized using only two points that represent the beginning and ending points of the line.
- Polygon Closure—Polygons and regions must be topologically correct per the geodatabase data model and should contain no duplicate arcs.
- Graphic Precision—All graphic elements must contain positional coordinates significant to one ten thousandth (.0001) of a foot.

6. Deliverables

The Contractor will deliver updated GIS data layers to the City in an ESRI formatted geodatabase agreed upon by the City and the Contractor. The City will report any problems encountered in a timely manner, and in a standard format agreed to with the Contractor

7. Source Materials

The City will provide the Contractor with the following data resources to be used as inputs into the maintenance effort:

- Monumentation Layer- As part of preparation of digital orthophotos, a monumentation file was created for the City. This is in geodatabase and DXF formats. The monuments are second order accuracy. The City of Moore also maintains a Survey Monuments application where the monument source information may be acquired.
- Most recent aerial photography, planimetric and topo data. This will be in the form of a MrSid and/or TIF image format and a file geodatabase format.
- Source project plan/construction documents

8. Ownership of Deliverables

The City of Moore will retain ownership of all source data and documents; database schema components; custom software; and digital and hard copy products procured, created, or generated in the development of the City of Moore document database. These records, data, programs, and other materials shall be surrendered to City of Moore upon completion or termination of the project.

The Contractor or Sub-Contractor shall not make any claim or right of ownership under patent or copyright law to any of the materials, data, or programs created specifically for this project. The Contractor may not reveal, share, or sell any of these products without written permission of City of Moore. These terms and conditions exclude any pre-existing conversion software the Contractor may have developed, or commercial software acquired prior to beginning work on the City of Moore project.

II. Submission Requirements

Response to this Request for Quote should be limited to the following 8 ½"x11" page limitations (single sided only) and format in order to simplify evaluation. All sheets shall be 8 ½"x11" in size. Title page, cover letter, and section dividers do not count in the page limitations. Minimum font type or font size on graphics and charts shall be 10 point; type size for text shall be 12 point. Each section shall be clearly identified and tabbed.

A. Firm (2-page maximum)

1. Executive Summary to include name, address, and telephone number of the firm submitting the proposal, background of the firm and a summary of the firm's interest in this service, and the name of one or more individuals authorized to represent the consultant in its dealings on a contractual basis.
2. Availability and dedication to The City of Moore project.

B. Work Categories (6 pages maximum)

1. Names and qualifications of principals of the firm who will participate and their individual responsibilities, particularly the proposed Project Manager. The Project Manager shall remain the same throughout the duration of the project, unless approval received by the City of Moore. An organization chart shall also be included.
2. Verifiable experience on similar size and complexity of projects.

3. A summary statement identifying your understanding of the project services desired and the manner in which coordination and the exchange of information will be assured between all parties.
4. A narrative outline describing the approach and/or methodology to be taken by your firm to represent the interest of The City of Moore during this project.
5. A narrative describing how your approach is different or superior to other potential respondents and what sets your team apart from the others.

C. Schedule

1. A list of tasks and major milestones to ensure timely completion of GIS updates.
2. Identify entity responsible for carrying out each task and milestone.
3. Typical turn-around time for updates should the City choose to continue contract for on-going maintenance.

D. Disclosure

1. Any Respondent to this Request for Quote shall disclose all potential conflicts of interest or representation of any firm that could be involved in the proposed program (1-page maximum).
2. The disclosure section of this Request for Quote must be addressed specifically in your response, even if no conflicts exist. Failure to submit disclosure statement will eliminate your firm from further consideration of the Request.

E. Professional Liability Insurance

Minimum requirements for Professional Liability Insurance and other insurance coverage shall be as follows:

Workmen’s Compensation:

Employer Liability	\$ 500,000
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Comprehensive General Liability And Bodily Injury:

Bodily Injury	\$ 125,000 each occurrence
Property Damage	\$ 100,000 each occurrence
Combined Single Limit	\$ 1,000,000 aggregate

Comprehensive Automobile Liability:

Bodily Injury	\$ 125,000 each occurrence
Property Damage	\$ 100,000 each occurrence
Combined Limit	\$ 1,000,000 aggregate

Professional Liability (Error and Omissions): \$ 500,000

III. Selection Process

A. Pricing

Unit Pricing:

Per Feature Conversion Costs:

Water	_____
WasteWater	_____
Storm	_____
Lots/Blocks and subdivisions	_____
Project Areas	_____
Easements	_____
Other Additional Costs	_____

Flat Monthly rate for updates and maintenance
including surveying features _____

IV. Schedule of Key Events

A. Submission Deadlines

The following schedule is established:

August 4, 2022-	Request for Quote Released
August 15, 2022-	Respondents must submit all questions via email by 5:00 pm.
August 22, 2022-	City to respond to all submitted questions via email by 5:00 pm.
August 29, 2022-	Submittals due by 5:00 pm.

B. Anticipated Approvals

All professional services contracts must be approved by Moore City Council. The following is a tentative contract approval schedule:

September 12, 2022-	Successful Respondent contacted for contract negotiations
October 3, 2022-	City Council meeting for contract approval

October 10, 2022- Project Kick-off meeting