

ADDENDUM 1

CONTRACT NO. A-06-17
Geospatial Information Systems Support

DATE ISSUED: April 20, 2017
RESPONSE DUE: May 1, 2017 at 2:30 P.M. (local time)

This addendum is intended to correct, change, add, delete, or supplement the drawings, special conditions, and/or specifications, and is hereby made part of the bidding documents on which the General Contract will be based. Acknowledge receipt of this addendum by signing below and returning no later than **May 1, 2017.**

1. How extensive is the City of Salisbury's data collection, for example is data collection such as aerial based LIDAR for elevation data used?

Answer: The bulk of the data collection currently in need is a point based collection of features within the utility network at mapping grade accuracy. More accurate or specialized data collection may be requested in the future on a case by case basis.

2. What are the specific labor categories along with the description of each labor category's requirements?

Answer: A .pdf of Model Job Descriptions for GIS Professionals can be found in the link below.
https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=9&cad=rja&uact=8&ved=0ahUKEwjtx_zmuZzTAhWK7iYKHXhtBWcQFghSMAg&url=http%3A%2F%2Fxa.yimg.com%2Fkq%2Fgroups%2F1936515%2F1791256694%2Fname%2FGIS%2Bmodel_job_descriptions.pdf&usg=AFQjCNE9h9R0RMSO6cmzyhHjVh6P2VkeRA&bvm=bv.152180690,d.eWE

The latest version of these standards are available for purchase at:
https://netforum.avectra.com/eweb/shopping/shopping.aspx?site=urisa&webcode=shopping&prd_key=f865cbd9-2cdd-4ff0-98e3-13c9ff99ddcd

3. What are the terms of payment per task order?

Answer: Payment will be based on the individual task scope of work. Normally the scope of work contains the overall costs based on the hourly rate for each specialty required to perform the task. The scope of work is then invoiced either per phase of work or as a lump sum depending upon the method in the scope of work for each individual task.

4. Does the City anticipate most of the services to be performed on-site as a "staff augmentation" type of arrangement, or periodic on-site visits with the majority of services performed remotely at the contractor's office?

Answer: This will be dependent on the type of work being performed, i.e. data collection and service and software set-up would be an onsite activity while most other work could be performed remotely.

5. Will the City furnish desks, computers, and software for work that must be performed on-site at the City? If so how many on-site contractors can be accommodated?



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Answer: 1 to 3 depending on prior arrangements.

6. Will the City allow contractor's remote access to the City's GIS desktops and servers using Virtual Private Network (VPN) so that work can be performed remotely?

Answer: Yes.

7. Will the City accept, and potentially award, contracts to academic institutions or non-profit organizations?

Answer: Yes.

8. Does the City have a budget allocated for the initial year of services? If so what is the funding source?

Answer: The source of funding is the City of Salisbury.

9. Confirm that this will be an open end contract award, and selected contractor(s) will prepare, budget, and schedule individual task orders according to City requests for specific services. If so given that the City might award contracts to multiple vendors, does the City intend to request all contractors compete for the same task order?

Answer: This contract is an open end contract award. The City may have awarded vendors quote an individual task.

10. The RFP indicates that the pricing provided for the initial year contract must remain fixed for any future contract renewals. Is the City willing to reconsider, and allow the selected contractor(s) the right to review and adjust pricing if necessary for each one year contract renewal option that the City may decide to exercise?

Answer: Section III.3.A applies to this RFP.

11. What is the City's policy for reimbursing travel expenses related to project assignments?

Answer: It is the responsibility of the Vendor to calculate into proposed rates or ensure that any of those expenses are clearly articulated in the costs proposed within a Vendor's submittal.

12. Section V. 1 page 18- The evaluation criteria do not include the requested Project Understanding, Project Approach, or Time Schedule (Required Section 2 listed in RFP section I.4.C) How are these items weighted?

Answer: These items are not weighted individually, but we will be using the evaluative criteria listed on page 18 of the solicitation document. However the City does expect your response to be tabbed in the



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order requested.

13. Section I.7.B- The qualifications listed in this section (B.1-7) to be used in determining vendor responsibility in addition to cost are not reflected in the evaluation criteria.

Answer: In determining a Vendor's RESPONSIBILITY, the City MAY consider the qualifications noted in Section I.7.B. This is solely at the City's Discretion. Also, please note that the most heavily weighted item in the evaluative criteria is "Expertise, experience and qualifications of the Consultant Team".

14. Are the items in Section I.7.B required to be included in the Proposal? Item B.8 seems to imply they may be requested at a point in the future.

Answer: Please follow the instructions in the solicitation document for the items that must be included with your proposal. Please note that page 17 gives specific instructions for documenting Experience, Staffing, and Qualifications.

15. If the items in Section I.7.B are required in the proposal, how are these weighted in comparison to the factors listed on page 18?

Answer: Not all proposal requirements are weighted; however, if you do not comply with submitting all of the required forms and information, your proposal may be deemed non-responsive and therefore ineligible for award.

16. If the items in Section I.7.B are required in the proposal, the tab-sequenced sections reflected in Section I.4.C do not include these items. Will the City provide a revised list of required tab-sequenced sections?

Answer: No.

17. Section I.4.C- The tab-sequenced sections requested in this item do not include the References Form, Affidavit of Qualification to Bid, Ownership Disclosure Form, or Non-Collusive Affidavit. Should those forms be included in our submittal and will the City provide a revised list of required tab-sequenced sections.

Answer: Yes within the 4th tab labeled "Form of Proposal and Signed Addenda". Failure to submit any of the documents within the "Form of Proposal" section (pages 19 through 26) will deem your submittal non-responsive and therefore deem your company ineligible for award. The City will not provide a revised list of required tab-sequenced sections.

18. Section I.4.E- The City requests sums be expressed in both words and figures; however the Form of Proposal does not include a spot to write the figures in words. Will the City be providing a revise Form of Proposal?

Answer: No. Note that we specify "Where so Indicated, sums will be expressed in both words and figures", and we did not indicate that we are in need of hourly rates to expressed in a word format. Also,



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we are not requesting sums but only hourly rates.

19. Section IV.1.B- The City request 5 Example projects/references. Can we include more than 5 projects in the SF330 Section F Example Projects? If so, do the additional projects need to be within 5 years as well? The evaluation criteria in Section V.1 states all projects in the last five years will be evaluated, not just the 5 requested example projects.

Answer: Yes, you may submit more than 5 examples. We will not set criteria for any additional project references that you may wish to submit, so they do not need to be within the last 5 years. However, ONLY those projects that were completed within the last 5 years will be referenced as part of the evaluative criteria.

20. Is there an MBE requirement at this time? If not, do you intend to include an MBE requirement on individual tasks/RFPs and if so, what do you anticipate that percentage or requirement to be?

Answer: There is no MBE requirement.

21. Is there an estimated budget for this contract?

Answer: Not at this time

22. Can you provide any information on the specific tasks the City intends to release using this contract vehicle and what the estimated task value or range might be for those tasks?

Answer: This information is not available at this time.

23. Is there a page limit on the proposal submittal?

Answer: No. Please refer to Section II.1 Economy of Proposal located on page 8.

24. Does the City expect any specific items or format for the time schedule submittal since the RFP is open-end without designated tasks?

Answer: No. Time schedules will be agreed upon in the individual Scope of Work assigned to the successful Vendor(s).

25. For Section IV, examples of completed projects, if the client contact for all or the majority of a project has since left the organization, can they still serve as a reference? Since the References Submission Form offers a Contact Person, Local Government Contact for the Project, and Key Organizational Contact, can one contact be the departed reference, and the other be the current person in the position?

Answer: Please annotate the contact as "Departed" or "No long with the organization/ company" if used



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so that there is no confusion when contacting referenced organizations.

26. What web-base browsers does the City currently use to provide data to end users?

Answer: Our website is WordPress and all viewers are published through ArcOnline via ArcServer to the website. The City's website is designed for Edge, Chrome, and Firefox. IE is compatible as long as the plugins for WordPress supports them.

27. What version of ArcGIS for Server does the City have deployed?

Answer: Currently the City is using version 10.3.1 but plans to move all software to version 10.5 in the very near future.

28. Will the selected vendor(s) be provided RDP access to the City's GIS servers?

Answer: This will be dependent on each tasks Scope of Work however all offsite access will be conducted via an established VPN connection.

29. Does the City have a desired ratio for on-site vs. off-site work?

Answer: There is no "desired" ratio. The ratio will change dependent upon each Scope of Work.

30. The RFP requests an SF330 Form- Does this refer to the long or short version? For example do parts I and II need to be included? Does the City want team resumes on SF330 forms (Part I, section E). Does the City want project examples and key personnel participation in these projects on SF330 forms (Part I, sections F and G)?

Answer: Please include the long version of SF330 with parts I and II. Resumes should be included on SF330 Part I. E. Project examples and key personnel participation should be included on Part I, sections F and G.

Sign for identification

Printed Name

Approved by:

Jennifer Miller

Jennifer Miller
Assistant Director of Internal Services, Procurement Division