

City of Flagstaff
REQUEST FOR QUOTES

SOLICITATION FOR: FMPO GIS SERVICES

SOLICITATION NO.: 2016-25

CLOSING DATE AND TIME: October 23, 2015 3:00 pm

WHERE TO SUBMIT QUOTES (“OFFERS”): Offers shall be submitted prior to the Closing Date and Time in a sealed envelope as addressed below:

Attention Buyer: Di Ann Butkay
SEALED OFFER: Solicitation No. **2016-25** for **FMPO GIS Services**
Closing Date and Time: **October 23, 2015 3:00 pm**
City of Flagstaff, Management Services-Purchasing Division
211 West Aspen Avenue
Flagstaff, AZ 86001

Alternatively the offer may be submitted via **e-mail** to the Buyer at **dbutkay@flagstaffaz.gov** or fax at the (928) 213-2209.

CITY NEEDS: The FMPO is seeking to hire a GIS Consultant – either an individual or firm to assist with production of the Regional Transportation Plan (RTP). The consultant will manage the analysis that evaluates transportation projects against several criteria using existing data sets, improving existing data sets, and developing methods for that analysis.

INFORMATION: The Solicitation and all related materials and any addenda may be obtained by contacting the Buyer.

BUYER: Di Ann Butkay, Telephone No.: **928-213-2276**, Facsimile No.: (928) 213-2209, Email Address: dbutkay@flagstaffaz.gov. If the Buyer cannot be immediately reached, you may contact the receptionist for the City Management Services Purchasing Division at (928) 213-2206.

QUESTIONS: Any questions must be received by the Buyer via email prior to the Closing Date and Time.

Purpose and Need

- **Decision-making:** The FMPO Executive Board, City Council and Board of Supervisors are faced with increasingly difficult choices related to land use and transportation and need – and often request – more robust information to inform those decisions. The level of benefits to the economy, the traveling public and the broader community are frequently balanced against the impacts on the environment, neighborhoods and individual property owners and businesses. Decision-makers want information related to all of those things and want to know that the public has been informed, too, when weighing the public input they receive.
- **Urgency:**
 - **Transportation Tax Sunset in 2020** – It is typical that taxes such as these are presented for a renewal vote before they expire. In this case, a renewal vote will potentially take place in

the Fall of 2018. An 18-month lead time for preparation means that by Spring 2017, we would like to have all information in place and strong consensus growing.

- Regional Transportation Plan Mandate – The RTP is to be updated every five years. The last plan was adopted Fall 2009.
- Mandates for Performance Based Planning & Programming: In addition to the planning cycle, the federal government under MAP-21 expects regional plans and the programs derived from them to be performance based. The measures developed by the Staff with support from the Technical Advisory Committee meet and exceed these expectations. Where they exceed these expectations has been in response to policy-makers or public request for information on benefits and impacts.
- Actionable Intelligence: The ability to gather and analyze data in a timely manner can lead to quick decisions that have immediate, measurable benefit.
- RTP project scoring will require multiple GIS model runs using multiple criteria data sets. (See full list at the end of the document.) Public input is expected to change criteria weighting which may require frequent GIS model runs.
- RTP outreach and final report documents will benefit from quality maps and other GIS related graphics.
- Value added: A GIS Consultant might add ancillary benefits in creating manageable and sustainable data sets for frequent use such as land use, population, and employment. This is not reliably available now. This level of analysis may be more extensive than what is required for the RTP, but will serve in the development of several transportation master plans required to implement *Flagstaff Regional Plan 2030*. Also, having the position in-house only for one-year will help institutionalize the processes and data.

GIS Analyses and Map Production required

The following analyses will need to be performed on approximately 50 highway projects and their respective phases. Many of them will need to be performed against various levels of transit, pedestrian and bicycle investments and different combinations of all modes. Public outreach and final plans will be greatly enhanced by professionally produced maps, tables and charts depicting projects and their relationship to these criteria.

Safety

- Compilation of five years of crash records into “hot spots” for automobile, bicycle and pedestrian crashes for total crashes, injury crashes and fatal crashes
- Proximity analysis to road projects and traffic analysis zones
- Additional analysis beneficial to project selection would include disaggregation to accident type (i.e., angle, side swipe)

Environment

- Acres of environmentally sensitive lands by roadway project
- Additional analysis that may be beneficial to project selection or prioritization
 - Acres impacted by trail projects
 - Water courses impacted by projects
 - Direct association of environmental impacts to Cost Model environment contingency setting

Cultural and Historical

- Proximity analysis of roadway and trail projects to cultural and historical resources

Cost Model

- Update to property costs
 - Analysis of parcels impacted by roadway and trail projects and related assessors valuation data
- Update to enhancement costs associated with land use

- Relationship of roadway projects to commercial areas and activity centers based on *Future Growth Illustration preferred scenario*
- Potential adjustments to slope factor length if alignments are adjusted
- Title VI Communities – race, elderly, disabled, single female head of household, low income
- Proximity and impact of projects to Title VI communities
 - Could include VMT by TAZ per capita for Title VI and non-Title VI communities
 - Could include traffic volume increases in all neighborhoods resulting from transportation projects
- Balance of project investment across Title VI and non-Title VI communities
- Additional analysis may include automobile, transit, bicycle and pedestrian level of service by title VI communities

Network Gap Analysis

- All modes including freight

Access

- Population in proximity to transit, bicycle and pedestrian facilities

Economic Impact

- Projects serving known economic development priorities

Related data development

- Population by TAZ or smaller geographic unit if available
- Employment by TAZ or smaller geographic unit if available
- Title VI communities by TAZ – may include automobile availability
- Land Use by TAZ – includes institutionalization of converting assessor data for more timely update of the regional transportation model.

Additional support analysis

- Staff is working with Kimley Horn and HDR to develop land use and level of service tools. These may need adjustment during the RTP development phase to improve accuracy or reflect input from the public involvement process
 - Analyses include:
 - Miles of existing and planned streets, bike lanes, trails and sidewalks per TAZ
 - Number existing and planned pedestrian/bicycle crossings per TAZ
 - Number of existing and planned bus stops by frequency per TAZ
 - Percent of facilities within each Bicycle Comfort Index category

Preparation of Presentation-Quality Maps

- Cartographic elements and Template development for Regional Transportation Plan
 - Public events
 - Document support

Additional services time permitting

- Data warehouse development
- Metadata documentation
- GIS models documentation

Evaluation/Qualifications

- | | |
|--|-----------|
| Years of Experience in GIS Analysis | 10 points |
| Years of Direct Experience with ESRI ArcGIS 10.x | 10 points |
| Immediate Availability and Work Load | 15 points |
| Expertise – and available software licenses - in the following GIS applications | 45 points |
| ■ Circle the level at which you rate your proficiency or that of a respective team member with “1” being no experience and “5” being high proficiency. | |
| ■ Geodatabase creation and management | |

- | | | | | | |
|--|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| ▪ Network analyst | | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| ▪ Advance feature editing | | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| ▪ Spatial/3D analyst | | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| ▪ Python scripting | | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| ▪ Relational tools, including spatial join | | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| ▪ Raster creation and management | | | | | |
| | 1 | 2 | 3 | 4 | 5 |

Cartographic (as opposed to analytic) Skills

20 points

Hourly Price per Skilled Position

Senior GIS Analyst

\$ _____

GIS Specialist

\$ _____

GIS Technician/Intern

\$ _____

Explanation of Evaluation/Qualifications

Years of Experience in GIS Analysis and Cartography – The successful individual or firm will relate their years and level of expertise they have achieved and provide two to three illustrative examples of their work.

Years of Direct Experience with ESRI ArcGIS 10.x – The successful individual or firm will relate their direct experience with ESRI ArcGIS 10.x

Immediate Availability – The successful individual or firm will be available starting in the month of October and will have 25-30 hours per week available for the duration of the project. The candidate will submit a work load schedule for the respective time period.

Expertise and available software licenses in the following GIS applications – The successful individual or firm will be able to demonstrate proficiency in the following GIS-related skill sets. A self-rating will be accepted at this time and candidates may be asked to defend their rating during an interview.

- Geodatabase creation and management
- Network analyst
- Advance feature editing
- Spatial/3D analyst
- Python scripting
- Relational tools, including spatial join
- Raster creation and management

Cartographic (as opposed to analytic) Skills – The successful candidate will demonstrate their ability to produce maps and supporting data analysis such as tables, charts and graphs that successfully convey

HOURLY RATE PER SKILLED POSITION

Senior GIS Analyst: \$89.25

GIS Specialist: \$60.35

GIS Technician/Intern: \$51.85

important ideas for the general public and decision-makers. The statement of qualifications should include at least three and no more than five examples.

INSTRUCTIONS IN GENERAL

DUE DILIGENCE: It is your responsibility to examine the entire Solicitation prior to completing your offer, including City of Flagstaff Standard Terms and Conditions, and Insurance.

LATE OFFERS: Late offers shall not be accepted. The City will return any late offers.

WITHDRAWAL OF OFFERS: You may withdraw an offer before the Closing Date and Time. A withdrawal must be signed by the vendor's authorized representative and submitted to the Buyer by hand delivery or mail.

OFFER ACCEPTANCE PERIOD: An offer made in response to this Solicitation shall be valid and irrevocable for ninety (90) days after the Closing Date and Time.

QUESTIONS: If you have any questions about this Solicitation, contact the Buyer. **The City will only respond to questions before the Closing Date and Time.** Questions should be submitted in writing. The Buyer may require you to submit any question in writing. Any question shall refer to the Solicitation number, page and paragraph number in question. The City **will not** be responsible if you adjust your offer based on any verbal statements made by employees or officers of the City, particularly if such statements conflict with the Solicitation. You may request the Buyer to issue an addendum to the Solicitation.

ADDENDA: The City will issue any interpretation or correction of the Solicitation only by written addendum and a copy of each addendum will be emailed to you.

RETURN OF SIGNED ADDENDA: You are required to sign and return each Addendum along with your offer. Failure to return a signed copy of each Addendum shall result in rejection of the offer.

IMPROPER CONTACT WITH CITY EMPLOYEES: All vendors submitting an offer (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) will refrain from direct or indirect contact for the purpose of influencing or creating bias in the evaluation/selection process with any person who may play a part in the evaluation/selection process. This includes but is not limited to the evaluation committee, City Council Members, City Manager, Assistant City Manager(s), Deputy City Manager(s), Department Directors or other staff ("City Staff"). This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. Vendor is responsible for bringing all questions and concerns to the Buyer identified on Page One of this document. If the Buyer is unresponsive, the vendor may contact the City Manager. A vendor may be disqualified if the vendor: (a) contacts a quorum of the Council or contributes to an open meeting law violation; (b) offers political support or gratuities in exchange for approval or support of vendor's offer; (c) obtains information from City Staff not available to other vendors which may result in an unfair advantage in the competitive procurement process and fails to notify Buyer of this fact within 48 hours thereafter; or (d) engages in any other egregious conduct.

PROCUREMENT PROCESS: The City's procurement process is described in the Procurement Code Manual, which can be accessed at <http://www.flagstaff.az.gov/DocumentCenter/Home/View/44624>.

You are not required, but may review this Manual. The Solicitation is intended to provide all relevant information related to the procurement so that you may submit an offer. In the event of any conflict, the procedure outlined in this Solicitation will be followed or the conflict will be resolved by an Addendum.

CONTRACT WITH CITY

FORM OF CONTRACT: The City's proposed form of contract can be accessed at www.flagstaffaz.gov. The final form of contract will be conformed to match this Solicitation prior to contract award. In the alternative the City at its sole option may issue a Purchase Order and your commencement of performance shall constitute acceptance of all terms and conditions of this Solicitation and result in a binding contract. The Solicitation number shall be referenced in the Purchase Order.

INSURANCE: The City's insurance requirements are available at <http://www.flagstaff.az.gov/index.aspx?NID=3052>. The insurance requirements are an explicit part of the Solicitation and any resulting contract with the City.

STANDARD TERMS AND CONDITIONS: The City of Flagstaff Standard Terms and Conditions are obtainable at <http://www.flagstaff.az.gov/index.aspx?NID=3052> and are an explicit part of the Solicitation and any resulting contract with the City, unless otherwise specified in the Solicitation.

SPECIAL TERMS AND CONDITIONS: The City of Flagstaff Special Terms and Conditions (in Scope of Work) are an explicit part of the Solicitation and any resulting contract with the City.

EXCEPTIONS: You may request changes to the form of contract, insurance or any terms and conditions as part of your offer.

CHANGES TO CONTRACT AFTER CONTRACT AWARD: Requests to change the contract after contract award, including but not limited to changes to insurance may be rejected by the City. The contract shall not be modified within the first year after contract award where: (a) an amendment may result in a competitive advantage that was not made available to other vendors; (b) requests for changes may delay commencement of performance.

EVALUATION OF OFFER AND CONTRACT AWARD

QUOTE MOST ADVANTAGEOUS TO THE CITY: The City will award a contract or issue a purchase order to a responsible and responsive vendor whose offer is the most satisfactory and advantageous to the City based on the Evaluation Criteria:

RESPONSIBILITY: In evaluating responsibility, the City may consider all matters related to the vendor's ability to perform the contract satisfactorily as further described in Flagstaff City Code, Title 1, Chapter 1-20.

REQUESTS FOR ADDITIONAL INFORMATION: After the Closing Date and Time, the City may request you to provide additional information related to your offer. Failure to provide this information within five (5) business days after communication of the request by the City will be grounds for the City to reject an offer, and/or to declare the offer as non-responsive or non-responsible.

RESERVATION OF RIGHTS: The City reserves the right to reject any and all offers, or any part thereof. The City reserves the right to accept any offer in whole or in part, or any line item, and to

CITY OF FLAGSTAFF PURCHASING DIVISION
211 WEST ASPEN AVE.
FLAGSTAFF, ARIZONA 86001

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award a contract for purchase of the same. The City reserves the right to waive any clerical error or nonmaterial defect in the offer when it is deemed to be in the City's best interest. The City reserves the right to cancel or reissue a Solicitation.

NOTICE OF PROPOSED CONTRACT AWARD OR RECOMMENDATION: All vendors will receive an email notifying them of the City's proposed contract award or recommendation to reject all offers. This notice will be sent before the City executes the contract/purchase order.

PUBLIC RECORDS: Offers received by the City are available for public inspection after a contract has been awarded, subject to any confidentiality restrictions.

MATERIALS USED FOR OFFER: The offer must be submitted either electronically or in packaging/packing materials that meet at least one of, and preferable all of the following criteria: (a) Made from 100% post-consumer recycled materials; (b) Non-toxic; (c) Bio-degradable; (d) Reusable; (e) Recyclable. The offer should be printed on recycled paper (minimum 50% post-consumer waste) and printed double-sided not to exceed twenty (20) pages plus the solicitation documents.

A primary qualification for the successful candidate is immediate availability and significant workload capacity from October 2015 through July 2016 with an approximate budget of \$49,500.00

OFFER-TOTHE CITY OF FLAGSTAFF:

The undersigned Vendor hereby offers and agrees to furnish materials and/or services in compliance with all terms, conditions, specifications, and amendments set forth in the Solicitation, including the Addenda, and as described in this offer made to the City. (the "Contract Documents") The undersigned Vendor also certifies by signing and submitting this offer that Vendor has the legal authority to enter into a contract with the City.



Signature of Person Authorized to Sign Offer

Jana Sterling
Printed Name

Office Director

Title

10/23/15

Date

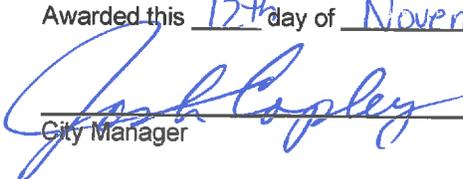
ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Flagstaff Use Only)

Your offer is hereby accepted.

The Vendor is now bound to sell the materials, services or construction listed by the attached award notice based upon the solicitation, including all Contract Documents, which are incorporated herein by reference.

This contract shall henceforth be referred to as Contract No. 2016-25. The Vendor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until Vendor receives an executed purchase order.

Awarded this 12th day of November 2015.


City Manager

FMPO GIS Services
SWCA Environmental Consultants

ATTEST:

Stacy Saltberg for
CITY CLERK

APPROVED AS TO FORM:

for David Ambrose
CITY ATTORNEY