



**#2020-36
REQUEST FOR PROPOSAL
GIS DATABASE UPGRADE
FOR ROCK COUNTY LAND RECORDS/LAND INFORMATION OFFICE
COUNTY OF ROCK
JANESVILLE, WISCONSIN**

Proposals due in Rock County Purchasing Division by:

October 14, 2020 – 12:00 Noon (Local time)

Proposals received after this date and time will be rejected.

Proposals must remain in effect the life of the contract.

Address Proposal to: Jodi Millis, Purchasing Manager
Rock County Courthouse
Purchasing Division
51 S. Main Street
Janesville WI. 53545

*****MARK SEALED ENVELOPE: #2020-36 GIS DATABASE UPGRADE*****

RIGHT WITH RESPECT TO PROPOSAL SUBMITTALS

Rock County reserves the right to accept or reject any or all proposals; to waive any technicality or error in any proposals or part therein, and to accept the same or combinations, in whole or in part, whichever is deemed to be in the best interest of Rock County.

The County further reserves the right, without prior notice, to supplement, amend or otherwise modify this RFP or otherwise request additional information from any and or all respondents. By submitting a proposal, the consultant thereby agrees that the County's decision concerning any submittal in any respect is final, binding and conclusive upon it for all purposes, and acknowledges that the County in its sole and unqualified discretion may waive or deviate from the procedures and/or time table outlined.

Contracts are awarded to the highest ranked, most qualified, responsible and responsive Proposer on the basis of the Qualifications and Cost Proposal and full consideration of any or all alternatives, as may be in the best interest of Rock County. In determining the award of contract, Rock County will consider the scope of the work involved, timeliness of delivery, competency of Proposer, Proposer's ability to render satisfactory service, and past performance. If two or more Proposers submit identical Proposals, Rock County will make award to Proposer of its choice and such decision will be final.

RESPONSE SUBMISSION

Selection of the vendor shall be the responsibility of Rock County. The County reserves the right to select one or more respondents that appear best qualified to provide the services desired and then invite those respondents to appear at a designated time and place for an oral presentations and/or interviews. The recommendation award shall be based upon the submission that represents the most advantageous overall response for Rock County, all factors considered. In this regard, Rock County reserves the right to accept other than the lowest cost proposal and to reject any or all submittals under this RFP, if deemed in the best interest of the County.

INSTRUCTIONS FOR PROPOSAL

The proposer is required to submit **five (5) copies (one original marked as such and four copies)** of their proposal in a sealed envelope marked RFP #2020-36 to Jodi Millis, Purchasing Division, 51 South Main, Janesville, WI 53545. All proposals must be **received by 12:00 noon (local time), October 14, 2020.** Any proposal submitted after this date and time will be rejected. No faxed or electronic Proposals will be accepted.

Vendors are responsible for ensuring that the above office receives their proposal before the deadline. Proposal "packets" must be clearly labeled with vendor name, return address, proposal title, date and the name of the vendor's primary contact for proposal questions.

Proposals shall be signed with name typed below signature. Where Proposer is a corporation, Proposal must be signed with the legal name of the Corporation followed by the legal signature of an officer authorized to bind the Corporation to contract.

INQUIRIES

All questions concerning this Request for Proposal must be submitted **in writing** to Jodi Millis. Questions must be received by **12:00 noon (local time), September 30, 2020.** Questions received after this date and time will not be answered. Questions may be e-mailed to jodi.millis@co.rock.wi.us.

No verbal explanation or instructions will be given in regard to the meaning of the drawings or specifications during the proposal period. Vendors shall bring inadequacies, omissions or conflicts to Rock County's attention in writing by the question cut-off date and time. If necessary, answers to questions will be provided to all specification holders in the form of an addendum. Addendum will include a list of each question received and Rock County's response.

ADDENDA

All changes in or interpretations of the specifications prior to Proposal due date will be made by written addenda issued by the Owner to each recipient of the specifications on record. All addenda will be issued no later than 72 hours prior to Proposal due date and time. All addenda or notice of addenda will be posted on Rock County's website, www.co.rock.wi.us.

PROJECTED TIMETABLE

Issue Request for Proposal	09/16/2020
Questions Due	09/30/2020 – 12:00 Noon
Addenda Issued by	10/06/2020
Proposals Due	10/14/2020 – 12:00 Noon
Evaluation of Proposals	10/14/2020 – 11/19/2020
Governing Committee Approval	11/19/2020
County Board Approval	11/19/2020
Contract Execution	11/20/2020

After all Proposals have been reviewed, a recommendation shall be made to the appropriate County governing committee. Approval by the Rock County Board of Supervisors may be required prior to Award of Contract. Respondents not involved in the final selection process shall be notified in writing. The above schedule is for informational purposes only and is in no way binding upon Rock County

VENDOR SUPPLIED DOCUMENTATION AND MATERIALS

All vendor-supplied materials, including the vendor's proposal, become the property of Rock County. We will work with vendors to meet their confidentiality requirements, provided that they are within reason. All vendor confidential material must have each page clearly marked as confidential. Rock County's determination to treat matters as public or confidential under the Wisconsin Open Records Law shall be final.

PROPOSAL AND PRESENTATION COSTS

Rock County will not be liable in any way for any costs incurred by the offerors in the presentation of their proposal in response to this Request for Proposal nor for the presentation of their proposal and/or participation in any discussions or negotiations.

COMPLIANCE WITH THE REQUEST FOR PROPOSAL

Proposals submitted must be in strict compliance with the Request for Proposal. Failure to comply with all provisions on the RFP may result in disqualification. The County reserves the right to reject any and all submittals or to waive minor defects or irregularities in the submittal. The County further reserves the right, without prior notice, to supplement, amend or otherwise modify this RFP or otherwise request additional information from any and or all respondents. By submitting a proposal, the consultant thereby agrees that the County's decision concerning any submittal in any respect is final, binding and conclusive upon it for all purposes, and acknowledges that the County in its sole and unqualified discretion may waive or deviate from the procedures and/or time table outlined.

IMPLIED REQUIREMENTS

Products and services that are not specifically addressed in this Request for Proposal, but which are necessary to provide functional capabilities proposed by the offeror, must be included in the proposal.

NON-DISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01 (5)(a), sexual orientation, national origin, or military service as defined in §111.355(1), Wis. Stats. This provision shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause (Wisconsin Statutes S.16.765 (2)).

INDEMNIFICATION

The contractor to perform services for Rock County shall indemnify, hold harmless, and defend Rock County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to person or property arising out of or in connection with or occurring during the course of any agreement between the contractor and Rock County where such liability is founded upon or grows out of the acts, omissions, negligence or misconduct of any agents or employees of the contractor.

INSURANCE REQUIREMENTS

The Contractor further agrees that in order to protect itself and County it will at all times during the term of this agreement keep in force and effect worker's compensation, comprehensive general, and auto liability insurance policies by a company or companies authorized to do business in Wisconsin with limits of:

Personal and bodily injury	Per person	\$1,000,000
	Per accident	\$2,000,000
Property damage:	Each Occurrence	\$500,000
	Aggregate	\$500,000

Coverage shall apply as primary with County named as an additional named insured. Contractor shall also provide a copy of the additional insured endorsement. Contractor shall furnish satisfactory proof of insurance to County prior to the date of Contract Execution, or commencing work for the County.

REQUEST FOR CLARIFICATION

All requests by Rock County for clarification of proposals will be in writing. Such requests shall not alter the offeror's pricing information contained in its cost proposal.

PROOF OF COMPETENCY OF PROPOSER

Any Proposer may be required to furnish evidence satisfactory to Rock County that the Proposer and proposed subcontractors have sufficient means, expertise, financial ability, and experience in the types of work proposed to assure completion of the Contract in a satisfactory manner.

AGREEMENT DEVELOPMENT

Rock County reserves the right to negotiate with one or more offerors.

MODIFICATION AND WITHDRAWAL

Proposals may not be modified after submittal. Proposers may withdraw their Proposal at any time before Proposal due date and time, but may not resubmit them. No Proposal may be withdrawn or modified after opening except where the award of Contracts has been delayed for more than 45 days from the due date.

DISQUALIFICATION

Rock County reserves the right to disqualify Proposals, before and after opening upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the Proposer.

AWARD

Award will not be made to any Proposer in default of a Contract with Rock County, or to any Proposer having as its agent or employee, any individual previously in default or guilty of misrepresentation.

NOTICE TO PROCEED

Written notice of award to the successful Proposer shall be in the form of a Purchase Order from Rock County mailed or delivered to the address shown on the Proposal and will be considered sufficient notice of acceptance of Proposal, intent to award the Contract, and "Notice to Proceed" with the work.

CANCELLATION

Rock County reserves the right to cancel a purchasing contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of the contract. Any dispute arising as to quality and quantity is subject to arbitration as provided in Chapter 788, Wisconsin Statutes.

CONTRACT REQUIREMENTS

CONTRACT

The documents that will form the contract include the "Request for Proposal", any attachments or addendum and the successful respondent's "Proposal".

TERMINATION FOR DEFAULT

The contract may be terminated by Rock County, in whole or in part, in writing, whenever the County determines that the Contractor has failed to meet performance requirements of the Contract.

TERMINATION FOR CONVENIENCE

Rock County reserves the right to terminate the Contract, in whole or in part, by giving the Contractor written notice of at least thirty (30) days prior to the effective date of the termination. Upon receipt of termination from Rock County, the Contractor shall only provide those services specifically approved or directed by Rock County. All other rights and duties of the parties under the Contract shall continue during such notice period.

CANCELLATION

Failure to maintain the required certificates of insurance, permits, licenses and bonds will be cause for contract termination. If the Contractor fails to maintain and keep in force the required insurance, Rock County shall have the right to cancel and terminate the contract without notice.

Rock County reserves the right to cancel a purchasing contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of the contract. Any dispute arising as to quality and quantity is subject to arbitration as provided in Chapter 788, Wisconsin Statutes.

FORCE MAJEURE

Neither party to this agreement shall be liable to the other for any cost or damages if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the parties. Such causes may include, but are not restricted to, acts of God, fires, quarantine restriction, strikes and freight embargoes. In all cases, the failure to perform must be totally beyond the control and without fault or negligence of the party.

PERMITS, LICENSES AND FEES

The selected vendor shall be responsible for obtaining all permits, licenses, certifications etc. required by Federal, State, County and Municipal laws, regulations, codes and ordinance for the performance of the work required in these specifications and to conform with the requirements of said legislation.

PATENT FEES, ROYALTIES AND LICENSES

If the selected vendor requires or desires to use any design, trademark, device, material or process covered by letters of patents or copyright, the selected vendor and his surety shall indemnify and hold harmless the County from any and all claims for infringement by reason of the use of such. The successful vendor further agrees to indemnify Rock County from any costs, expenses, royalty or damage which the County may be obligated to pay by reason of any infringement at any time during the prosecution of or after completion of the contract.

PUBLIC ENTITIES CRIMES

A person or affiliate that has been convicted of a public entity crime is not allowed to submit a Proposal for this contract.

PUBLIC RELATIONS IMAGE

Selected vendor's personnel shall at all times handle complaints and any public contact with due regard to the County's relationship with the public. Any personnel in the employ of the selected vendor involved in the execution of work that is deemed to be conducting themselves in an unacceptable manner shall be removed from the contract at the request of Rock County.

PUBLICITY RELEASES

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by Rock County. The contractor shall not have the right to include the County's name in its published list of customers without prior approval of Rock County. The contractor further agrees not to publish or cite in any form, any comments or quotes from County staff.

ASSIGNMENT & SUBCONTRACTING

The selected Contractor will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract or any portion therein, or its right, title or interest in, to any person, firm or corporation without the written consent of Rock County.

VENDOR'S RELATIONSHIP TO ROCK COUNTY

It is expressly agreed and understood that the successful vendor is in all respects an Independent Contractor as to the work, and the vendor is in no respect an agent, servant or employee of Rock County. The contract will specify the work to be done by the vendor, but the method utilized to accomplish the work shall be the responsibility of the vendor.

DEFICIENCIES

In the event that Rock County determines that there are deficiencies in the service work provided by the vendor under the contract, Rock County shall notify the vendor in writing as to the precise nature of any such deficiencies. Within ten (10) working days of receipt of such notice, vendor shall take responsible steps to correct any deficiencies.

WORK CHANGES

Rock County reserves the right to order work changes in the nature of additions, deletions or modifications without invalidating the Contract.

COMPLIANCE WITH LAWS

The Contractor shall give all notices required by and shall otherwise comply with all applicable laws, ordinances and codes and shall, at his own expense, secure and pay the fees and charges for all permits required for the performance of the contract. All materials furnished and work done is to comply with all local, state and federal laws and regulations.

RECORDS

The Contractor shall maintain accurate and complete records. All books and records pertaining to the performance of the contract shall be made available at any time during the contract and for three years following the expiration of said contract to the Rock County Finance Department, Purchasing Department or any independent auditing firm acting at the direction of Rock County.

SCOPE OF WORK

A. STATEMENT OF NEED (INCLUDING GOALS AND OBJECTIVES):

Rock County (County) will be migrating their existing ArcGIS Servers to a more robust ArcGIS Enterprise architectural platform in order to take advantage of current best practices and enable the County to more efficiently and effectively utilize ESRI's GIS Solutions, apps and web maps. The end goal is to improve the GIS data workflows and management practices. Rock County is seeking a vendor to perform the following services:

- Architecture review and design.
- ArcGIS Enterprise Implementation, to include upgrading to the latest release of ArcMap and ArcGIS Pro.
- Follow up technical support.
- The new design must be flexible and scalable to meet both the long and short term needs of the County.

B. BACKGROUND (CONTEXT ABOUT OUR ORGANIZATION):

The following is a summary of existing GIS architecture

1. Software - ArcGIS Desktop 10.3.1, ArcGIS Pro 2.6, ArcGIS Server Version 10.3.1, ArcGIS Image Server
2. ArcGis Production Server - VMWare virtual server, Windows Server 2012R2, SQL Server 2012, multiple geodatabases
3. ArcGIS Web Server - VMWare virtual server, Windows Server 2012R2, SQL Server 2012, ArcGIS Server 10.3.1
4. File Server - Citrix XenServer virtual server, Windows Web Server 2008R2 used for local storage of images and maps
5. ArcGIS Online
6. ArcGIS Desktop can be accessed through both local computer installations and Citrix Workspace

SPECIFICATIONS

A. PHASE 1 - ARCHITECTURE REVIEW AND DESIGN

1. Review the existing GIS architecture components such as
 - a. Hardware
 - b. Software
 - c. Configurations
 - d. Security
 - e. Data Management
 - f. Interactions among ESRI software and third party software
 - Computer-Aided Dispatch Roads and Addresses
 - 9-1-1 Communications data is set up externally from the County GIS servers.
 - Non-Spatial SQL Server cadastral data
 - The non-spatial cadastral data is maintained using in-house programming and exported to the GIS servers via a CSV file on a nightly basis.
 - Fidlar Technologies
2. Prepare an architecture design and implementation plan (top to bottom), including a diagram of proposed architecture that is compatible with ArcGIS enterprise. The architecture should meet the following goals:
 - a. Enables the system to be flexible and scalable for future growth
 - b. Enables mobile technology and web-based editing capabilities
 - c. Expands access and use for County employees
 - d. Supports existing reporting and data workflows while allowing for future asset management practices and work order systems.
 - e. Improves GIS data workflow and data management practices
 - f. Implements use of ESRI's solutions, apps and web maps
3. Address the following for architecture design
 - a. ArcGIS platform reference architecture (ArcGIS Online, ArcGIS Enterprise Portal, or hybrid.)
 - b. Administration and Identity (administration duties as assigned to GIS staff or Information Technology staff)
 - c. Data Management and Security
 - Required server resources
 - Storage (i.e., internal, cloud, hybrid)
 - Account federation
 - Network protection from internal and public facing inquiries
 - Network protection from mobile users.
 - d. Analytics
 - e. Mapping, Data Visualization and Interactive Maps
 - f. Sharing and collaboration
 - g. Transition from current architecture
 - h. Automation
 - i. Load balancing
 - j. Required third party applications
 - k. ArcGIS Pro integration
 - l. Licensing

4. Review the County Land Information Plan, short and long term GIS and asset management goals, and verify compatibility with proposed architecture design. Provide recommendations on the following:
 - a. "Quick wins" and next steps that would occur after the implementation of this new architecture
 - b. Minimum GIS staffing levels to ensure long-term success
 - c. Any changes to the existing ESRI license agreement to identify cost savings or the need for additional licenses as needed as a part of the implementation.
5. Recommend new GIS servers if necessary to support future GIS development needs.
6. Recommend geodatabase owner SQL server schema based on IT system structure.
7. Design a system for automated workflows with a documented implementation plan for database compression, upgrading websites and ArcGIS Online applications, and updating from third party applications on a regular schedule.
8. Develop an Implementation Plan that outlines tasks, schedule and individuals responsible for each task. The plan should outline tasks to be completed by the Consultant and tasks to be completed by the County.
9. Recommend a training plan to get IT and GIS staff up to speed on the use and maintenance of the new architecture.
10. Disclose progress through regular meetings/conference calls to establish and maintain lines of communication, report on design progress, discuss and resolve problem areas, review schedule and progress, review project costs/budget, review quality control and other matters related to the project.

B. PHASE 2 - ARCGIS ENTERPRISE IMPLEMENTATION

1. ArcGIS Enterprise Implementation
 - The consultant will work on site to implement the solution as agreed upon in Phase 1 of this request.
 - County GIS and IT staff will be available to assist.
 - The implementation should be well documented for future troubleshooting should the need arise.
2. Automated Workflow Implementation
 - Implement and document the automated workflow for compressing the needed SDE geodatabases and upgraded GIS websites, third party and ArcGIS online applications on a specified schedule.
3. Onsite training
 - Provide onsite training to the County IT and GIS staff regarding the operations and maintenance of the implemented ArcGIS Enterprise architecture and its documentation.

C. PHASE 3 - FOLLOW UP TECHNICAL SUPPORT

1. Consultant shall be available to provide on-site or remote technical support on an as needed basis.

ITEMS TO BE INCLUDED WITH PROPOSAL AND CONSIDERED PART OF PROPOSAL

A. QUALIFICATIONS (SKILLS AND CREDENTIALS WE ARE LOOKING FOR):

These documents are to be completed and submitted with Proposal. Failure to provide all information may result in disqualification of Proposal.

1. Company Information

- Letter of transmittal on company letterhead, signed by an officer of the company authorized to bind company to contract.
- Contact Person name, phone number, e-mail address
- Number of years' experience in business

2. Qualifications of the submitting firm and any other firms who are team members to include:

- a. Overview of services and capabilities.
- b. Relationship with ESRI and partner status.
- c. Two to four references from clients for projects relevant to this project. Include:
 - Description
 - Roles
 - Dates
 - Outcomes
 - Clients that can comment on the quality of the work being provided.
 - Projects shall have been completed within the last three years.
 - References should detail the name, address and phone number of the person to be contacted and their relationship to the project.
 - Sub-consultants on the project team shall not be used as a reference.
- d. Qualifications of the individuals who will work on the project.
 - The project manager must be identified and explain how the point of contact with County staff will work.
 - Qualifications for the project manager and other personnel on this project should include:
 - Experience with similar or related projects of this size and scope, including references
 - Experience with ESRI products and other 3rd party software interactions with ESRI products
 - Experience with the IT related components of the project
 - Years of experience, and years of experience with the firm under its current name and ownership
 - Office locations
 - Written assurance that the key individuals listed and identified will be performing the work and not be substituted without prior approval from the County.

3. Qualifications of ArcGIS Enterprise Implementation

- Detail your firm's experience and knowledge related to ArcGIS Enterprise implementations, architecture design, and IT components of this project.
- Provide a description of how the firm's expertise and experience will contribute to the project and how it differentiates your firm from other firms.

4. Proposed Project Approach

- Provide a clear and concise understanding of this project, including project goals and requirements, based on the information given in this request.
- Explain the project development process, implementation, training and follow up support process.
- Include the proposed strategy and schedule for completion as identified in the scope.

5. Additional Scope Items

- Identify suggested scope items that may be missing in order to accomplish the ArcGIS Enterprise Implementation.

EVALUATION OF PROPOSAL AND AWARD

Award shall be made to the offeror whose proposal is determined to be in the best interest of Rock County, taking into consideration cost and the other evaluation factors listed in the RFP. Proposals submitted in response to this RFP will be evaluated based on criteria including, but not limited to the following:

1. Evaluation criteria shall include:
 - Thoroughness of the Proposal submitted.
 - Qualifications, experience, and abilities of the project manager and staff assigned to this project.
 - Consideration will be given to project experience within the Wisconsin land records community.
 - Designs, skills and creativity across project experience.
 - Project approach that shows the ability to facilitate the process by providing solid decision making tools for both IT and GIS staff.
 - Documentation of staffing levels necessary to meet the timetable.

2. Evaluation shall be weighted as follows:

Description	Maximum Total Points
Organization and Team Capabilities	20
Project Manager Qualifications	25
Qualifications of Implementation/Similar Projects	20
Project Understanding and Approach	20
Fee	15
Total – Maximum Points	100

3. Top scoring candidates may be required to have interviews/presentations to support and clarify their qualifications if requested.