

Request For Proposal

GIS Optimization

Oak Creek Water & Sewer Utility

Oak Creek, Wisconsin

August 25, 2015

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REQUEST FOR PROPOSAL

I. INTRODUCTION

The Oak Creek Water & Sewer Utility intends to retain the services of a GIS consulting firm to perform a thorough review of current GIS practices, data structure, and to assist Utility staff in implementing procedures to improve the efficiency and performance of the system.

This document introduces a scope of services to be performed, proposal submittal requirements, and the consultant evaluation and selection process.

Any questions or clarifications concerning the RFP shall be directed to:

Sally Galewski
GIS Technician
Oak Creek Water & Sewer Utility
170 W. Drexel Avenue
Oak Creek, WI 53154
sgalewski@water.oak-creek.wi.us
(414) 570-8200 x20
(414) 570-8215 (fax)

or Dan Niemi
Eng. Tech II
Oak Creek Water & Sewer Utility
170 W. Drexel Avenue
Oak Creek, WI 53154
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(414) 570-8200 x25
(414) 570-8215 (fax)

II. PROJECT DETAILS

The project involves a review of the GIS system including files from both ESRI ArcGIS software 10.2 and higher that includes but not limited to ArcInfo, ArcMap, ArcGIS Mobile 3.0, MSAccess-based software (POSM – sewer video software and SCADA data) and MSOffice products. Server software is ArcGIS Server Advanced Enterprise, ArcSDE and SQL Server 2008.

The project will commence in fall of 2015.

III. GENERAL SCOPE OF SERVICES

The consultant will provide general consulting services as noted below.

A. GIS Consulting Services

1. Coordination and Scope

The consultant is to coordinate with Utility staff to provide solutions to current and future analytical needs based on the following scope:

- Creation of Water main and Sanitary Sewer networks
 - Water main network with established rules
 - 188 miles of water main
 - 2,145 hydrants
 - 2,623 mainline valves
 - 9,400 services
 - Sanitary Sewer network with established rules
 - 162 miles of sanitary sewer main
 - 3,927 manholes
 - 9,900 services
- User Interface (UI) button to run a model that performs simple data-archiving procedures
 - Example: Working set of data that needs to be archived when work is completed. This includes but is not limited to inspection of hydrants, valves and manholes.
- UI button to run a model that performs complex analysis
 - Example: Combine data from three sources to analyze chlorine residuals throughout the City of Oak Creek. These sources are SCADA data in an MSAccess database, DNR report in an MSEXcel spreadsheet, samples taken during hydrant flushing and entered into ArcGIS Mobile.
- Reports to display analysis results that include map images, spreadsheets or charts.
 - Example: List all chlorine residuals for a specific hydrant throughout the year in a spreadsheet and/or graph on the ArcGIS layout view.
- Discussion/Implementation of optimization suggestions.

Note: Currently, the Oak Creek Water & Sewer Utility does not use any web-based applications. Field personnel use replicated data and disconnected editing, then sync with the server when returning to headquarters. ESRI's Local Government templates are used.

2. Meetings

Kick-off meeting - The Utility shall host an introductory meeting to discuss the GIS system in more detail and give the consultant a better understanding of the project. A timeline for completing the work will also be discussed. Sample data can be obtained at that time. The consultant will contact Utility staff within one week to discuss a schedule of onsite meetings.

Onsite meetings – Utility staff will meet with the consultant daily to assist in completing the project.

IV. SUBMITTAL REQUIREMENTS - PROPOSAL

Candidates shall submit proposals that thoroughly respond to the items listed below. For fairness and ease of review the proposal must be organized and presented in the exact order as outlined in this section.

A. Statement of Qualifications

1. Summary of firm's general qualifications, background, number of employees, office locations, etc.
2. Identify the local office that will handle this project.
3. Detailed summary of the project team that will be used on the project. Include resumes and clearly show all projects of similar size and scope handled by the design team within the last three years. Only projects accomplished by the project team will be considered as appropriate experience. The firm's experience on similar projects is not relevant in this analysis.
4. Outline the performance of projects handled by the design team on the projects identified in (3), and include project consultant fees, meeting project deadlines, extras added to the design contract, project size, and list a reference name, address, and phone number.

5. Outline the consultant's liability and professional responsibility insurance. The consultant's financial stability and capacity to carry out the scope and extent of the work needed.
6. Detail the firm's quality control program and ability to keep projects on schedule and within budget.
7. Discuss the project team's approach for this project, including any potential improvement to the scope.

B. Detailed Presentation of Tasks

1. Describe the precise scope of work to be accomplished. Clearly delineate any modifications (additions or deletions) to the general scope of services outlined in Section II of this RFP.
2. Provide a detailed time schedule to accomplish each portion of the project scope. The time schedule proposed must be realistic and attainable under the consultant's maximum project load scenario.
3. Describe the organization of the design team. How will the team function and who will work directly with the Utility.
4. Outline the methods of reporting progress to the Utility, meetings, reports, fax, etc.

V. CONSULTANT EVALUATION AND SELECTION PROCESS

The Oak Creek Water & Sewer Utility will evaluate and select the best-qualified consultant for our project.

We understand that ranking a consultant based on qualifications far outweighs other considerations. However, final consultant selection will be based on critical factors such as, past performance, cost, and consultant's staff qualifications. Once the highest ranked consultant is identified, we will begin negotiations of work scope and compensation.

A. Preliminary Screening

Candidates shall submit three copies of their proposal to Sally Galewski, Oak Creek Water & Sewer Utility, 170 W. Drexel Avenue, Oak Creek, Wisconsin 53154, no later than 9:00 a.m., Friday September 25, 2015.

An envelope, plainly marked "GIS Optimization - Consultant Services Proposal" shall be submitted. Envelopes or packages that are received after the date and time stated above will be returned unopened and removed from further consideration. The Utility will review all proposals and determine if and how many firms will be interviewed.

After the proposals are evaluated, consultants will be informed whether they will be evaluated further by an in-person interview. Arrangements will be made individually with each finalist for interview time and date, as necessary.

B. Interviews

In preparation for the interview, each consultant will organize the key individuals of the project team that will work on the project. No more than three representatives may be present at the interview. The project manager, team leader, and another individual selected by the consultant shall be present at the interview. The team leader shall make the bulk of the presentation.

The consultant will be responsible to bring all visual aids, handouts, and other materials necessary to briefly and concisely demonstrate the firm's ability to accomplish the work outlined in the scope of services. The interview sequence will be as follows.

- ◆ Remarks by panel chair covering procedures, interview sequence, time allowance, and panel member introduction.
- ◆ Firm introduces representatives, makes 20-minute presentation addressing the five rating criteria below.
- ◆ Questions from the panel. The panel will have the opportunity to ask questions of the consultant and their design team.
- ◆ The consultant may ask questions of the panel.
- ◆ The consultant shall have 5 minutes to make closing remarks and deliver wrap-up summary.

The panel will evaluate consultants based on the following five criteria.

C. **Rating Criteria**

- Qualifications of the project team and their ability to work well with Utility staff.
- Experience and performance on past projects of similar size and scope.
- Project approach, quality assurance review procedures, and new ideas.
- Proposed communication plan to provide progress reports.
- Project schedule and committed staff.

D. **Contract Negotiations and Approval**

After the firms are ranked, the Utility will begin negotiating with the top-ranked firm. Selection will be based on a combination of price, scope, and qualifications. If agreement is reached, a consulting agreement will be presented to the Utility Commission for approval. If an agreement cannot be reached with the top-ranked firm on any items, the second-ranked firm will be considered, and the same process will continue.

VI. **AVAILABLE INFORMATION**

The Utility has made the following information available on the Internet to assist in the consultant's evaluation and preparation of their proposal:

This Request For Proposal is listed under the RFP section on our website:
<http://www.water.oak-creek.wi.us>.

To request additional information please contact:

Sally Galewski: sgalewski@water.oak-creek.wi.us, (414) 570-8200 x20
or Dan Niemi: dniemi@water.oak-creek.wi.us, (414) 570-8200 x25