



23340 CREE ST. NW. ST FRANCIS, MN 55070
763-267-6191

Request for Proposal
For
GEOGRAPHIC INFORMATION SYSTEM (GIS)
PROVIDER

Date Released: April 10, 2020

Due: May 7, 2020

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1.0 - INTRODUCTION

The City of St. Francis will accept Proposals for a Geographic Information System (GIS) Provider until **May 7, 2020**.

The City is seeking a Web GIS platform to provide users a day-to-day tool to access and analyze GIS data. The city uses GIS to answer a variety of different questions including but not limited to, roads, water and sewer lines, land use, wetland and floodplain boundaries. Maintaining updated information ensures that residents and contractors are obtaining accurate information from the City.

2.0 – BACKGROUND

The City of St. Francis is located in northern Anoka County along Highway 47. The community is approximately 30 miles north from Minneapolis. The City provides a wide array of services including streets, parks, wastewater, water, stormwater, planning and zoning economic development, fire protection and law enforcement.

The City operates its own water and sewer infrastructure that extends past city boundaries. St. Francis has a general population of roughly 7500 people or 2,500 households. The City owns and operates its own water treatment and waste water facilities as the City is not connected to Met Council regional systems. There are roughly 750 private SSTs/septic systems within the City. There are two general business districts along State Hwy 47 and Bridge Street.

3.0 – INSTRUCTIONS FOR SUBMISSION

1. PROJECT INFORMATION CONTACT and QUESTIONS

All proposals should be submitted to and all questions and correspondence should be directed to:

City of St. Francis
Attn: Kate Thunstrom
23440 Cree Street NW
St. Francis, MN 55070
kthunstrom@stfrancismn.org

2. PROPOSED TIMETABLE

The following timetable will be followed during the course of the RFP process:

Request for Proposals Issued:	04-10-2020
Deadline for RFP submission:	05-07-2020
Council Review /Approval -tentative	05-18-2020

3. GENERAL DIRECTION

- a. All proposals shall be received no later than May 7th 2020. Submissions shall be submitted electronically to kthunstrom@stfrancismn.org or provided in written form. Mailed copies shall be sealed and postmarked by the submission deadline
- b. In order to be considered a valid proposal, each proposal must meet the following requirements
 - i. Proposals received after May 7th will not be considered
 - ii. Each proposal must be signed by an officer of your company who can be held accountable for all representations.
- c. The City will review the proposals and may schedule interviews for the finalists

4.0 SCOPE OF SERVICES

The City of St. Francis is seeking proposals for an entity to provide a full scope of services related to Geographic Information solutions, hereafter referred to as GIS. The successful applicant will work collaboratively with City staff to provide web-based GIS solutions based on the ArcGIS Platform. GIS applications should be viewable and usable on desktop, laptop and mobile devices.

The City currently has a web-based system with mapping maintained in the Ersi ArcGIS mapping environment. Due to changes in 2017 the current system has not been updated and has fallen behind in updates of new housing and infrastructure improvements.

New system requirements:

- Maintain and update all existing layers
- Provide the City with the means to create maps in house up to 11" x 17" inch size, with the ability to add text and other data to the map
- Maintain and edit all GIS datasets being used for Clients GIS
- Create new datasets
- Create and update GIS maps
- Advise the Client on matters relating to GIS projects and software
- Maintain and keep records of GIS-related software and software licenses
- Customize and maintain GIS related web pages
- Customize, create and maintain Microsoft Access databases
- Work with Anoka County to acquire GIS and Assessor updates
- Printing of Large format maps
- Obtain GIS data as needed from other sources
- Provide customized solutions for special projects as requested
- Integrate Permitworks and Septic data into GIS so that the data can be viewed and updated in all systems
- Adding of street signs, location, type of sign information
- Adding curb stop for purposes of mapping and locates
- Information on Hydrants and utilities
- One on One training

The City will be responsible for the following:

- Providing access to our current systems
- Setting up meetings with stakeholders
- Working with GIS provider to set up time frames, projects expectations and outcomes
- Ongoing feedback and review

The City of St. Francis is considering a contract period for five (5) years, including implementation and four years of maintenance and updates as needed, subject to termination for cause or for the convenience of the City.

5.0 PROPOSAL CONTENTS

1. Firm History and Experience:

- a. Brief history of firm including size and experience
- b. Municipality experience

2. Qualifications:

- a. Indicate current responsibilities of person designated to serve as lead contact for the City.
- b. An introduction of the service team, by name with specific roles, qualifications and experience.
- c. Detail of services that will be provided to the City
- d. Project implementation and timeline

3. Proposed Fee for Services:

- a. Proposed fee for services should be broken down as follows:
 - i. Review of existing system
 - ii. Data merge and implementation
 - iii. Training
 - iv. Ongoing annual services
 - v. Rate for customized projects as needed
- b. Explanation of compensation plans for your firm under this proposal including all services to be included in that fee
- c. List any additional service options as well as the fee structure involved

4. References:

Provide the contact names and telephone numbers of three (3) clients in the State of Minnesota with whom you have had a working relationship, as a reference for the City.

5. Presentation of System capabilities and demonstration:

If you are selected as a potential Provider you will be requested to make a presentation to all City department heads and demonstrate what the GIS system would look like based on your proposal.

6.0 COMPENSATION

Submit a comprehensive table with your proposed rate structure. The table should include identified compensation rates for all of the following. If your firm has an alternative method for billing, provide as detailed information as possible, the rates of compensation.

1. GIS Service Rates
Rates should include the initial rate for data merge and implementation of the program, training, ongoing and annual services. Rates shall be placed in a table that outlines the expected expenses in each of the five year contract period.
2. Hourly rate
Provide an hourly rate for work conducted on individual services. The
3. Reimbursable Expenses
Include the proposed rates for reimbursable expenses including mileage for travel, copies, postage, messenger service or other fees identified for this type of service.
4. Billings
Detailed billings should be submitted monthly and need to include date and specific work performed.

The intent is to use the proposed compensation multipliers and costs as part of the contract for services.

7.0 SELECTION

The City of St. Francis reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the City.

Selection of the firm shall be based upon, but not limited to, the following criteria:

1. The firm's approach to the understanding of the Scope of Work
2. The firm's experience with similar contracts and clients
3. The experience and qualifications of the proposed staff in providing services
4. The extent to which references have found the firm's services acceptable
5. Cost

8.0 TERMS AND CONDITIONS

- A. RFP Preparation Costs. Proposers shall bear all costs associated with proposal preparation, submission and attendance at presentation interviews, or any other activity associated with this RFP or otherwise.
- B. Proposal Errors or Withdrawal. Should the Proposer believe that an error appears in the RFP documents, or wish to withdraw a submitted proposal, proposer shall do so by notifying, in writing, the Project Information Contact noted in Section 3.

- C. **Negotiation of Contract.** The RFP award is subject to successful negotiation of a contract between the successful proposer and the City. The contract will include terms set forth in the RFP and proposer's proposal. The City may, in its sole discretion, re-negotiate and/or award to another successful Proposer. Submission of a proposal as provided herein shall neither obligate nor entitle a prospective Proposer to enter into a contract with the City of St. Francis.
- D. **Compliance with Minimum Standards.** The City reserves the right to determine, in its sole and absolute discretion, whether any aspect of any proposal satisfactorily meets the criteria established in this RFP.
- E. **Additions, Amendments, and Withdrawal/Cancellation of RFP.** The City reserves the right to add to, amend, withdraw and/or cancel, in part or entirely, this RFP for any reason and at any time with no liability to any prospective Proposer for any costs or expenses incurred in connection with the RFP or otherwise. If any part of the RFP is revised, addenda to the RFP will be provided to all Proposers who provided a copy of the RFP.
- F. **Cancellation.** The City reserves the right, without any liability, to cancel the award of any proposals at any time before execution of any subsequent contract or agreement documents by all parties.
- G. **City Rights.** The City has broad rights with respect to the proposal detailed in this RFP. The City of St. Francis may decide to contract with more than one entity to develop the services contemplated herein. The City also reserves the right to:
- a. Withdraw this Request for Proposal at any time.
 - b. Accept any proposal.
 - c. Reject all proposals.
 - d. Reject any proposal which, in its sole judgment, does not serve its best interests.
 - e. Waive minor irregularities in the proposal request process.
- H. **Contract Negotiation.** It is understood that any proposal received and evaluated by the City can be used as a basis for direct negotiation of the cost and terms of a contract between the City and the particular individual or entity submitting such a proposal. The City of St. Francis reserves the right to negotiate pertinent contract terms concurrently with any number of individuals or entities as it deems in the City's best interests, whether or not such individuals or entities submitted a proposal. It is the intention of the City to subsequently enter into a contract with the individual or entity with which the City can make the most satisfactory arrangements for its needs.

- I. Awarding of Contract. The City reserves the right not to award a contract to any Proposer(s) and to reject all proposals. If the City decides to award a contract(s), the City will award a contract(s) to the qualified Proposer(s) whose proposal the City determines best meets the needs of the City. The City reserves the right to award a contract(s) other than to the lowest priced proposal. The City's determination is in its sole discretion.
- J. City Not Liable. It is agreed by and between the parties of this RFP that in no event shall the City itself nor any official, officer, employee, or agent of the City in any way be personally liable or responsible for any covenant or agreement therein obtained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this RFP.
- K. Public Record/Confidentiality. Proposals submitted become a matter of public record. Information supplied by the Proposer to the City is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Such information is public unless it falls within one of the exceptions in the Act, such as security information, trade secret information, or labor relations information pursuant to Minnesota Statute Section 13.37. If the Proposer believes any non-public information will be supplied in response to the RFP, the Proposer shall take reasonable steps to identify and provide reasonable justification to the City regarding which data, if any, falls within the Minnesota Government Data Practices Act exceptions. The Proposer agrees as a condition of submitting a proposal that the City will not be held liable or accountable for any loss or damage which may result from a breach of confidentiality as may be related to the responses submitted.
- L. Indemnification. To the fullest extent permitted by law, Proposers agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of Proposer's negligence or the Proposer's performance or failure to perform its obligations under this Proposal and any subsequent Agreement. Proposer's indemnification obligation shall apply to the Proposer's subcontractor(s), or anyone directly or indirectly employed or hired by Proposers, or anyone for whose acts Proposers may be liable. Proposers agree this indemnity obligation shall survive the completion or termination of work requested in this RFP and any subsequent Agreement.
- M. Independent Contractor. It is expressly understood that the Proposers are an "independent contractor" and not an employee of the City. Proposers shall have control over the manner in which the Services are performed under their Proposal and any

subsequent Agreement. Proposers shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the Services contemplated by this RFP. Proposers shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits. Nothing in this RFP or any subsequent Agreement shall be deemed to constitute a partnership, joint venture or agency relationship between the Parties.

N. Ownership of Materials Submitted. All material submitted with or as part of the response to this RFP is the property of the City and will not be returned.

O. Use of Proposal Ideas. The City reserves the right to use any or all Proposer ideas presented. Selection or rejection of the proposal does not affect this right.

P. Required Submittals of the RFP selected.

1. Insurance. The proposer shall secure the following coverages and comply with all provisions noted. Certificates of Insurance shall be issued evidencing such coverage to the City for this proposal and, if successful, throughout the term of the work contemplated by this RFP.

1. Commercial General Liability Insurance

- a. \$1,500,000 per occurrence/\$2,000,000 annual aggregate
- b. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured. All policies shall be written on an occurrence basis using ISO form CG 00 01 07 98 or its equivalent.

c. Automobile Insurance

d. Coverage shall be provided for hired, non-owned and owned auto.

e. Minimum limits: \$1,500,000 per occurrence /\$1,500,000 annual aggregate

2. Workers' Compensation and Employer's Liability as required by Minnesota Law.

3. Professional Liability/Errors and Omissions Coverage

a. \$1,000,000 per claim. \$2,000,000 per aggregate. All policies shall be written as acceptable to City.

4. Certificate of insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then: 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of this Agreement; and 2) evidence of coverage shall be provided for three years beyond expiration of this Agreement.

5. All Certificates of Insurance shall provide that the insurance company gives the City sixty (60) days prior written notice of cancellation, non-renewal and/or any material change in policy.
6. The above sub-paragraphs establish the City's insurance requirements, and it is the sole responsibility of Contractor to purchase and maintain additional insurance that may be necessary in connection with this Proposal as it deems fit.
7. Certificate of Insurance must indicate if the policy is issued pursuant to these requirements. Contractor shall not commence work until the Contractor has obtained the required insurance and filed an acceptable Certificate of Insurance with the City. Copies of insurance policies shall be submitted to the City upon request.
8. Nothing in this Agreement shall constitute a waiver by the City of any statutory or common law immunities, limits, or exceptions on liability.
9. Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than A.