



# Municipality of Anchorage

Dave Bronson, Mayor  
Purchasing Department

September 28, 2022

REQUEST FOR PROPOSAL

**RFP 2022P047**

## **Provide Professional GIS Services**

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **N/A**

Site Visit: **N/A**

Questions Due: **12:00 P.M. Local Time, October 11, 2022**

Proposals Due: **5:00 P.M. Local Time, October 20, 2022**

**ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) complete copies** of your proposal must be submitted. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

**If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6<sup>th</sup> Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR [wwpur@muni.org](mailto:wwpur@muni.org)**

**For further information contact Purchasing** at (907) 343-4590 or email [wwpur@muni.org](mailto:wwpur@muni.org). All correspondence should include the **RFP** number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

A handwritten signature in cursive script that reads "Chris Hunter".

Chris Hunter  
Deputy Purchasing Director

**Geographic Data and Information Center  
Request for Proposals  
RFP# 2022P047**

**2022 Professional GIS Services Term Contract(s)**

- Section 1 - General Information
- Section 2 - Rules Governing Competition
- Section 3 - Scope of Work
- Section 4 - Proposal and Submission Requirements
- Section 5 - Evaluation Criteria and Process
- Section 6 - Selection Process
- Section 7 - Ownership, Publication, Reproduction and Use of Materials
- Section 8 - Sample Contract
- Section 9 - Attachments

**1.0 GENERAL INFORMATION**

**1.1 Purpose**

The Geographic Data and Information Center (GDIC) is soliciting proposals from qualified firms to provide professional GIS services for Municipal departments, including, but not limited to, support of enterprise GIS services, GIS applications and integration, enterprise GIS infrastructure, cartography, and analysis.

**1.2 Contract Award**

The intent is to award up to two (2) contracts for professional services to supplement GDIC staff as necessary to support GIS Services throughout the Municipality of Anchorage. The professional services required are on an “as-needed” basis over the term of the contract. The Performance Period to complete all work associated with each contract is four (4) years from the date of contract signature by Anchorage. Task orders will be issued on a rotating basis between the two contracts, but also will depend on contractor skill capacities. If one contractor does not have the availability to perform, the task will revert to the second contractor.

**1.3 Background**

The objective of the Term Contract(s) is to supplement GDIC staff as necessary to respond to a variety of Contract Task Orders (CTOs) related to GIS. The CTOs may be planned as part of the MOA wide GIS work program; however, many unanticipated or emergency projects arise which may also require the use of the Term Contract(s). Proposers should be aware that the expectation of GDIC is that assigned CTOs will receive quick attention by the Term Contractor(s) and will generally be completed on a short duration.

## 1.4 Questions

Any questions regarding this Request for Proposal are to be submitted in writing to:

Municipality of Anchorage  
Purchasing Department

[wwpur@muni.org](mailto:wwpur@muni.org)

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

## 1.5 Preparation Costs

The Municipality shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## 2.0 RULES GOVERNING COMPETITION

### 2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

### 2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 90 calendar days, although all offers must be complete and irrevocable for 120 calendar days following the submission date.

### 2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

## 2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on

- 1) Conformance to the RFP instructions;
- 2) Responsiveness to the RFP requirements;
- 3) Completeness and clarity of content.

## 2.5 Signature Requirements

All proposals must be signed. A proposal shall be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" (See Para 4.3.4) will meet this requirement.

*Failure to sign the Proposal is grounds for rejection.* The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## 2.6 Proposal Submission Requirements

**2.6.1 ONE ORIGINAL, single sided unbound, plus six (6) complete copies** of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound, or enclosed in folders/binders as the Proposer chooses.

**2.6.2 IN ADDITION to the copies required by paragraph 2.6.1, flash drive containing a PDF copy of the complete proposal, including attachments and the fee schedule.** The CD or flash drive may be placed in the sealed package containing the fee schedule to avoid early disclosure of fees.

**2.6.3** All copies of the proposals are requested to be submitted in a single sealed cover which should be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

**2.6.4** Proposals must be delivered or mailed to:

Physical Address  
Municipality of Anchorage  
Purchasing Department  
632 W. Sixth Avenue, Suite 520  
Anchorage, AK 99501

## **2.7 News Releases**

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

## **2.8 Disposition of Proposals**

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

## **2.9 Oral Change/Interpretation**

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

## **2.10 Modification/Withdrawal of Proposals**

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

## **2.11 Late Submissions**

**PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.**

## **2.12 Rejection of Proposals**

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

## **2.13 Equal Employment Opportunity Contract Compliance**

**2.13.1** Every municipal contract shall include language substantially the same as the following: The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contract will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code.

**2.13.2** Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

## **3.0 SCOPE OF WORK**

### **3.1 Professional Services**

**3.1.1** Each specific Contract Task Order (CTO) will be negotiated as to scope and fees and the Notice-to-Proceed will be made a binding part of the Term Contract. The Notice-to-Proceed will state the scope of the work, maximum fee allowable, and CTO completion date.

**3.1.2** It is expected that each of the selected term contractors may perform more than one CTO during the contract period. However, GDIC does not guarantee any minimum amount to be paid under the Term Contract.

**3.1.3** Generally, the CTOs will vary in scope and technical nature.

**3.1.4** GDIC requires insurance as part of these term contracts to the extent shown in the Sample Contract attached.

**3.1.5** GDIC requires professional GIS services in both a support and lead capacity dependent on the CTO. The selected proposer(s) may be required to:

- Support MOA's Azure hosted GIS Enterprise, including but not limited to computer infrastructure, task scheduling, FME scripts, python scripts, SQL SDE database management
- Develop and document GIS-related work flows and business practices;
- Evaluate existing GDIC GIS implementations for obsolescence, upgrades, or elimination;
- Perform data and spatial analyses;
- Implement loosely coupled integration of data with GIS applications;

- Develop apps and maps with esri GIS tools with either ArcGIS Online or ArcGIS Enterprise Portal;
- Prepare maps using esri ArcGIS Pro.

A minimum of one term contractor will be selected with enterprise GIS platform capabilities, including capabilities in esri's ArcGIS Pro, SAFE FME Software, ArcGIS Server, ArcGIS Online, ArcGIS Enterprise Portal, GIS architecture (SQL Server 2019, Microsoft Azure infrastructure).

## **4.0 PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed Ten (10) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, required attachments, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

### **4.1 Title Page**

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

### **4.2 Table of Contents**

Clearly identify the materials by section and page number.

### **4.3 Letter of Transmittal (Limited to one (1) page).**

**4.3.1** Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

**4.3.2** Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, email address, and telephone numbers.

**4.3.3** Provide a statement that your firm is compliant with the requirements of Section 2.13 Equal Employment Opportunity Contract Compliance.

**4.3.4 The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.**

**4.4 Proposal Contents**

**4.4.1 Firm’s Experience**

**4.4.1.1** Describe experience and qualifications by responding to Section 3.0 SCOPE OF WORK, 3.1 Professional Services, 3.1.5 list of items the proposer(s) may be required to perform

**4.4.1.2** All respondents shall provide a reference list of no less than three (3) former clients with the name of the contact person and a current phone number where they may be reached for verification of experience and qualifications.

**4.4.2 Staff Qualifications and Experience**

Provide resumes for all key personnel who will be assigned to this contract. Identify the term contract/contract task order manager for this contract. State education, professional registrations, and years of experience performing this type of work. Describe and provide organizational chart with all key personnel included within the organization chart.

**4.4.3 Availability of Personnel and Resources**

Describe the firm’s ability to respond quickly to CTO requests. Identify the location of the firm’s office and how long the firm has been at that location. Identify any other client commitments that may cause a conflict in providing the services for this contract.

**4.5 Cost Worksheet**

Fill out Attachment – 2 Cost worksheet

**5.0 EVALUATION CRITERIA AND PROCESS**

**5.1 Evaluation Criteria**

The criteria to consider during evaluations, and the associated point values, are as follows:

<p>5.1.1 Firm’s Experience</p> <ul style="list-style-type: none"> <li>• Directly related experience and qualifications</li> </ul>	<p>0 – 30 points</p>
<p>5.1.2 Staff Qualification and Experience</p> <ul style="list-style-type: none"> <li>• Term Contract and CTO Manager</li> <li>• Key personnel and roles, including subconsultants</li> <li>• Team organization</li> </ul>	<p>0 – 30 points</p>



<p>5.1.3 Availability of Personnel and Resources</p> <ul style="list-style-type: none"> <li>• Staff/contract manager availability, commitment to the contract, and staff location</li> <li>• Other client commitments</li> </ul>	<p>0 – 30 points</p>
<p>5.1.4 Cost</p> <ul style="list-style-type: none"> <li>• Personnel Rates for GIS Analysts type position, Project Manager type position, Project Administrator/Controller positions and Contract Managers</li> </ul>	<p>0 - 10 points</p>

**TOTAL POSSIBLE SCORE** **Maximum** **100 points**

**5.2 Qualitative Rating Factor**

Firms will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category. The rate sheet should be submitted in a sealed envelope and will not be rated until the other criteria have been ranked. The ratings of cost will be relative using the qualitative rating factors above, comparing the rate sheets that have been submitted.

EXAMPLE: For the evaluation of the experience factor, if the evaluator feels the response as provided was “Good” they would assign a “qualitative rating factor” of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the criterion. This process would be repeated for each criterion.

**5.3 Quantitative Evaluation Criterion**

The award of the “cost” points will be determined by the calculation shown below. The lowest cost proposal will receive the maximum number of points awarded for the “cost” criteria:

Lowest cost proposal x Maximum # points for category  
Cost of proposal being scored

**EXAMPLE**

Method used to convert Total Cost to Points (30 Points Maximum)

**[STEP 1]**

List all proposal costs.

Proposer #1	-	\$40,000
Proposer #2	-	\$45,000
Proposer #3	-	\$48,000

**[STEP 2]**

The RFP awards a maximum of 30% (30 points) of the total of 100 points for fee schedule.

**Proposer #1 receives 30 points.**

Proposer #1 receives 30 points (the max) because they submitted the lowest cost proposal.

**Proposer #2 receives 26.7 points.**

$$\frac{\$40,000 \times 30}{\$45,000}$$

**Proposer #3 receives 25.0 points.**

$$\frac{\$40,000 \times 30}{\$48,000}$$

**NOTE IF YOU ELECT TO USE SECTION 5.3 MAKE SURE THAT THE RESULTING SCORES ON EVALUATIONS ARE MATHEMATICALLY POSSIBLE.**

**5.4 Evaluation Process**

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will rank the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The two highest ranked Proposers after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

## **6.0 SELECTION PROCESS**

The two Proposers with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the next highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

## **7.0 OWNERSHIP, PUBLICATION, REPRODUCTION AND USE OF MATERIALS**

Except as otherwise provided herein, all data, documents and materials produced by the Contractor under this contract shall be the property of Anchorage, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents or other materials. Exclusive rights shall not be attributed to portions of such materials presently in the public domain or which are not subject to copyright.

## **8.0 SAMPLE CONTRACT**

All Proposers must carefully read and review ATTACHMENT 1 - Sample Contract. The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAVE BEEN ACCEPTED.

SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH THE MUNICIPALITY OF ANCHORAGE. CHANGES MADE TO THE SAMPLE

CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.

## **9.0 ATTACHMENTS**

Attachment 1 – Sample Contract

Attachment 2 – Cost Worksheet