

Joint City-County Planning Commission of Nelson County
GIS – Zoning & Land Use Mapping
Request for Qualifications & Proposals

Dated: February 10, 2021

One Court Square, 2nd Floor
Old Courthouse Building
Bardstown, KY 40004
(502) 348-1805
www.ncpz.com

LEGAL NOTICE

GIS / Mapping Services

The Joint City-County Planning Commission of Nelson County requests proposals for the development of a Geographic Information System (GIS) for zoning and land use mapping. Proposals must be received by 4:30 p.m. EDT on Friday, March 12, 2021 by the Planning Commission at P.O. Box 402, One Court Square, Bardstown, Kentucky. Copies of the text of the RFQ/RFP may be obtained or examined in the Planning Commission office, One Court Square, 2nd Floor, Bardstown, Kentucky 40004, online at www.ncpz.com/updates-news or requested by email ncpz@bardstowncable.net.

The Joint City-County Planning Commission is an Equal Employment Opportunity Employer. Successful vendor must be an EEO Employer and must obtain all applicable city and county business/occupational licenses prior to commencing work and shall be responsible for payroll tax during the period of work.

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REQUEST FOR QUALIFICATION & PROPOSAL

Project Description

The Joint City-County Planning Commission of Nelson County is soliciting proposals from qualified mapping professionals to create a Geographic Information System (GIS) for zoning and land use mapping in ArcGIS Field Maps. The project will include, but not be limited to:

- Create ESRI online accounts.
- Download and install apps on device(s).
- Upload shp file layers, including but not limited to the following layers: *Primary layers* - parcels, zoning, roads, corporate boundaries, land use, future land use, E911 address points and *special Layers* - zoning changes, PUDs, historic overlays.
- Provide for certain layers (zoning, zone changes, PUDs, land use, future land use) to be maintained and edit by the Planning Commission staff. All other layers will be maintained and updated by other agencies. Establish symbology for layers and attributes for display and identification.
- Create any pre-built queries to find or collate data.
- Provide links/code to embed map viewing and form tools into existing data management system and website.
- Design and teach training modules for office and field employees on how to: download app onto devices, create accounts, share data, edit shp files in a topological environment, perform queries and review data, upload newer versions of layers, etc.

Submission of Proposals

Interested firms should submit one digital copy and one paper copy of the proposal. Submissions should be submitted no later than 4:30 p.m. EST on Friday, March 12, 2021 and directed to:

JCCPC – GIS Mapping Proposal
P.O. Box 402
One Court Square
Bardstown, KY 40004
ncpz@bardstowncable.net

This proposal should include the following items which will be used in the evaluation process:

1. **Consultant Information**
Name of firm with primary contact person, address, phone number, and email address, and additional information about the firm(s), including form of organization (corporation, sole proprietorship, etc.), website address, number of years in business, range of professional services, office locations, etc.
2. **Project Understanding Statement**
A statement describing the applicant's understanding of the goals and objectives defined for the project, and the special skills and innovative thinking that the team would bring to the table, as well as the familiarity with and knowledge of the Nelson County area.
3. **Project Approach**
Describe the applicant's general approach and philosophy regarding elements of the project.

4. Proposed Project Team Members

Submit a written description of the applicant's organizational composition, disciplines, and the primary role of each firm or individual on the team. Also, include an organizational chart. The information must clearly indicate the applicant's designated team leader for this project and the responsible party in each firm who will be providing the required professional experience. Include a statement of availability of the key personnel to undertake the project, including current workload.

5. Individual Experience

Provide background of the key members of each firm in the team and their specific participation in previous projects that would directly relate to the areas of focus listed in this RFQ/RFP.

6. Specific Project Experience

Provide information on similar or relevant projects that the applicant has executed. Include graphic representations of work. Links to similar or relevant projects are encouraged.

7. List of References

Provide a minimum of three client references with which the applicant has provided similar mapping services within the last five years. Each reference shall include name and telephone number of the contact person. The applicant may include additional references from earlier work if the applicant feels it is pertinent and better defines the team's capacity. Each listed reference shall include a description of the services provided to the client and specific roles.

8. Project Schedule

Include an estimated project schedule.

9. Estimated Cost

Provide an estimated cost of the work to include rates, person-hour estimates and a total fee — the total to be a not-to-exceed dollar amount for completing all aspects of this planning project.

10. Additional Information

Provide other information you feel is relevant to indicate the applicant's abilities to successfully complete a project of this nature.

11. Expectations of Planning Commission

Identify expectations of Planning Commission staff relating to the completion of this project.

INFORMATION FOR RESPONDENTS

1. Respondents are encouraged to fully acclimate themselves to Planning Commission's current mapping. With the submission of a proposal the firm acknowledges that it has researched the project and can complete all work in accordance with proposed fees.
2. The Planning Commission may consider informal any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all proposals. Any proposal may be withdrawn prior to the above scheduled due date or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. No applicant may withdraw a bid within 60 days after the date of the opening thereof.
3. The Planning Commission reserves the right to negotiate with a selected respondent to come to agreement on cost and scope of work based on funding availability. Selections will be made based on qualifications and proposed project approach, not solely lowest price.
4. Questions or request for interpretation should be in writing addressed to Janet Johnston-Crowe, Director, at 502-348-1805 or emailed to ncpz@bardstowncable.net no later than noon on Friday, March 5, 2021. Attempts will be made to answer all inquiries within two business days of receipts. Respondents are responsible for checking back with the Planning Commission for any addendum or corrections that may be issued.