



REQUEST FOR PROPOSALS

TAX PARCEL MAP PROJECT

Department of Assessment

Due:
4/5/19
No later than 4 P.M.

Deliver to:
Assessor's Office
8 Newmarket Road
Durham, NH 03824

603-868-8064
603-868-1858 Fax
taxmaps@ci.durham.nh.us

TOWN OF DURHAM
NEW HAMPSHIRE

TAX PARCEL MAPPING PROJECT

REQUEST FOR PROPOSALS

The Town of Durham, New Hampshire is seeking proposals to develop digital tax maps and a GIS-based parcel fabric. Created tax maps shall be provided in as many ways as feasibly possible including but not limited to: printed map books and as a georeferenced GIS layers in a portable format that preserve all annotation and source works. All materials must meet the requirements as set forth in this document.

This project was approved for funding by Town Council for Fiscal Year 2019 which begins January 1, 2019.

Information about the Town of Durham and the Assessing Department is available on the Town of Durham's website <https://www.ci.durham.nh.us/assessing>.

Any change to the provisions or specifications of this RFP shall be made by written addendum issued no later than four (4) working days prior to the RFP acceptance date. Prospective vendors shall have complete responsibility for compliance with any and all addenda.

All proposals must be received by **4:00 PM** by the Town of Durham Assessing Department on **4/5/19**. **Proposals received after that date and time shall not be considered.** Interested parties must submit two (2) copies of the proposal, on double-sided pages on post-consumer recycled content paper, to: Town of Durham Assessing Department, 8 Newmarket Road, Durham, NH 03824, and be clearly labeled as "*TAX PARCEL MAPPING PROJECT*".

Questions concerning this project may be directed in writing to Jim Rice, Assessor at taxmaps@ci.durham.nh.us.

Copies of the Documents/ Specifications may be obtained, without charge, at the Assessing Office, 8 Newmarket Road, Durham, New Hampshire at (603) 868-8064, or via e-mail at kedwards@ci.durham.nh.us. Proposal documents may also be viewed or printed at no charge by visiting the Town web site at <https://www.ci.durham.nh.us/rfps>.

The Town of Durham is committed to sustainability and strives to work with individuals and companies who are integrating sustainability into their business. When economically feasible, the Town of Durham will do business with individuals and companies that can further our sustainability objectives.

Following review of all RFP's by a selection group, a recommendation will be made to the Town Administrator and approved by Town Council. Upon approval by Town Council, the Town Administrator will approve a contract award to the successful bidder.

The successful bidder must submit a Letter of Credit for the total amount of the project with an expiration date of March 1, 2022. The Letter of Credit will be required to execute the Contract Agreement within 14 days following notification of the acceptance of the proposal.

BACKGROUND & PROJECT DESCRIPTION

The Town of Durham, located in Strafford County, is approximately 24.8 square miles and contains approximately 2,635 parcels.

The Town currently maintains digital parcel maps. The digital map, which consists of several geo database feature classes, is based on rubber sheeting of digital orthophoto quarter quads from 1998. This data provides a rough outline of parcels in town; however it lacks desired accuracy and organization.

The main component of this project is to provide an accurate parcel fabric from which new digital tax maps will be created

Deliverables include but are not limited to: all revisions of the working digital parcel fabric and feature classes in file geodatabase form, a large print set of tax maps, all needed mappings of old-to-new parcel identifications, tax map source document(s) in ESRI (project or map exchange document(s)) format, metadata any used datasets, in progress prints of tax map layer as requested.

Currently, the Town of Durham is using Vision Government Solutions Inc. (version 6.5 of their flagship) for computer aided mass assessing software. The parcel data must have the ability to link information from CAMA systems commonly used in the New England area.

SCOPE OF SERVICES

Parcel Inventory

The contractor shall clearly detail their methodology for boundary line compilation. At minimum, all parcels must be inventoried and compiled in accordance with the following standards and requirements:

Research

Parcel boundaries shall be located utilizing the most recent survey and deed for each parcel, as well as the latest updated orthography available. Boundary dimensions shall match those of adjoining parcels, conform to land forms and use patterns, and must maintain topological integrity. The

contractor must document methods and sources used in reconciliation and compilation of parcels with detailed reporting in layer metadata.

Sources

Contractor shall acquire access to the Strafford County Registry of Deeds database. The Town will provide all parcel maps in the Assessing Department, a copy of the Assessor's CAMA Database and any other source data within the Town (i.e. plots and surveys in the Public Works Engineering map room and other documents in the Clerk's office.) The University of New Hampshire may be able to provide some campus specific and more general layers. Updated orthoimagery and planimetric layers may be available at some point in the project. Some source data may only be available to the contractor during normal business hours however other arrangements may be made upon mutual agreement between the Town and the Contractor.

Follow up and Errata List

Any parcel that cannot be located or its ownership determined by the contractor through deed search, personal contact with the reputed owner, or other method, shall be recorded in an errata list. The contractor shall report these problem areas to the assessor and attempt to resolve them. A list and written report documenting the process shall be submitted. The contractor shall not be entitled to extra compensation for this work. Under no circumstances will the contractor be required to perform actual field measurements or surveys to resolve the problem areas.

The finalized errata list submitted as a deliverable product during this phase of the project should not exceed two percent (2%) of the total number of parcels in the Town.

Digital Compilation

Contractor will submit a proposed work plan for digital compilation of all parcels to include methods, processes, and metadata for production of all components herein listed.

All data shall be digitized in an easily accessible format. The proposal shall also address how the contractor intends to model "one to many" relationships such as condominiums as well as multi-part features in their proposal.

The final schema and structure will be determined by the Town upon recommendation by the contractor in the proposal.

Parcel Renumbering

The contractor shall make recommendations regarding formatting for a new unique parcel identifier schema including provisions for how subdivisions will be accommodated in the future. The final schema and database structure will be determined by the Town.

Indexes and Reports

The contractor's proposal should also address how they shall prepare the tax map indexes in accordance with the following requirements:

The Alphabetical Index shall be filed by the owner's last name and must include, at a minimum, the owner's full name, the location of the property, the parcel number (both previous and new), and the book and page of the deed.

The Parcel Number Indexes shall be one (1) in numerical order by the new parcel number and one (1) in numerical order by the old parcel number; both must include same data as above.

An area report shall be prepared that includes parcel identification number, surveyed acreage, calculated acreage, assessed acreage, as well as the percentage difference for each parcel in the municipality. This database serves as a tool to determine the need for additional research.

Indexes and reports shall be provided and delivered in an electronic media format acceptable to the Town (i.e. Microsoft Excel).

Tax Maps

The final tax maps developed shall reflect the status of each parcel as of April 1, in the year in which the project is completed. The contractor shall be responsible for keeping the tax maps current during the course of the project. Proposals shall also include pricing for annual maintenance of tax maps to reflect parcel changes such as, but not limited to, subdivisions and mergers.

Contractor shall address how maps and data will meet National Map Accuracy Standards for the scale mapping proposed.

Pilot Area

The contractor shall address in their proposal setting up a pilot area for the Town to review both GIS Data and Printed Check Plots for an area of the Town that will be submitted prior to Town-wide parcel layer and map development.

GIS Data

A parcel fabric will be developed including all parcels in New Hampshire State Plane Coordinates (NAD 83 US Feet) with associated Federal Geographic Data

Committee (FGDC), compliant metadata (HTML, XML, ascii), using ESRI's parcel fabric with Local Government Information Model, and common GIS topology practices consistent with parcel fabric production. Proposals shall include how the contractor will perform and model this component of the project. Specifications include:

- All parcels shall have continuous lines and closed polygons with no overlap, gaps or dangles to the extent the parcel fabric allows. Parcels should be added to the layer in accordance with the parcel fabric data model and should represent the source documents , i.e. deed or survey. Accuracy should be accounted for using the parcel fabric data model and within acceptable ranges to be agreed upon by the Town and Contractor. Line, point, linepoint, and polygon features of the parcel fabric should reflect the most accurate dimensions of record based on the consultant's documented research and orthophoto verification.
- Parcel numbers, dimensions, boundaries, and acreage shall be compiled in an annotation layer in addition to being part of the parcel fabric.
- Additional map layers/annotations/linepoints that should be components include:
derived street right of ways, Town boundary, adjacent sheets, contiguous properties, common areas for subdivisions, easements, associated street name labels/annotation, cemeteries, railroads, wetlands, bodies of water.
- The parcel layer must be matched by Parcel ID with the CAMA data. Any discrepancies must be reconciled with the Town Assessor prior to the production of the final deliverable.

Printed Maps

Contractor shall provide recommendations regarding the map scale or scales in its proposal. The contractor shall provide a sample map showing the proposed map scale areas. The Town will provide the current map index and examples of the varyingly scaled maps for their reference to inform their recommendation for scaling(s) and index formulation. The final scale(s) and index will be determined by the Town.

Tax Map sheet size and format shall be as follows:

State Plane Coordinate grid lines shall define the area covered by each sheet.

When it is necessary to show portions of a single parcel on two (2) or more map sheets, the parcel and its match lines shall be clearly labeled

and colored on each map, as well as with a reference to the map where the remainder of the parcel can be found.

Map sheet size shall be twenty-four inches (24") high by thirty-six inches (36") wide overall (D-Size).

Basic map information shall be shown in the border at the bottom of the map sheet and shall include: Title block, date of original map, legend, north arrow, scale and adjacent sheet numbers.

The following information shall be shown on the tax maps:

- a) Boundaries and points of individual parcels
- b) Parcel Lot numbers
- c) All parcel dimensions of record
- d) Parcel acreage
- e) Building Planimetric Features
- f) The location and names or designations of:
Streets, Highways, Rights of Way, Private Ways, Rivers, Lakes,
Waterways and Significant Swamps
- g) Major easements and Utility rights-of-way
- h) Adjacent map sheet numbers
- i) X and Y coordinates from the New Hampshire State Plane
Coordinate System (NAD 83 US Feet)
- j) Disclaimer "This map is for assessment and planning purposes
only. It is not to be used for description, conveyance, or
determination of legal title."

An overall Index Map for the map sheets shall be prepared and include the following:

- a) Map index sheet showing map numbers of all sheets
- b) The coordinates from the New Hampshire State Plane Coordinate
System (NAD 83 US Feet)
- c) Map scale sufficient to show entire town on one 24" x 36" (D-
sized) sheet and one 36" x 44" (E-Sized) sheet
- d) Corporate boundary lines of entire town
- e) Existing road network with Street and State Route Names, Right of
Ways (ROWS), Rivers, Lakes, Waterways and Swamps of note
- f) Title block, legend, scale and north arrow

The map shall be provided on paper and in adobe pdf format.

Public Review

The contractor shall conduct public review session(s) for the purpose of enabling taxpayers to view the maps for accuracy. Dates and times will be determined between the Town and contractor.

The contractor shall make skilled personnel available to collect taxpayer feedback and make necessary corrections. The contractor shall provide revised sheets following the public review process. The contractor shall provide the Town with a report of public review sessions including a list of attendees, feedback and records presented.

The contractors approach and experience relative to this portion of the project shall be addressed in the proposal.

Municipal Staff Training

The contractor will be responsible for training current staff to ensure they are able to fully utilize and maintain the new tax maps. Training shall be held at mutually agreed upon times in person in Durham. Please provide hourly pricing for training future hires if necessary.

Project Budget

The Contractor shall submit a detailed project budget addressing the major components of the project in a similar format, including but not limited to:

Parcel Research	\$ _____
Parcel Compilation	\$ _____
Indexing and Reports (CAMA verification)	\$ _____
Pilot Area	\$ _____
Tax Map & Parcel Renumbering	\$ _____
Parcel Fabric Development	\$ _____
Annual Tax Map Updates	\$ _____
Annual Parcel Fabric Updates	\$ _____
Printed Maps	\$ _____
Public Review and Reporting	\$ _____

Staff Training \$ _____

Presentations To Town Council \$ _____

Sub-Total \$ _____

OPTIONS

Database Implementation Script \$ _____

Hourly Training (additional) \$ _____

TOTAL \$ _____

Schedule / Project Timetable

The contractor must submit a comprehensive project timetable highlighting major project milestones and components, including but not limited to the following:

	D A T E S		
	<u>From</u>	<u>To</u>	<u>Staff Assignments</u>
Project Commencement	_____	_____	_____
Parcel Inventory and Research	_____	_____	_____
Errata List(s) and Area Report	_____	_____	_____
Digital Compilation	_____	_____	_____
Pilot Area	_____	_____	_____
GIS Layers – QA/QC	_____	_____	_____
Printed Map – check plots	_____	_____	_____
Indexing	_____	_____	_____
Renumbering	_____	_____	_____
Public Review	_____	_____	_____
Office Staff Training	_____	_____	_____
Final Work Products Delivered	_____	_____	_____

Contractor should anticipate submitting monthly progress reports.

Contractor Project Staffing and Experience

The contractor will be responsible for the supervision of all phases of the project. The contractor must describe, in its proposal, the organizational structure it will employ to manage this project.

Contractor staffing for the management of this project shall include at a minimum the following:

- Project Director
- Personnel with project management responsibilities
- Technical Specialists
- Personnel with training and public review responsibilities

The qualifications of personnel shall be evidenced by submitting resumes, which include prior work experience; dates, positions, responsibilities; education and professional affiliations.

Subcontractors shall not be used for this project.

Examples of at least three (3) similar projects completed within the last three (3) years, along with pertinent contract information for those projects, should also be included.

Deliverable Products

All documents, reports, records, data or other material, in whatever form, physical or digital, obtained or produced during the performance of this project shall be the sole property of the Town of Durham and shall be delivered during an appropriate phase or at the conclusion of the project, as agreed to by the Town and the selected contractor. The documents, reports, records, data and other materials shall include, without limitation, the specific deliverables listed below:

- Errata list(s) and Area Report
- Two (2) paper copies of each Tax map and Index maps, full size
- PDF form of all maps listed above
- All GIS Data including but not limited to:

GIS Parcel Data
Map Index Layer
All FGDC compliant metadata
And all layer(s) agreed upon

Delivered as file geodatabase feature classes. The composite map for the entire Town must be delivered in a layered format (map document) using the geodatabase and feature classes, suitable for use in the latest version of ArcGIS software.

- Three (3) indexes, one (1) sorted alphabetically by owner names, one (1) sorted numerically by new map/lot number, and one (1) sorted numerically by old map/lot number
- Public Review sessions documentation, report, and action list.
- Training materials for Town Staff
- Parcel fabric and tax map management procedures and recommendations

RFP Response Requirements

To be considered, a completed proposal must be submitted on time, and must include at least each of the following items listed. Proposals should be succinct and well-organized.

1. Cover Letter: Provide a statement of ability to complete the project given current workload. Cite any conflicts of interest, and provide a 90-day guarantee of proposal terms.
2. Consultant Qualifications: Provide an overview of qualifications for the consultant team including type of firm and relevant project experience.
3. Project Team: Provide a list of key individuals and staff assigned to this project describing their role and relevant experience. Include an organizational chart illustrating key personnel, project assignments and management flow.
4. Approach: Describe how the consultant team will complete the scope of services including a detailed schedule. You are encouraged to suggest revisions to the Scope of Work of this RFP if you believe the final project could be improved. All suggested changes should be supported with a brief written explanation.
5. Cost Proposal: Provide a not-to-exceed cost proposal for all work described under the Scope of Work, broken down by project component. Provide suggestions for cost savings and efficiencies and highlight any tradeoffs of implementing alternatives.
6. Appendices: Resumes of key consultant staff members and firm references from at least three similar projects including tax parcel mapping. The reference list should include the name, address, telephone number, title of project, and description of the work performed.
7. Project Examples: Samples of work performed from the three projects listed.

Selection Process

The Town may conduct interviews of some, all, or none of the firms submitting proposals. The Town reserves the right to waive technical irregularities in submissions or to reject any or all proposals if to do so is in the best interest of the Town.

A recommendation will be made to the Town Council through the Town Administrator's office. The Administrator will make his recommendation to the Town Council which has the final authority with respect to the acceptance or rejection of the proposal.

Evaluation Criteria

Major Criteria included but not limited to:

Cost Proposal
Project Understanding
Firm Experience/Staff Expertise
Overall Proposal
Technical Approach
Quality Control
Schedule
References

Other Requirements

INSURANCE AND BOND REQUIREMENTS

The following are the minimum insurance requirements required by the Town of Durham. Any insurance policy provided for projects shall name the Town of Durham as Additional Insured.

- | | |
|----------------------------------|----------------------------|
| 1) Workmen's Compensation | |
| Part One: Workers Compensation | Statutory |
| Part Two: Employers Liability | |
| Bodily Injury by Accident | \$100,000 each accident |
| Bodily Injury by Disease | \$300,000 policy limit |
| Bodily Injury by Disease | \$100,000 each employee |
| 2) General Liability | \$1,000,000 per occurrence |

\$2,000,000 policy aggregate

- 3) **Auto Liability CSL**
 - CSL (liability and property damage) \$1,000,000 per accident
 - Uninsured Motorists \$1,000,000 per accident

- 4) **Professional Liability (if applicable)** \$1,000,000 per claim

Definitions:

Certificate of Insurance is a document that gives evidence of the insured's financial ability (via an insurance policy) to respond to a claim. Under most circumstances, no coverage benefits are afforded to the certificate holder; the certificate merely confirms that the subject company carries insurance.

Commercial General Liability Insurance provides protection against bodily injury and property damage claims. It limits all loss payments to two aggregate limits, one for products and completed operations and one for all other losses. General Liability policies exclude professional exposures such as design errors.

Professional Liability Insurance provides limited protection against claims for damages arising out of the insured's negligence, acts, mistakes or failure to take appropriate action in the performance of business or professional duties. Examples of such claims include design errors of architects or engineers resulting in property damage.

Property Damage Liability Insurance covers the insured's legal liability for damage to others' property.

Property Insurance protects against financial loss resulting from destruction of property by insured perils such as fire.

Workers' Compensation provides statutory protection against bodily injury, sickness or disease sustained by employee of the other party in the scope of their employment. Employers Liability Coverage is included in standard Workers' Compensation policies. It covers common law claims of injured employees made in lieu of or in addition to a workers' compensation claim.

All policies and certificates of insurance shall carry a ten (10) day notice of cancellation or change in expiration and notice of such cancellation or change in expiration shall be sent to the Durham Finance Director.

PROPOSAL SUBMISSION

Note: Please return this page as a cover sheet with each copy of your submittal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- () familiarization with all terms, conditions, and specifications herein stated;
- () vendor is qualified to perform work and services as included;
- () That the pricing contained in this submittal is valid until _____(date).

Respectfully submitted _____

Authorized Signature

Company Name Printed Name of Individual Signing Proposal

Address 1 Title

Address 2 Telephone

City, State and Zip Code Fax Number

Date Submitted E-Mail Address

Person signing proposal must be a person in your company authorized to sign a contract with the Town of Durham.

- We are not submitting a proposal for this project, however, please retain our company information listed above in your vendor database and continue to send us bids and proposals in the future.