

**CITY OF RANCHO MIRAGE
69825 HIGHWAY 111
RANCHO MIRAGE, CA 92270
(760) 324-4511**

**ADDENDUM TO
REQUEST FOR PROPOSALS
FOR
GEOGRAPHIC INFORMATION SYSTEM
(GIS) ON-CALL SERVICES**

**ISSUED:
SEPTEMBER 8, 2021**

PURPOSE:

This Addendum (“Addendum”) is being issued to provide answers to questions about the City of Rancho Mirage Request for Proposals for Geographic Information System (GIS) On-Call Services, dated August 30, 2021 (“RFP”), which questions prospective bidders submitted requesting further details regarding the RFP. Included below are said questions and answers thereto, all of which shall be made part of the RFP by inclusion into this Addendum.

GENERAL INSTRUCTIONS:

This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP. Where inconsistent with the RFP, this Addendum shall govern. It is the responsibility of all respondents to the RFP to conform to this Addendum. Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged. All respondents must acknowledge receipt of this Addendum by signing and submitting the form that is attached to this Addendum as Exhibit “A.”

QUESTIONS AND ANSWERS:

Question 1: Is there currently an incumbent performing these task? [sic]

Answer 1: We do have an incumbent, but they are not performing all the tasks on the RFP.

Question 2: Can this work be performed offsite or must be onsite?

Answer 2: Yes, work can be offsite but needs to be onshore. We will provide a VM to access to our resources. At times you will have to come into the office to train staff.

Question 3: Cost estimate would it be acceptable to just provide an hourly rate per category? To provide a detail cost estimate we would need the and exact number of layers to maintain, scope of applications to build. [sic]

Answer 3: Yes. See RFP. Consultant shall provide fees for the scope of services specified. “The fee must include an hourly rate”.

Question 4: Since the project will be awarded to multiple firms, how will individual task orders related to the identified scope of services be divided among the selected contractors?

RFP Page 1: "The City intends to evaluate submitted proposals and award contracts to multiple firms exhibiting comprehensive GIS experience fulfilling the scope and criteria outlined in this Request for Proposals."

Answer 4: The City will conduct an interview for each of the qualified contractors. The City will decide what contractor will work on and what project first. There will be a clear line of communication on task.

Question 5: Given that this is an on-call contract with as yet undefined task orders and will be awarded to multiple firms, how would the City desire the proposers to respond to the following RFP requirement:

"Quote a total price for completing all services; include all costs associated with the operating budget, including all equipment fees."

Answer 5: See RFP under PROPOSED COSTS AND FEES. Consultant shall provide fees for the scope of services specified. "The fee must include an hourly rate."

Question 6: What is the City's expectation for the duration of the contract?

Answer 6: 12-month contract.

Question 7: Is the 30 Point Cost Evaluation included with the other factors in the point-scoring scheme?

"The evaluation process will include a point-scoring scheme as follows:

1. Qualifications and Capabilities (15 points)
2. Relevant Experience (15 points)
3. Project Approach (35 points)
4. References (5 points)"

Answer 7: No. That was an inadvertent reference. The evaluation criteria shall be revised as follows:

"Proposals will be evaluated by the panel, considering the factors which are listed below.

The proposal will need to achieve a minimum technical score of 65 points to qualify for the cost evaluation.

The evaluation process will include a point-scoring scheme as follows:

1. Qualifications and Capabilities (15 points)
2. Relevant Experience (15 points)
3. Project Approach (35 points)
4. References (5 points)

Upon selection of the most qualified...." [the remainder of this section set forth in the RFP shall remain unaltered.]

Question 8: Can you provide more detail as to the extent of the desired comprehensive GIS assessment?

Answer 8: See RFP. 1) Project Meeting/GIS System Assessment.

Question 9: Can the City provide additional detail into any existing public or internal ArcGIS Online data, maps, layers, or apps?

Answer 9:

Rancho Mirage General Plan -Public Web

Application <https://ranchomirage.maps.arcgis.com/apps/webappviewer/index.html?id=6b0092873a7b4634b355dec1443c79b4>

Injection Wells, Outfall and CatchBasin Web Mapping Application

Sphere of InfluenceFeature Layer (hosted)

City LimitsFeature Layer (hosted)

ParcelViewerApplication

Address PointsFeature Layer (hosted)

AddressPoint ParcelsFeature Layer (hosted)

ParksFeature Layer (hosted)

Street Signs InspectionsWeb Map

Traffic Signal InventoryWeb Map

Short Rental Complaint Manager Web Mapping Application

FiberLayersFeature Layer (hosted)

ShortTermRentalsFeature Layer (hosted)

Parcel SearchWeb Map

Hiking and Equestrian TrailsWeb Map

BikewaysWeb Map

Street Signs Inspections - DashboardDashboard

City FacilitiesWeb Map

AddressValidationWeb Map

SewerLinesFeature Layer (hosted)

Question 10: ArcGIS Desktop is listed as a technology in the RFP. Is the City using only ArcGIS Desktop only for client software?

Answer 10: No, most of the City is consuming ArcGIS online services.

Question 11: Is the city also using ArcGIS Pro?

Answer 11: Yes, ArcGIS Pro Standard.

Question 12: Is the City willing to consider using ArcGIS Pro for this project? ArcGIS Pro is the most current software available and integrates better with the other technologies listed in the RFP.

Answer 12: Yes, we have a 50 users license count.

Question 13: For what duration should the proposal support pricing be calculated? (i.e. 1 year, 2 years, ...)

Answer 13: 1 Year.

Question 14: Section 3 of the attached contract lists the year 2020 as the starting year. Please confirm that the contract will begin in year 2021.

Answer 14: Yes, that is correct the contact start date will be 2021.

Question 15: Historically what number of edits or number of hours per month has been used to maintain the system?

Answer 15: For standard maintenance, approximately 10 hours per month. For new system design and projects, the hours can vary depending on the project.

Question 16: Is there a backlog of edits to be done? If so, please provide an approximate size of the backlog.

Answer 16: No backlog.

Question 17: Are all the needed GIS systems (such as Portal, AGOL, license manager, etc.) already set up and functioning at the City? If not, is the setup and data migration to these systems part of this work effort?

Answer 17: All needed GIS system such as Portal, AGOL and license manger have been setup. We need weekly Parcel layer updates.

Question 18: Is there a budgeted amount of money for this work?

Answer 18: Yes.

Question 19: Please confirm our understanding that there are a maximum of 70 technical points available. In order to be considered for the financial evaluation a proposer must obtain 65 or more of those technical points?

Answer 19: See Question and Answer 7, above. A correction has been made to the RFP via this Addendum regarding the evaluation criteria and scoring. There is a total of 70 possible points, and a minimum score of 65 to qualify for the cost evaluation. The evaluation process will include a point-scoring scheme as follows: 1. Qualifications and Capabilities (15 points), 2. Relevant Experience (15 points), 3. Project Approach (35 points), and 4. References (5 points)

Question 20: Regarding #6 of the Scope of Services (Training) - Who are the target students? Are they GIS professional, Engineers, or other City staff?

Answer 20: City Staff such at Public Works, Planning etc. All non-GIS professionals but use GIS in their daily tasks.

Question 21: Do the listed integrations in Section #2 already exist and function? Or is the setup of these integrations part of the scope of work?

Answer 21: We are in the process to deploying an update on EnerGOV and Tyler Enterprise Asset Maintenance. The City will need help with the integration to our parcel GIS layer.

Question 22: Which GIS consulting firm(s) is the City currently working with?

Answer 22: SOTO MEDIA LLC

Question 23: We are in process of preparing our response for "RFP FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) ON-CALL SERVICES"

We have a few questions and would appreciate your help with these.

We can provide a better price quote if we can get some information about the hourly rate the current vendor is charging for the skillsets mentioned in this RFP? Especially, the below skillsets.

1.

- Project Meeting/GIS System Assessment
- GIS System Administration Maintenance/Updates
- Public/Internal Portal Development
- Creation, Maintenance, and Updates of Feature Classes
- Web/Mobile Application Development
- Training

3. Can we get a copy of the City's contract with the vendor providing a similar skill set consultants? In the last fiscal year, how much the City spent on completing the work mentioned in this RFP? Or how many total hours spent annually to complete the work identified in this RFP?

4. What is the annual budget for the scope mentioned in this RFP?

Answer 23: There is currently no contract for such services, and no current vendor which provides all requested services. The City budget for GIS services is \$70,000, which includes other services.

EXHIBIT "A"

**ADDENDUM RECEIPT
ACKNOWLEDGEMENT FORM**

By signing this form, I hereby acknowledge receipt of the Addendum dated September 8, 2021 ("Addendum"), to the City of Rancho Mirage Request for Proposals for Geographical Information System (GIS) On-Call Services, dated August 30, 2021 ("RFP"). I agree to include this signed instrument as part of any proposal package submitted in response to the RFP and Addendum.

By:

Title:

Date: _____, 2021