

# REQUEST FOR QUALIFICATIONS (RFQ) 16-005

Web-Based Geographic Information System (GIS)  
Parcel Mapping and Program Services



**City of Peachtree Corners**  
147 Technology Parkway, Suite 200  
Peachtree Corners, Georgia 30092

Issued:  
June 22, 2016

## SECTION I. - INTRODUCTION

The City of Peachtree Corners, Georgia (City) seeks submissions from integrated GIS service consultants for the development of a high-quality city-wide digital database and to make the information available on the City's website through an interactive application.

The consultant will be responsible for developing a high-quality city-wide digital parcel database, integrate other State of Georgia, Gwinnett County and City data into an accurate interactive GIS cadastral map of the entire city in an ESRI geodatabase format. This GIS cadastral map will be the foundation for the city's enterprise GIS project. The GIS cadastral map is to be constructed using the ESRI Local Government Information Model including the ArcGIS Parcel Fabric solution. All GIS products must be delivered as a topologically correct ESRI ArcGIS Geodatabase.

The RFQ will be available on June 22, 2016. Electronic copies of the RFQ in pdf format will be available on the City's website or can be picked up at City Hall, 147 Technology Parkway, Suite 200, Peachtree Corners, Georgia 30092.

Qualifications for the City of Peachtree Corners Web-Based GIS Parcel Mapping and Program Services are due to the City of Peachtree Corners no later than 11:00 am EDT on August 3, 2016. Any submission made after 11:00 am will be considered late and will not be considered.

One (1) original, four (4) copies and one (1) electronic copy (pdf) of the Qualifications shall be submitted and labeled *Qualifications for City of Peachtree Corners Web-Based Geographic Information System (GIS) Parcel Mapping and Program Services*. In a separate envelope marked cost proposal shall be ***sealed and marked as Fee Proposal***.

**Delivered to:** Julian Jackson, City Manager  
City of Peachtree Corners  
147 Technology Parkway, Suite 200  
Peachtree Corners, Georgia 30092

Questions should be submitted to Julian Jackson, City Manager no later than July 25, 2016 at [jjackson@peachtreecornersga.gov](mailto:jjackson@peachtreecornersga.gov). No phone calls will be accepted.

Submissions shall be signed by someone authorized to bind the consultant /proposer to a contract with the City.

Selection of qualified proposers will be by an impartial GIS Advisory Committee using an approved City procedure for awarding professional services contracts. Selection will be made on the basis of the proposals as submitted, although the City reserves the right to interview applicants as part of the selection process. The proceedings of the GIS Advisory Committee are confidential, and members of the GIS Advisory Committee are not to be contacted by the proposers.

RFQ 16-005 does not constitute an offer of employment or to contract for services. The City reserves the option to accept or reject any or all proposals, wholly or in part, received by reason of this request, and to make more than one award, or no award, as the best interests of the City may appear.

The City reserves the right to award the contract to the firm who presents the proposal which in the judgment of the City, best accomplishes the desired results, and shall include, but not be limited to, a consideration of the professional service fee.

Any contract awarded pursuant to this Request for Qualifications will incorporate the requirements and specifications contained in this Request. All information presented in a proposer's proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by the City during subsequent negotiations.

## SECTION II. - TENTATIVE SCHEDULE OF EVENTS

The following timetable is provided to assist proposers. A description of these events follows later in this section:

**Table 1 — Tentative Schedule of Events**

<b>Date</b>	<b>Event</b>
June 22, 2016	RFQ release date
June 22- July 20, 2016	Advertisement Date
<b>July 25, 2016</b>	<b>Deadline to submit written questions via email</b>
July 27, 2016	Responses will be issued
<b>August 3, 2016</b>	<b>Qualifications due 11:00 AM, Eastern Daylight Time</b>
August 24, 2016	Preliminary screening process complete, including reference checks, short list of consultants issued
Week of August 29, 2016	Presentations/Demonstrations by short listed consultants
September 20, 2016	Recommendation to Mayor and City Council

*\*Note: Presentations and demonstrations are an integral part of the selection process and proposers must be prepared in advance to present, orally, via intranet/skype or in person, on at least one of the dates indicated in the table above. Proposers that cannot demonstrate during the dates prescribed by the City may be eliminated at the discretion of the City and other participants advanced. Notwithstanding, the City reserves the right, in its sole discretion, to forego the presentation portion of the selection process.*

### **Written Questions and Addendum**

Consultants may submit written questions as to the intent or clarity of this RFQ until July 25, 2016 as indicated in Table 1 – Tentative Schedule of Events. All written questions must be submitted to the Julian Jackson by e-mail to [jjackson@peachtreecornersga.gov](mailto:jjackson@peachtreecornersga.gov) with the questions contained in the body of the email or in an attached Microsoft Word document format. The City will not respond to questions submitted in any other manner or format.

Written responses to written questions will be posted on the City of Peachtree Corners webpage for this RFQ <http://peachtreecornersga.gov>. It is the responsibility of the consultant to check for additional updates.

It is the responsibility of the consultants to register an email address with the City in order to receive addendum updates. Using the email account, you wish to be contacted with, please send an email to [jjackson@peachtreecornersga.gov](mailto:jjackson@peachtreecornersga.gov).

## SECTION III. - SUBMISSION FORMAT AND CONTENT

Submittals must include one (1) original of the response, four (4) unbound hard copies and one (1) electronic copy (PDF) of the response on a CD or Portable Drive. Proposals should be limited to 25 pages of content, not counting binding or page separators. The required format is to simplify the evaluation processes and to ensure that all submissions receive the same orderly review.

The submissions received in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the City of Peachtree Corners.

All submissions shall include, but not limited, to the following information:

1. **Cover Letter.** Provide a cover letter introducing the documents as to its content and purpose. The cover letter should also identify the individual within your organization who will respond to questions from the City regarding the proposal. Include title, phone number, fax number, email and address where this person may be contacted.
2. **Firm/Organizational Background.** Include specific highlights of your firm in your proposal. Please provide the following information about your firm in this section:
  - Company introduction, respondents should include a complete description and other relevant information documenting company's background, organizational structure, expertise and year firm was established, type of ownership and parent company, if applicable. An indication of the firms' licensing to do business in the State of Georgia and type of organization, size, professional registration and affiliations.
  - Project organizational chart, including the names of all assigned individuals and any sub-consultants.
  - Name and qualifications of project manager responsible for day-to-day project design and management; and serving as point of contact with City's project manager and party responsible for timely and professional project delivery as well as the qualifications of any sub-consultants or joint venture firms, if appropriate.
  - Consultant's expertise in reference to project work to be performed, including experience with deed research, photo interpretation, project management and GIS methodologies. Include at least three similar projects with dates of completion, fees, and client references. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
  - Provide recent GIS project references, particularly Local Government Information Model and/or Parcel Fabric projects. Include name, address and phone number of individual to contact for referral. At least 2 references must be for GIS services completed for Georgia municipal governments.
  - Existing workload. Respondents should describe their capacity to add this project to their existing workload within the timelines expressed.
3. **Work Plan.** This section of the proposal should reflect the Consultant's knowledge and experience showing the complete methodologies, equipment, hardware, and software necessary to complete the project scope of work.
  - Summary of approach to be taken.
  - Description of the organization and staffing to be used for the project.

- Indication of information and participation the proposer will require from City staff.
- Indication of timeframe necessary to complete the project once the contract is approved by the City's Mayor and Council.
- Respondent should describe the number of meetings and presentations proposed. At a minimum, plan for 2 meetings and 1 demonstration (City Staff, City Council).

- 4. Project Description.** Each proposal must include a detailed statement of work which describes how the proposer intends to accomplish the project scope and meet the project goals as described in the Project Scope sections which follows.

This is probably the single most important part of this project. It is essential that the individuals evaluating each proposal be able to understand clearly the methodology, concepts, and philosophy to be used by the organization.

We would require that the consultant fully describe its intended quality control program, the steps that you will take to assure the quality of the project.

The City will appoint a Project Manager to be the direct liaison between the Consultant and the City. It is expected that the Consultant will also appoint a project manager for this project to be responsible for the project and to serve as a primary contact point for the City.

- 5. Schedule.** Include a schedule for completion for the project work plan and the deliverables identified in this RFQ. Include in the proposal the start and end dates for each work task proposed and intermediate delivery dates for each deliverable.

- 6. Cost proposal.** All pricing submitted will be considered to be *firm and fixed* unless otherwise indicated herein. Fees shall be presented by task with a not-to-exceed amount per task. Fees for each task shall be included a separate cost proposal. Include fees for cost for start-up of the City's GIS web application and a separate annual charge must be presented to monitor, maintain and host the online system annual parcels maintenance and other products as more fully described in above, if more than one application is proposed, the start-up and hosting fees for the alternative application shall also be itemized separately. The fees shall include costs for a cloud based system and a server based system as well as the cumulative costs for hardware and support for a 4-year period. Fees by task shall include any and all out-of-pocket expenses.

All costs associated with developing or submitting documents in response to this request and/or in providing oral or written clarification of its content shall be borne by the respondent. The City of Peachtree Corners assumes no responsibility for these costs.

Responses misdirected to other locations or which otherwise are not received by the City by the established due date for any cause will be determined late and will not be considered.

Potential respondents are advised to review all sections to this RFQ carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Respondents are advised that all material submitted to the City of Peachtree Corners for consideration will be considered to be public records as defined by the State of Georgia Freedom of Information Act as amended and judicially interpreted and will be released for inspection immediately upon request once an award is made.

## SECTION IV. - PROJECT SCOPE

The City of Peachtree Corners, Georgia seeks a qualified consultant to develop a City-wide digital parcel base and to develop an internet-based GIS mapping platform and portal for publishing the City's GIS online. The web application's primary functionality will be to support parcel-based query, selection, display and mapping. Purpose, goals and desired outcomes of the online GIS application include:

- Improving City information services through 24/7 online access for visitors to its web site.
- Assisting the City in providing public accessibility to its new GIS
- Enabling the general public, property owners, and professionals to, using an internet browser, query, browse, report, print maps, and create abutters lists
- Reducing costs related to providing GIS software to City Staff

The City of Peachtree Corners was incorporate in 2012 within Gwinnett County, Georgia, before then it was Unincorporated Gwinnett County. The city currently has approximately 12,000 parcels within a project area of 17.37 square miles. The project area encompasses the geographic boundary of the City of Peachtree Corners, which is located 25 miles north of the City of Atlanta. It is bordered by the Chattahoochee River to the North West, DeKalb County and the Cities of Sandy Springs, Doraville and Dunwoody to the South, Unincorporated Gwinnett County and the City of Norcross to the East and the Cities of Berkeley Lake and Duluth to the North. In 2010, there were approximately 39,000 persons living in the City limits of Peachtree Corners.

All historical parcel data, prior to January 1, 2012, which includes, but should not be limited to, Zoning Information, Rezoning's, Special Use Permits, Conditional Use Permits, Rights of Way information, Utility Information, Deeds, Easements, Floodplain information, building permits, River Corridor Certificates, etc. are on file at Gwinnett County. They currently have the records for all historical data, currently the City uses the Gwinnett County GIS data base for historical record searches, the link can be found here: <https://www.gwinnettcountry.com/portal/gwinnett/Departments/InformationTechnologyServices/GeographicInformationSystems/GISDataBrowser>. The city would like to create an enhanced database in ESRI ArcGIS Parcel Fabric dataset utilizing the Local Government Information Model for the City's Boundary.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The City reserves the right to reject any and all proposals and to waive any irregularity or informality in any proposal or in the Request for Proposal process, as long as, in the judgment of the City, such action will not negate fair competition and will permit proper comparative evaluation of the proposals submitted.

### **TASK 1**

#### **Obtain and/or Develop digital parcel data**

- The City's current digital maps are a hybrid of data creation as well as Gwinnett County's GIS data. Gwinnett County has all historical data up until the incorporation of the City of Peachtree Corners on January 1, 2012.
- Approximately 12,000 parcels will include the following data:
  - All lot lines and common ownership parcels.
  - All lot numbers, original lot numbers, block numbers, lot areas, lot dimensions, feature names (e.g., Elementary School, Middle School, High School) and adjacent City names
  - Street names and ownership
  - Hydrography features (ponds, streams) and names sourced from Gwinnett County Records
- Code GIS parcel polygons with assessor's map/lot identifier (linked to assessor's database extract) and reconcile parcel mismatches.

- Compare the lot areas as shown on tax maps with acreage and GIS-derived acreage.
- Classify parcel's acreage by percentage of difference in order for further research by the City.
- Design of an ESRI geodatabase for the seamless, City -wide parcel data, complete with parcel related feature classes, annotation all in Georgia State Plane Coordinate System, in units of feet with topology that meets or exceeds GA parcel standards. GIS data shall be approved by the City prior to parcel automation.
- Prepare a separate cost option for annual maintenance of the parcel database.
- Prepare a set of tax maps in PDF and/or by print using the new GIS data layers as part of the 50% and 100% deliverables.
- Prepare one complete set of the final tax maps on bond paper upon completion.

### **Develop and/or obtain Citywide street index map & adjust existing zoning /land use map**

- Convert existing zoning maps, including any approved groundwater protection districts and existing land use into the ESRI geodatabase that aligns with the newly developed parcel base.
- Develop an appropriately sized Citywide index map with grid based street index.

### **Deliverables**

- City-wide seamless parcel base with annotation in ESRI geodatabase format.
- Account and acreage reconciliation maps with lists in both digital and paper formats.
- One draft review set and final set of tax maps in PDF and printed format.
- City -wide zoning and land use data layers in ESRI geodatabase format.
- Hard copy & PDF versions of zoning, land use and street index maps

### **Task 2**

### **Develop a web-based application for GIS**

- Develop a secure, web-based site that is available for city personnel and the general public with a link from the City of Peachtree Corners' website (internal optional).
- Provide modern and intuitive user friendly interface, resizable screen map interface with fast display using the latest in ArcGIS Server cache technology.
- Make ArcGIS Server published services available to the public for direct use in GIS.
- Provide property, name and address search capabilities, including abutter's list searching.
- Display easy to use thematic map overlays (as developed in Tasks 1 and 2, as well as other CT local datasets such as: digital orthophotography, planimetric mapping, wetlands, water features, topography, floodplains, open space, historic aerial photography, street centerlines, E-911 points, canvassing districts).
- Ensure that the application will support a variety of operations by providing an interactive and a highly functional interface with the GIS database and allow for interaction with City department layers and data. System will support future web-based application creation.
- Ensure that the application is extensible and configurable to allow future enhancements and additions as the City's GIS needs evolve and handles web mapping services inputs.
- Configure the website options to the City's preferences in external and/or internal versions.
- Create a brief user's manual that provides an overview of how to use the web GIS application to perform a variety of functions.
- Provide cost options for monitoring, periodic updates and projected annual charges for hosting the system as separate itemized costs.

### **Deliverables**

- Fully functional web-based GIS application customized to the needs and data of Peachtree Corners
- User's manual that provides an overview of how to use the web GIS application
- On-site training and demonstration

The proposal should indicate whether the proposed web-based GIS application will be able to handle oblique imagery.

The proposal should indicate whether the web-based GIS application will be a cloud based system (preferred) or server based system and include cumulative costs for hardware and support on a 4-year turnover.

### **Responses to Requirements**

Note: The priority column indicates three categories:

Essential (E) are requirements of this project and are not optional.

Desirable (D) would be nice to have but not crucial to this project.

Optional (O) additional services that maybe added after the initial project.

\*Weighting of “Essential” items will be higher than “Desirable” and “Optional” items.

## SECTION V. - SELECTION PROCESS

This is a Request for Qualifications (RFQ), not an invitation to bid, selection will be made on the basis of the relative merits of the submissions, in addition to costs. The selection process will be by an impartial Advisory Committee using the approved City procedure for awarding professional services contracts. There will be no reading of responses received by the City at the public opening, other than to name those respondents who have submitted proposals. All respondents are advised to review all sections of this Request and to follow instructions carefully as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal. The proceedings of the Advisory Committee are confidential and members of the Advisory Committee are not to be contacted by the Consultants. It is intended that an award pursuant to this RFQ will be made to a prime consultant, who will assume all aspects of work.

The City will evaluate proposals using the process and criteria described below. A summary of the evaluation process timeline is shown in Table 1 - Tentative Schedule of Events. Proposals that are late, that do not comply with instructions here within or those that take exceptions to mandatory requirements will be eliminated without further consideration at the sole discretion of the City. All other submittals conforming to RFQ submittal requirements will be given a thorough and objective review based on the criteria shown in Table 2, Evaluation Criteria (*not listed in order of importance*):

**Table 2 - Evaluation Criteria**

Item	Description
1.	Overall completeness, clarity of content, responsiveness, quality, attention to detail, and general understanding of RFQ requirements. This includes an evaluation of proposal responses as detailed here within.
2.	References from clients that demonstrate completion of successful projects similar to that described in this RFQ
3.	Experience with local, state or federal government agencies
4.	Project/program management skills, methodology, and experience with implementation, including information technology skills and capabilities
5.	Credentials, résumés, quality and sufficient numbers of staff and the ability to provide appropriately skilled resources throughout the project
6.	An evaluation of company background – the City may request further information regarding the financial stability of the Consultant
7.	A consideration of the value offered in the proposal including overall cost
8.	Assessment of impact to the project based on any Consultant stated clarifications, exceptions or deviations in response to this RFQ
9.	An evaluation of experience migrating data to the ESRI Parcel Fabric solution
10.	An evaluation of experience converting parcels of an agency similar in size with the City of Peachtree Corners
11.	A consideration of whether the Consultant has experience working with Georgia land records and cadastral data
12.	Any other criteria the City deems to be appropriate

## **Evaluation and Notification**

Once the RFQ submission deadline has passed, proposals received shall be opened and considered per the process described below. The City, through an impartial process, will thoroughly review and evaluate the responses to this RFQ. The evaluations will be based upon, but not necessarily limited to, the criteria summarized in Table 2 - Evaluation Criteria.

The evaluation of proposals will be performed by the Advisory Committee. The City Manager may, at his or her option, initiate discussion with Consultants who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals; proposals may be accepted and evaluated without such discussion. The City Manager shall determine the appropriate means of clarification: telephonic, e-mail, letter, or oral interviews. All contacts from the Consultant's organization related to this RFQ or their Proposal must be directed in writing exclusively to the City Manager. Consultants should not attempt to contact any other City personnel about this RFQ unless authorized by the City Manager. Discussions **MUST NOT** be initiated by the Consultant.

It is expected that the RFQ evaluation process will result in the selection of a few consultants (short-list). At this stage, all Consultants will be notified whether they were successful in achieving the final short-list via a notification letter. Submission of a proposal does not guarantee the right to proceed to the next step.

## **Optional Presentations/Demonstrations**

Short-listed Consultants shall attend an on-site meeting with the Advisory Committee and potentially City personnel to demonstrate their capabilities. These meetings will occur during the week specified in Table 1, Tentative Schedule of Events.

Demonstrations are an integral part of the selection process and proposers must be prepared in advance to present, orally, via web-based meeting or in person, on at least one of the dates indicated in the table above. Proposers that cannot demonstrate during the dates prescribed by the City may be eliminated at the discretion of the City and other participants advanced. Notwithstanding, the City reserves the right, in its sole discretion, to forego the presentation portion of the selection process. If the City chooses to have proposers present, proposers may be asked to demonstrate specific solutions. The Presentations/Demonstrations are an important platform to showcase the graphic capabilities of the team, the Advisory Committee will evaluate content proposed within the proposal as well as capabilities during the presentations.

## **Recommendation**

The recommendation of consultant selection will be made to the City of Peachtree Corners Mayor and City Council. Upon ratification, the City will notify the selected Consultant of the outcome. Throughout the process, all Consultants will be notified concurrently in writing regarding their status during each of the evaluation and selection stages. The City is under no obligation to explain to the finalists why they were or were not selected as the final Consultant. The City reserves the right to go back and talk with any Consultant at any time.

The Advisory Committee, at its sole discretion, may require a short-listed Consultant to coordinate and schedule a timely on-site visit to the site where the proposed solution(s) is in operation.

## **Negotiations**

City may cancel the procurement process at any time if, for example, the City determines that cancellation is in the best interest of the City for reasons (but not limited to) such as inadequate, ambiguous, or otherwise deficient specifications that were cited in the RFQ, the services are no longer required, or submissions received are at an unreasonable cost. Upon the conclusion of the evaluation process, the City may, at its sole option, reject any and all proposals for any reason, or enter into contract negotiations with the selected finalist.

Negotiations shall then be conducted with the selected Consultant. Price shall be considered, but need not be the sole determining factor. Should the City determine in its sole discretion that one Consultant is highly qualified, or that one Consultant is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Consultant without any further evaluation. City of Peachtree Corners is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.

During contract negotiations, the project team and selected Consultant, in conjunction with City of Peachtree Corners Attorney, will finalize the statement of work, project plan and timeline, project costs, Terms and Conditions, etc. The City reserves the right to amend or modify the Scope of Work prior to the award of contract, as necessity may dictate. This RFQ does not commit the City to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request. The contract will be finalized with the most advantageous Consultant(s). Upon successful completion of contract negotiations, the contract will be presented to the City of Peachtree Corners Mayor and City Council for approval and signature. If compensation, contract requirements, and contract documents cannot be agreed upon with the top-ranked Consultant, a written record stating the reasons thereof shall be placed in the City's file and the City will send a confirming notice to the Consultant of the termination of such negotiations.

Upon failure to negotiate a contract with the top-ranked Consultant, the City may enter into negotiations with the next highest ranked Consultant that best provides the services needed. If compensation, contract requirements, and contract documents can be agreed upon, then the contract shall be awarded to that Consultant. If negotiations fail, negotiations shall be terminated as described above and may be commenced with the next highest ranked Consultant. The awarded Consultant will be required to work with a designated Project Coordinator through the entirety of the project.

#### **Exceptions or Assumptions to the RFQ**

All information requested in this RFQ must be supplied. All exceptions or assumptions should be clearly identified in the proposal. Exceptions or assumptions shall include the RFQ section number, a written explanation of the scope of the exceptions or assumptions, the ramifications of the exceptions or assumptions for the City, and the description of the advantages and disadvantages to the City as a result of the exceptions or assumptions. The City, at its sole discretion, may reject exceptions or assumptions within the proposal.

Item	Title	Description	Priority	Consultant Comments
<b>1</b>	<b>User Interface Functionality</b>			
1.1	Accuracy	Require converted data to be as accurate as possible, based on Gwinnett County GIS Records, Georgia Superior Court Clerks Cooperative Authority, any other State recorded maps and documents.	E	
1.2	Timeliness	Require updates to the converted data to be made on a timely basis.	E	
1.3	Ability to Maintain Converted Data	GIS staff must be able to maintain the converted data. Example maintenance tasks include: Merging parcels Adjusting parcel boundary lines Splitting parcels Updating parcel corner locations Creating new parcel subdivisions Running Least Squares Adjustments Maintaining control points Maintaining related layers in parcel fabric (including future and historical surveys) Maintaining non-parcel fabric related feature classes	E	
1.4	Ability to Create Official Tax Maps from Converted Data	GIS staff must be able to create official maps for assessment purposes from the converted data.	E	
1.5	Parcel History	Ability to view parcel history within parcel fabric; to be able to see what the fabric looked like at any point in time	E	
1.6	Tax Map Requirements – Scales	Ability of tax map pages to work at different scales.	O	
1.7	Tax Map Requirements – Three-dimensional Subdivision Parcels	Ability of tax map pages to accurately represent three-dimensional subdivision parcels.	O	
1.8	Tax Map Requirements – Easements	Ability of tax map pages to accurately represent easements currently shown on official tax maps.	E	
1.9	Date Last Modified	Ability to enter and view the date a tax map page was last modified.	E	
1.10	Official Tax Maps	Ability to generate official tax maps from the converted data through an automated process maintaining the look, feel, and functionality of the existing paper maps.	E	
1.11	Tax Map Books	Ability to create tax map books.	D	
1.12	Tax Map Book Indexes	Ability to create an index of all of the tax map books.	D	
1.13	Tax Map Book Indexes	Ability to create an index of all of the tax map book pages within each map book.	D	

Item	Title	Description	Priority	Consultant Comments
<b>2</b>	<b>Application Layer</b>			
2.1	Parcel Fabric Features	Recommend what parcel fabric feature classes, related tables, design, and best practices the City should implement.	E	
2.2	Related Feature Classes	Recommend how the City will relate feature classes owned by other City, County and State Entities. As well as participating adjacent cities to the parcel fabric to improve the accuracy of those feature classes when changes are made to the parcel fabric.	E	
<b>3</b>	<b>Data Requirements</b>			
3.1	Source Documents	Ability to create converted data from the source documents listed in Appendix C.	E	
3.1	Property Records Database	Records include ownership and transfer data, property descriptions and locations, improvements, etc.	E	
3.2	Converted Data Format	Deliver the converted data ready to be imported into the ESRI Parcel Fabric dataset.	E	
3.3	Converted Data Format	Deliver the converted data in the Georgia State Plane Coordinate System	E	
3.4	Converted Data Format	Consultant to explain how the parcel fabric will be referenced to the specified Coordinate System in requirement 3.3	E	
3.5	Parcel Fabric Geodatabase Schema	The Parcel Fabric Geodatabase Schema will be in ArcGIS File Geodatabase format.	E	
3.6	Parcel Data Conversion Process	Parcel features are to be created using coordinate geometry (COGO) bearings and distances shown in the recorded maps and documents (TIFF and PDF files) and tax maps (PDF files).	E	
3.7	Parcel Data Conversion Process	If your approach is other than COGO, provide a detailed explanation of how you would provide accurate parcel data. Scanning and rubber sheeting will not be an acceptable method.	E	
3.8	Parcel Data Conversion Process	All specifications for property data conversion must be designed to provide a suitable overlay to the digital orthophotography.	E	
3.9	Adjustment Guidelines	Adjustment of graphic boundaries as currently shown on the existing source maps should be made when the following situation(s) occur: Parcel/Lot lines cross or are not consistent with orthoimagery. Right-of-way for roadways are not consistent with orthoimagery. Edges of source documents do not match. Other adjustments determined to be necessary during the pilot. Perimeters of subdivisions for subdivided areas have priority of placement when parcel adjustments are necessary.	E	

<b>Item</b>	<b>Title</b>	<b>Description</b>	<b>Priority</b>	<b>Consultant Comments</b>
3.10	Converted Features	Responsible for digitizing all of the following: City Boundary Geographic Boundaries Political Boundaries & names Section Boundaries & numbers Municipal Boundaries & names Subdivision Boundaries & names Lots & lot numbers School District Boundaries & names Parcel Boundaries & identification numbers & dimensions Future Parcel Boundaries & identification numbers & dimensions (surveys not yet recorded)	E	
3.11	Annotations	Conversion process captures parcel numbers, subdivision name, distances, notes and easement text as annotations.	O	
3.12	Hyperlinks	Responsible for adding hyperlinks to the following: Surveys Deeds Abstract Cards Auditor's Website Other City Documents	E	
<b>4</b>	<b>Conformance / Compliance</b>			
4.1	Accuracy	The digital orthoimagery to which this data is to be referenced have a spatial accuracy corresponding to 1" = 100' and 1" = 400'. The accuracy of the parcel lines will be defined relative to visibility on the orthoimages. The City will select well-defined indicators in consultation with the Consultant during the pilot.	E	
4.2	Accuracy	The data converted from the Plat Maps shall not deviate from well-defined indicators by more than 2 ½' at 1" = 100' and 10' at 1" = 400'.	E	
4.3	Precision	All coordinate data shall be created and stored using double precision coordinates.	E	
4.4	Tax Map Standards	Solution must meet official requirements and specifications contained in Appendix B	E	
<b>5</b>	<b>Reporting</b>			
5.1	Parcel Fabric Plan Closure Error Report	Consultant to provide report of Parcel Fabric plan closure errors outside of agreed upon tolerance, which is to be determined collaboratively by City and Consultant.	E	
5.2	Error Reporting	Consultant to log all reported errors and resolutions that occurred during conversion.	E	

Item	Title	Description	Priority	Consultant Comments
<b>6</b>	<b>Host Server and Desktop Environment</b>			
6.1	Host Application Server	Converted data must be compatible with the latest version of ESRI ArcGIS for Server ( <b>Note: The City does not currently have production and development ArcGIS Server environments and these will need to be included in pricing.</b> ) Current version is ArcGIS for Server	D	
6.2	Host Database Server	Converted data must be compatible with Microsoft SQL Server. ( <b>Note: The City does not currently have production and development ArcGIS Server environments and these will need to be included in pricing.</b> )	D	
6.3	Desktop Environment	Converted data must be compatible with the latest version of ESRI ArcGIS for Desktop.	E	
<b>7</b>	<b>Documentation and Training</b>			
7.1	Parcel Fabric Editing	GIS staff must receive appropriate documentation and training to maintain the parcel data. Example maintenance tasks include: Merging parcels Adjusting parcel boundary lines Splitting parcels Updating parcel corner locations Creating new parcel subdivisions Running Least Squares Adjustments Maintaining control points Maintaining related layers in parcel fabric (including future and historical surveys) Maintaining non-parcel fabric related feature classes	E	
7.2	Parcel Fabric Editing	GIS staff must receive appropriate documentation and training to maintain and create official tax maps	E	
7.3	Related Feature Class Maintenance	GIS staff must receive appropriate documentation and training to perform related feature class adjustments based on parcel editing and Least Squares Adjustments in the parcel fabric	E	
7.4	Parcel Fabric Querying	GIS staff must receive appropriate documentation and training to query and report on the status of the parcel fabric at a date in time	E	
7.5	Related Feature Class Maintenance	GIS staff from the partnering and should receive appropriated documentation and training to utilize the City's parcel data and perform their own related feature class adjustments based on parcel editing.	D	

Item	Title	Description	Priority	Consultant Comments
<b>8</b>	<b>Professional Services Requirements</b>			
8.1	Capacity to Convert Source Data	Ability to convert approximately 12,000 parcels into ArcGIS parcel fabric dataset within a timeframe to be negotiated with the Consultant.	E	
8.2	Pilot Conversion- Plan	A plan which includes a pilot conversion with a geographic area including a wide variety of land record types and situations to validate the conversion process and converted data, and make any necessary adjustments before performing the remaining, full- scale conversion. Pilot area will be defined by City and will represent approximately 5% of the total number of parcels within the City.	E	
8.3	Pilot Conversion-Scope	Consultant will deliver a pilot project within four months after Mayor and City Council approval of signed Contract which will include both the parcel fabric and the ability to create maps for assessment purposes (official tax maps). Contract will specify terms and conditions of the pilot project.	E	
8.4	Deed Research	The Consultant will be required to perform deed research as part of this work effort. Field property surveys or field verification are not required under this contract. In nearly all cases, the ground features visible on the digital orthoimagery and vector data, combined with the various map sources, will provide sufficient guidance for the proper digitization of the tax parcels and related features. Deeds and other source materials are available to the Consultant by the City Recorder when required for use in conjunction with the orthoimagery.	E	
8.5	Conversion-Priorities	A plan which stages the full-scale conversion so GIS staff can perform quality assurance and quality control of the converted data in manageable, logical parcel sets.	E	
8.6	Methodology	The proposed method for converting data should be discussed in detail, from initial set-up through final processing, including quality control. The generalized plan also should discuss the projected use of tools such as orthoimagery hard copy plots, photographic enlargements, and/or reductions of pilot area maps and subdivision plats, attribute entry forms, menus, macros, specialized programs, and other items involved in the data conversion process which will assure that data conversion is performed in the most effective manner possible.	E	
8.7	Method(s) to Resolve Discrepancies in Source Data	Describe method(s) to be used when COGO traverse discrepancies or errors are found in the recorded maps and documents and assessor's maps.	E	
8.8	Method(s) to Create Parcel Data when Source Data is Incomplete	Describe method(s) to be used to create parcel data when source data (including control) is missing or incomplete.	E	
8.9	Integrity of Recorded Data	Record bearings and distances of parcels contained on recorded documents and maps must be shown on the tax parcel maps created from the parcel fabric.	E	

	Item	Title	Description	Priority	Consultant Comments
	8.10	Tolerance for Parcel Misclosure	Consultant to recommend how parcel misclosures will be handled during conversion and what would constitute a significant misclosure. Consultant to describe when and how they will run Least Squares Adjustments.	E	
	8.11	Parcel Edit Backlog	Consultant to recommend how to manage any backlog of parcel edits which accumulate during the parcel conversion process. It is estimated that each year parcels will be created, combined or modified. Consultant to state in proposal if there will be an additional cost for this service.	E	
	8.12	Road Right-of- Ways	Consultant to recommend how to manage road right-of- ways within the parcel fabric.	E	
	8.13	ArcGIS Parcel Viewer Application	Assist the City in setting up the ArcGIS Online Parcel Viewer Application to allow viewing of parcel data over the web.	E	
	<b>9</b>	<b>Web-Based Geographic Information System (GIS)</b>			
	9.1a	Web Site Solution	A GIS website to make this resource available to the public as well as internally to City departments. The GIS website must be developed using Java script and HTML 5 technologies and be available for use on mobile devices.	E	
	9.1b	Web Hosting Solution	Hosting services as well as website security and backup services.	E	
	9.2a	Converted Features	Land use boundaries & identifier	E	
	9.2b	Software	Process parcels to determine acreage and compare acreage to data in the tax roll. The software should allow the user to adjust the calculated acreage, generate reports and export results to the Tax system.	E	
	9.3a	Assessment of Mineral Parcels	A geographical representation of surface parcels that have a separate mineral parcel number.	O	
	9.3b	Converted Features	Mineral rights parcels	O	
	9.4a	Historic Aerial Image Layers	Digitize the historic aerial images	D	
	9.4b	Converted Features	Mosaic Historical Aerial into Citywide Imagery layers	D	

# APPENDIX A

## COST PROPOSAL FORM (Include in a separate sealed envelope)

In compliance with your Request for Qualifications, the undersigned, hereinafter proposes to enter into a Contract with the City of Peachtree Corners to develop a high-quality city-wide digital parcel database and an accurate interactive GIS cadastral map of the entire city in an ESRI geodatabase format. This GIS cadastral map will be the foundation for the city's enterprise GIS project. The GIS cadastral map is to be constructed using the ESRI Local Government Information Model including the ArcGIS Parcel Fabric solution.

The proposer has carefully examined and fully understands the request from the City of Peachtree Corners for the *Web-Based GIS Parcel Mapping and Program Services*.

### Task 1 – Fee Proposal

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

### Task 2 – Fee Proposal

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

### Desired Services

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

### Optional Services

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

# **APPENDIX B**

## **Project Guidelines- Peachtree Corners**

### **Accuracy of parcel boundary geometry**

The City should strive to develop a parcel base that is of the most consistent and highest accuracy possible given the source materials available.

Accuracy of the parcel boundary geometry should be in line with National Map Accuracy Standards as well as follow principles set forth by the International Association of Assessing Officers. The factors determining accuracy include type of base map and parcel density. A scale accuracy of +/- 2% can be expected for rectified photography in level terrain and +/- 5% in moderately rugged terrain.

Using map scale and land use category / parcel density as determination for the accuracy category is as follows: These represent minimum standards; they can be exceeded whenever applicable.

1" = 200' (Urban/ Suburban) This scale is used in urban/suburban areas. Accuracy required: 4' – 10'. If 100 or lower scale maps exist, they will be utilized for boundary development.

1" = 400' (Rural) This scale is used for rural areas in which parcels are greater than one acre and may be several hundred acres. Small lots can be shown if they are isolated or a small number or clustered together.

### **Quality Control**

In accord with the tenant that every effort should be made to develop a parcel base that is as consistent with the highest accuracy possible quality, control measures are a vital process in both map creation and maintenance. Software should be designed and configured with built-in testing for data integrity and validity. Consistent with imagery quality control sampling best practices, a 200 parcel sample is recommended for this project.

### **Attribute Quality Control**

Queries should be run to ensure that all parcels in tabular databases are found in the digital cadastral map layer, and vice versa. Parcel area attributes on the digital cadastral map layer should be compared to areas in tabular databases, for staff review of significant differences. Map and ownership tests should be conducted and queries performed to ensure that all relevant documents have been gathered and properly processed, for correct ownership and other attributes.

### **Positional Accuracy Quality Control**

A sample of parcels will be tested for positional accuracy. An independent source of higher accuracy (e.g. deed traverse) that is practicable will be used to evaluate the accuracy of the dataset. The data producer shall determine the geographic extent of testing. Horizontal accuracy shall be tested by comparing the coordinates of parcel boundaries in the dataset with coordinates of the same points from an independent source of higher accuracy.

### **Right of way Identification**

As part of this project, identify the owner of the right of way: if Georgia Department of Transportation Right of Way parcels are identified, they will be coded in the OWNNAME field as: State of Georgia – Transportation and in the OWNNAME2 field as: <Route #> Right of Way

Additionally, Right of Way features will be created by the developer which represents voids in the dataset where Georgia Department of Transportation Right of Way polygons would exist. They will be coded as per above instructions.

## **APPENDIX C – SOURCE DOCUMENTS (AT A MINIMUM REVIEW THE FOLLOWING DATABASES)**

City of Peachtree Corners Zoning Information after January 1, 2013

City of Peachtree Corners GIS Database

City of Peachtree Corners Geospatial Database

City of Peachtree Corners Building Permit Information

City of Peachtree Corners Liquor Licenses

City of Peachtree Corners Business Licenses

City of Peachtree Corners Development Permits

Gwinnett County Tax Assessor's Office

Gwinnett County Department of Water Resources Utility Information

Gwinnett County Planning and Development Zoning Documents prior to January 1, 2013

Gwinnett County Planning and Development Permits Prior to January 1, 2013

Gwinnett County GIS Database

Gwinnett County Real Estate Division

Gwinnett County Tax Assessors Office

Gwinnett County Department of Transportation Right of Way Information

Georgia Tax Assessors for Parcel and GIS Data

Georgia Department of Transportation Right of Way

Utility Pipelines and Easements

Chattahoochee River Corridor Categories and Certificates (MRPA Reviews and Maps)