



**PITTSYLVANIA COUNTY
BOARD OF SUPERVISORS**

**REQUEST FOR PROPOSAL
RFP: 20170717**

GIS SERVICES

July 19, 2017

CONTACTS: CONNIE GIBSON, PURCHASING MANAGER

Pittsylvania County, Virginia
RFP # 20170717
GIS Services

GENERAL INSTRUCTIONS TO OFFERORS

DUE DATE: Sealed Proposals will be received until **August 15, 2017**, no later than **10:00AM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: One original and five (5) copies of the proposals should be mailed or hand delivered to:
Pittsylvania County Purchasing Department
Att: Connie Gibson
1 Center Street
Chatham, VA 24531.

All Proposals must be in a sealed envelope or box and clearly marked in the lower left corner: **"Sealed Proposal - RFP #20170717, "GIS SERVICES"** Proposals not so marked or sealed shall be returned to the offeror and will not be considered. Proposals shall clearly indicate the legal name, address and telephone number of the offeror (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and include the title of the individual signing on behalf of the offeror. All expenses for making Proposals to Pittsylvania County shall be borne by the offeror. **All Proposals shall be received by 10:00AM, August 15, 2017.** Any proposal received after this time and date will not be considered. The offeror has the sole responsibility to have the proposal received by the Pittsylvania County Purchasing Department at the above address and by the above stated time and date.

PRE-PROPOSAL CONFERENCE:

Pre-Proposal Mandatory Conference – There will be a **mandatory** pre-proposal conference on Tuesday, August 1, 2017, at 10:00 a.m., in the County Administration Conference Room, 1 Center Street, Chatham, Virginia. Representatives from the Information Technology department will be available to discuss our needs and answer all questions.

If you want to send questions before the proposal conference regarding this RFP, they may be made in writing and received by the County no later than **2:00p.m., July 27**. A document of the written responses to the questions will be distributed at the pre-proposal conference only. No addendum will be issued on the questions. **Questions may be faxed to (434) 432-7746 or emailed to Connie.gibson@pittgov.org.**

Oral instructions do not become part of the proposal documents.

Note: The County of Pittsylvania, Virginia does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §§ 2.2-4343.1, 1950 as amended or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by Federal, State, and County law relating to discrimination in employment or contracting.

In Compliance with this Request for Proposal the named party hereby submits a proposal in response to Pittsylvania County to furnish services described in this RFP. The entire proposal, including Technical proposal, Proposal Cover Sheet, and any supplemental materials required to be provided by the offeror pursuant to the terms and conditions of the RFP, constitute the entire proposal.

The party hereby certifies that such is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference, with any person to fix the bid price or affiant or any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against Pittsylvania County or any person interested in the proposed contract.

The party submitting the forgoing Proposal acknowledges the provisions, terms and conditions of this RFP, including all attachments and addenda, and agrees to be bound by those provisions, terms and conditions. Further, the party certifies that all information submitted in response to this RFP is correct and true. The person signing this form shall be an authorized signatory officer of the corporation or an individual authorized by the By-Laws of the Corporation that has been given authoritative responsibility to bind the firm in a contract.

Name and Address Of Firm:

_____ Date: _____

_____ By: _____
(Signature in Ink by Officer of the Corporation)

_____ Name: _____
(Please Print)

_____ Zip Code _____ Title: _____

Phone: (____) _____ Fax: (____) _____

E-mail: _____ State of Incorporation: _____

State Corporation Commission #: _____
Receipt of the following Addenda are acknowledged: **Attach a copy of your company's SCC Certificate and a list of officers**

Addendum No. _____, dated _____
(Please note all addenda's)

(Return this Form)

Introduction

Pittsylvania County, VA (“County”) is requesting proposals from experienced Geographic Information System (GIS) consulting firms to develop a comprehensive web-based GIS. The new system shall be hosted by the consultant or through an outside host that is arranged by the consultant. The web-based GIS shall incorporate all existing County GIS data layers and shapefiles into the new system, including by not limited to: real estate parcel information, utilities, public safety, economic development, zoning, voting, schools, etc. The County anticipates the need to develop a two-tiered web-enabled system consisting of software and datasets for (1) the General Public (data consumers) and (2) Employees (data viewers and data editors), whereby software and datasets for both tiers should be accessible using mobile and desktop applications as the particular situations warrant.

Background and Project Information:

Pittsylvania County is located in the foothills of the Blue Ridge Mountains in the Piedmont region of Virginia and shares its southern border with North Carolina. At 978 square miles, it is the largest county in Virginia by land area, which contains approximately 61,230 parcels and has a population of approximately 63,000.

The overall Pittsylvania County GIS System currently exists in three individual configurations that work together simultaneously, which consists of the GeoBlocksV2 GIS System, ESRI ArcGIS System and the Pittsylvania County GIS Website.

The GeoblocksV2 GIS System is utilized exclusively in the Pittsylvania County EMS E-911 CAD (Computer Aided Dispatch) for dispatch related operating purposes and is used in all other Pittsylvania County Departments for viewing, researching and analyzing existing County GIS data. The editing and maintenance for the majority of the County GIS data layers is performed in the GeoBlocksV2 GIS Software and then converted into ESRI ArcGIS Shapefiles. ESRI ArcGIS ArcMap Desktop Software is utilized to add the proper projection and metadata information to the converted shapefiles. Quarterly, the County real estate parcel data is exported from the Commissioner of Revenue’s Office and incorporated into County GIS System (GeoBlocksV2, ArcGIS and the County GIS Website). After incorporating the revised data, the tax and zoning maps are updated in PDF image format and every four years hard copy reassessment maps are reprinted with related PDF images (These functionalities would have to be maintained).

There are some data layers that are strictly edited and maintained using the ESRI ArcGIS System and converted for use in the GeoBlocksV2 GIS System.

The Pittsylvania County GIS Website is hosted by SUPERION and is used by the overall public for viewing, researching and analyzing existing County GIS data layers using the various base mapping, search options, menus/taskbars, measure tools and other functionality provided by the current Pittsylvania County GIS Website. All updated and revised Pittsylvania County GIS data is downloaded to the Pittsylvania County GIS Website’s host company SUPERION Datashare Service quarterly.

I. Scope of Work

The general objectives of this project are to update the GIS product to facilitate the County's management of existing infrastructure, provision of full featured ERSI based platform for County managed Planning and Economic Development and to facilitate the easy dissemination of selected public information to our constituents and the general public.

The scope of the project can be summarized as follows:

- A) Conduct an initial general needs assessment prior to proceeding with a GIS implementation project which identifies the necessary steps for the transition from the existing County GIS system to a new web-based system which incorporates all of the existing data and provides the functionality outlined below:
- B) Investigate the availability, accuracy, and currency of existing GIS data in both GeoBlocksV2 and ESRI ArcGIS formats.
- C) Deliver a GIS plan that identifies a recommended transition plan, implementation timeline and the general configurations of equipment, software, data, and training required to provide a web-based system.
- D) Prepare an initial estimate of the storage requirements and cost associated with the recommended new GIS products, and provide recommendations on the extent to which the data and software should be Cloud based.
- E) Implement a E-911 GIS plan to provide GIS related editing procedures for the following “programed” type Pittsylvania County E-911 GIS Layers from editing in the GeoBlocksV2 Software to the ESRI ArcGIS Software for Pittsylvania County E-911 CAD System usage:
 - a. Address Points
 - b. Street Centerlines
- F) Develop the ability to perform the following necessary procedures for the Pittsylvania County Parcels GIS Layer:
 - a. Create Survey Plats for new Parcel Boundary Edits (Splits and/or Merges) using ArcGIS Editing Procedures (with or without ESRI ArcGIS Parcel Fabric Extension).
 - b. Create and/or Edit GPINs for new Parcel Boundary Edits (Splits and/or Merges) using ArcGIS Editing Procedures (with or without ESRI ArcGIS Parcel Fabric Extension).

- c. Create new Parcel Boundary Edits (Splits and/or Merges) and Modify existing Parcel Boundaries (Map Corrections) using ArcGIS Editing Procedures (with or without ESRI ArcGIS Parcel Fabric Extension).
 - d. Integrate the Pittsylvania County Parcel Real Estate Data into the Pittsylvania County Parcel GIS Layer in ESRI ArcGIS format periodically (monthly and/or quarterly basis).
- G) Ability to create the following Pittsylvania County Tax, Reassessment and Zoning Maps in PDF Image format using ESRI ArcGIS ArcMap Desktop Software (Data Driven Pages) and incorporate them into the new GIS Website based on their related Pittsylvania County GIS Map Grid Layers (100 & 200 Scale Tax Map Grids, 100 & 400 Scale Reassessment Map Grids and 100 & 200 Scale Zoning Map Grids) for viewing and downloadable purposes as well:
- a. Tax Maps
 - 100 Scale – 190 Total
 - 200 Scale – 1221 Total
 - b. Reassessment Maps
 - 100 Scale – 190 Total
 - 400 Scale – 334 Total
 - c. Zoning Maps
 - 100 Scale – 190 Total
 - 200 Scale – 1221 Total
- H) Create and deploy a hosted two-tiered web-based GIS Website consisting of two separate individual configurations (***General Public and Employee***), whereby both tiers would be accessible using the current mobile and desktop applications depending upon the specific usage involved.
- a. To the extent the Pittsylvania County GIS Data is currently available, the new GIS Website configurations (***General Public and Employee***) shall include some or all of the primary GIS data layers in the following categories:
 - Addressing
 - Economic/Planning
 - Emergency Response
 - Floodplain (FEMA FIRM Maps, latest edition)
 - Google Street View Imagery
 - Hydrology
 - Railways
 - Parcels (with Real Estate Data)
 - Points of Interest
 - Political Districts
 - Public Schools

- Roads/Streets
- USGS Topographic Maps
- Utilities
- VGIN Topology
- VGIN Aerial Imagery
- Virginia Administrative Boundaries
- Waste Collection
- Zoning
- Others as discussed

b. Functional requirements for the *General Public* configuration of the GIS Website shall include, but not necessarily be limited to, the following applications:

- Address Searches & Mapping- ability to search and map a desired address location and/or locations based on the Pittsylvania County Address Points GIS Layer.
- Compatibility – compatible with major web browsers (Internet Explorer 9 or above, Chrome, Firefox, Safari, etc.) and mobile devices.
- Disclaimer – a general screen which states the current Pittsylvania County GIS Website Disclaimer message.
- GIS Website Feedback Webpage – ability to provide an individual webpage for feedback from Pittsylvania County GIS Website users for future reference (concerns, improvements, suggestions etc.).
- Hydrology/Hydrology Areas Searches & Mapping - ability to search and map desired hydrology (polylines) and/or hydrology areas (polygons) based on the Pittsylvania County Hydrology/Hydrology Areas GIS Layers (Hydrology and Hydrology Areas).
- Identify - ability to identify and return available information about selected feature and/or features in multiple layers and allow printing to hardcopy print, PDF image and export to Comma Separated Value (CSV) file format.
- Instructions/Links Webpage – ability to provide an individual webpage containing various GIS Website basic help instructions for existing built-in tools and its related functionality, hyperlinks, weblinks, etc.
- Login – a general login screen that provides public access and a more secure access that provides data availability based on the level of access assigned to the username.
- Map Layers - All map layers should be catalogued by specific themes according to their related purpose (County Mapping, Communications, Economic Development and Planning, Map Grids, Parcels, Public Safety, Schools, Streets, Voter Registrar, Utilities, Waste Collection, and Zoning) with the ability to turn map layers off and on with a related dynamic

legend whereby the results should be immediate and not require a complete redraw. Furthermore, the ability to interactively reveal a particular map layer underneath another map layer and/or map layers (Swipe Tool) in order to view specific content. Base map layers should include items listed under Web Map Service (WMS), other base maps as provided by the County and/or other sources if possible such as ESRI ArcGIS Online (ERSI Aerial Imagery & ERSI Topographical Shaded Relief Imagery, etc.), Google Aerial Imagery, USGS Topographical Maps, VGIN Aerial Imagery, etc. However, all map layers need to be transparent and/or translucent whenever various base mapping layers are being displayed at the same time as well.

- Map Views (Bookmarks) – ability to create and save multiple map views (Bookmarks) with desired map layers being displayed and be able to select between already created map views (Bookmarks) without exiting GIS Website application as well.
- Markup Tools and Symbol Palettes – ability to create and/or modify multiple sketch tools (point, line & polygon) and various insert text functionality prior to final printing.
- Measure - ability to measure linear and area in various, generally expected units.
- Menu/Taskbars – ability to use either auto-complete text boxes and/or drop-down menu/taskbars wherever possible plus the ability to drag and/or hide/collapse multiple menu/taskbars currently open on the map in order to maximize the map view display area.
- Navigation – provide all of the normal navigation functionality, including zoom in, zoom out, pan, zoom extents, previous view, overview/vicinity map (indicates where you are currently countywide), Google Street View, etc.
- Parcel Searches, Mapping, Inquiry & Reporting - This application includes the ability to locate land parcels by direct selection and attribute query through one or a combination of Account Number, APIN (Alternate Parcel Identification Number) Assessed Account Number, Assessed GPIN (Geographic Parcel Identification Number), Deed Book & Page, GPIN (Geographic Parcel Identification Number), Mailing Address, Owner Name, Site Address (Physical Address) or other relevant particulars. The Parcel Inquiry/Reporting application will involve the use of the Pittsylvania County Parcels Property Record Card Data, Real Estate Data, Real Assessment Photos and Site Address Data, which are provided by the Pittsylvania County Commission of Revenue's Office to display and report on property parcels.

- Printing – provide broad printing functionality for Display Maps, Overview Maps, Legends, Parcel Real Estate Data, etc. Include ability to print to letter size (8 ½” x 11”) and tabloid-size (11” x 17”) in both landscape and portrait to scale and produce multiple standard size, high-resolution (minimum 150 dpi) drawings, scaled drawing and export them out as images such as bitmap, JPEG, PDF, PNG, etc.
 - Save Map View and Export Image – provide the ability to save and/or e-mail directly from the application the displayed GIS Website map view with desired GIS layers, base mapping, markups, insert texts, etc. being displayed in order to export it out as image such as a bitmap, JPEG, PDF, PNG, etc.
 - Street Searches & Mapping – ability to search and map a desired street centerline location and/or locations based on the Pittsylvania County Street Centerlines GIS Layer and/or Goggle Street Centerline Layer.
 - Utility Infrastructure Inquiry - This application uses PCSA utility infrastructure mapping for inquiry and analysis purposes. It includes the ability to display the water and wastewater utility information (main lines, manholes, valves, lift stations, hydrants, etc.).
- c. In addition to the above **General Public** functionalities, the **Employee** configuration of the GIS Website shall include, but not necessarily be limited to, the following additional abilities:
- Census Demographics Searches & Mapping – ability to search and map a desired census demographic block and/or blocks based on the Pittsylvania County Census Demographics GIS Layers (Census Demographics 2003 and Census Demographics 2010).
 - Coordinate System Generator & Mapping – ability to generate coordinates based on a desired map location and/or locations based on coordinate systems such as the Latitude and Longitude Coordinate System (Degrees-Minutes-Seconds, Degrees-Decimal Minutes & Decimal Degrees), Northern and Eastern Coordinate System and X and Y Coordinate Systems.
 - Coordinate System Searches & Mapping– ability to search and map a desired map location and/or locations based on coordinate systems such as the Latitude and Longitude Coordinate System (Degrees-Minutes-Seconds, Degrees-Decimal Minutes & Decimal Degrees), Northern and Eastern Coordinate System and X and Y Coordinate System.
 - GIS Website Modifications – ability to make modifications to the Pittsylvania County GIS Website’s related web map services and/or web map viewer display without interaction with current GIS Website contractor.

- GIS Website Statistics Reports – ability to generate reports which depicts the following criteria: Current Number of GIS Website Users, Server Performance Counter, Search GIS Website User Log In Information (multiple fields).
- Map Grid Searches & Mapping – ability to search and map a desired map grid and/or map grids based on the polygon type map grid layers provided by Pittsylvania County such as FEMA FIRM Map Grids (FIRM Panels 2010 & FIRM Quads 2010), Law Reporting Areas, Tax Map Grids for Account Number (600 Scale), Tax Map Grids for GPINs (100, 200 & 400 Scale), Zoning Map Grids for Account Number (600 Scale) and Zoning Map Grids for GPINs (100, 200 & 400 Scale).
- Recreational Facility Locations - This application includes the identification and update of recreational facility locations. The Recreational Facility Locations application would include facility classification, ownership and land use, facility inventory maintenance, inspection status and deficiency identification.
- Search Data Results Export – ability to export search data and/or merge search data results from a specific map layer and/or map layers using the various above-mentioned search menu options (Addresses, Parcels, Streets, etc.) provided by the new Pittsylvania County Website into MS Access, MS Excel, MS Word, etc. for analysis purposes as well.
- Utility Inventory Management - This application consists of the ability to enter, update and maintain utility maintenance attribute information for water, and sanitary sewer main lines and service laterals, valves, manholes, lift stations, hydrants, etc. The typical information collected on utilities includes: pipe sizes and types, installation dates, contractor, inspection and maintenance records. This application will allow for the import of data from GPS receivers, total station units, and CAD files.

I) The following additional applications are not part of the current system requested in the RFP but may be added to the contract at a later date, depending on funding. We request an estimated cost of the below applications individually to determine which applications will best fit the needs of the County.

- 1) Additional functional requirements for the **General Public** configuration of the GIS Website shall include the following applications that are not part of the current system or of a lesser priority but could be added if resources permit or at a later date:
 - Condensed Identify - ability to identify and return available information about selected feature and/or features in multiple layers in a condensed predetermined configuration based on map layer column headers with

their related attribute values and allow printing to hardcopy print, PDF image and export to Comma Separated Value (CSV) file format.

- Deed/Plat Survey Hyperlinks – This application would provide a hyperlink and/or hyperlinks for desired Pittsylvania County Parcel and/or Parcels (Subdivisions) referencing its related Pittsylvania County Deed/Plat Survey and/or Deeds/Plat Surveys in Raster Image format based on the attribute values of Deed Book & Page, which are located in the Pittsylvania County Property Record Card Data and Real Estate Data.
- GIS Layers Download Webpage – This application would provide the Pittsylvania County Employee, Public and Private Sectors the ability to download overall specific Pittsylvania County GIS Layers in ESRI ArcGIS Shapefiles and/or other ESRI ArcGIS based formats for analysis purposes. *(Applicable and available only if the following Pittsylvania County GIS Documentation is revised, updated and/or wavered: Pittsylvania County GIS Information Distribution Price Policy and the Pittsylvania County GIS License Agreement).*
- Map Layer Search Query Builder – ability to create customizable search queries and/or to link multiple search fields together for more refined search queries as well in order to search and map a desired map location and/or locations based on data table column headers with their related attribute values of a specific map layer and/or map layers for analysis purposes. Furthermore, the ability to and/or merge data results from these selected features and/or features into MS Access, MS Excel, MS Word, etc. for analysis purposes as well.
- Map Location to Polygon Type Map Layers Data Retrieval – ability to retrieve data results based on a desired map location overlaid on corresponding polygon type maps layers for analysis purposes. Furthermore, the ability to and/or merge data results from these selected features and/or features into MS Access, MS Excel, MS Word, etc. for analysis purposes as well.
- Multiple Features and Buffer Selections – ability to select multiple features and create a buffer around nearby features from a specific feature and/or features for analysis purposes. Furthermore, the ability to and/or merge data results from these selected features and/or features into MS Access, MS Excel, MS Word, etc. for analysis purposes as well.

2) Additional functional requirements for the **Employee** configuration of the GIS Website shall include and be added but not necessarily be limited to, the following applications used for the above mentioned future functional requirements for the **General Public** configuration that are not part of the current system or of a lesser priority but could be added if resources permit or at a later date:

- Emergency Service Areas - This application allows for the determination and revision of the response areas for fire, police and emergency services. The application provides the ability to allocate manpower and equipment based on map features such as area, buildings or street miles and to allow for reconfiguration (redistricting) during emergencies.
- External Utilities Integration – This application would allow for importation of data layers from outside utility providers (power, cable, natural gas, telephone, etc.) that the County is not responsible for but may wish to use in support of its government functions. The application would allow for the display of this information overlaid with other County GIS layers.
- Permit System Integration and Inquiry - This application would encompass the entire range of functions required to build and maintain a County permit tracking system. The Permit System links permits to property parcels and addresses. It includes the ability to track applications, inspections, and approvals by type. The application further allows for the monitoring of subdivision activity by type. The permit system should be capable of maintaining variance and site analysis information. It could also allow for the input of building footprints and possibly digital or scanned images (e.g. photographs).
- Utility Modeling (add-on) – This application would be a future add-on to the “Utility Inventory Management” above and would allow for basic water and wastewater system network modeling (for example, modeling the flow through the water distribution system). This would be a great tool for economic development site inquiries.
- Zoning and Land Use Query - This application includes various functions to allow for the inquiry and reporting of land use categories. A key component of this application is to classify each parcel by its zoning district and land use categories. The Land Use Planning application includes the ability to query zoning, Board of Adjustment, and approval conditions of properties. As the property layer is essential to this application, full display, inquiry and reporting of parcel information will be available.

J) Provide recommendations and specifications for data acquisition and submittals to allow direct importation of new information into the GIS system. A web-based editing and data importation solution is desired, if available.

K) Train the County’s initial phase designees in maintenance and upkeep once the GIS project has been implemented to ensure quality mapping and accommodate future expansion.

- L) GIS Consulting Services: In addition to the provision of the web-based GIS described herein, the County desires GIS consulting services, as needed and agreed upon at the time of the contract. These services would be provided under an annual contract which could be renewed with the agreement of both parties as specified herein. The GIS consulting services may include but not limited to the following:
1. Training staff on the use / features of the web-based GIS
 2. Hosting of the web-based GIS
 3. Technical support by phone and email
 4. Assistance with monthly data upload to the GIS
 5. Development of additional applications / features for the web-based GIS

The final scope of the project will be determined based on immediate needs and budget constraints.

II. EVALUATION OF PROPOSALS: SELECTION FACTORS

All proposals meeting the requirements of this RFP shall be reviewed and rated by a County evaluation committee according to the criteria listed below. The County expressly reserves the right to reject all proposals received. Furthermore, the County expressly reserves the right to reject any and all proposals, and to waive any of the terms, conditions, and provisions contained in the RFP.

- Experience of the firm and references. (25 points)
- Experience and qualifications of the personnel. (25 points)
- Project approach, work plan, timeline, deliverables and project management. (30 points)
- Quality, completeness, and responsiveness of the proposal. (10 points)
- Cost proposal. Note: Proposal shall include cost for providing ongoing annual GIS Maintenance, hosting and support costs. (10 points)

III. PROPOSAL CONTENT

The following items shall be included in the proposal:

A) Cover Transmittal Letter

Provide a narrative which introduces the firm and team highlighting the special strengths of the firm to perform the work requested in this RFP. The letter should be signed by an authorized principal of the proposing consulting firm.

B) Firm, Qualifications, Experience , and References

Provide a narrative describing the firm's qualifications to perform the project work, including past (relevant) experience and at least three client references, with contact names and information. Include information regarding the firm's experience involving the size and level of complexity of the proposed project with particular emphasis on any prior experience with local government entities. Qualifications and experience for proposed sub consultants should also be included.

Additionally, include a narrative of your firm's expertise in the following areas:

- ESRI GIS Development
- ESRI/AutoCAD Integration
- Spatial Data Standards and GIS Interoperability
- Experience with mapping displays, including handheld, desktop and web-based interfacing.
- Experience with governmental GIS application development.

C) Project Organization, Personnel and Staffing

Provide a brief description of all key personnel and technical staff (including, vendors, partners or subcontractors) to be involved and their relationship to the services to be provided.

- Include names, title, licenses, and certificates, fields of expertise, and relevant state and local area experience for all proposed personnel and staff.
- Identify the principal-in-charge for the proposed services.
- Complete resumes for proposed staff should be provided as part of an appendix to the proposal.
- Provide a project organization chart which depicts the organization of the project team.

D) Project Approach, Work Plan, Cost and Timeline

Provide a narrative which shows your firm's understanding of the project's requirements and documents a logical technical approach to the project scope of work. Include a general work plan with projected hours and hourly rates as well as the proposed approach to undertaking the scope of work described earlier in this RFP.

- Using the scope of work presented in this RFP, propose a work plan detailing major tasks and subtasks and the work to be conducted in each.
- For each task, detail the number of hours by staff level and the hourly rate for each staff level.

- If specific project team members or vendors are critical to specific tasks, identify where they will be utilized and/or committed.
- Include the results and deliverables expected from each major task.
- Based upon the proposed project approach and work plan, provide a detailed project schedule that illustrates the duration of each task/subtask and identifies results and deliverable milestones.

IV. AWARD PROCEDURES

- a) A selection committee shall review the proposals. The County shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. At the discussion stage, the public body may discuss non-binding estimates of project costs, including, but not limited to, life-cycle costing, and, where appropriate, non-binding estimates of price for services.

Proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposals and all information developed in the selection process to this point, the purchasing agency shall select, in the order of preference, two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the purchasing agency can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on, until such a contract can be negotiated at a fair and reasonable price.

The County reserves the right to make multiple awards as a result of this solicitation. Should the County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

- b) The County reserves the right to reject any or all proposals submitted, and to waive any informality in the proposals. The right is also reserved to award the contract where it appears to be in the best interest of the County.
- c) The County reserves the right to revise or amend this RFP prior to the date set for receipt of the proposals. The date set for receipt of proposals may be changed if

deemed necessary by the County. Any revisions and/or amendments will be in the form of an addendum to this RFP.

- d) **RENEWAL OF CONTRACT:** This contract may be renewed by the County for four (4) successive one year periods under the terms and conditions of the original contract. Price increases may be negotiated only at the time of renewal. Written notice of the County's intention to renew shall be given approximately 30 days prior to the expiration date of each contract period.

V. SPECIAL TERMS AND CONDITIONS

BID ACCEPTANCE PERIOD: Any bid in response to this solicitation shall be valid for (120) days. At the end of the days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the County's website, www.pittsylvaniacountyva.gov and on the County Public Notice Bulletin Board located at 1 Center Street, Chatham, VA 24531.

CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

OWNERSHIP/FOIA: Ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to B-30 Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

COOPERATIVE PURCHASE: If authorized by the Offeror, the contract resulting from this Request for Proposals may be extended to other public bodies, public agencies or institutions within the State of Virginia to purchase at contract prices and terms. Any public entity that uses the contract shall place its own order(s) directly with the contractor(s). Pittsylvania County Board of Supervisors is not a party to such contracts and is not responsible for placement of orders, payment or discrepancies of the participating jurisdictions. It is the Offeror's responsibility to notify the jurisdictions of the availability of contract(s). Offerors who do not wish to extend the terms, conditions and prices to other public entities shall so indicate in the proposal.

PITTSYLVANIA COUNTY
BOARD OF SUPERVISORS

PURCHASING DEPARTMENT

I. GENERAL TERMS AND CONDITIONS

1. Reservation of County Rights:

The County reserves the right to accept or reject any or all bids, to waive any informality and to make an award to a party other than the low bidder, if deemed in the best interest of the County, subject to the provisions under the Virginia Public Procurement Act.

The County does not discriminate against faith-based organizations.

2. Laws of the Commonwealth:

Any purchase order/contract resulting from this bid process shall be governed; in all respects whether as to its validity, construction, capacity, performance or otherwise; by the laws of the Commonwealth. Successful bidders providing goods to the County herewith assure the County that they are conforming to the provisions of the Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract of over \$10,000 the provisions in 1 and 2 below apply:

- (1) During the performance of this contract, the contractor agrees as follows:
 - A. Nondiscrimination Clause: The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - B. Equal Opportunity Employer: The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

(2)Subcontractors: The contractor will include the provisions of the foregoing paragraphs A, B, and C in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

(3) Drug Free Workplace – During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor’s employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that such provision will be binding upon each subcontractor or vendor.

3. Tax Exemption:

The County is exempt from State sales, and use taxes and will issue a Certificate of Exemption upon request. Deliveries against any items of this bid procedure shall be free from any excise or transportation taxes. Excise exemption registration NO. 54-600-1508 may be used when required or necessary on behalf of the County.

4. Modifications, Additions, or Changes:

Modifications, additions, or changes to the terms and conditions of this invitation to bid may be cause for rejection of your bid. All bids shall be entered on the official bid forms, if provided. Bidders who attach or submit bids on their or any other forms may be considered unresponsive and may be rejected if an official bid form is provided.

5.Delivery Point:

Except when otherwise specified herein, all items shall be F.O.B. delivered to any point within the County as directed by the Central Purchasing Department.

6.Transportation and Packaging:

The authorized agent by signing this bid certifies and warrants that the bid price offered for F.O.B. destination, includes only the actual freight rate costs at the lowest and best rate and is based on the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be properly and legibly marked or labeled on the outside with the commodity description and number, size and quantity.

7. Evaluation of Bid Documents:

If any prospective bidder is in doubt as to the true meaning of any part of the specifications or other bid documents, the prospective bidders shall submit a written request, within the time frame provided, after receipt of the invitation to bid to the Central Purchasing Department. The Central Purchasing Department will have final authority to review any discrepancies or deficiencies in the specifications and then make the necessary interpretations or revisions. Interpretations or revisions shall be made official by the issuance of any necessary addendum and distributed to all potential bidders. The Central Purchasing Department will not be responsible for explanations or interpretations of the bid documents, except as issued in writing by the Purchasing Manager and/or County Administrator.

8. Default:

In the case of default by the successful bidder or failure to deliver the goods or services ordered by the time specified, the Department of Central Purchasing, after due written notice may procure these goods or services from other sources and hold the defaulting vendor responsible for any excess cost occasioned thereby.

9. Anti-Collusion Certification:

The authorized agent by signing this bid certifies and warrants that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. The signing agent understands collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. The signing agent also agrees to abide by all conditions of this bid and certifies that he or she is duly authorized to sign this bid for the bidder represented herein.

10. Kickbacks:

The signing agent certifies and warrants that neither he/she nor the bidder from whom he/she is authorized to act has offered or received any kickback from any other bidder, suppliers, manufacturer, or subcontractor in connection with his/her bid on this solicitation. A kickback is defined as an inducement for the award of a contract, subcontracts or order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchange. Further, no person shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything of value in return for an agreement not to compete on a public contract.

11. Gifts by Bidder, Offeror, Contractor, or Subcontractor:

No bidder, offeror, contractor, or subcontractor, shall confer on any public

employee or official having formal responsibility for a procurement transaction, any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

12. Termination/Cancellation of Contract:

Subject to the provisions below, the contract may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

A. Termination for Convenience

In the event that this contract is terminated or cancelled upon request and for the convenience of the County, without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

B. Termination for Cause

Termination by the County for cause, default or negligence on the party of the appraiser or firm shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination of Cause.

C. Non-Appropriation Clause/Termination due to Unavailability of Funds in Succeeding Fiscal Years

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

13. Quantities:

Quantities set forth in this invitation are estimates only, and the successful bidder shall supply at bid prices actual quantities as ordered regardless of whether such total quantities are more or less than those shown.

14. Ordering:

All orders from the County shall be issued by the Central Purchasing Department. A County purchase order number is required for the contract; yet partial order quantities and deliveries will be accepted upon request or as outlined in the Special Specifications, by the Central Purchasing Department. No other department or personnel other than those in the Central Purchasing Department of the County are qualified to issue purchase orders, make changes in orders, or accept delivery on orders under this contract without specific written

authorization being received by the contractor from the Central Purchasing Department or as otherwise specified in the Special Specifications.

15. Invoices/Billing Process:

Invoices for items ordered, delivered, and accepted by the Central Purchasing Department or authorized departments shall be submitted by the contractor directly to the Accounting Department, at the address shown on the purchase order. The purchase order number must be referenced on all invoices regardless of quantities delivered, backordered, etc. Any outstanding quantities not included in the billing or invoice should be shown on a separate statement specifically marked, as not being an invoice for payment yet is an accountability of items and cost outstanding.

16. Discounts:

All bids will be evaluated and awarded on net prices. Cash discounts will not be considered in making awards. If cash discounts for prompt payment are offered, it must be clearly shown on the bid forms in the space provided. On monthly invoices any payment terms must be clearly marked. The County will attempt to take advantage of any such discounts provided our timetable allows us to do so.

17. Hold Harmless:

The successful contractor assumes and agrees to indemnify, defend and hold harmless Pittsylvania County, Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, labor, goods, or equipment of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence on the part of the using agency or to the manner outlined by the contractor and description literature or specifications submitted with the contractor's bid.

18. Warranty:

The contractor shall provide warranty documents on any material, goods or equipment of any kind or nature provided by the contractor, his subcontractor or other agents. The warranty shall be in effect for the period of time specified.

19. Contractual Intent

Upon successful award of this bid by the County, it is the County's intent to have a written contract fully executed by all participating parties. This contract shall delineate the capacity, performances and considerations for all parties involved.

The contents of the bid submitted by the successful bidder and the bid specifications shall become a part of any contract awarded as a result of these specifications. The successful vendor will be expected to sign a "Standard Contract for Services" with the County.

Sample contracts may be submitted by either party at the time of the bid, however, the County reserves the right to use its uniform contract format over all samples submitted.

20. Insurance

By signing and submitting a bid/proposal under this solicitation, the Bidder/Offeror certifies that if awarded the contract, it will maintain all required Worker's Compensation, Employer's Liability, Commercial General Liability and Automobile Liability insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. Copies of insurance certificates shall be submitted with all bids/proposals.

21. Use of Name Brands Within These Specifications:

The name of a certain brand, make, manufacturer, or definite specification is to denote the quality to the specific brand, make, manufacturer, or specification named; it is to set forth and convey to prospective bidders the general style, type, character and quality of article desired, and wherever in specifications or contract documents a particular brand, make of materials, device or equipment shall be regarded merely as a standard. Any other brand, make of material, device or equipment which is recognized the equal of that specified, considering quality, workmanship and economy of operation and is suitable for the purpose intended, shall be considered responsive to the specifications.

22. Access To Records:

The County Administrator or his duly authorized agent, shall, until the expiration of three (3) years following the final payment on this Agreement, have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of Lessor and Assignee involving transactions related to this Agreement. Lessor and Assignee shall have the reciprocal right, until the expiration of three (3) years following final payment on this Agreement, to have access to and examine and copy any directly pertinent books, documents, papers and records of the County Administrator in the event of litigation or arbitration involving this Agreement, rights of access, examination and copying hereunder granted to Lessor, Assignee, and Lessee shall continue until such claims have been finally disposed of.

CONTRACTOR ELIGIBILITY CERTIFICATION

This is to certify that this person/firm/corporation has not been barred from bidding on contracts by any agency of the Commonwealth of Virginia, nor is this person/firm/corporation a part of any firm/corporation that has been barred from bidding on contracts by any agency of the Commonwealth of Virginia.

Name of Official

Title

Firm or Corporation