

Request for Qualifications

For GIS Services

ArcGIS Online Application Development & On-Going
GIS Administration

City of Ely, Iowa
1570 Rowley Street
Ely, IA 52227

Purpose: The City of Ely, Iowa, (City) is hereby soliciting consultant proposals for professional services to perform design services for the ArcGIS Online Application Development & On-Going GIS Administration. This request invites qualified Consultants to submit proposals for accomplishments of the items of work described below under Project Description. Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). Once the Consultant is selected, a contract will be negotiated based on a mutually agreed upon scope of services.

Project Description: This project includes assisting and advising the City on the creation of an ArcGIS Organization and creation of three (3) ArcGIS Online maps/apps, as well as, an on-going 5-year GIS Master Services Agreement.

ArcGIS Online Maps/Apps to include the following:

- 1) Citizen Report an Issue Application
 - A publicly facing application, where a citizen can report common issues (potholes, sidewalk cracks, brown water, etc.) in the community.
- 2) Public Works Data Viewer Application
 - A secured application where Public Works staff can view, edit, and add documentation the public utilities in the city.
- 3) Economic Development Application
 - A publicly facing application where prospective developers can browse parcels and the related utilities and services available at specific areas in the city.

Additionally, within this portion of the project the Consultant will be responsible for providing guidance in the purchase and setup of an ArcGIS Online compatible high precision GPS unit and initial technical assistance and training of City staff.

On-Going 5-year GIS Master Agreement

This secondary task will provide on-going support, administration, and guidance for the City's ArcGIS Online Organization including but not limited to all associated maps, applications, data, and users, as well as, providing technical support for the use of the City's GPS unit and all associated equipment and applications.

Proposal Submission: Responses to the RFQ must be received by the City of Ely

Rapids as follows:

Due Date:	February 8 th , 2022
Time:	2 p.m.
Deliver To:	Adam Thompson City Administrator City Hall 1570 Rowley St., Ely, Iowa 52761 Ely, IA 52227

Number of copies: 1 hard copy and 1 digital copy

During the proposal evaluation, the City reserves the right to request additional written information to assist in the evaluation of proposals.

Proposals and written responses to the City's request for additional information shall be signed by the Consultant (if an individual), by an officer of the proposing Consultant, or by a designated agent empowered to bind the Consultant in a contract.

Upon receipt, the proposals shall become the property of the City of Ely for disposition or

usage by the City of Ely at its discretion.

Proposal Content: To standardize responses and simplify the comparison and evaluation of responses, all proposals should include the information set forth below:

- a. Business Organization. The full name and address of the Consultant's organization and the branch office that will perform the services described herein shall be stated. Include general information about the organization and qualifications.
- b. Project Staffing and Organization. Qualifications of the project manager and personnel, including anticipated subconsultants, with specialized skills shall be highlighted.
- c. Technical Approach. The Consultant shall state its understanding of the project as outlined in the Request for Qualifications and the approach in rendering the services required.
- d. Related Technical Experience. Descriptions of a minimum of two (2) and a maximum of four (4) projects of similar size and nature shall be submitted. The project description must contain the type of work performed, location and reference (contact person).

Contact Person: Any questions concerning the proposals should be directed to Adam Thompson.

Evaluation and Selection Process: Proposals will be evaluated by a Selection Committee established by the City using the Selection Criteria included in Attachment 2 to identify the Consultant or Consultants best qualified to meet the City's needs on this project.

ATTACHMENT 2 SELECTION CRITERIA

The Evaluation and Selection Committee established by the City for this project will evaluate each proposal in accordance with the following criteria to identify the Consultant best qualified to meet the City's needs on this project. The Consultant deemed best qualified by the Evaluation and Selection Committee will be invited for additional presentations and interviews. However, the City reserves the right to request interviews of any, all, or none of the Consultants. If interviews are held, all interviewed proposals will be rescored based upon the above scoring criteria factoring in the interview as well.

<u>Item</u>	<u>Description</u>	<u>Rating Ranges</u>
1.	Business Organization	(0 –10)
	Consultant's overall qualifications, related services, proximity to community, and responsiveness.	
2.	Project Staffing and Organization	(0 – 20)
	Qualifications of the project manager and personnel, including anticipated subconsultants, with specialized skills shall be highlighted.	
3.	Technical Approach and Scope of Work	(0 – 40)
	Consultant's understanding of the project objectives. Consultant's identification of potential problems perceived at this time. Consultant's description of overall approach to efficiently complete the project.	
4.	Related Technical Experience	(0 - 30)
	Consultant's experience with similar projects. Consultant shall include information on other organizations for which Consultant has provided comparable services.	