

MILWAUKEE COUNTY

DEPARTMENT OF ADMINISTRATIVE SERVICES



REQUEST FOR PROPOSAL (R.F.P.)

Project Name: Planimetric Polygon Processing Services

Project No.: 1199-14007

Issue Date: April 4, 2014

Key Proposal Dates and Contact Information	
Contact Name	William Shaw
Contact Email	william.shaw@milwaukeecountywi.gov
Phone	(414) 278-2176
Questions Due:	3:00 p.m. CST on April 18, 2014
Proposals Due:	2:00 p.m. CST on May 16, 2014
Evaluation of Proposals:	Completed by May 30, 2014
Contract Execution (anticipated):	June 30, 2014

Subject: Request for Proposal
Project: Planimetric Polygon Processing Services
1199-14007

THIS PAGE CONTAINS RFP UPDATE NOTIFICATIONS

REV #	DATE	PAGE REFERENCE	SECTION OR PART

Subject: Request for Proposal
Project: Planimetric Polygon Processing Services
1199-14007

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
DIVISION OF ECONOMIC DEVELOPMENT (ED)
2711 W WELLS ST. 3RD FLOOR
MILWAUKEE, WI 53208

REQUEST FOR PROPOSAL – Planimetric Polygon Processing Services

PROPOSAL SUBMISSION REQUIREMENTS

This RFP is issued on behalf of Milwaukee County DAS- ED, which is the sole point of contact during the procurement process.

Sealed proposals for furnishing services as specified below will be received in the Office of DAS- ED, 2711 W Wells St., 3rd Floor, Milwaukee, WI 53208 no later than 2:00 p.m. on: May 16, 2014

ALL PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL BE REJECTED

PROPOSAL SUBMISSION:

One (1) original and three (3) copies of the technical proposal, and **one original and one copy of the cost/financial proposal** are to be submitted in **SEPARATELY SEALED ENVELOPES** to **DAS- ED** no later than **2:00 p.m. May 16, 2014**

The **two separate proposal envelopes** must be identified in the lower left corner as follows:

Planimetric Polygon Processing Services – Technical Proposal, RFP 1199-14007 Proposal Due Date: *May 16, 2014*

Planimetric Polygon Processing Services – Cost Proposal, RFP 1199-14007 Proposal Due Date: *May 16, 2014*

Any Proposal received in an envelope not properly and clearly marked as specified above may result in the proposal being rejected. **It is the vendor's responsibility to comply with the above in order to assure its consideration.**

FAX RESPONSES WILL NOT BE ACCEPTED – ALL FAXES RECEIVED WILL BE REJECTED.

All proposals received in response to this request will become the property of the County and will not be returned to the respondents.

A. CLARIFICATIONS – If additional information is needed to interpret the specifications/requirements, **WRITTEN QUESTIONS MUST BE RECEIVED NO LATER THAN THE TIME/DATE AND ADDRESS TO THE PERSON ON THE COVER PAGE.**

No information provided verbally, or by any other personnel, will be considered binding. All respondents should use this written document and its attachments as the sole basis for their proposal at this time.

Additionally, the County prohibits communication initiated by the respondent to any County official, representative from another entity or employee evaluating or considering the proposals, prior to the time a decision is made.

B. CONTENTS OF PROPOSAL – All attachments, additional pages, addenda or explanations supplied by the vendor with this proposal will be considered as part of the proposal response.

If an oral presentation/interview is required of the selected finalists, it shall be at the respondent's expense. However, an award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint. Unnecessarily elaborate brochures or other presentations beyond that required to present a complete and effective proposal are not desired.

C. NONCONFORMING TERMS AND CONDITIONS – A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document is subject to rejection as non-responsive. Milwaukee County reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness.

D. ALTERNATE PROPOSALS – An alternate proposal is viewed by the county as a proposal describing an approach to accomplishing the requirements, which differs from the approach set forth in the solicitation. An alternate proposal may also be a second proposal submitted by the same respondent, which differs in some degree from its prime proposal.

The County may consider or reject any or all alternate proposals submitted.

E. RESERVATIONS – This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. DAS-ED reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of Milwaukee County to do so.

F. NON-INTEREST OF COUNTY EMPLOYEES AND OFFICIALS – No official or employee on the evaluation committee shall have any financial interest, either direct or indirect, in the proposal or contract. No official or employee of the evaluation committee shall exercise any undue influence in the awarding of the proposal or contract.

G. AMENDMENT OF PROPOSALS –

By County: Requests for Proposals may be amended by DAS-ED in response to clarification, specifications and/or requirements changes, new opening date, etc. Amendments will be posted to the Milwaukee County Website, at: <http://www.county.milwaukee.gov/ConstructionBidsandR23075.htm> **it is the responsibility of the prospective vendors to check this website for any future amendments, questions, revisions, etc., prior to the Proposal Due Date and return with the response. RFP's that do not return amendments may be rejected.**

By Vendor: Proposals may only be amended after receipt by DAS-ED by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the **Proposal Due Date** unless requested by DAS-ED.

H. WITDRAWALS OF PROPOSALS – Proposals may be withdrawn only in total, and only by written request to DAS-ED Division prior to the time and date scheduled for **Proposal Due Date**.

I. OTHER CONSIDERATIONS – Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The County reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.



Milwaukee County

DEPARTMENT OF ADMINISTRATIVE SERVICES

April 4, 2014

To All Interested Consultants

Project: Planimetric Polygon Processing Services
Project No.: 1199-14007
Subject: REQUEST FOR PROPOSAL (R.F.P.)

The Milwaukee County Department of Administrative Services (DAS) is requesting proposals for professional services necessary to perform work required to produce a digital database containing County-wide Planimetric polygon feature data. Polygons will be produced from previously classified linework representing specific Planimetric features of which these include paved/unpaved airfield, paved sidewalk, paved/unpaved driveway, paved/unpaved parking and paved/unpaved road shoulder. The product(s) of this effort are expected to conform to National Map Accuracy Standards (NMAS) at a scale of one-inch equals one hundred feet (1" = 100') and must be directly compatible with existing [ESRI GIS software](#) at the county.

I. BACKGROUND

Planimetric Map Replacement Project

Milwaukee County recently completed a Planimetric Map Replacement Project. The outcome of this project was to update Planimetric features within selected areas located throughout Milwaukee County. Planimetric features located within selected areas comprising 19.1 sq. mi. of total area as shown in Figure 1 below were identified for update due to changes that occurred between 2005 (the date of the last Planimetric map revision) and 2010 (the most recent aerial photography available to the project). Over 4,000 discrete areas having one or more of the following Planimetric feature subtypes were included in this update:

- Edge of Pavement/Curb
- Paved Public Sidewalk of width $\geq 5'$
- Driveways
- Trails
- Railroad Centerlines
- Utility Poles and Towers
- Buildings
- Bridges
- Fences
- Wooded Areas
- Hydrographic Features
- Annotation Lettering

Note: instructions for accessing Planimetric Map Replacement project data are available [here](#),

Map Replacement Project – Area Polygons

Map Replacement Project feature linework is topologically configured to form polygons. Each of these features linework was used to generate polygons which were then delivered as part of the project. Polygons were created for the following features within each of the update areas:

- Paved Roads

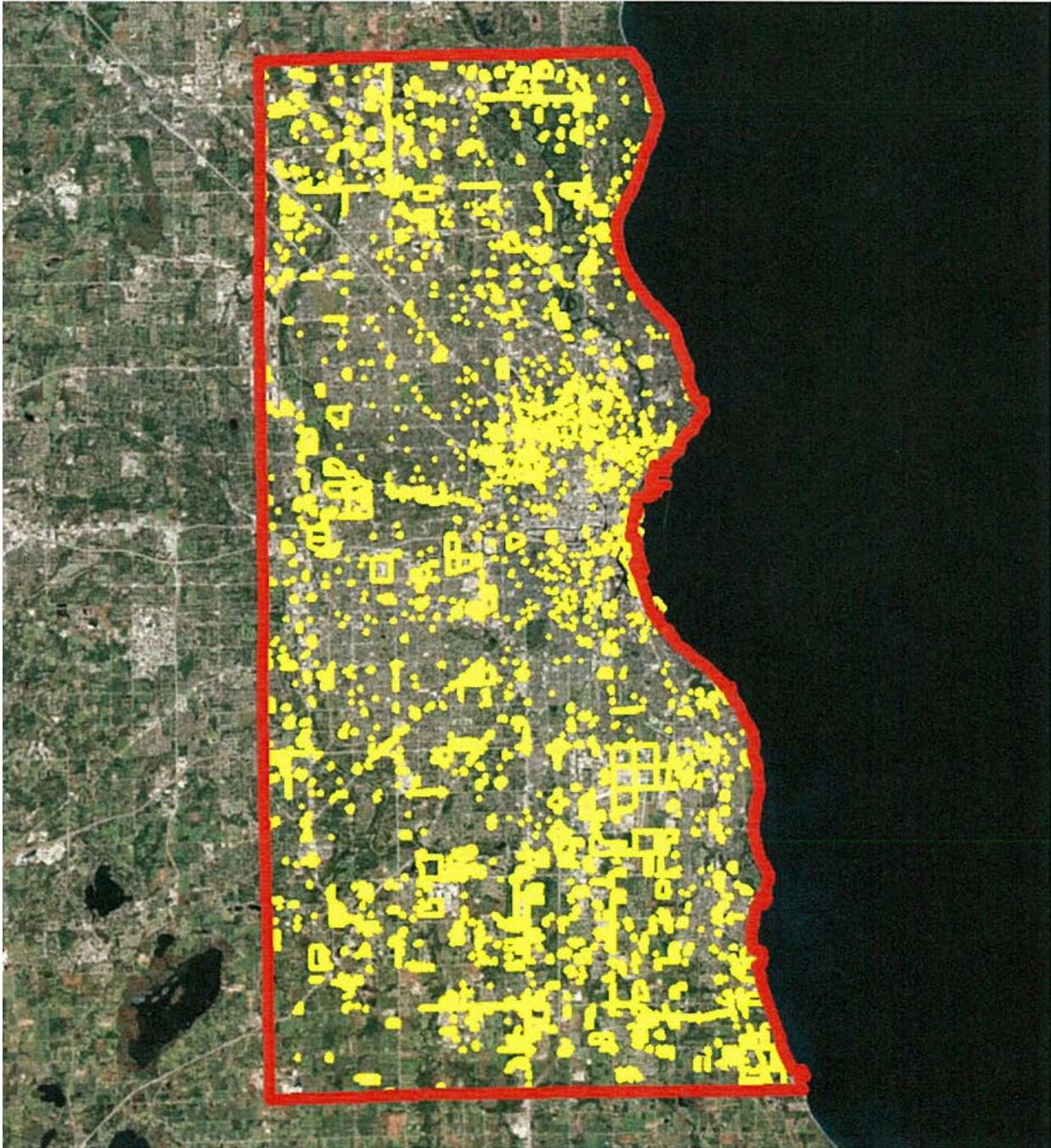
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- Paved Parking
- Sidewalk of width $\geq 5'$
- Buildings
- Bridges

Map Replacement Project – County-wide Polygons

In addition to feature polygons generated in each of the selected update areas, polygons representing paved road, building and bridge features were generated county-wide.

Figure 1: Planimetric Map Replacement Change Areas

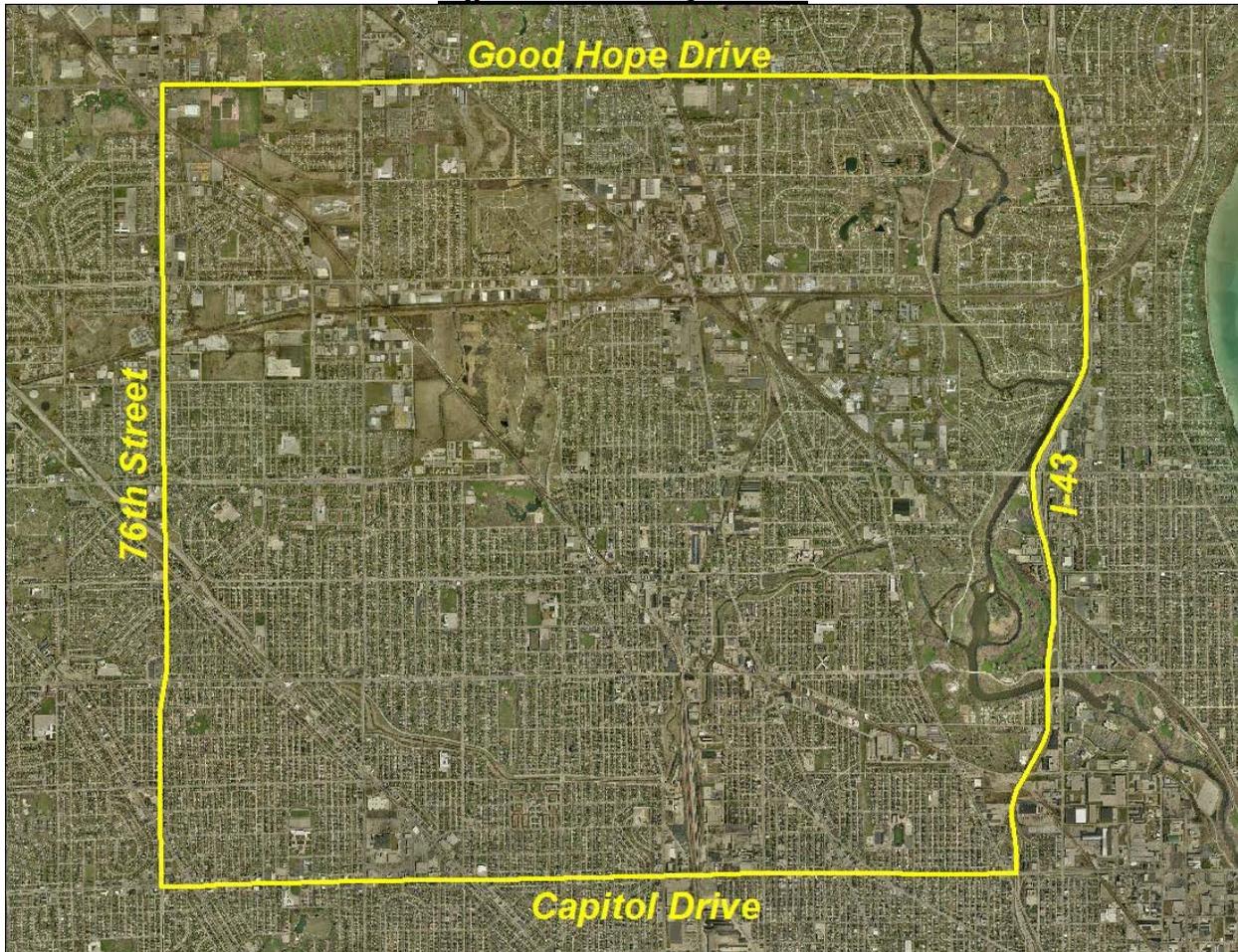


Map Replacement Project - Planimetric Polygon Pilot

Milwaukee County recently completed a Polygon Pilot Project. The intent of the Polygon Pilot project was to determine the effort necessary to create a more complete set of countywide polygon features from existing Milwaukee County Planimetric line features. The resulting polygon data set included the following feature types: paved sidewalk, paved/unpaved driveway, paved/unpaved parking and paved/unpaved road shoulder. The Pilot Project procedures were applied to an approximate 18 Square Mile Area bounded by the following roads as shown in Figure 2 below:

North Boundary: Good Hope Road
East Boundary: Interstate 43
South Boundary: Capitol Drive
West Boundary: 76th Street

Figure 2: Pilot Project Area



Pilot Project Size, Density and Percentage Assessment

The Pilot Project Area that was completed is approximately 18.2 square miles in size. The overall mapping area for Milwaukee County is approximately 242.4 square miles. Therefore based solely on land area the Pilot Project represented approximately 7.5% of the total County. However, the average feature density of the Pilot Project area is significantly higher than the average density of the overall County, so it is expected that the actual percentage of the total work that was completed in the Pilot Project is greater than 7.5%.

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In order to obtain a better estimate of the percentage of the overall work that was completed in the Pilot Project, two spatial queries were performed:

- 1) What percentage of all Buildings are in the Pilot Project Area
- 2) What percentage of all Transportation Lines are in the Pilot Project Area

Both queries resulted in a percentage value of 11.3%. Therefore, based on this information, it is estimated that the Pilot Project work that has been completed represents approximately **11%** of the work that will be required to complete the minimum required scope of work as described below in more detail.

County-wide Polygon Scoping

In preparing a response for this RFP successful bidders must consider the following scope of work alternatives:

- 1) Minimum Scope
- 2) Additional Feature Scope
- 3) Enhanced Polygon Scope

The three scope of work alternatives are discussed in more detail in the following paragraphs. (NOTE: Each of the three scopes of work requires generating polygons for buildings, roads and bridges in addition to the features listed within each scope and a County-wide polygon data set was previously produced that includes these three feature types..

Alternative 1: Minimum Scope

Under this alternative, County-wide polygons will be created for feature subtypes that were produced in the Pilot Project (listed at the beginning of this Section). This work would produce polygons for approximately 98% or more of these features.

Alternative 2: Additional Feature Scope

Under this scope alternative, the initial work will be identical to the Alternative 1 Minimum Scope of work described above. The difference is that an additional set of features will become candidates to be included. These features represent Bleachers, Golf Course, Ruins/Foundations, Cemeteries, Pools, Tanks/Silos, Airfield Pavement, Water Bodies, Tree Lines, Marsh, Athletic Fields, Piers, Concrete Pads/Slabs and Open Storage Areas among others. This work would produce polygons for approximately 98% of these features or greater.

Alternative 3: Enhanced Polygon Scope

Under this scope, the initial work will be identical to either Alternative 1 or Alternative 2 scope of work described above. The difference is that after the initial process is completed, a further inspection of the remaining linework would be processed for the approximately 2% of features that were not created as polygons. This work is expected to cover 99% of the polygons defined by the Milwaukee County Planimetric linework.

II. GENERAL PROJECT DESCRIPTION

The project area for the County includes the entirety of Milwaukee County as shown on this [project area map](#). The area covers approximately 242 sq. miles of contiguous urbanized area located in Southeastern Wisconsin on the western shore of Lake Michigan. The project is further specified to include a complete set of Planimetric line work whereby the vendor will be responsible for generating polygons representing specified Planimetric features in a manner described herein.

Vendor selection preference will be given to qualified vendors who can provide the listed product deliverables within the time frame specified. Selection will be based on a combination of the overall quality and technical approach of the proposed services and individual deliverable unit pricing.

Note that all data products developed by the selected vendor as a result of the work performed under contract award(s) related to this RFP remain copyright protected by Milwaukee County. Instructions for accessing Planimetric Polygon Processing Services data are available [here](#),

III. SCOPE OF CONSULTANT SERVICES

It is anticipated that this project will include but is not limited to the following; however, vendors must identify all services, software and hardware required by the County to fully comply with the requirements of this RFP, notwithstanding errors or omissions in any of the requirements.

A. GENERAL

These products and specifications set forth the requirements of Milwaukee County for mapping services in the performance of transforming existing digital Planimetric line features into area (polygon) features, some of which having shared boundaries e.g., representing two-dimensional adjacent areas e.g., a building, a parking lot, a sidewalk etc.

B. DIGITAL ORTHOPHOTOGRAPHY

The Contractor shall perform work as may be necessary and specified in SECTION III-D utilizing existing digital orthophotography of Milwaukee County, Wisconsin, an area of approximately 242 square miles in extent, as shown on the sketch map [herein](#). The digital orthophotography images were prepared in such a manner as to be compatible with existing Planimetric maps prepared to National Map Accuracy Standards for one-inch equals one hundred feet (1"= 100') scale mapping.

Digital orthophoto files - 100-foot scale, six-inch ground-sample-distance ([GSD](#)) digital color orthophoto files are referenced to the Wisconsin State Plane Coordinate System, South Zone, North American Datum of 1927, and are rendered in both MrSid and/or "native" GeoTIFF raster format.

The digital orthophoto files are available in MrSid compressed file configurations representing both township and countywide area coverages. Optionally orthophoto data is organized into native format .tif "tiles" covering an area of 10,000 grid feet by 10,000 grid feet in size, yielding approximately 90 whole or partial, color, six-inch pixel, [digital orthophoto image files](#).

C. DIGITAL PLANIMETRIC MAPPING

1. General

The Contractor shall perform the work specified in SECTION III-D utilizing existing digital Planimetric feature classes maintained in ESRI Geodatabase format meeting National Map Accuracy Standards for one inch equals one hundred feet (1"= 100') scale mapping of Milwaukee County, Wisconsin. Existing Planimetric data was compiled using aerial photography collected in spring of 2010. The existing Planimetric linework was compiled to meet the specification described in SECTION III-D. Instructions for accessing existing Planimetric features, metadata and Ortho-rectified imagery are available [here](#).

2. Existing Planimetric Feature Class Data

The existing digital feature classes show correctly the following information:

- a. All Planimetric details, such as pavements, curbs, paved sidewalks appurtenant to public streets, highways, and other public ways having a width of five feet or

greater, driveways, trails, centerlines of railway tracks, power and telephone line poles and towers, buildings, fences, wooded areas, and other identifiable features, are shown in their correct positions and orientation within the tolerances of these specifications

- b. All hydrographic features, such as marshes, lakes, streams, watercourses, and drainage ditches, are shown in their correct positions and orientation within the tolerances of these specifications. Hydrographic features having a width of five feet or greater are represented as shoreline and shown as double lines.
- c. Lettering as furnished by Milwaukee County relative to the names of the salient geographic features. The names of all state and county trunk highways, public streets, and major streams and lakes are included as annotation class features in the digital Geodatabase files.

D. DIGITAL PLANIMETRIC POLYGON PROCESSING

1. General

The Contractor shall apply polygon processing procedures to the existing digital Planimetric feature classes in ESRI File Geodatabase format meeting National Map Accuracy Standards for Milwaukee County, Wisconsin. For the purpose of interpreting these standards within the context of the digital feature classes, the “publication scale” of these digital maps shall be one inch equals one hundred feet (1” = 100’). The area to be considered for polygon processing, totaling approximately 242 sq. miles of Milwaukee County, is shown on the sketch map included [here](#). The Contractor shall prepare polygon features utilizing methods capable of producing the specified results.

The Contractor shall provide copies of the digital Planimetric polygon features to Milwaukee County for review and editing to determine compliance with the standards and specifications set forth herein. Upon completion of this review, Milwaukee County will advise the Contractor of any revisions needed to bring the digital Planimetric polygon features into full compliance with the applicable standards and specifications. The Contractor will revise the features requested and return the corrected features to Milwaukee County.

2. Planimetric Feature Data to be polygonalized

The digital features shall show correctly the following information:

- a. All Planimetric polygons, such as pavements, curbs, paved sidewalks appurtenant to public streets, highways, and other public ways having a width of five feet or greater, driveways, and towers, buildings, wooded areas, and other features contained in the county’s digital Planimetric files, shall be shown in their correct positions and orientation within the tolerances of these specifications
- b. Hydrographic features having a width of five feet or greater such as marshes, lakes, streams, and watercourses, are shown in their correct positions and orientation within the tolerances of these specifications.

3. Digital Geodatabase Feature Class Organization and Specifications

The Contractor shall organize the digital features in such a manner as to enable the plotting of digital Planimetric maps similar in appearance to this example [Planimetric feature map](#) prepared by Milwaukee County using polygon data produced as part of the polygon pilot described in Section I.

- a. The digital Planimetric features shall be referenced to the Wisconsin State Plane Coordinate System, South Zone North American Datum of 1927. The features

shall be organized into an ESRI File Geodatabase folder. The Geodatabase file will contain a complete set of feature classes including subtypes as described [here](#).

- b. The ESRI File Geodatabase digital polygon features shall be organized in such a manner that individual feature classes and subtypes, can be selectively retrieved, manipulated, and displayed, either singly or in combination with other data types. The polygons within the file structure shall be as listed in Planimetric Polygon Processing Services Features & Scope included [here](#). The list is made up of columns that describe the name and type of the features to be included in the Scope of Work Alternatives identified in Section I County-wide Polygon Scoping.
- c. The digital Planimetric polygon feature classes in ESRI File Geodatabase format shall be prepared allowing that all polygonal features reflect a seamless transition with surrounding features e.g., road alignments, parking and driveway etc. and are further prepared with the following enhancements:

1. **Hydrography Features**

Water polygons depicting open water features greater than five feet in width such as lakes, ponds, and streams are topologically continuous. Water lines depicting single line water features consistently less than five feet in width such as streams, watercourses, and drainage ditches shall remain as simple lines.

2. **Transportation Features**

The road features represent the edge of pavement or roadway for a paved or unpaved road. Paved road and unimproved road line segments that are broken or “clipped” for creation of openings for driveways shall be incorporated into topologically correct Planimetric polygon feature classes. The combination of paved and unimproved road features and “clipped” paved and unimproved road line segments form a continuous, connected road edge without gaps or openings for driveways, and are to be used in forming a closed polygon feature.

3. **Clipped Features**

Certain features in the digital Planimetric feature classes are inserted such that these line segments represent trimmed or “clipped” surfaces for the placement of other line features or the placement of text. For example, road edges may be clipped for the creation of openings for driveways. As previously mentioned, all clipped features have been inserted and are uniquely identified within the digital feature classes, such that the “clipped” segments are to be used in combination with appropriate features to form closed polygon areas or otherwise create continuous, connected line features. Examples of features that may necessitate the creation of “clipped” line segments include paved and unimproved roads.

4. **Closeable Features**

Selected features in the digital Planimetric feature classes were inserted in such a way that they are closed and connected line segments and are amenable to the formation of closed polygons. For example, water lines and shorelines were connected such that they are capable of forming polygons for open water features. Similarly, paved and unimproved roads-with the addition of appropriate “clipped” line segments – are capable of forming closed polygon features. Refer to Table 1 [here](#) to identify features designated with a TYPE of “Line/Area” for a complete list.

- d. The Contractor shall collaborate with Milwaukee County to establish a correct format and procedures for the transfer and delivery of the ESRI File Geodatabase. The Contractor shall also provide listings of the names of the files included on any delivered media.
- e. All computer software used by the Contractor in the preparation and transfer of the digital feature classes shall be capable of maintaining the full mathematical precision of the horizontal control survey information described under Section III.B, D 3, and H.2, of these contract specifications. This may require the use of computer software written to support double precision.
- f. The Wisconsin State Plane Coordinate System, South Zone, shall be utilized as the coordinate system for the encoding of all File Geodatabase features class data elements.

4. Processing and Quality Assurance of the Digital Planimetric Polygonal Feature classes

The following procedures shall be employed in the development of the final digital Planimetric polygonal feature classes.

- a. Milwaukee County shall conduct office editing of the Planimetric polygonal map data.
- b. Milwaukee County shall visualize existing line data to validate representative polygons to those features identified in Planimetric Polygon Processing Services Features & Scope included [here](#) and further identified in [Table 1](#) as having both line and area properties i.e., all features having a TYPE designation of "Line/Area" when combined with clipped line features form closed area polygons.
- c. At the conclusion of the review, Milwaukee County shall provide error and omission findings to the Contractor.
- d. The Contractor shall revise the digital feature classes to reflect the comments received for Milwaukee County.
- e. The Contractor shall provide the corrected digital features to Milwaukee County.
- f. The digital Planimetric features shall be further verified by Milwaukee County to determine compliance with the digital specifications.
- g. Should the digital Planimetric polygon features be found by Milwaukee County to meet all applicable specifications, Milwaukee County shall notify the Contractor of acceptance by Milwaukee County of the digital Geodatabase features.
- h. Should the digital Planimetric polygon features be found by Milwaukee County to require further revisions to comply with the specifications, Milwaukee County shall so notify the Contractor.
- i. The Contractor shall then follow the procedures noted in paragraphs d through h above as may be necessary to produce and deliver to Milwaukee County the final digital Planimetric polygonal Geodatabase feature classes as set forth in paragraph g above.

H. PRECISION AND ACCURACY STANDARDS

- 1. The digital Geodatabase shall be prepared to meet National Map Accuracy Standards at the scale of one inch equals on hundred feet (1" = 100').
- 2. The existing digital Planimetric data is certified that ninety percent of all well-defined Planimetric features are able to be plotted so that their position in the digital Geodatabase is accurate to within 1/30 of an inch of their true coordinate position and no point is more than 1/20 of an inch from its true position at the map scale

specified herein.

IV. SCHEDULE

Describe, first in summary, then in detail, the project plan recommended by your firm to insure timely data delivery within six (6) months of final contract execution. This plan should highlight all milestones and deliverables. Note: the anticipated contract execution date specified in the table included on page 1 of this document.

V. INTEGRATION/INTERFACE REQUIREMENTS

Contractor must provide all integration and interface software and/or services necessary to assure the proposed data is compatible with ESRI ArcGIS File Geodatabase format.

VI. GENERAL REQUIREMENTS

- A. For work that is to be performed at the Milwaukee County systems facility locations, the County can provide office space and workstations (PC's). Normal working hours are 8:00 a.m. – 4:30 p.m. Monday – Friday.
- B. Payment terms will be negotiated with a minimum of 5% retained until Milwaukee County has accepted the final deliverables.
- C. All subcontractors must be identified in the proposal response. If Sub-Contractors are used, Milwaukee County will consider the proposing contractor to be the Prime Contractor and to be solely responsible in all contractual matters, including payment of any and all charges resulting from such sub-contractor arrangements. The Prime Contractor will be fully responsible for the actions, errors, and omissions of the sub-contractor. The successful bidder shall cause appropriate provisions of its proposal to be inserted in all subcontracts ensuing to ensure fulfillment of all contractual provisions by subcontractors.
- D. The successful professional service provider shall comply with Milwaukee County Ordinances, which requires Good Faith Efforts (GFE) to achieve participation of certified Disadvantaged Business Enterprise (DBE*) firms on all USDOT and Milwaukee County funded professional service contracts. In accordance with this Milwaukee County policy and US DOT requirements, the consultant/service provider shall ensure that DBEs have an opportunity to participate in this project/contract. The efforts employed by the consultant/service provider should be those that one could reasonably expect a consultant/service provider to take if the consultant/service provider were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. **This project has a DBE participation goal of 5% of the total contract amount.** For a list of Milwaukee County certified DBEs, go to <http://www.county.milwaukee.gov/IntergovernmentalRel12281.htm> and do a DBE search. For additional assistance, contact the Community Development Business Partners (CDBP) at (414) 278-5248.
- E. The County shall be entitled to request the removal of individuals working on this project for any of the following grounds, provided such request be in writing and shall specify the reasons for the County's dissatisfaction: (i) unsatisfactory performance that causes negative operational impact at the County or causes the County to commit additional

* The term "DBE" means small business concerns known as Disadvantaged Business Enterprise (DBE) firms owned at least 51% by socially and economically disadvantaged individuals, and certified by Milwaukee County.

- resources to avoid operational impact; (ii) dishonesty or belligerent conduct; (iii) lack of compatibility with County staff; or (iv) violation of County rules or policies. Upon such written request, the County and CONTRACTOR shall decide on a course of action to cure any such problems or policy violations as in (iv). In the event CONTRACTOR does not cure the problem within seven (7) days from the date of notice, CONTRACTOR shall remove such person and shall promptly provide a qualified replacement. The County will be liable for payment of services only up to the time of dismissal and provided then only if services rendered meet the minimum requirements of the County.
- F. The vendor is responsible for ensuring that any substitute personnel have comparable skills and experience. The County reserves the right to interview substitute personnel prior to commencement of activity on the project.
 - G. Contractor and Milwaukee County agree not to offer, promise or engage in employment with Contractor or County personnel and/or contractors from the staff of other contractors for a period of six (6) months from the completion of the assignment and/or during the time that the assignment is in progress.
 - H. The successful consultant must be an Equal Opportunity Employer.
 - I. The proposal shall conform to all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.
 - J. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.
 - K. Contractor hereby attests that it is familiar with Milwaukee County's Code of Ethics which states, in part: "No person may offer to give to any County Officer or employee or his/her immediate family, and no County Officer or his/her immediate family may solicit or receive anything of value pursuant to an understanding that such officers or employees vote, official action or judgment would be influenced thereby."
 - L. Contractor during the period of this agreement shall not hire, retain or use for compensation any member, officer, or employee of the County or any person who, to the knowledge of Contractor, has a conflict of interest.
 - M. For a period up to three years after completion of the Agreement, Consultant shall permit the authorized representatives of County, after reasonable notice, to inspect and audit all data and records of Consultant related to this Agreement. Consultant must obtain prior written Milwaukee County approval for all subcontractors and/or associates to be used in performing any of the obligations described in this Agreement. There must be a written contractual agreement between the Prime Consultant and its County-approved subcontractors and/or associates, which binds the subcontractor to the same audit Agreement terms and conditions as the Prime Consultant.

VII. STANDARDS OF PERFORMANCE AND ACCEPTANCE

Deliverables for Planimetric Polygon Processing Services data must meet the minimum specifications included within the SECTION III: SCOPE OF CONSULTANT SERVICES.

VIII. REQUEST FOR PROPOSAL PROCESS

Technical Proposal Format

In order for an evaluation committee to adequately compare proposals and evaluate them uniformly and objectively, all proposals must be submitted according to the following format. The proposals should be double sided. The proposal should be prepared simply and economically, providing

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straightforward and concise information as requested. Unnecessarily elaborate brochures or other presentations beyond that required to present a complete and effective proposal are not desired.

Milwaukee County reserves the right to reject any proposal not properly formatted. Vendors proposing shall be required to submit (1) original unbound, clearly marked and identified as such, and three (3) bound copies of their proposal no later than 2:00 P.M. on Monday, May 16, 2014 to:

DAS – ED/MCAMLIS
Attn: William Shaw, Project Manager
City Campus
2711 W. Wells Street, 3rd Floor
Milwaukee Wisconsin 53208

Proposals should be identified in the lower left corner as follows:

Planimetric Polygon Processing Services – Technical Proposal, RFP 1199-14007
Opening Date: May 16, 2014 (the Technical Proposal *must not* contain any cost information).

Each copy of the response shall be separate and apart from other copies, bound (with the exception of the original) and identified in such a manner as to specifically identify the entire response as a complete entity.

The format is presented below along with the minimum information that should be contained in each section. Each section should be clearly identified and contain all of the information necessary to meet the minimum information required without reference to any other part of the proposal. **The responses should emphasize services and experiences that most closely match those requested by Milwaukee County.** While the vendor should provide enough information to fully respond to each section, proposals should be as concise as possible.

Responsiveness will be measured by the vendor's response to the requirements in each paragraph to this RFP. Merely "parroting" back the RFP requirements may deem the response as non-responsive, except in those cases where a simple yes or no response is applicable. The vendor's response must demonstrate an understanding of the requirements. This might be done by providing what was asked for, or citing how the vendor achieved the requirements through its normal business practices.

Transmittal Letter: Include a cover letter summarizing your understanding of the RFP. Indicate who will be the respondent's authorized representative; give name, title, address, e-mail address, phone and fax. The person identified shall be empowered to make binding commitments for the respondent.

Tab 1. Furnish information on your firm, including such information as size of the firm, lines of business, management and technical expertise, financial position, and years in business. Also describe any unique approaches or techniques developed and used by the firm that would give it an advantage in this engagement. **Financial viability of the firm will be a factor when determining the final award.**

Note: The following information shall be provided to Milwaukee County, within five (5) days of request.

1. Formal certification on respondent's stationary signed by the owner or authorized officer of the company indicating the proposing firm has not filed for bankruptcy in any form, nor is there any current intention of filing any type of bankruptcy proceedings. In the event a respondent has or is considering filing bankruptcy of any type, provide a written explanation of such filing, complete with history and current status.
2. The selected Consultant may be required to submit audited or sworn to accuracy financial statements for the respondent's last two (2) fiscal years within five (5) days of said request. Please state in your proposal response if your company can or cannot provide this information.

Tab 2. Describe your experience and involvement in up to three similar engagements. Provide 3 business references that can attest to your ability to provide the skills and services proposed. Please provide the name of each referenced firm, contact person, telephone number, fax number, e-mail address, and project description and approximate beginning and ending dates of your involvement for these references.

Tab 3. Provide information on your personnel, including any sub-consultant(s) handling this project listing pertinent experience and technical specifications. The format of individual resumes for key personnel should be as follows:

- a. Name and position title
- b. Total years' experience with current firm and others
- c. Education (degree, major, institution, year)
- d. Summary of pertinent experience and qualifications
- e. Identify the number of engagements involved in or completed by the personnel who will be involved with the Milwaukee County project.

In addition, the hourly rate for each individual should be listed in the Cost Proposal only.

Tab 4. Respond in detail to the *Part III: SCOPE OF CONSULTANT SERVICES*.

Tab 5. Respond in detail to *Part IV: SCHEDULE*. Describe, first in summary, then in detail, the project plan recommended by your firm to insure timely Planimetric feature data delivery. This plan should highlight all milestones and deliverables included for each stage of the vendors delivery plan.

Tab 6. Describe your firm's response to the list of general requirements. (Reference Part VI: *GENERAL REQUIREMENTS*) including but not limited to specific attention to Item D.

Tab 7. Indicate any exceptions you are taking to the terms and conditions, contractual and other requirements defined in the RFP. If exceptions are taken, cite the paragraph involved, the exception taken, and state alternate language acceptable to the respondent. Vendor's wholly substituting their agreement will not be considered by Milwaukee County.

Tab 8. Indicate any exceptions you are taking to the terms and conditions, contractual and other requirements defined in the Appendix B pertaining to the

M I L W A U K E E C O U N T Y
D E P A R T M E N T O F A D M I N I S T R A T I V E S E R V I C E S
E C O N O M I C D E V E L O P M E N T D I V I S I O N
P R O F E S S I O N A L S E R V I C E C O N T R A C T

Subject: Request for Proposal
Project: Planimetric Polygon Processing Services
1199-14007

If exceptions are taken, cite the paragraph involved, the exception taken, and state alternate language acceptable to the respondent. Vendor's wholly substituting their agreement will not be considered by Milwaukee County.

Cost Proposal Format

Complete and submit the cost proposal documents and attach them to the signature page. One (1) original unbound (identified as such) and one (1) bound copy of the cost proposal, along with the signature page and any signed amendments issued in conjunction with the RFP, must be submitted in a sealed envelope separate from the Technical Proposal no later than 2:00 p.m. CST on May 16, 2014 to:

DAS – ED/MCAMLIS
Attn: William Shaw, Project Manager
City Campus
2711 W. Wells Street, 3rd Floor
Milwaukee Wisconsin 53208

The proposal must be identified in the lower left corner as follows:

**Planimetric Polygon Processing Services – Cost Proposal, RFP 1199-14007 Opening
Date: May 16, 2014**

REIMBURSABLES, UNDEFINED OR ADD-ON COSTS SUCH AS TRAVEL, POSTAGE, TELEPHONE CALL, ETC. ARE NOT ACCEPTABLE AND MUST BE INCLUDED IN THE FIXED FEES REQUESTED AS PART OF THIS PROPOSAL.

Pricing is requested in the following categories:

1. Scope of Consultant Services
 - a. Minimum Scope (cost of each feature, Lump Sum Total Cost)
 - b. Additional Feature Scope (cost of including each feature, Lump Sum Total Cost)
 - c. Enhanced Polygon Scope (cost to enhance each feature included in the Minimum, Additional scopes including features represented in both scopes, Lump Sum Total Cost)
2. Other Costs; i.e., long term licensing, etc. if applicable

Vendors are to provide a firm fixed fee for each of these categories, with a delineation of the components included in your pricing. Please do NOT use “TBD” (to be determined) or similar annotations in cost details in your response.

Vendors are required to submit price/cost data in the format provided [here](#). Vendors are responsible for the mathematical accuracy of the data submitted.

IX. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below. Award will be made to the responsive, responsible vendor who complies with the requirements and scores the highest total on the evaluation criteria as it pertains to the overall needs of Milwaukee County.

Evaluation Criteria:

Experience of Firm in related projects, 15%
including unique approaches/techniques

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Response to Overall Scope of Work	60%
Cost	25%

X. PROPOSAL DATES

Questions Due:	3:00 p.m. CST April 18, 2014
Amendment Issued:	No later than Close of Business on April 25, 2014
Proposals Due:	2:00 p.m. CST on May 16, 2014
Evaluation of Proposals:	Completed by May 30, 2014
Contract Execution (anticipated):	June 30, 2014

Appendices:

- A. Cost Proposal/Signature Page Form (1 page)
- B. MILWAUKEE COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES ECONOMIC DEVELOPMENT DIVISION PROFESSIONAL SERVICE CONTRACT

Subject: Request for Proposal
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**APPENDIX A
Cost Proposal/Signature Page**

**Request For Proposal Planimetric Polygon Processing Services
Project No. 1199-14007**

The submission of a proposal shall be considered as a representation that the respondent has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of the contract.

The proper submission of this form by the respondent will be considered as a respondent's offer to enter into a contract in accordance with the provisions herein set forth.

If your proposal is accepted and a contract issued, then this Request for Proposal and all documents attached hereto including any amendments, the Contractor's technical and price proposals and any other written offers/clarifications made by the Contractor and accepted by the County, will be incorporated into the entire contract between the County and your firm, and it shall contain all the terms and conditions agreed on by the parties hereto.

Acceptance will take place only upon award by the Department of Administrative Services, execution of this document by the proper County officials, and delivery of the fully executed contract to the Contractor. Acceptance may be revoked at any time prior to delivery of the fully executed contract to the successful vendor. The contract may be amended only by written agreement by the Contractor and Milwaukee County.

ATTACH YOUR COST PROPOSAL DOCUMENTS TO THIS FORM AND RETURN THE ORIGINAL AND ONE COPY IN ACCORDANCE WITH THE INSTRUCTIONS AS NOTED IN THE RFP.

Contractor (to be signed by the person authorized to legally bind your firm to this contract) All proposal conditions and prices submitted shall remain firm for 270 calendar days following opening.	
Respondent's Firm _____	Ph No. () _____
Address: _____	Fax No. () _____
City, State & Zip: _____	Email: _____
By: _____ (Manual Signature Required)	Name: _____ (Typed or Printed)
Title: _____	Date: _____
Witness: _____ (Witness to Respondent's Authorized Signature)	Name: _____ (Witness Typed or Printed)
Title: _____	Date: _____

Subject: Request for Proposal
Project: Planimetric Map Maintenance Services
1199-12001

APPENDIX B

M I L W A U K E E C O U N T Y DEPARTMENT OF ADMINISTRATIVE SERVICES
ECONOMIC DEVELOPMENT DIVISION
PRIME CONSULTANT Contract

FOR

PROFESSIONAL SERVICES