

THE TOWN OF FORT MYERS BEACH



REQUEST FOR QUALIFICATIONS TO PROVIDE

GEOGRAPHICAL INFORMATION SYSTEM CONSULTING AND SUPPORT SERVICES

RFQ-17-15-PW

Issued: January 3, 2017

Proposals Due: WEDNESDAY, FEBRUARY 8, 2017
2:00 p.m. EST

Prepared by:

Town of Fort Myers Beach
2525 Estero Blvd.
Fort Myers Beach, FL 33931

TOWN OF FORT MYERS BEACH
ADVERTISEMENT - REQUEST FOR PROPOSALS #RFQ-17-15-PW

The Town of Fort Myers Beach invites proposal submissions from Qualified Firms for **Geographical Information System Consulting and Support Services (#RFQ-17-15-PW)** for the Town of Fort Myers Beach. Town Hall is located at 2525 Estero Boulevard, Fort Myers Beach, Florida 33931. Sealed proposals must be received in Town Hall, attention Contracts Manager, no later than **2:00 p.m.** local time, **Wednesday, February 8, 2017**. Any proposal received by the Town later than the above time will remain unopened.

Project scope includes but is not limited to Geographical Information System consulting and support services for the Town of Fort Myers Beach.

This project requires the Provider(s) selected to be qualified to do business in the State of Florida at the time of submittal and during the entire course of services rendered. The Local Vendor/Contractor preference will not apply to this procurement.

Interested parties may obtain the project documents for **Geographical Information System Consulting and Support Services, #RFQ-17-15-PW** from www.demandstar.com or www.fortmyersbeachfl.gov, under the "Doing Business" tab.

Respondents are solely responsible for checking the Town website for the issuance of any addenda prior to submitting a proposal, and for providing the Town with a current email address and facsimile number for this purpose. If the package is not obtained directly from the Town of Fort Myers Beach, or is modified in any manner, the Proposal will not be accepted for consideration by the Town.

No later than **2:00 p.m.** local time, **Wednesday, February 8, 2017**. Respondents shall submit one (1) original proposal and four (4) identical copies of the Respondent's proposal with an electronic copy of the same as a PDF on CD/DVD, in a sealed envelope which is clearly and visibly marked on the outside, "**Geographical Information System Consulting and Support Services #RFQ-17-15-PW.**" Respondent's complete name and address shall also appear on the exterior of the proposal package.

The Town of Fort Myers Beach reserves the right, in its sole judgment in the best interest of the Town, to waive any informalities in any proposals; to make award(s) including multiple awards; to waive any non-substantive, in Town's sole judgment, irregularity or technicality in proposals received, and/or to reject any or all proposals.

**TOWN OF FORT MYERS BEACH
GEOGRAPHIC INFORMATION SYSTEM CONSULTING AND SUPPORT SERVICES
RFQ-17-15-PW**

This Request for Qualifications, General Conditions, Instructions to Bidders, Special Conditions, Specifications, Addenda and/or any pertinent document form a part of this bid and by reference are made a part thereof.

DUE DATE: WEDNESDAY, FEBRUARY 8, 2017 by 2:00 P.M. LOCAL TIME.

Submittals received after that date and time will not be accepted or considered and will be retained unopened. Submittals will be opened as soon as practicable thereafter in the Town Hall Council Chambers, 2525 Estero Blvd., Fort Myers Beach, FL 33931.

SEALED PROPOSALS:

All proposals shall be in a sealed envelope clearly marked “**Geographical Information System Consulting and Support Services, #RFQ-17-15-PW**”. For proper identification, the Respondent’s complete name and address shall also appear on the exterior of the proposal package.

Proposals submitted after the specified time and date will not be considered and will remain unopened. Proposals received by telephone, telegraph, facsimile and/or email will not be accepted.

It is the Respondent’s responsibility to insure the proposal is mailed or delivered by the due date. The Town will not be held responsible for proposals delayed by the U.S. Mail or any other courier. The Town shall not be held liable for any expenses incurred by the Respondent in preparing and submitting the proposal and/or attendance at any interviews, contracts negotiations or applicable site visits.

INQUIRIES: The Town will not respond to oral inquiries. Interested proposers may contact the Contracts Manager, Town Hall, 2525 Estero Boulevard, Fort Myers Beach, FL 33931, email: bids@fortmyersbeachfl.gov regarding questions about this solicitation. The Contracts Manager will also receive written requests for clarification concerning the meaning or interpretation of this RFQ until seven (7) days prior to the submittal date. Questions shall be faxed or emailed with reference to the RFQ number. All proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the Town through written communication with the Town prior to opening of the proposals.

Respondents may not contact any member of the selection committee, Town employees or Town elected officials during this solicitation process. All questions or request for clarification must be routed through the Contracts Manager.

The Selection Committee may consist of: Public Works Director, Utility Manager, Senior Planner and any other Town employees as deemed

TOWN'S ACCEPTANCE: Unless otherwise specified herein, the bidder will allow a minimum of ninety (90) days from the last date for receiving of Proposals for acceptance of its bid by the Town Manager.

AWARD: The Town reserves the right to waive minor variations to specifications, informalities, irregularities and technicalities in any Proposals, to reject any and all Proposals in whole or in part, with or without cause, and/or to accept Proposals that in its judgment will be for the best interest of the Town, as further stated in Paragraph 16 of General Conditions.

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GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

DEFINITIONS: For the purpose of this Request for Qualifications (RFQ): “Proposer” shall mean contractors, consultants, agencies, organizations, firms, or other persons’ submitting a response to the RFQ. Any reference in this RFQ as to bidders or contractors shall mean Proposers. Any reference in this RFQ shall mean this Request for Qualifications (RFQ).

Neither the Town nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to RFQ. Proposer should prepare their proposal simply and economically providing a straightforward and concise description of the Proposer’s ability to meet the requirements of the RFQ.

The Town may record its responses to inquiries and any supplemental instructions in the form of a written addendum. The Town may issue a written addendum before the date fixed for receiving the proposal. No oral explanation may be given.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the Town through written communication prior to the opening of the proposals.

The Town may delay scheduled due dates if it is to the advantage of the Town to do so. The Town will notify Proposers of all changes in scheduled due dates by written addendum.

AS SPECIFIED: A Contract and/or Purchase Order will be issued to the successful Proposer with the understanding that all items/services delivered must meet the specifications herein. Items/services delivered not as specified, will be returned at no expense or penalty to the Town of Fort Myers Beach.

SELECTION PROCESS: In its discretion the Town may require any Proposer to make an oral presentation of the proposal. These presentations provide an opportunity for the Proposer to clarify the proposal for the Town. The Town will schedule any such presentation, if required.

1. SUBMISSION AND RECEIPT OF RFQ’s:

- A. RFQ’s, to receive consideration, must be received prior to the specified time of opening as designated in the invitation.
- B. Unless otherwise specified, proposers **MUST** complete all questions blanks in the spaces provided in this Request for Qualification. Failure to do so may cause your RFQ to be rejected. However, you may attach supplemental information.

- C. RFQ's having any erasures or corrections **MUST** be initialed by proposer in ink. RFQ's shall be signed in ink. All prices shall be typewritten or filled in with pen and ink.
 - D. The purpose of this RFQ is to demonstrate the qualifications, competence, and capacity of the Firms seeking to undertake the requirements of this Request for Qualifications. As such, the substance of the response will carry more weight than their length, form or manner of presentation.
 - E. The response should demonstrate the qualification of the Firm and the particular staff to be assigned to his engagement. It should also specify an approach that will meet or exceed the Request for Qualifications requirements.
2. **DEFAULT PROVISION:** In case of default by the proposer, the Town of Fort Myers Beach may procure the article or services from other sources and hold the proposer responsible for any excess costs occasioned or incurred thereby.
 3. **COPYRIGHTS OR PATENT RIGHTS:** Proposer warrants that there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the goods shipped or ordered or services provided as a result of this RFQ, and proposer agrees to hold the Town harmless from any and all liability, loss, or expense occasioned by any such violation.
 4. **SIGNED RFQ CONSIDERED AN OFFER:** This signed RFQ shall be considered an offer on the part of the proposer, which offer shall be deemed accepted upon approval by the Town Manager of the Town of Fort Myers Beach and in case of default on the part of the proposer after such acceptance, the Town of Fort Myers Beach may take such action as it deems appropriate including legal action for damages or specific performance.
 5. **LICENSES AND PERMITS:** Proposer's, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of the RFQ receipt. The proposal of any Proposer that is not fully licensed and certified shall be rejected.

All proposers should include a copy of their business tax receipts with their RFQ. All proposers must be in compliance with all local, State and Federal laws. No proposer may have any outstanding fines or liens placed against it by the Town. If you have not provided a business tax receipt to the Town of Fort Myers Beach you **MUST** do so before a purchase order will be issued.

6. **SPECIFICATIONS:**

- A. For purposes of evaluation, proposer must indicate any variances from our specifications and/or conditions, **NO MATTER HOW SLIGHT**. If variations are not stated in the proposal, it will be assumed that the product or service fully complies with our specifications.
- B. Any omissions of detail specifications stated herein that would render the material/service from use as specified will not relieve the proposer from responsibility.
- C. The issuance of a written addendum(s) is the only official method whereby interpretation, clarification, changes, or additional information is provided by the Town. It shall be the sole responsibility of each proposer, during and prior to RFQ submittal to determine if addendum(s) were issued to any particular RFQ and to obtain a copy of said addendum(s) from demandstar.com or by contacting the Contracts Manager via email, bids@fortmyersbeachfl.gov.

NOTE: The Town will make every effort to notify registered proposers by email that an addendum has been made to the RFQ. The Town shall not be responsible for providing notice of addenda to potential proposers who received an RFQ package from other sources.

7. **AWARD OF CONTRACT:** The low monetary proposal will not in all cases be awarded the contract or purchase order. Contracts or purchase orders will be awarded by the Town to the best responsible Proposer whose qualifications are the most advantageous to the Town, price and other factors considered. Evaluation of the RFQ's will be made based upon the evaluation factors and standards heretofore set forth. The Town reserves the right to reject any and all RFQ's and to waive technical errors as heretofore set forth. In the event of a Court challenge to an award by any Proposer, damages, if any, resulting from an improper award shall be limited to actual RFQ preparation costs incurred by the challenging Proposer.

In no case will the award be made until necessary investigations have been made into the responsibility of the Proposer and the Town is satisfied that the best responsible Proposer is qualified to do the work and has the necessary organization, capital and equipment to carry out the required work within the time specified.

8. **EXCEPTIONS TO CONDITIONS:** Any time RFQ Specifications differ from the General Conditions, RFQ Specifications and Special Provisions will prevail.

9. **RENEWAL:** The successful bidder shall be awarded a contract for one (1) year with the option to renew for two (2) additional one (1) year periods, renewable by the Town Manager. The option for renewal shall only be exercised upon mutual written agreement and with all original terms, conditions and unit prices adhered to with no deviations. Any renewal shall be subject to the appropriation of funds by the Town Manager.
10. **TERMINATION OF AGREEMENT:** The obligation to continue services under this Agreement may be terminated for cause by either party upon seven (7) days written notice of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Town shall have the right to terminate this Agreement or suspend performance thereof without cause upon fourteen (14) days written notice to the proposer, and Proposer shall terminate or suspend performance of services on a schedule acceptable to the Town or at the end of the fourteen (14) day period, at the option of the Town.

In the event of termination or suspension, Town shall pay Proposer for all services performed through the date of notice of termination or suspension. Proposer shall provide Town with a complete and detailed invoice regarding services rendered, up to the termination date, which remain unpaid.

11. **ANTI-COLLUSION:**

- A. Proposer certifies that this RFQ is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a RFQ for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.
- B. No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in contract cancellation, return of materials or discontinuation of services and the possible removal from the vendor bid list(s).

12. **CONFLICT OF INTEREST:**

- A. Proposer declares and certifies that no officer, employee or person whose salary is payable in whole or part from the Town of Fort Myers Beach is directly or indirectly interested in this RFQ or in the supplies, materials, equipment or services to which it relates or in any portion of the profits thereof; or
- B. The award is subject to provisions of Federal and State Statutes and Town Ordinances. All Proposers must disclose with their RFQ the name of any officer, director or agent who is also an employee of the Town of Fort Myers Beach. Further, all Proposers must disclose the name of any Town employee who owns, directly or indirectly, an interest of ten percent (10) or more in the Proposer's firm or any of its' branches.

13. **TOWN POLICIES:** Awarded Proposer shall comply with the Town of Fort Myers Beach Equal Employment Opportunity Policy, Violence in the Workplace Policy, Drug and Alcohol Free Workplace Policy, General Complaint Policy and Sexual Harassment Policy. Copies of these policies may be obtained from the Town of Fort Myers Beach Human Resources Division. Violations of these policies may result in cancellation/termination of the contract.
14. **NON-DISCRIMINATION:** The Proposer shall not discriminate against employees or applicants for employment because of race, creed, color, religion, sex, age, handicapped status, disabilities, or national origin. The Proposer will endeavor to ensure that applicants are employed and that employees are treated during employment, without regard to their race, creed, color, religion, sex, age, handicapped status, disabilities, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Proposer agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. These provisions apply to all subcontractors and it is the responsibility of the subcontractors to be in compliance.
15. **DISCRIMINATION:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.
16. **PROTEST OF AWARD / PROTEST BOND:** Parties that are not actual bidders, proposers or responders, including, but not limited to, subcontractors, material and labor suppliers, manufacturers and their representatives, shall not have standing to protest or appeal any determination made.

After the notice of intent to award and agreement is posted, any actual bidder, proposer or responder who is aggrieved in connection with the pending award of the agreement or any element of the process leading to the award of the agreement may file a protest with the Purchasing Manager by close of business on the third business day after posting (excluding the day of notification) or any right to protest is forfeited. It shall be the sole responsibility of such bidder, proposer or responder to verify the operating hours of Town Hall. Notice of Intent to Reject all Bids, Proposals or Responses is subject to the protest procedure. Any bidder, proposers or responders filing a protest shall simultaneously provide a Protest Bond to the Town in the amount of **five percent (5%)** of the Protester's bid, proposal, or response amount or the amount of twenty thousand dollars (\$20,000.), whichever is greater, but not to exceed the value of the bid. . Ord.No.07-01, Sec.11A(1)(2)

Protest must be addressed to:

Town Clerk - Town of Fort Myers Beach
2525 Estero Boulevard
Fort Myers Beach, FL. 33931

17. **LICENSES:** Both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of the RFQ receipt. As a result of this submittal, **MUST** hold a County and/or Municipal Business Tax Receipt in the area of their fixed business location.

The proposal of any Proposer that is not fully licensed and certified shall be rejected. All bidders should include a copy of their business tax receipts with their bid. All perspective bidders must be in compliance with all local, State and Federal laws. No perspective bidder may have any outstanding fines or liens placed against it by the Town.

18. **EXCEPTIONS TO CONDITIONS:** Any time Bid Specifications differ from the General Conditions, Bid Specifications and Special Provisions will prevail.

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INDEMNITY / HOLD HARMLESS AGREEMENT

"The Consultant shall indemnify and hold harmless the City and its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of the contract."

This indemnification is in accordance with §725.08, Florida Statutes, which is the allowable text for indemnification in a professional services contract.

Consultant's Name

Signature

Date

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DRUG FREE WORKPLACE CERTIFICATION

If identical tie bids exist, preference will be given to the vendors who submit a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. The drug-free workplace preference is applied as follows:

IDENTICAL TIE BIDS: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the Town for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

- 1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) This firm gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Consultant's Name

Signature

Date

**TOWN OF FORT MYERS BEACH
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INSURANCE REQUIREMENTS

The awarded Proposer prior to signing the contract and before starting any work on the contract, will procure and maintain during the life of the contract the insurance coverage's listed below. The policies of insurance will be primary and written on forms acceptable to the TOWN, and with carriers which meet a minimum of an *A.M. Best & Company* rating of no less than "A-/ VII.

If any part of the contract is sublet, the Proposer will require each subcontractor to carry insurance of the same kinds and in like amounts as carried by the Proposer.

- **Workers' Compensation** insurance will be provided for all Proposer employees who are to provide service under the contract as required by the Florida Statutes Chapter 440.
- **Employers Liability** insurance with limits of not less \$500,000 per employee per accident; occupational disease limits of not less than \$500,000 aggregate and, \$500,000 per employee.
- **Comprehensive General Liability** insurance to include but not limited to bodily injury, property damage, contractual liability (specifically to cover any "hold harmless" agreement of the contract) and personal injury with limits of not less than \$1,000,000 combined single limits per occurrence, and a \$2,000,000 annual aggregate.
- **Automobile Liability** insurance to include bodily injury and property damage liability insurance on all vehicles owned, hired, leased and/or non-owned, with limits not less than \$500,000 combined single limits per occurrence.
- **Umbrella (Excess) Liability** insurance may be used to satisfy the underlying coverage requirement defined above.
- **Professional ("Errors & Omissions") Liability** insurance in the amount of no less than \$1,000,000 per occurrence.
- **Certificates of Insurance** will be used to evidence the above insurance. The Certificates will state that thirty (30) days written notice by the Proposer will be given to the TOWN before any cancellation of, non-renewal of, or change is made to any insurance policy. The Certificates for the Comprehensive General Liability and Umbrella Liability (if provided) insurance will by endorsement name the TOWN, it's elected and appointed official, employees and agents as additional insured's.
- **Claims-Made Liability** insurance policies will be identified to the TOWN by the Proposer. The Proposer will evidence that during the course of the contact the policy does not create "gaps" in coverage. If "tail" coverage becomes necessary, the Proposer will be required to maintain that "tail" coverage at the Proposer's own expense for period of time as required by the TOWN.

**TOWN OF FORT MYERS BEACH
GEOGRAPHIC INFORMATION SYSTEM CONSULTING AND SUPPORT SERVICES
RFQ-17-15-PW**

SUBMITTALS, EVALUATION AND SCORING

I. PURPOSE:

Provide on-going support for existing custom GIS applications for the Capital Improvement Plan (CIP), As-built Document Retrieval, Map Gallery, and other business functions.

II. THE SUBMITTAL PACKAGE:

The RFQ is designed to provide the necessary information about your firm. Each submittal must include the attached check list labeled "Exhibit B". This check list must appear immediately after the cover letter. To ensure that all submittals can be evaluated on an equitable basis, the RFQ requires each respondent to provide the requested information in a prescribed format and organization that excludes supplemental materials. Any supplemental information included with the response must appear **after** the required materials and tabbed "Additional RFQ Information", or under separate cover. The submittal package should be organized as listed below with one tab for each item.

The submittal package must be organized in the following manner:

1. Cover Letter (Please address firm's resources, personnel availability and commitment in cover letter.)
2. Check List (Exhibit B)
3. Firm/Team organizational chart which includes:
 - a. Individuals Name and Position
 - b. Name of Firm
 - c. Clear designation of one person who will be the main contact for the respondentFirm description. (Include Exhibit C)
4. "Key Staffing" (Name, Title and years with firm only. **Do not include a resume here.** All resumes, if included, should be included under "Additional RFQ Information" tab.)
5. Any applicable certifications

One (1) original and four (4) identical copies of the RFQ must be received in the office of the Purchasing Department, Town Hall, 2525 Estero Boulevard, Fort Myers Beach, FL. 33931 no later than by than Wednesday, February 8, 2017 @ 2:00 P.M. local time.

III. EVALUATION AND SCORING:

The selection process will consist of evaluation and scoring by the Selection Committee. Each category will be scored and when the scores awarded for all categories are totaled, the scores will be tabulated and added to achieve the Total Points and Weighted Score awarded to each firm. Both criteria will be used to rank each firm 1,2,3,4, etc.

The ranking of each firm will be tabulated from each Committee Member and combined with other Committee Members to determine the total score and weighted score for the firm.

1. Firm experience in Florida.
2. Firm's personnel qualifications.
3. Firm's governmental experience.
4. Firm's approach to GIS support services.
5. Firm's resources, personnel availability and commitment.

Failure to respond to all the items listed above will result in a lower overall score and may hinder your chances of being selected.

The Scoring Criteria is made up of the categories above that collectively represent a Grand Total Point Value of 100 points, as described herein. The points indicated below as "Points Possible" are the maximum that can be allocated for each category. The point value shall be the basis of establishing a finalist list of the top ranking RFQ submittals.

Firm Experience: The firm will be expected to demonstrate its experience with similar Geographic Information System (GIS) Support Services Projects. Particular attention should be given to Geographic Information System (GIS) Support Services provided to other local government agencies.

Firm's Personnel Qualifications: The firm shall name the actual Project Manager assigned to the Town and other key staff to be assigned to this project, describe their ability and experience and indicate the function of each individual within the organization and their proposed role on Town projects.

Firm's Governmental Experience: The firm shall detail experience with other local governmental agencies.

Firm’s Approach to Geographic Information System (GIS) Support Services: The firm shall detail the approach to be utilized in providing Geographic Information System (GIS) Support Services including:

1. Familiarity with custom GIS applications for Capital Improvement Plans (CIP), As-built Document Retrieval, Map Gallery, and other business functions.
 - a. Technical requirements include: An understanding of relational database design
 - b. Command-line SQL capability, including the ability to construct triggers and stored procedures
 - c. Demonstrated knowledge of PHP, HTML5 and CSS2, and the use of those tools to link tabular and spatial data sets
2. Support for geospatial data and applications that provide GIS integration with existing business applications and other enterprise databases. This would include OSSI, CIP, Asset Management, addressing, etc. Technical requirements include:
 - a. An understanding of GIS data structures and links to external data sets.
 - b. Thorough understanding of current addressing practice, especially the Federal Geographic Data Committee (FGDC) data content standard, the *United States Thoroughfare, Landmark and Postal Address Data Standard*.
 - c. Thorough understanding of the Cartegraph Asset Management and Work Order System
3. Support for interfaces with other external datasets, e.g. the Lee County Tax Parcel data, for use within existing GIS applications.
4. Support for developing the annual local government GIS budget request.

Firm’s Resources, Personnel Availability, and Commitment: The firm shall demonstrate a commitment to completing projects on time and within budget. Firm must also demonstrate flexibility to work with clients as needed.

EVALUATION CATEGORIES

POINTS POSSIBLE

1.	Firm experience in Florida	10
2.	Firm’s personnel qualifications	20
3.	Firm’s governmental experience	20
4.	Firm’s approach to GIS support services	25
5.	Firm’s resources, personnel availability and commitment	25
	Grand Total of Points	100

If you have any questions concerning the Qualification Package or these instructions,

please submit your questions in writing or email only to Amy Baker, Contracts Manager, Town Hall, 2525 Estero Boulevard, Fort Myers Beach, FL. 33931, Fax (239) 765-0909 or Email Bids@fortmyersbeachfl.gov

IV. AWARD OF CONTRACT

Based on final rankings resulting from the above described process, the Selection Committee will make a recommendation to the Town Manager for the award of the contract to a minimum of one firm.

Award shall be for one (1) year from the contract date and expiring one (1) year later. The Town Manager may renew the contract, at the same terms, conditions, and price(s) for two (2) consecutive terms of one (1) year. Any renewal shall be subject to the appropriation of funds by the Town Manager or Town Council.

**TOWN OF FORT MYERS BEACH
GEOGRAPHIC INFORMATION SYSTEM CONSULTING AND SUPPORT SERVICES
RFQ-17-15-PW
SCOPE OF SERVICES AND SUPPORT**

GENERAL PROJECT DESCRIPTION

The CONSULTANT agrees to provide GIS services for one (1) year with option to renew for two (2) addition one (1) options.

The CONSULTANT will work together with the TOWN for a full year from the date contract is executed. The following tasks shall be entailed in Continuing Consultant Services, as requested by the TOWN:

1. Provide on-going support for existing custom GIS applications for the Capital Improvement Plan (CIP), As-built Document Retrieval, Map Gallery, and other business functions. Technical requirements include:
 - a) An understanding of relational database design
 - b) Command-line SQL capability, including the ability to construct triggers and stored procedures
 - c) Demonstrated knowledge of PHP, HTML5 and CSS2, and the use of those tools to link tabular and spatial data sets

2. Provide support for geospatial data and applications that provide GIS integration with existing business applications and other enterprise databases. This would include OSSI, CIP, Asset Management, addressing, etc. Technical requirements include:
 - a) An understanding of GIS data structures and links to external data sets.
 - b) Thorough understanding of current addressing practice, especially the Federal Geographic Data Committee (FGDC) data content standard, the *United States Thoroughfare, Landmark and Postal Address Data Standard*.
 - c) Thorough understanding of the Cartegraph Asset Management and Work Order System

3. Provide support for interfaces with other external datasets, e.g. the Lee County Tax Parcel data, for use within existing GIS applications.

4. Provide support for implementing projects in the GIS Program Strategic Plan.

5. Review current Geographic Information System (GIS) Program

6. Provide support for developing the annual budget request.

**TOWN OF FORT MYERS BEACH
GEOGRAPHIC INFORMATION SYSTEM CONSULTING AND SUPPORT SERVICES
RFQ-17-15-PW**

CONSULTANT CHECKLIST

Note:

- 1) This Exhibit must be included in RFQ immediately after the cover letter.
- 2) RFQ Package must be put together as listed on page 13.
- 3) Any supplemental materials must appear after those listed below and tabbed "Additional RFQ Information"

- Cover letter
- Copy of this Check List (Exhibit B)
- Indemnity/Hold Harmless Agreement
- Drug Free Workplace Certifications
- Firm/Team Organizational Chart
- Firm's Description(s) (Include Exhibit C)
- Key Staffing (Name, Title and years with firm only.
Do not include a resume here. All resumes, if included, should be included under "Additional RFQ Information" tab)
- Approach to Project Management
- Acknowledgement of Business Type and Insurance
- Additional RFQ Information
- Signed copies of any Addenda issued, if applicable.

**TOWN OF FORT MYERS BEACH
GEOGRAPHIC INFORMATION SYSTEM CONSULTING SUPPORT SERVICES
RFQ-17-15-PW**

ACKNOWLEDGEMENT OF BUSINESS TYPE AND INSURANCE

1. SUBMITTING FIRM NAME: _____

2. TYPE OF FIRM: _____

Corporation

Individual

Other

3. IF CORPORATION, COMPLETE THE FOLLOWING:

A. Date Incorporated: _____

B. State Incorporated: _____

C. Date Authorized in Florida: _____

D. President: _____

E. Vice President: _____

IF PARTNERSHIP, COMPLETE THE FOLLOWING:

A. Date organized: _____

B. Type: General Limited

C. Name of Partners

4. SECRETARY OF STATE'S CHARTER NUMBER
(Attach Copy)

5. FLORIDA STATE BOARD OF PROFESSIONAL ENGINEERING
REGISTRATION
NUMBER _____
DATE _____

(Attach copy)

6. FEDERAL EMPLOYERS IDENTIFICATION NUMBER

7. PROFESSIONAL LIABILITY INSURANCE? YES: NO:
IF **YES**, ANSWER THE FOLLOWING:

A. Policy Number: _____

B. Company Name: _____

C. Amount: _____

D. Expiration Date: _____

**TOWN OF FORT MYERS BEACH
GEOGRAPHIC INFORMATION SYSTEM
CONSULTING AND SUPPORT SERVICES
RFQ-17-15-PW
RESPONSE SIGNATURE FORM**

**PLEASE AFFIX SIGNATURE WHERE INDICATED
(FAILURE TO DO SO SHALL BE CAUSE FOR REJECTION OF YOUR PROPOSAL)**

The undersigned bidder certifies that this bid package is submitted in accordance with the specification in its entirety and with full understanding of the conditions governing this bid.

NAME OF Proposer ➤ Name as registered with their State of origin	
BUSINESS STREET ADDRESS P.O. Box address not permitted	
CITY, STATE, ZIP CODE	
MAILING ADDRESS: <input type="checkbox"/> Check if same as Business address above.	
BUSINESS MAILING ADDRESS	
CITY, STATE, ZIP CODE	
AUTHORIZED SIGNATURE (Written)	
PRINT NAME	
TITLE (of person signing form)	
DATE	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
VENDOR SERVICE REP FOR ORDER PLACEMENT NAME	
TELEPHONE / CELL NUMBER	
FAX	

SAMPLE – TOWN OF FORT MYERS BEACH SERVICE PROVIDER AGREEMENT

This SERVICE PROVIDER AGREEMENT is entered into on this _____ day of _____, 2017, by and between the Town of Fort Myers Beach, 2523 Estero Boulevard, Fort Myers Beach, FL 33931, a chartered municipality of the State of Florida (hereafter "Town"), and _____, with an address of _____ (hereafter "Provider").

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto agree as follows:

1. Scope of Services. Provider will perform all services and work necessary as set forth in "Scope of Services" attached as Exhibit "A". Provider warrants and represents that it is qualified, willing and able to provide and perform all services in accordance with the terms of this Agreement. The parties have the ability to modify the Scope of Services by mutual written agreement, except that the Town has the unilateral right to exclude specified services hereunder for any reason upon prior written notice to Provider and Provider will not be entitled to compensation for such excluded services unless those services have already been performed by Provider.
2. Term. The term of this Agreement is _____, commencing on _____, 20 ____ and terminating on _____, 20 ____.
3. Payment Obligation. The Town will pay for all requested and authorized services rendered hereunder by the Provider and completed in accordance with this Agreement, as set forth in attached Exhibit "B". The Provider's invoice statements must contain a breakdown of charges, description of services and work provided or performed, and, where appropriate, supportive documentation of charges consistent with the basis of compensation set forth in this Agreement. In the event of a dispute as to the Town's payment obligation, the Town will pay the undisputed amount, if any, within 30 days of the date of the invoice.
4. Provider's Obligations. The Provider's obligations include, but are not limited to, the following:
 - a) Licensure. The Provider will maintain all licenses and certifications required by governmental agencies responsible for regulating and licensing the services provided and performed by the Provider.
 - b) Provision of Services. The Provider will perform all services pursuant to this Agreement in accordance with generally accepted standards of professional practice and in accordance with the laws, statutes, ordinances, codes, rules, regulations and requirements of governmental agencies that regulate or have jurisdiction over the services to be provided or performed by the Provider. All personnel assigned by Provider hereunder will be qualified to perform such duties. Provider will designate one person as the point of contact for the Town regarding its duties hereunder. Provider is solely responsible for all taxes incurred by Provider and will make all deductions required of employers by state, federal and local laws.

- c) Non-Waiver. Neither review, approval, nor acceptance by Town of data, studies, reports, memoranda, and incidental professional services, work and materials furnished hereunder by the Provider will in any way relieve Provider of responsibility for the adequacy, completeness and accuracy of its services, work and materials.
 - d) Indemnity and Hold Harmless. The Provider agrees to indemnify and hold harmless the Town, its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Provider and persons employed or utilized by Provider in providing services under this Agreement.
 - e) Non-Public Information. The Provider agrees, during the term of this Agreement, not to divulge, furnish or make available to any third person, firm, or organization, without the Town's prior written consent, or unless incident to the proper performance of Provider's obligations hereunder, or as provided for or required by law, any non-public information concerning the services to be rendered by Provider. Provider will require all of its employees and agents to comply with the provisions of this paragraph.
 - f) Statutory Duties. The duties and obligations imposed upon the Provider by this Agreement and the rights and remedies available to the Town hereunder will be in addition to, and not a limitation of, any otherwise imposed or available by law or statute.
 - g) Disclosure. The Provider warrants it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for it, any fee, commission, percentage, gift or other compensation contingent upon or resulting from the award or making of this Agreement.
5. Commencement and Completion of Work. The Town will provide written notice to the Provider regarding commencement of services under this Agreement. Time is of the essence in the performance of this Agreement. The Provider agrees to commence work promptly and carry on all services and work as may be required in a timely and diligent manner to completion. Should the Provider fail to commence, provide, perform, and complete any of the services and work required hereunder in a timely and diligent manner, the Town may terminate this Agreement, in addition to any other remedies the Town may have.

6. Insurance. The Provider will have, and maintain, during the entire period of this Agreement, all such insurance (or self-insurance) as set forth on Exhibit "C". Each Certificate of Insurance must include the name and type of policy and coverages provided; the amount or limit applicable to each coverage provided; the date of expiration of coverage; the designation of the Town of Fort Myers Beach as additional insured and as certificate holder, except as to Professional Liability Insurance and Workers' Compensation Insurance. Should any of these policies be cancelled before the expiration date thereof, Provider will instruct the issuing company to mail 30 days written notice to the Town of such cancellation.
7. Inclusion of Additional Documents. Any request for bids and/or request for proposal, along with all exhibits or other attachments thereto as issued by the Town, are hereby incorporated by reference. In addition, the following Exhibits are attached hereto and hereby incorporated by reference: Exhibit "A"; Exhibit "B"; Exhibit "C";
8. Termination of Agreement. Either party may terminate this Agreement without cause upon 30 calendar days' prior written notice to the other, in which case the Town will compensate the Provider for all services performed prior to the effective date of termination and reimbursable expenses then due.
9. Assignment, Transfer and Subcontracts. The Provider may not assign or transfer any of its rights, benefits or obligations hereunder, except for transfers that result from the merger or consolidation of Provider with a third party. The Provider has the right, subject to the Town's prior written approval, to employ other persons and firms to serve as subcontractors to Provider in connection with its performance of services and work pursuant to this Agreement.
10. Maintenance of Records. The Provider will keep and maintain adequate records and supporting documentation applicable to all of the services, work, information, expense, costs, invoices and materials provided and performed pursuant to this Agreement. Said records and documentation will be retained by the Provider for a minimum of three years from the date of termination of this Agreement, or for such period as required by law. The Town and its authorized agents will, with reasonable prior notice, have the right to audit, inspect and copy all such records and documentation as often as the Town deems necessary during the term of this Agreement and the next succeeding three years.
11. Public Records. Contractor is required to comply with the provision of F.S. 119.0701. Specifically, the Contractor is required to keep and maintain the records required the Town to perform the services. Upon request by the Town, Contractor is required to provide the Town with a copy of the requested records, or the ability to inspect and copy records, within a reasonable time and at a cost to the Town that does not exceed the costs established under F.S. chapter 119. Upon completion of the contract the Contractor must transfer, at no cost to the Town, all public records in a format compatible with the Town's information technology system, or, in the alternative, the Contract may retain the records in a manner consistent with F.S. 119.0701(2)(b)4.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF THE PUBLIC RECORDS AT (239) 765-0202, AMY@FORTMYERSBEACHFL.GOV , 2525 ESTERO BOULEVARD, FORT MYERS BEACH, FLORIDA 33931.

12. References to Town. All references to "the Town" or "the Town of Fort Myers Beach" are deemed to include its employees, agents, and authorized representatives.
13. Modification. Except as set forth in Paragraph 1 above, modifications to this Agreement will be valid only when made in writing and signed by both parties. In the event of a conflict between the requirements, provisions, or terms of this Agreement and any subsequent written modification hereto, the most recently executed document will take precedence.
14. Miscellaneous Provisions.
 - a) Applicable Law. This Agreement is governed by the laws of the State of Florida.
 - b) Non-Discrimination. The Provider covenants that in the furnishing of services hereunder, no person on the grounds of race, color, national origin, handicap, or sex will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
 - c) Headings. The headings of the Articles, Sections, Exhibits, and Attachments in this Agreement are for the purpose of convenience only and may not be deemed to expand, limit or change the provisions contained in such Articles, Section, Exhibits and Attachments.
 - d) Entire Agreement. This Agreement, including any Exhibits, constitutes the entire Agreement between the parties and supersedes all prior agreements or understandings, written or oral, relating to the matters set forth herein.
 - e) Notices. All notices required under this Agreement must be in writing and sent via U.S. Postal Service, first class mail, to the other party's address as listed at the beginning of this Agreement. Either party may change its address by prior written notice to the other party.

IN WITNESS WHEREOF, the parties have executed this Agreement as set forth below.

TOWN OF FORT MYERS BEACH

ATTEST:

BY: _____
James Steele, Interim Town Manager

BY: _____
Michelle Mayher, Town Clerk

PROVIDER: (PROVIDER NAME)

BY: _____
Signature

Witness Signature

Printed name of person signing

Printed name of witness

Title (printed)

EXHIBIT "A"

TO THE SERVICE PROVIDER CONTRACT DATED THIS _____ day of _____, 2017
BETWEEN THE TOWN AND (PROVIDER NAME), PROVIDER.

1. SCOPE OF SERVICES: The Provider will perform the following services under this Agreement:

EXHIBIT "B"

TO THE SERVICE PROVIDER CONTRACT DATED THIS _____ DAY OF _____, 2017
BETWEEN THE TOWN AND **(PROVIDER NAME)**, PROVIDER.

PAYMENT OBLIGATION

1. The Town will pay the Provider as follows for all services listed in Exhibit "A":

2. Provider will receive reimbursement for out-of-pocket expenses from the Town as follows:
(none.)