

**TOWN OF CAVE CREEK  
37622 N. Cave Creek Road  
Cave Creek, Arizona 85331**

**NOTICE OF REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL SERVICES  
For GIS Integration with Record Drawings and GIS Support Services  
August 28, 2019**

**DUE DATE:** September 12, 2019 – 4:00 pm

**LOCATION:** Town of Cave Creek  
37622 N. Cave Creek Road, Cave Creek, AZ 85331  
Attention: Shawn Kreuzwiesner, Utilities Director

The Town of Cave Creek (Town) is soliciting Statement of Qualifications (SOQ) from qualified firms to provide professional Geographic Information System (GIS) related services. More specifically, the services will be divided into the following two tasks.

- **Task 1: GIS Integration with Record Drawings**

Assist the Town in creating a digital library of As-built records drawings that can be displayed and accessible via a web-based map application. Creation of “model ready” geodatabases of water and wastewater information that includes all relevant attribute information about the infrastructure.

- Scanning of existing As-Built record drawings
- Create plan reference tables of As-Built drawings
- Create polygons to spatially reference As-Built drawings
- Create geodatabases of the infrastructure information
- Integrate geodatabases and As-Built scans into a web-based map viewer.
- Provide training to Town staff to use viewing application
- Design and developed digital maps to be used for review by Town staff during the conversion process.

- **Task 2: Ongoing GIS support services:**

Provide the Town with a full range of technical and support services for the following GIS related tasks and services:

- Geodatabase development, implementation and data management
- General map and exhibit creation
- Publication-quality map production
- GIS integration with CMMS systems for asset management
- Spatial Analysis and modeling

- Data entry and quality control
- Data conversion and analysis
- Custom application development and implementation
  - GIS Programs. Services include supporting Geographic Information Systems Programs including: data collection and development, map compilation, transformation and systems integration; and spatial application development and interfaces.

The Town intends to select a single consultant for Task 1 but may elect to make multiple awards for Task 2 depend on the qualification information provided in the proposals submitted.

Information regarding the Town can be found on the Town’s website [www.cavecreekaz.gov](http://www.cavecreekaz.gov).

Statement of Qualifications for the services specified in this notice will be received by the Town of Cave Creek at the above specified location until the time and date cited. Qualifications must be in the actual possession of the Town of Cave Creek on or prior to the exact time and date indicated above. Late SOQ’s will not be considered. The preparation of the SOQ response will be at the expense of the respondent. The Town will not reimburse the respondent for any costs associated with the preparation or submission of any proposal. All SOQ responses become the sole property of the Town of Cave Creek.

Qualifications must be submitted and labelled “**GIS Integration with Record Drawings and GIS Support Services**” and include the Offeror’s name and address clearly indicated on the envelope. All qualifications must be completed in ink or typewritten and a complete Request for Proposal data must be returned along with the proposal by the time and date cited above. Additional instructions for preparing a proposal are provided with this notice.

## **I. INSTRUCTIONS TO OFFERORS**

### **A. Preparation of SOQ:**

1. All Statement of Qualifications shall be on the Offeror’s letterhead and the forms provided in this SOQ package. It is permissible to copy these forms if required. Facsimile transmittal, E-mail attachments or similarly transmitted proposals will NOT be accepted.
2. The SOQ document and the Proposal Data Sheets (see Section VII) and the Offer Form (see Section VIII) must be submitted with an original ink signature by the person authorized to sign the offer.
3. Erasures, interlinear markings or other modification in the proposal shall be initialed in original ink by the authorized person signing the offer.

4. No SOQ or data sheets shall be altered, amended, or withdrawn after the specified due time and date.
5. All Statement of Qualifications must include the following information:
  - a. Describe the firm as it relates to public sector services: the number of employees involved, and a list of clients that the firm has provided similar services. Identify the location of the base office that the individual(s) assigned to fulfill the obligations of the SOQ and the number of professionals in that location.
  - b. Address each requirement of the Required Services, (see Section III. Scope of Services). Provide evidence that demonstrates the firm's ability to provide the required services.
  - c. The firm's experience in providing the required services. For Task 1, Include the steps the firm would follow in converting the as-built draining into spatially referenced dataset and in to create geodatabases of water and wastewater information that include all relevant attribute information about the infrastructure.
  - d. The qualifications of the personnel expected to be assigned to provide the required services. Provide a brief biographical account of each that contains their educational background, work history, professional licenses/certifications and past responsibilities serving in similar roles. If more than one person may be assigned, then each of their expected role(s) in performing the required services.
  - e. Describe and explain any significant changes in organizational structure, ownership or management that occurred during the last 4 years.
  - f. Provide any information on the firm and/or the individuals assigned to provide the required services have ever been sanctioned, fined or any other legal or license action has been taken and whether any of those issues would prohibit the individuals assigned and/or firm's ability to fulfill the required services provisions of this SOQ.
  - g. Provide information if the firm has been involved in any litigation related to the types of service needed to fulfill this RFP in the last three years, if so please describe the nature of the suit and the resolution.



Questions should be submitted in writing. Any correspondence related to a solicitation should refer to the SOQ page and paragraph number.

C. Late Offers:

Late offers will not be considered. An Offeror submitting a late proposal shall be so notified.

D. Withdrawal of Offer:

At any time prior to the specified proposal due time and date an Offeror (or designated representative) may withdraw their proposal, facsimile transmittals E-mail or similarly transmitted withdrawals will be considered.

E. Amendment of Proposal:

Receipt of solicitation amendment must be acknowledged by signing and returning the document(s) prior to the specified proposal due time and date.

F. Pre-proposal Conference:

No pre-proposal conference will be held for this project.

## II. BACKGROUND

### a. Water System Background

The Town was incorporated in 1986 and is home to a population of just over 5,000 people. Bounded by unincorporated Maricopa Country to the west, Phoenix to the south, Carefree to the east, and Scottsdale to the southeast, the Town encompasses approximately 29 square miles.

In 2006, the Town acquired the assets of the Desert Hills Water Company (DHWC), located directly west of the Town's municipal limits. In 2007, the Town acquired the Cave Creek Water Company (CCWC) and incorporated both operations into the Town's municipal services. The Cave Creek Utility Department serves customers in the Town of Cave Creek, Town of Carefree and portions of unincorporated Maricopa County.

## III. SCOPE OF SERVICES

The Town of Cave Creek (Town) is soliciting Statement of Qualifications from qualified firms to provide professional Geographic Information System (GIS) related services. More specifically, the services will be divided into the following two tasks

- **Task 1: GIS Integration with Record Drawings**  
Assist the Town in creating a digital library of As-built records drawings that can be displayed and accessible via a web-based map application. Creation of “model ready” geodatabases of water and wastewater information that includes all relevant attribute information about the infrastructure.
  - Scanning of existing As-Built record drawings
  - Create plan reference table of As-Built drawings
  - Create polygons to spatially reference As-Built drawings
  - Create geodatabases of the infrastructure information
  - Integrate geodatabases and as-built scans into a web-based map viewer.
  - Provide training to Town staff to use viewing application
  - Design and developed digital maps to be used for review by Town staff for review during the conversion process
  
- **Task 2: Ongoing GSI support services:**  
Provide the Town with a full range of technical and support services for the following GIS related tasks and services.
  - Geodatabase development, implementation and data management
  - General map and exhibit creation
  - Publication-quality map production
  - GIS integration with CMMS systems for asset management
  - Spatial Analysis and modeling
  - Data entry and quality control
  - Data conversion and analysis
  - Custom application development and implementation

#### IV. ADDITIONAL CONSIDERATIONS

- A. Each firm(s) or individual(s) assigned to conduct the duties resulting from this SOQ process shall meet the following minimum requirements:
  1. Reporting to Management: Firm(s) or individual(s) submitting Statement of Qualifications shall be able to report to Town staff as required.
  2. Office and Staffing Requirements: Firm(s) or individual(s) shall provide all workspace, personnel, equipment and supplies necessary to complete professional services set forth in the scope of work.
  3. Independent Contractor: Respondent to the SOQ is and will be at all times during the term of this agreement an independent contractor and not an employee of the Town. As such the contractor is responsible for all taxes and insurances as required.

4. Professional Conduct: Firm(s) or individual(s) shall demonstrate professional conduct at all times.
  5. Compliance: Firm(s) or individual(s) shall demonstrate compliance with all state and local laws including obtaining training and certifications as required by law throughout the term of the contract.
  6. Insurance: Firm(s) or individual(s) must be able to provide documentary proof of insurance coverage as requested. Insurance coverage will include as appropriate, automobile liability, commercial general liability, workers compensation, and professional liability. Professional liability insurance shall be with limits no less than \$1,000,000 per claim and \$2,000,000 policy aggregate limit. Respondents to this SOQ agree to maintain appropriate insurance coverage throughout the contract period.
  7. References: Firm(s) or individual(s) must be able to provide at least three (3) professional references from other cities or towns or other appropriate related experience.
- B. Upon awarding the contract, to assist the consultant, the Town will make available record information required to complete the work.

## **V. AWARD OF CONTRACT**

- A. The Town of Cave Creek will award a contract for services to the firm which best meets the needs of the Town as demonstrated by the Statement of Qualifications as submitted. The Town intends to select a single consultant to complete Task 1 but may elect to make multiple awards for Task 2 depend on the qualification information provided in the proposals submitted.
- B. Notwithstanding any other provision of this Request for Proposal, the Town expressly reserves the right to:
  1. Waive any defect or informality; or
  2. Reject any or all offers, or portions thereof; or
  3. Reissue a SOQ; or
  4. Withhold the award for any reason; or
  5. Extend the deadline for the SOQ.

- C. A response to the Statement of Qualifications is an offer to contract with the Town based upon the terms, conditions, and specifications contained in this Town of Cave Creek's Request for Proposal prepared by the Offeror. Statement of Qualifications do not become contracts unless and until they are accepted by the Town. A contract is formed when the Town provides a signed copy of a contract to the successful Offeror. The successful contracts inception is the signing of the contract by the appropriate Town official. All terms and conditions and information contained in this Request for Proposal will be incorporated for reference and made a part of the contract, unless modified by a solicitation amendment or a contract amendment signed by the authorized Town official.

## VI. TERMS AND CONDITIONS

- A. Statement of Qualifications Opening: The name of each Offeror shall be read publicly, and recorded. All other information contained in the Statement of Qualifications shall be confidential so as to avoid disclosure of contents prejudicial to competing Offerors during the process of negotiation. Statement of Qualifications will not be subject to public inspection until after contract award.
- B. Offer Acceptance Period: Proposals are an irrevocable offer for 90 days after the opening time and date.
- C. Contract: Any contract entered into pursuant to accepting the proposal shall be valid from the date of award for a period of one year, with the option of four one-year extensions.
- D. Cancellation Notice: The Town reserves the right to cancel the whole or any part of the subsequent contract without cause. The Town will issue a written thirty (30) day notice of such cancellation. Any subsequent contract must include such a clause.
- E. Evaluation: In accordance with Town policy, an award shall be made to the responsible Offeror whose proposal is determined to be the most advantageous to the Town taking into consideration the evaluation factors set forth in this Request for Qualifications. After reviewing and evaluating the written materials submitted, finalists will be invited to an oral interview. The Town will contact the finalists to schedule those interviews.

### Evaluation criteria shall include:

1. Firm's demonstrated experience, competence and qualifications to perform the required services as determined based on the written response to this RFQ.
  - a. The demonstrated ability to provide the services necessary to integrate record drawings into a GIS system.



- b. The demonstrated ability to provide ongoing GIS support services.
- c. The consideration and response to the information and issues provided in the SOQ and its appendices.
- d. The consultants' history, the background and experience of key personnel assigned to the project.

2. Compensation

- a. The FY2019-2020 Budget for Task 1 is **\$35,000**.
- b. The Annual Expenditure for Task 2 is expected to be **\$40,000**, funded by different departments in the Town. Individual Purchase Orders will be issued for specific work tasks.
- c. Provide a list of the standard billing rates for all work expected to be billed under his contract. The Contractor will have the ability to submit revised billing rates for consideration by the Town at each contract renewal period.

3. Project Schedule: The Town is looking to issue the contract(s) for both Task 1 and Task 2 by the end of September 2019. The tentative selection schedule is as follows:

- August 28<sup>nd</sup> – Release of RFQ
- September 12<sup>th</sup> - Proposals Due
- September 19<sup>th</sup> – Notice of Short List selection and issue of contacts

**VII. PROPOSAL DATA SHEETS**

Firm Name: \_\_\_\_\_

Address of office that would serve this account:

\_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_

Type of organization (check the appropriate line as indicated and provide indicated information)

\_\_\_\_\_ A corporation organized and existing under the laws of the State of Arizona

\_\_\_\_\_ A partnership, if so, please list partners who will work on or have responsibility for this contact.

Partners responsible for this contract:

_____	_____
<i>Name</i>	<i>Area of Expertise</i>

_____	_____
<i>Name</i>	<i>Area of Expertise</i>

_____	_____
<i>Name</i>	<i>Area of Expertise</i>

\_\_\_\_\_ Check if an Individual (sole proprietor) responsible for this contract:

_____	_____
<i>Name</i>	<i>Area of Expertise</i>

Number of years in business: \_\_\_\_\_

Manager(s) assigned to oversee this contract (add additional sheets, if required):

<i>Organization</i>	<i>Area of Experience Proved</i>	<i>Dates</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employees assigned to this contract (add additional sheets, if required):

<i>Name</i>	<i>No. of Years Employed</i>	<i>Area of Experience</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Subconsultants proposed for scope of work (add additional sheets, if required):

<i>Name</i>	<i>Area of Experience</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list all current public sector clients in Arizona (add additional sheets, if required):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VIII. OFFER**

TO THE TOWN OF CAVE CREEK, ARIZONA

The undersigned hereby offers and agrees to provide the services as set forth in this SOQ in compliance with all terms, conditions, specifications and amendments in the solicitation and any written exceptions in the offer.

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

Phone: \_\_\_\_\_

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title