Request for Proposals
Geographic Information System (GIS) Mapping/Implementation
Town of Bayfield, CO
August 26, 2016

1. Overview
The Town of Bayfield, Colorado is seeking proposals for GIS services using the ESRI Platform - Local Government Information Model. Services include the creation of a base GIS system with the following layers: property information, streets and trails, water, sanitary and storm sewer information.

The Town is interested in establishing an ongoing relationship with a firm to ensure high quality, timely and cost effective services. The Town expects that the firm chosen will be experienced in the type of GIS services required on an ongoing basis by municipalities.

The Town of Bayfield is located in southwestern Colorado, approximately 1.5 square miles in area with a population of 2,500. The Town is seeking to develop a GIS base system that includes a foundation of the identified infrastructure components and allows new construction and repair documentation to easily be added to the system as it occurs.

FEI Engineers and Souder Miller and Associates, the current engineering firms for the Town, have general mapping information of the municipal water, sanitary and storm sewer infrastructure. It is in a format accessible to staff through hardcopy, but is not easily added to or manipulated by staff.

The Town is seeking a proposal to develop a cloud-based, user-friendly, interactive mapping application that staff with minimal GIS training will be able to utilize from their desktops or tablets.

Due to the small size of our organization, there is much interaction and work-flow between the management staff at Town Hall and the departments of public works which includes water, sanitary sewer, and storm water utilities. Departments are sometimes located in separate buildings. All staff must be able to access the GIS from their facility and see updates as they occur. The system must provide ease of use in searching for information and the ability to add/change/delete information in the database. The deadline for submitting proposals is 5:00 P.M. MDT, Friday, September 23, 2016.

The Town intends to add layers when time permits to include information to the system for access to contracted other departments and agencies.
2. Scope of Services

a. Review of the Town’s existing information and recommendation on how to proceed with creation of a base system and layers including property information and items listed in c and d below.

b. Base system design that would include:

- Plat maps of the Town and property owners of record from La Plata County that would be updated on a regular basis. Bidder to recommend the frequency of updates.
- Town intends to use ARC GIS Platform for cloud storage of data and ArcMap desktop licensing.
- The ability for staff to generate mailing lists from specific areas identified on the map.
- Incorporation of aerial photography through La Plata County, Town Aerials, Google maps or other.
- Datasets may be downloaded from La Plata County.
- Incorporation of LIDAR data from La Plata County or other updated topographical data.
- Zoning map and comprehensive planning map with the ability to update zoning and planning designation by parcel. Updates to be completed by the staff. Town currently has a hard copy zoning map, but does not have a comprehensive planning map in their GIS database.
- Official Town map that meets the requirements of State Statutes.
- Floodplain and hydraulic shadow maps. La Plata County currently has this information and the Town desires it to be incorporated into the new system.
- Ability to select parcel(s) and print selected areas of the Town.

c. Streets, Trails, Water, Sanitary and Storm sewer information on the GIS that would include:

- The ability to convert CAD data for water, sewer, and storm water infrastructure to GIS data.
- The ability to create base layer maps that can be turned on and off as desired.
- The ability to create maps or documents containing this infrastructure information for utilization by staff and developers, or to respond to public information requests in a timely and cost effective manner.
- The ability to provide information from the GIS for standard government agency reports.
• Ability for staff to create an infrastructure maintenance file with input to a data maintenance system utilized by Town Administration and the Department of Public Works. If not, the GIS needs to provide a system component to log maintenance history (construction, preventative maintenance, repairs, and photographs) of the infrastructure. This will allow the Town to project the life expectancy for hydrants/valves/etc.; database to track flow data; ISO flow ratings, etc.

• Ability to add maintenance data from the Town’s street inventory.

d. Review of available hard copy utilities data and recommendations as to what data should be added to the GIS. Provide the associated data conversion costs. Conversions should be identified as either immediate or in the future.

e. Review of any additional items that the Town should consider for implementing utilities into a GIS system and the options that should be considered in the creation of the utilities GIS system.

f. The GIS system should be compatible for use on mobile devices (smart phones and tablets) for the retrieval and insertion of data.

g. Provide staff training for the system components.

h. Identification of future GIS applications in a prioritized order that would be beneficial for the Town.

3. Timeframe
The project is to be completed no later than July of 2017 within a timeline proposed by the firm in the proposal submitted.

The anticipated timeline in processing the proposals is as follows:

a. RFP Response due: Friday, September 23, 2016 @ 5:00 pm MDT.

b. Possible interviews with finalists week of October 3rd.


4. Proposal Requirements
Proposals must include the following:

a. A work program describing the precise scope of work to be undertaken. This program should include the general scope of services outlined in this RFP, and describe any modifications or recommended expansion.

b. A detailed project time-line with proposed start date.

c. Examples of previous work projects that demonstrate the experience, proficiency and past performance of the firm or individual, highlighting the expertise for the requirements under this RFP. A list of references for these projects should be included.
5. **Deadline, Contact Information and How to Submit Responses**

Any inquiries/clarifications concerning the RFP should be directed in writing to Chris La May via e-mail and should be received no later than the date specified in Item 3, Timeframe. Information provided verbally or by any other Town personnel will be considered non-binding. All respondents should use this written document and its attachments as the sole basis for proposal at this time.

Questions for clarification concerning the RFP must be directed through:

**Chris La May, Town Manager**  
clamay@bayfieldgov.org

Firms are not permitted to contact other Town Staff or Board Members unless authorized by Mr. La May. Any such contact may disqualify the firm from evaluation.

**Submission: Five (5) electronic submission of the proposal to be received by Chris La May no later than 5:00 p.m. MDT, Friday, September 23, 2016.**

Staff will review all proposals for completeness and compliance with the requirements of this RFP and may request additional material, clarification, confirmation or modification of any submitted proposal, including proposals that are incomplete or non-conforming as submitted.

The Town of Bayfield reserves the right severally or together to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposals, not award any contract, and/or modify terms of the RFP or a proposal, all at the Town’s discretion and without penalty. Proposers agree and acknowledge that they are barred from claiming to have detrimentally relied on any action by the Town or any of its representatives, or any employee's actions, for any costs or liabilities incurred as a result of responding to this RFP.