Scott County RFQ Questions and Answers

Question: Does Scott County plan to separate out any portion of the total contract for services in the upcoming RFP or are there additional services that we might provide in support of the parcel conversion project such as quality control.

…and a related question…

Question: I was wondering if you would accept an RFQ from us if we only responded to a portion of the scope of services – specifically as they related to "project setup, GIS web development and system, database and application design".

Reply: While there are no current plans to partition the services, Scott County reserves the right to contract for the entire scope of services described in the future RFP or to contract for portions thereof. With regard to any portion of the project or additional service being considered, we encourage respondents to submit a letter describing their particular area of interest and/or service for further consideration.

Question: How much are you budgeting for this project and who are your existing partners?

Reply: Please note that the RFQ is a qualifications based selection only. We are not asking for cost estimates at this time (cost estimates will however be part of the future RFP submittal). In the future RFP, we do not plan to release the budget amount for parcel conversion to respondents. It is our desire to elicit estimates from the firms selected to participate in the RFP. While we appreciate the potential usefulness of such information to firms responding to the RFP, we do not want to risk influencing cost estimates by the tendency to "work backwards" from an established cost. Price will be a consideration in the RFP selection process, but only one of several weighted factors.

We have a working relationship with GeoAnalytics based in Madison, Wisconsin. They assisted us in preparing the GIS Strategic Plan (a copy of the plan can be found on our website). They are also helping us to procure parcel conversion services and to evaluate and improve business processes and parcel management practices.

Scott County has also worked with Dan Corbin of Dan Corbin, Inc. located in Cedar Falls, Iowa. Dan Corbin provided procurement services for digital

orthophotography and QA/QC of the subsequent aerials. He also created a survey grade countywide GPS control network to support aerial triangulation and the future development of an Enterprise GIS.

Scott County contracted with Kucera International, Inc. located in Willoughby, Ohio to provide color aerial orthophotography at 100 and 400 scale (½ and 1 ft GPR respectively). Kucera is also providing the county with LiDAR data and break lines to support generation of 4' elevation contour intervals. The original flights were carried out in Spring of 2005 with some re-flights this Spring to address cloud cover or other issues. Final product delivery should happen here in the next few weeks.

Question: Can you provide us with a list of all firms that this RFQ was sent to?

Reply: Yes, the RFQ was sent directly to a number of firms based on proximity and whether or not they offered GIS services. The companies that received a direct mailing from us were: *Aerial Services; Applied Data Consultants; Bruce Harris and Associates; GE GeoSpatial Services; GIS Solutions; IIW Engineers and Surveyors; Midland; Missman Stanley; MSA; Poepping, Stone, Bach & Associates; ProMap; Pro-West and Associates; RA Smith & Associates; Rowekamp Associates; Shive-Hattery; Sidwell; Snyder Corporation; Surdex.* In addition to the direct mail list of potential respondents I am also currently aware that EI Technologies, LLC plans to reply to the RFQ. ATS, Inc. located at 255 South Denton Tap Road, Coppell, TX may also be responding to the RFQ.

We also posted the RFQ on our website and sent information out through several GIS related list-servers, so there may very well be respondents other than those listed above.

Question: Have you already developed a parcel GDB design? Implementing the ESRI parcel GDB? Or are planning to work with the selected vendor to develop the parcel GDB design?

Reply: We have not yet developed a parcel GDB design, and do plan to work with the vendor to develop this. We could potentially use a subset of the ESRI schema for our parcel database, however we are not predisposed to using any particular model at this point.

Question: Is referenced GPS survey control network 100% complete for all PLSS corners in the County? If not, what is the percentage of the corners that are complete or will be complete for this project?

Reply: Our GPS survey control network was developed to support aerotriangulation only so no monuments were set coincident with the PLSS grid. It is very likely that Scott County will recapture section corners, quarter corners or other cadastral reference points prior to parcel conversion. This control project

may be developed as a separate project or as part of the parcel conversion project.

We do not yet know how many points will be recaptured in support of the parcel conversion. Current thoughts are that we investigate the existing subdivision plats and surveys to track which corners were used to tie them in. These corners would be given precedence for recapture. We also are considering the ease with which corners and ¼'s (or even ¼ - ¼'s) that can be reoccupied. Interior ¼ corners are more difficult to occupy than those located along the section lines given the lack of road access and likelihood of being on private property. Therefore we have considered focusing on the sections and ¼'s that lie within the road right-of-way.

The City of Davenport has several surveyed PLSS corners and ¼ corners that may be suitable for use in the parcel conversion project, but we are still in the data discovery phase so this needs to be verified as does the existence of similar points within Bettendorf and other communities.

Question: Of the 75,000 parcels can you provide a breakdown of the number of parcels that are based on recorded surveys/plats? If unable to give an exact number, can you provide a good estimate? Or, rough percentage estimate?

Reply: We do not as yet have information on the number of parcels based on recorded surveys/plats. We expect that estimates will be developed to support the RFP which is currently being drafted. A rough estimate provided by our Recorder's office suggests that perhaps 70-75% of our parcels are based on survey or subdivision plats.

Question: Is the referenced COTT Systems Resolution (document management) application a document imaging system or just a document indexing system? If an imaging system, what percentage of the total recorded deeds are imaged? Back to what date are deeds imaged?

Reply: The COTT System is a document imaging system. Among other things, we record document number, date filed, brief legal (if app), city and file number. The scans go back to 1989. Documents recorded prior to that are kept in hard copy or microfilm format. 100% of the deeds from 1989 to present are scanned. We do not currently have a percentage estimate for total of number deeds vs. deeds scanned.

Question: Does the tax and parcel ownership database(s) contain all property/site addresses? Or are they only populated to a certain percent?

Reply: Address assignment procedures currently vary from jurisdiction to jurisdiction. However for those properties that have site addresses assigned, we have nearly all address information with the possible exception of very recent

additions to the property database. All properties have a designated billing address.

Question: For the parcel project would all deeds, surveys, plats be made available in a digital image format?

Reply: No because not all of this information is currently in digital image format. However, to the extent that we have digital image formats available that digital data will be made available.

Question: *(follow up to previous question)*…If not will Scott County provide copies of all the needed documents (i.e. deeds, surveys, plats, tax/assessment rolls), or will they require the selected vendor to come on-site and collect them?

Reply: Scott County will make available, all the necessary documents to support the parcel conversion process however we anticipate significant local presence by the vendor which will include extensive on site data collection. The county will assist in this process to the extent that it is able (given staff availability). As not all documents are in digital format, we anticipate the need to scan from many existing analog sources. Generally there is a preference to conduct this conversion on-site given the sensitive nature of much of the source material as well as the extensive use and reliance on it to support daily business functions. Scott County has a large format scanner located in our Secondary Roads Department that could potentially be used to capture large maps and documents on-site.

Question: Will Scott County perform the research needed to correct parcel problems, or will the selected vendor be expected to come on-site and perform any needed research?

Reply: We anticipate a shared effort in performing research aimed at resolving parcel problems. We recognize the value of county staff in assisting with research but must balance the demands of the parcel conversion project against the ongoing responsibilities of each county office or department. So recognizing that there may be times of limited staff availability, we expect that there will be significant research performed on site by the vendor.

Question: Will the various parcel related databases mentioned in the RFQ be provided in some type of export format to the selected vendor?

Reply: Yes our intent is to provide the vendor with data from the applications mentioned in the RFQ. The data may be accessed onsite, copied to the vendor's computer systems or remotely accessed depending on requirements of the conversion process and/or limitations of the data transfer process.

Question: Does Scott County have a full time County Surveyor? If not, what is the status of a "County Surveyor" part time/appointed private surveyor/elected/none etc…? Does Scott County have an existing land division/survey ordinance that requires surveys for splitting parcels? If so, what year did this go into effect? What are the main requirements (e.g. acreage threshold, number of splits in a designated time period, etc…)?

Reply: We do have staff with significant survey experience but none are licensed. The Iowa State Code Chapter 354 describes the requirements for splitting land in the State of Iowa though various city ordinances may introduce additional requirements. (You may view the Iowa Code at the following site. Just enter 354 in your search criteria: http://nxtsearch.legis.state.ia.us/NXT/gateway.dll?f=templates&fn=default.htm).

In general if a split can be described succinctly and accurately (e.g. the south 200' of the NE ¼ of the SE ¼ of Section 7…) a survey may not be required. However there is a general tendency to require a Plat of Survey for most conveyances. Iowa law also states that divisions of three (3) or more parcels require a Subdivision Plat. I do not have information about when this law went into effect.

Question: Are most town/county road right-of-ways in Iowa considered public "easement" type right-of-ways, or are they held in fee simple ownership by the governing entity? Or is it a "mixed bag"?

Reply: It is a "mixed bag". Most of the county road right-of-way is acquired via easement for road purposes (though a small amount is held by warranty deed). However, the majority of the right-of-way within state and city jurisdiction is warranty deeded.

Question: Are state/federal/county highway plats available in a digital format?

Reply: Some of our county road plans and those from state and federal sources are in digital format but the vast majority are hard copy. We also have several bridge plans and most of them are available as digital images.

Question: Are you currently using ArcSDE? Or is it still in initial stages of implementation? Do you have an internal trained/experienced ArcSDE Administrator? Can you provide more detail than what is in the RFQ regarding the implementation of ArcSDE (i.e. make/model of server, network infrastructure, number of existing/potential internal GIS users/how many users will/do have editing responsibilities, etc…)? Is this information detailed in one of the documents prepared for you by GeoAnalytics?

Reply: We are very much in the initial stages of implementing ArcSDE. We have a purchase order for ArcSDE SQL Server w/five read-write connections.

Our GIS Coordinator and Senior Programming Analyst/DBA will be attending one week of training in ArcSDE for SQL during the first week of June. We will be using Microsoft SQL Server 2005 database running on a G4 HP Proliant DL380 server. Processors are dual Xeon 3 Ghz with 2MB L2 cache and 4 GB of RAM. Server drives are 15,000 RPM ultra 320 SCI's with 36.4 GB memory. Two drives are in a mirrored array with the remaining four in a RAID 5 array for local data partitions. We will have SAN connectivity via dual Emmulex HBA cards with up to 2 TB storage space in a RAID 6/ADG array. Server will have a 1 Gbps fiber optic connection to the core switch network. There are also two copper 1 Gbps Ethernet connections available connected to the server however neither is currently in use.

At the moment Scott County has four (4) concurrent licenses of ArcView ArcGIS 9.1 and one (1) ArcInfo 9.1 license. We will monitor and evaluate the need for licenses as demands change. As data becomes more available we expect licensing may reach 10-12 (or more) ArcView licenses and 2-3 ArcInfo licenses to accommodate the editing and analysis needs of multiple departments. End users not requiring editing or significant analysis will be served by ArcIMS, ArcReader or other lightweight end user applications.

Deployment of ArcSDE is not detailed in the GIS Strategic Plan. The plan called for initial development of GIS data in shape file format but the original plan is somewhat outdated. Aspects of it will be adjusted to reflect current technology and best practices.

Question: Besides the data mentioned in the RFQ for the parcel project, what other GIS data layers does Scott County have that would be provided for reference information to assist with parcel mapping? For example, does Scott County have address points, road centerlines, and/or minor civil division/municipality boundaries in a GIS format? Non-GIS hardcopy map format?

Reply: Scott County has very little in the way of existing GIS data created in-house that would support parcel mapping. Our Secondary Roads, Sheriff and Health Departments have been using GIS to varying degrees but a large part of the data used in their applications comes from other sources. The Sheriff's office for example is using a commercial centerline file for its AVL system and the Secondary Road's Department incorporates road centerlines and bridge data from the Iowa DOT. Data that has been created in house such as the road sign database or our well inventory database are not relevant to the parcel conversion project.

We have a variety of maps available in hard copy format which may be of marginal use but we have not identified any beyond the central sources already recognized such as plat maps, subdivision plats, etc.

Existing Davenport and Bettendorf GIS layers will be available for reference and may include subdivision, parcel, and street centerline data (though please recall that the aim of Scott County is to reconstruct the parcel layer). The state DNR and DOT have several GIS data layers that could be used for reference. You can explore available data from these agencies at the following sites:

Iowa DOT: http://www.gis.dot.state.ia.us/downloads/default.asp and...
                    http://www.iowadotmaps.com/
Iowa DNR: http://www.igsb.uiowa.edu/nrgislibx/

Question: Please confirm whether our understanding is correct for the parcel conversion methodology desired by the county. The County desires COGO level accuracy on as many parcels as possible. Parcels that do not contain adequate information for COGO would be digitized from the existing parcel maps and "Best Fit" to the aerial orthophotography.

Reply: While it is safe to assume that Scott County would like the best possible accuracy for our parcel database (COGO), we would actually like to rely on the vendor to suggest a preferred methodology taking into account accuracy, associated costs, innovative techniques and any special characteristics of the Scott County data which might favor one method or another. We anticipate an approach that takes advantage of the best available information for parcel reconstruction. Yet when parcel information is lacking, in error or requires an inordinate amount of time, effort or cost to recompile there should be a systematic, hierarchical process that considers the next best available method for parcel reconstruction, and the next and so on.

One other note that I would add is that whatever method is used for a given group of parcels, we would like to record that information with the parcels. This will allow us to know and track relative parcel accuracy and support future decision making in our update and maintenance processes.

Question: Is there a current deed of record listed/imaged for each parcel in a parcel database? If not, is deed research to be considered as part of the scope of the GIS Parcel Conversion Services?

Reply: Deeds recorded prior to 1989 are not imaged, but are available as hard copy or on microfilm. 100% of deeds recorded on or after 1989 are imaged (barring errors or omissions). The vendor will be involved in research though we do expect a collaborative effort between the county and vendor.

Question: What orthophotography company provided the aerials and what is the projection of the 2005 aerials?

Reply: Scott County contracted with Kucera International, Inc. from Willoughby, Ohio to provide aerials and related products. Kucera is currently wrapping up

the final stages of processing and delivery of Scott County's 100 scale and 400 scale orthophotography, LiDAR, breaklines and contour data (for some areas including the City of Bettendorf). Data is being delivered in the Iowa State Plane South Coordinate System, NAD 1983 (feet). Aerials will be delivered in both TIF and Mr. SID format and as both individual tiles and areas mosaics.

Question: In the RFQ the county refers to a document management system. Are the deeds/plats scanned? Are the scanned images available for deed research via system.

Reply: All recorded documents 1989 or later were scanned and are accessible via the COTT system online. This includes many deeds and plats. You may assume that deeds and plats recorded prior to 1989 are available only in hard copy/microfilm format. You can investigate some of our records online at the following web addresses:

COTT land records: http://www.scottcountyiowa.com/recorder/records.php.
Tax and assessment data: http://www.scottcountyiowa.com/query.php.

Question: Will the awarded vendor be working alongside Geoanalytics and if so, in what capacity? Will GeoAnalytics be considered for any work associated with the strategic plan, and if so, what?

Reply: To the extent that it is beneficial and appropriate to do so there may be some collaboration. Potential involvement may include quality control or general planning assistance.

We are currently soliciting services from GeoAnalytics to help us with the RFP and vendor selection process and to provide expertise in land records management. GeoAnalytics may assist with several other aspects of the project as they develop.

Question: Can you provide more technical specifications for the sketching system in use?

Reply: The sketch programs are used to creating building footprints and limited plan views for the city and county assessor's offices. They are not directly relevant to the parcel conversion process. You may view the building sketches at the tax and assessment link provided above.

Question: Is the intent to integrate or to replace the City of Davenport's internally developed assessment product?

Reply: The intent is to integrate the data from the City of Davenport's internally developed software.

Question: What GIS products are in use today across the county?

Reply: The county currently has four (4) concurrent licenses of ArcView 9.1, one copy of ArcInfo 9.1, one copy of ArcPad 6, one copy of ArcPublisher, four (4) floating licenses of AutoCAD's Map 3D 2007, one AutoCAD Raster Design floating license, one license of Global Mapper 7.x, and Trimble Pathfinder Office and TerraSync. We plan to acquire ArcIMS, ArcSDE for SQL, GPS Analyst extension, GPScorrect and one ArcPad 7 license in the near future. We will be migrating to ArcGIS 9.2 when released.

Question: Is the County interested in having a quote provided for mapping services to keep the GIS up to date?

Reply: Sure, we are interested in looking at alternatives for map maintenance. However our intent is to maintain the parcel layers and other GIS data in-house, so we would need to be convinced otherwise.

Question: Would it be possible to know the status of the various strategic plan initiatives?

Reply: We have reordered some of the initiatives as part of an initial update/reworking of the Strategic Plan. We have almost completed the acquisition of digital aerial orthophotography, have parts of the GIS governance model in place, made progress on initial technology acquisition, have a library of public domain data, have GPS capability (soon to be expanded), and have begun creating GIS data for various departments. We have created policy documents including a data licensing agreement and 28E. We are in the process of acquiring ArcIMS and ArcSDE and training on both of them which covers a couple of different initiatives including training, technology acquisition and web GIS development.

Two of the next major initiatives to be undertaken (other than parcel conversion) are parcel management re-engineering and development/research of a master address database. Initial staff training in GIS software is right around the corner and expanded use among departments is imminent with the anticipated installation of the GIS server.

Question: Will a local geographic preference be used during the short list selection?

Reply: We will use a ranking system to evaluate and score all responses to help us to make an objective and defensible decision in the vendor selection process. Local presence will be one of several factors considered in the review. Vendors who feel that they may be at a local disadvantage are encouraged to address this potential limitation in their project approach.

Question: For Privately held companies audited financial statements are not available. Will a summary of the financials be acceptable for the RFQ process?

Reply: Yes. If you are not typically required to be audited, you may provide us with a non-audited financial statement, profit-loss statement or financial summary.

Question: Has Scott County and the cities agreed on a common parcel PIN or has a cross reference index been established?

Reply: No, but we anticipate addressing this issue in the upcoming parcel management re-engineering process and expect to resolve it before parcel conversion is started so that PIN's can be assigned as parcels are reconstructed. The likely course of action is that we develop a PIN cross index (dual numbering system). The logic and simplicity of having a single PIN isn't lost on anyone here at the county but any proposed change would need to be given careful consideration because of the large amount of legacy data associated with current parcel numbering.

Question: Is the County PID based on subdivision number, lot and block numbers for parcels and township/range and tract numbers for rural tracts?

Reply: The county PID is based on PLSS township, range, section, page (where page is related to the ¼-¼ or ¼-¼-¼ section. Thereafter, the parcel number is either a sequential number or it is related to the subdivision/block/lot number. Davenport is very similar, except that it begins with a letter that relates to the plat book where the parcel is mapped. The plat books are organized by geographic areas so the leading letter does have some location-based significance.

Question: What prevents Scott County from wanting to integrate Davenport and Bettendorf parcels into the County enterprise GIS?

Reply: We will allow transfer of data from the city parcel layers to the future Scott County parcel features (with appropriate verification). We will also happy to provide parcels layers created by the cities to use as reference. However our intent is to have the parcel boundaries reconstructed. There are a few reasons for this.

If we were to integrate the existing city GIS parcel boundaries, we would have been obligated to test and validate the information which would have been very time consuming. That's not an indictment of the quality of the Bettendorf and Davenport parcel boundaries but rather an acknowledgement of the significant expense of quality assurance associated with integration. Even with validation, details regarding sources used to create city parcels are not always known which makes error resolution and future maintenance somewhat murky (e.g. in the event of discrepancies, which parcel is more accurate?). Discrepancies found in

the city parcel data would still need to be corrected or reconstructed and edge-matching or other techniques used to resolve boundary areas.

All in all, significant effort would have been required to integrate the parcel layers. We were left to consider whether that cost and effort might be better spent in recreating the parcel boundaries from scratch and thereby provide all participants with a seamless, current and very accurate parcel base. Since the county has the support and funding to map parcels countywide, we saw a significant advantage in having a single seamless parcel framework developed across jurisdictional boundaries and using a single, documented approach.

The county also has an opportunity to increase the accuracy of the parcel framework though densification of GPS control, using the existing GPS Control Network and tying in additional PLSS corners to improve parcel accuracy.

Lastly we want to avoid potential confusion with issues of data custodianship and policy. We feel that feel that by recreating the parcel base we are able to more effectively assume that role and responsibility.

Question: How many parcels reside in Davenport and Bettendorf ?
Is the Davenport and Bettendorf base map kept current?

Reply: There are approximately 37,500 parcels in Davenport and 14,500 in Bettendorf. The cities' parcel database is reasonably current and is updated as new parcel information is received (with consideration for the usual time required to get updates through the parcel management process).