



## REQUEST FOR QUALIFICATIONS (RFQ) GIS PARCEL CONVERSION SERVICES – SCOTT COUNTY, IOWA

### Introduction

Scott County is soliciting Requests for Qualifications (RFQ's) to identify qualified firms who have the desire and capability to provide the GIS services described herein. Based on a review of the RFQ's, a select number of respondents will be "short-listed" and invited to respond to a standard RFP. Please note length restrictions on portions of the RFQ submittal. Our intent is to obtain a brief yet informative synopsis of your company's abilities related to the Scope of Services identified below. **We have provided an RFQ Worksheet for you to use in your reply.**

### Background

Scott County is located in eastern Iowa along the shores of the Mississippi River. It is 180 miles east of Des Moines and 180 miles southwest of Chicago. The county is approximately 468.4 square miles of which 9.4 sq. mi. is covered by the waters of the Mississippi. Scott County is currently the third largest county in Iowa and is home to 160,141 people according to the U.S. Census Bureau's 2004 population estimate. There are 17 incorporated cities within the county. Davenport is the largest, home to nearly 100,000 residents and is also the designated county seat. Davenport has its own City Assessor. Bettendorf is the second largest community with 31,615 residents (2004 estimate). Countywide there are about 75,000 parcels.

County departments are faced with manual, antiquated processes, redundant, independent workflow, and multiple systems that are not synchronized. Not only is there an increased number of public requests for GIS and/or digital data, but there is a growing expectation that we have it. By direction of the Scott County Board of Supervisors, a GIS Steering Committee was formed with representatives from multiple county departments, municipal government and our regional COG. It is the aim of the GIS Steering Committee to develop a County-wide or "Enterprise-wide" GIS solution. To this end, Scott County with assistance from GeoAnalytics, Inc., has created a GIS Strategic Plan and is moving towards GIS implementation as outlined by the plan.

### Scope of Services

The County would like to develop a seamless parcel framework with typical supporting layers based on ESRI's ArcSDE for SQL Server 2005. It is the County's desire to adhere to the 1998 National Standard for Spatial Data Accuracy (NSSDA) for accuracy assessment and error reporting. We anticipate reconstruction of parcel boundaries to ensure the quality and accuracy of the resulting parcel framework (as opposed to scanning and warping existing parcel maps). In addition to creating a parcel base and related features, further services may include project setup, software training, GIS web development and system, database and application design.

Sources of project data include plat maps, deeds, legal descriptions, surveys, 2005 aerial orthophotos (100 and 400 scale), a GPS survey control network and data from the county's tax, document management, assessment and appraisal software. The main land record related software applications in use by the county include Tyler/Incode CMS (tax and parcel ownership), Vanguard CAMAVision (appraisal), Tyler/CLT UNIVERS (commercial assessment), COTT Systems Resolution (document management), and various sketch programs. In addition, the City of Davenport has a custom program for managing residential assessments.

Scott County currently uses a paper based parcel mapping system. The cities of Davenport and Bettendorf have existing parcel layers in ESRI format (pGDB/SHP). The cities' parcel layers will be made available for reference or to facilitate transfer of attributes such as parcel numbers or addressing however it is the county's intent to reconstruct the entire county parcel base including all incorporated areas.

For more information about Scott County and our GIS program, please visit us at our website: [www.scottcountyiowa.com](http://www.scottcountyiowa.com). You will also find copies of Scott County's GIS Strategic Plan at: [http://www.scottcountyiowa.com/it/gis\\_strategic\\_plan.php](http://www.scottcountyiowa.com/it/gis_strategic_plan.php).

# RFQ SUBMITTAL REQUIREMENTS

## PLEASE PROVIDE THE FOLLOWING INFORMATION

### Company Overview

- 1) Firm name and business address including phone number, fax number and web site.
- 2) The year the firm was established, include former names and year established if applicable.
- 3) Type of ownership and parent company if applicable.
- 4) An audited income state (profit/loss statement) for the most recently completed fiscal year. (Please include and identify as "Attachment A: Income Statement).
- 5) The name of the proposed project manager for this project.

### Key Personnel and Job Planning

- 6) Resumes of key personnel to be assigned to the project. Include length of service with the firm and professional education and year's experience.
- 7) If any part of the project cannot or is not planned to be performed in-house, describe the portion that would be subcontracted along with a profile of said subcontractor.
- 8) If you have multiple company offices, please identify the location where the majority of the work will be performed. Please also indicate if any part of the project is to be performed outside the U.S.
- 9) Total number of persons available to work on the Scott County Project. Please include names, titles, and year's experience.

### Relevant Experience and Capabilities

- 10) Please provide a list of five (5) relevant parcel conversion projects including year completed, project duration, cost and client contact information.
- 11) Include a list of all related projects completed within the last three (3) years.
- 12) Please provide an inventory of relevant hardware/software to be used on the project.

### Project Approach

- 13) Provide a suggested technical approach for parcel conversion and its relationship to the Scott County Implementation Plan. *(Please limit to two (2) pages).*
- 14) A brief Letter of Interest. A narrative describing the firm's interest, particular abilities and qualifications related to this project. *(Please limit to one (1) page).*

Scott County reserves the right to reject any RFQ for failure to meet the requirements contained herein, to waive any technical requirement, and to select the firms, in the County's judgment, whom best meet the requirements of this project and the needs of the County.

Please direct any questions regarding this RFQ to Ray Weiser, Scott County GIS Coordinator. Questions will be accepted through Monday, April 24<sup>th</sup>. A summary of questions and answers will be posted Wednesday, April 26<sup>th</sup> on the Scott County website at the URL: <http://www.scottcountyiowa.com/it/gis.php>.

Please send your RFQ in a sealed envelope labeled "GIS RFQ Response" to the address below. We also request that you provide a copy of the RFQ in Adobe PDF format. You may include the PDF file on electronic media in the sealed envelope or simply email the PDF to Bob Holliday, Purchasing Specialist at the email address provided. For consideration, your responses must be received by 4:00PM on Wednesday May 3<sup>rd</sup>, 2006. Respondents may be notified the week of May 15<sup>th</sup>, 2006 with the results of our qualification based review process.

#### Please send sealed responses to:

Robert Holliday, Purchasing Specialist  
Scott County Administration Center  
428 Western Avenue  
Davenport, Iowa 52801  
Phone: (563) 326-8793  
[bholliday@scottcountyiowa.com](mailto:bholliday@scottcountyiowa.com)

#### Please direct questions to:

Ray Weiser, GIS Coordinator  
Scott County Administration Center  
428 Western Avenue  
Davenport, Iowa 52801  
Phone: (563) 328-4137  
[gis@scottcountyiowa.com](mailto:gis@scottcountyiowa.com)

# RFQ Worksheet

## Company Overview

1. Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Website: \_\_\_\_\_
2. Year Established: \_\_\_\_\_
3. Type of Ownership: \_\_\_\_\_
  - a. Parent Company if applicable: \_\_\_\_\_  
\_\_\_\_\_
4. Audited Income Statement (please include and identify as "Attachment A: Income Statement").
5. Name of Project Manager: \_\_\_\_\_

## Key Personnel and Capabilities

6. Resumes of key personnel (please include and identify as "Attachment B: Resumes of Key Personnel").
7. Describe scope of subcontracted work if applicable (please include profiles of any subcontractors and identify as "Attachment C: Subcontractor(s) Profile": \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Relevant Experience and Capabilities

10. List five (5) relevant parcel conversion projects with contact information:

Project 1

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

Year Completed: \_\_\_\_\_

Duration: \_\_\_\_\_

Cost: \_\_\_\_\_

Contact Info: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project 2

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

Year Completed: \_\_\_\_\_

Duration: \_\_\_\_\_

Cost: \_\_\_\_\_

Contact Info: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project 3

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

Year Completed: \_\_\_\_\_

Duration: \_\_\_\_\_

Cost: \_\_\_\_\_

Contact Info: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## **Relevant Experience and Capabilities**

13. Suggested technical approach and relationship to the Scott County Implementation Plan (please limit to two pages, include and identify as “Attachment D: Project Approach”).
14. Firm’s Letter of Interest (please limit to one page, include and identify as “Attachment E: Letter of Interest”).