

**PUBLIC ANNOUNCEMENT**  
**Request for Qualifications (RFQ)**  
**for**  
**GPS Data Collection & GIS Mapping Project**

**10/15/19**

**Issued By:** Warren County Commissioner's Office  
**Concerning:** FY19 Morrow GIS CDBG Project

**Date of Notice: October 15, 2019**  
**Due Date: October 29, 2019, 3:00 PM**  
**DUE DATE EXTENDED UNTIL NOVEMBER 14 AT 3:00 PM.**

**STATEMENT OF QUALIFICATIONS AND DUE DATE**

The Warren County Board of Commissioners [hereinafter "Owner"] hereby issues this RFQ to identify, qualify, and retain a qualified firm to perform GPS Data Collection and GIS Mapping. The selected firm [hereinafter Special Inspector] will perform work that pertains to the FY19 Morrow GIS CDBG Project.

The Statements of Qualifications provided in response to this Request for Qualifications are due by October 29, 2019 (3:00 pm ET) via email to Susanne Mason, [Susanne.mason@co.warren.oh.us](mailto:Susanne.mason@co.warren.oh.us) (contact information listed below).

RFQ issued	10/15/19
Statement of Qualifications Due	10/29/19 at 3:00 PM

All questions related to this RFQ are to be submitted in writing and directed to:  
Susanne Mason, Warren County, Via email: [Susanne.mason@co.warren.oh.us](mailto:Susanne.mason@co.warren.oh.us)  
Phone: 513-695-1210

**GENERAL PROJECT DESCRIPTION**

The Warren County Board of Commissioners, as administrative agency for the Warren County Community Development Block Grant (CDBG) Entitlement Program, funded through the US Department of Housing and Urban Development (HUD) is seeking engineering services for the following community development project:

Project:	FY19 Village of Morrow GIS CDBG Project
Funding Available:	\$77,000 (includes project and engineering)
Required Services:	Plans / Specs and Inspection

This project proposes to perform GPS data collection and Geographic Information System (GIS) mapping for both drinking water and storm water systems in Morrow. The Village has had repeated problems identifying where water lines and water meters are located. The GIS team will work with Village employees to perform geodata collection and mapping, after which Morrow will join the national GIS Collaborative to access web and mobile apps.

Location: The project is located in Village of Morrow

## SCOPE OF SERVICES

- 1 Project planning meeting with utility staff.
- 2 GIS data model set-up, base map preparation, obtain any available county GIS files for parcels, and program GPS unit(s) for data collection.
- 3 Collect geographic coordinates and basic attribute data of all above ground infrastructure with high-accuracy GPS units after Village or Jones-Warner Consultants (JWC) staff have located and painted or flagged all points to be collected.
- 4 Review against CAD files and As-Built Drawings for discrepancies in field data.
- 5 Digitize underground infrastructure and enter basic attribute data. Perform QA/QC checks and data maintenance throughout the project.
- 6 Conduct on-site data reviews with staff, field check areas of concern/discrepancies.
- 7 Finished map preparation, including digital files, wall maps and up to 2 field books.
- 8 Set-up data in RCAP ArcGIS Server and GIS web application. Provide training for Village employees to use web and mobile applications. Provide GIS Cooperative services through project end date.

Option A: GPS data collection and GIS mapping of all drinking water system assets except curb stops and/or meter pits.

Option B: GPS data collection and GIS mapping of all drinking water system assets and includes the cost of capturing all curb stops and/or meter pits within the drinking water system.

Option C: GPS data collection and GIS mapping of all assets in the drinking water and storm systems.

## SUBMISSION REQUIREMENTS

Please include the following items in the Statement of Qualifications:

1. Brief information about the firm's history
2. Brief summary of education, technical training, and experience of owners and key personnel
3. The firm's experience in providing substantially similar services in Ohio
4. The firm's equipment and facilities

Please also include the following General Company Information:

- Legal name of proposer and state of incorporation (if applicable), contact information, address, and phone number
- Copy of firm's certificate of insurance (upon award of contract)

Cost Estimate with Units and Unit Rates:

- Provide detailed estimated cost for project.
- Provide remuneration schedule for all services, equipment if applicable, and resources with listing of unit rates for all services and charges that will apply.
- Optional: Provide a detailed listing of any qualifications and assumptions.
- Statement of Firm's proposed limit of liability (upon award of contract).
- Provide a statement verifying that the proposal is based on the documents received and that the costs will be billed on a time and material basis up to the estimated value and that no additional expenses will be incurred without formal notification of an increase in the estimated cost.

## DOCUMENTS

Please contact Susanne Mason for any documentation, e.g. schedule, plans, and specifications Via email: [susanne.mason@co.warren.oh.us](mailto:susanne.mason@co.warren.oh.us)

Contract Terms and Conditions

The offeror agrees to comply with all applicable state and federal requirements including:

- Confidentiality
- Civil Rights Act/Equal Employment Opportunity
- "Section 3" Compliance in the Provisions of Training, Employment, and Business Opportunities
- Compliance with HUD and ODOD Patent Rights in Research Regulation
- Indemnification

- Access to Records
- Comply with all local laws and regulation

## **SELECTION PROCESS**

The Warren County Board of Commissioners will name an evaluation committee to evaluate and select those firms who are most qualified. Pursuant to Section 153.69 of the Ohio Revised Code, the evaluation committee will review the SOQs for conformance with this RFQ. The evaluation committee may request interviews of the responding firms to explore further the firms' SOQs, the scope and nature of the services the firms would provide, and the various technical approaches the firms may take toward the project. The evaluation committee will select and rank no fewer than three firms considered to be most qualified pursuant to the qualifications listed above. The evaluation committee will recommend the firm ranked most qualified to the Warren County Board of Commissions who may authorize the negotiation of a contract with the firm ranked most qualified, pursuant to Section 153.69 of the Ohio Revised Code. Upon failure to negotiate a contract with the firm ranked most qualified the Warren County Board of Commissioners may enter into negotiations with the firm ranked next most qualified.

The Warren County Board of Commissioners has the right to accept or reject any or all proposals in whole or in part.

In order to ensure fair and impartial evaluation, qualification submittals and any related documents of other records that would otherwise be available for public inspection and copying under section 149.43 of the Revised Code shall not be available until after the award of contract.

END OF RFQ