



Jefferson County
Land Information Office
Request for Proposal
Digital Parcel Map Improvement Project

Proposals Due: April 15, 2016

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1.1 Introduction

The primary objective of this process is the procurement of professional services to improve the horizontal accuracy of digital parcel maps using surveys and other data for the unincorporated areas of Jefferson County. The current parcel data for the rural areas of Jefferson County were compiled from 1989 to 1995 by digitizing hand drawn parcel maps and transforming them to the digital Public Land Survey System (PLSS) grid. The digital parcel maps that resulted from the digitizing process have served the county well, but do have horizontal inaccuracies. The Land Information Program Budget for 2016 contains \$60,000 for parcel map improvement. The Vendor selection for this project is subject to County Board approval.

Incurring costs

Jefferson County is not responsible for any costs incurred by Vendors in the preparation of proposals or for any other costs associated with responding to the RFP.

2.0 Proposal Submittal Instructions

2.1 RFP Schedule

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on the county website (<http://jeffersoncountyapps.jeffersoncountywi.gov>) under the Home Page Doing Business tab. Vendors can register their company email on the RFP document download page to be notified of changes that might occur after initial posting.

| Activity | Time | Date |
|---|-----------|----------------|
| RFP released and published | | March 28, 2016 |
| Submission of proposals due | 4:30 p.m. | April 15, 2016 |
| Proposal Opening | 9:00 a.m. | April 18, 2016 |
| Planning and Zoning Committee Proposal Review and Recommendation to County Board of Supervisors | 8:30 a.m. | April 25, 2016 |
| County Board Approval | | May 10, 2016 |
| Anticipated Contract Agreement | | May 30, 2016 |

2.2 Submission of Questions

Questions shall be submitted to: Andy Erdman, Director
Land Information Office
311 S Center Avenue, Room 101
Jefferson WI 53549-1701
andy@jeffersoncountywi.gov
920-674-7146

2.3 Submission of Proposals

All proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Proposals shall be sealed and marked “**Digital Parcel Map Improvement Proposal**”

Vendors shall submit 3 copies of their proposal in paper form.

Sealed Proposals must be delivered no later than 4:30 p.m. on April 15, 2016 to:

Jefferson County Land Information Office
311 S Center Avenue, Rm 101
Jefferson WI 53549-1701

2.4 Opening of Proposals

Proposals will be opened April 18, 2016 at 9:00 a.m.

Jefferson County Land Information Office:
311 S Center Avenue, Rm 101
Jefferson WI 53549-1701

2.5 Ownership of Proposals

All proposals become the property of the County upon submission, and the proposals will not be returned to the Vendors. By submitting a proposal, the Vendor agrees that the County may copy the proposal for purposes of facilitating the evaluation.

2.6 Other information

Vendors may submit any other information that is not described in this RFP that would be beneficial to the County. If in the Vendor's opinion the County has overlooked any material or relevant item, such item(s) may be brought to the County's attention and be included in the proposal.

2.7 Public Records Law

All proposals are subject to the Wisconsin Public Records Law.

3.0 Terms and Conditions

3.1 The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

3.2 The County reserves the right to re-issue any requests for proposals.

3.3 Upon the selection of a finalist Vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this Vendor. If the County, for any reason, is unable to reach a final agreement with this Vendor; the County reserves the right to reject such Vendor and negotiate a final agreement with the Vendor who has the next most viable proposal or bid. The County may also elect to reject all proposals and re-issue a request for proposal.

3.4 Clarification of proposals: The County reserves the right to obtain clarification of any point in a Vendor's proposal or obtain additional information.

3.5 The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.

3.6 The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.

3.7 The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Vendor.

3.8 The Vendor, if selected, agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the County, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Vendor, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.

3.9 Insurance

3.9.1 The Vendor, if selected, agrees that in order to protect itself as well as the County, its officers, Board, and employees under the indemnity provisions set forth in the paragraph above, Vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

- Workers' Compensation: minimum amount statutory
- Comprehensive General Liability and Auto: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
- Excess Liability coverage: \$1,000,000 over the General Liability and Automobile Liability Coverage

3.9.2 The County shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the Vendor will furnish the County with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against the County upon

any matter herein indemnified against, County shall cause notice in writing thereof to be given to Vendor by certified mail, addressed to its post office address. The County shall cooperate with Vendor and its attorneys in defense of any action, suit or other proceedings.

4.0 Vendor Qualifications

Vendors shall prepare and submit a qualifications proposal in the following order:

4.1 Letter of interest (not to exceed two pages)

4.2 Table of contents

4.3 Vendor experience and qualifications

4.3.1 Type of organization:

- a. Corporation proposing as a single entity for all services
- b. Corporation proposing as a prime entity for all services with sub-consultant(s).
- c. Joint Venture.
- d. Partnership.
- e. Other.

4.3.2 Length of time in business and ownership history of prime and its sub-consultant(s) or joint venture partner(s). [If prime entity is a wholly owned subsidiary of another corporation, please provide details]

4.3.3 Location of principal office that will be responsible for implementation of this contract.

4.3.4 Location of other offices from which resources may be drawn.

4.3.5 Size, resources and capabilities of responding entity;

- a. Organizational structure of Business Entity for this project (partners, associates, consultants, subcontractors and other participants and titles)
- b. Services and professional disciplines provided in-house by prime responding entity.

4.4 Relevant Experience

4.4.1 Company experience providing similar services to other Wisconsin Counties, municipalities or counties in other states.

4.5 Organization and Key Personnel - please identify primary contact and any key support personnel

4.5.1 Qualifications of key personnel/staff providing services under this proposal. Indicate firm of origin where more than one company is involved if prime business entity is responding.

4.6 References

Provide client agency name, contact name, title, address, and phone number of at least three Wisconsin Counties or Municipal clients or other relevant clients where your firm has provided similar services.

4.7 Disaster Recovery Plan

Vendors shall describe their Disaster Recovery Plans and how this contract would be fulfilled if an emergency or disaster made the vendor's place of business unsuitable for completing the work outlined in this RFP.

5.0 Project Specifications

County GIS parcel data is stored in NAD 83 Stateplane South Zone coordinate system in US survey feet referenced to the Wisconsin State High Accuracy Reference Network (HARN). The data is stored in an ArcSDE geodatabase 10.2 in Microsoft SQL Server running on a Windows 2008 R2 Server. All digital map data produced for this project shall be delivered in this same coordinate system and shall match the current geodatabase structure.

5.1 Project Data

The County will provide the following GIS data to the selected Vendor for the entire project area; current parcel, zoning, PLSS section, surface water boundaries, municipal boundaries and 6 inch pixel color orthophotography that was taken in April of 2015. The County will also provide remote access to tax and assessment data, property transfer documents, certified survey maps, subdivision plats, condominium plats, transportation plats, government monument tie sheets, center of section tie sheets (when on record), plats of survey, town road records and highway relocation maps. If the vendor identifies additional information needs that are not listed here either before or during the project, the County will make a reasonable effort to supply the information requested.

5.2 Recommended Parcel Mapping Procedures

The following procedures are recommended for Vendors to maximize the accuracy of new parcel lines. The Vendor may suggest alternative methods in their proposal, but they should be clearly noted as a deviation for the recommended procedures.

Section, quarter section and 16th section boundary line construction

- A. Intersect straight lines between quarter section corners to set quarter section boundaries
- B. If a center of section monument tie sheet is on file, that location should be used for the center of section
- C. A mean bearings should be used for quarter lines where the opposite quarter section corners fall in a lake or river or otherwise not on file.
- D. Divide each section into 16th lines using equal distance splits of quarter section boundaries and constructing straight lines between the midpoint 16th corners
- E. On north and west quarter sections of each township 16th section should be divided by proportional measurement to the original government survey as set forth in the Department of Interior Manual of Surveying Instructions

Lots, Blocks and surveyed meets and bounds parcel lines

- F. Parcel boundaries for the following legal descriptions will be constructed with Coordinate Geometry (COGO) if they are newer than January 1, 1955.
 - i. certified survey maps
 - ii. subdivision plats
 - iii. plats of surveys
 - iv. condominium plats
 - v. transportation plats
 - vi. deed metes and bounds tied to section corners

Public road right of way boundary line construction

- G. Where highway relocation plan are available the 2015 orthophotography and plan ties to the PLSS should be used to establish plan reference lines, stations and offset right of way boundaries.
- H. Compare relocation plat ROW lines to COGO surveyed ROW lines and reconcile.
- I. Verify ROW widths in town road records and use road center lines from orthophotography to construct right of way boundaries where no COGO surveys or relocation plats are available

Surface water and ditch boundary line construction

- J. Lakes rivers, streams boundaries from from 2004/2005 LIDAR data should be use for water features that form the property boundaries
- K. Where ditches form property boundaries the 2015 orthophotography may be used to digitize ditch center lines

Other property boundaries

- L. When surveys listed in item F are not available, transfer documents shall be reviewed and drawn accordingly
- M. Compare parcel dimension annotations on deeds and surveys to current map data and make appropriate changes in geodatabase annotation feature classes

- N. Create an errata record in the GIS database with an explanation of issues for all unresolved gaps or overlaps
- O. Move parcel map annotation to align new parcel lines
- P. Move zoning polygon boundaries to fit new parcel lines

5.3 Project Area

The project areas include most of the Town of Milford and all of the Towns of Waterloo and Watertown. The project area could be made larger or smaller depending on how much can be completed for \$60,000 budgeted for 2016.

| RFP Maps | Area Description | Parcels |
|------------|---|---------|
| Appendix A | Pilot Area - Sections 5 - 8 T8N R14E | 392 |
| Appendix B | Sections 1 - 4 & 9 - 36 T8N R14E West of the Crawfish River & Sections 1 - 8 T7N R14E in the Towns of Milford & Watertown | 1,533 |
| Appendix C | Sections 1 - 4 & 9 - 36 T8N R13E in the Town of Waterloo | 999 |
| Appendix D | Sections 1 - 36 T8N R15E and Sections 25 & 36 T7N R14 E East of the Crawfish River in the Town of Watertown | 1,250 |
| Total | | 4,174 |

5.4 Pilot Project Area

A four square mile pilot project will be completed and approved by Jefferson County before moving forward on the balance of the project. This Pilot Project Area is designed to show a variety of situations that may be encountered during the project as well as verify the processes and methods for both Jefferson County and the selected Vendor. This area contains large and small tracts, subdivisions, certified survey maps (CSMs) and subdivision plats, as well as meets and bounds descriptions. The pilot project area provides a good cross section of legal descriptions that will be encountered throughout the entire project. The balance of the project area mapping shall be completed after County approval of pilot project deliverables described in section 5.5.

5.5 Project Deliverables

1. Parcel line feature class
 - a. Coded with complete arcode attributes domain values
 - b. Coded with completed webcode attribute
2. Parcel polygon feature class
 - a. Edge matched to new parcel line feature class
3. Zoning polygon feature class edge matched to new parcel line feature class
 - a. Edge matched to new parcel line feature class
4. Pcl100 annotation feature class (1:1200)
 - a. Align annotations with new parcel line feature class
 - b. Maintain 12 annotation classes
5. Pcl400 annotation feature class (1:4800)
 - a. Align annotations to new parcel line feature class
 - b. Maintain 9 annotation classes
6. Pclmix annotation feature classes
 - a. Align annotations to new parcel line feature class.
7. Errata polygon feature class for all unresolved parcel gaps or overlaps.

6.0 Proposal Scope of Work

The proposal Scope of Work should include a description of all project phases to complete the items specified in 5.0 through 5.5 along with other information the Vendor deems relevant to the County's selection process.

6.4 Project Timeline for all phases of project implementation and deliverables shall be completed within 7 months of the finalizing contract agreement.

7.0 Proposal Pricing

The proposal should list the cost per parcel and total project price along with proposed billing cycle for all phases of the project.

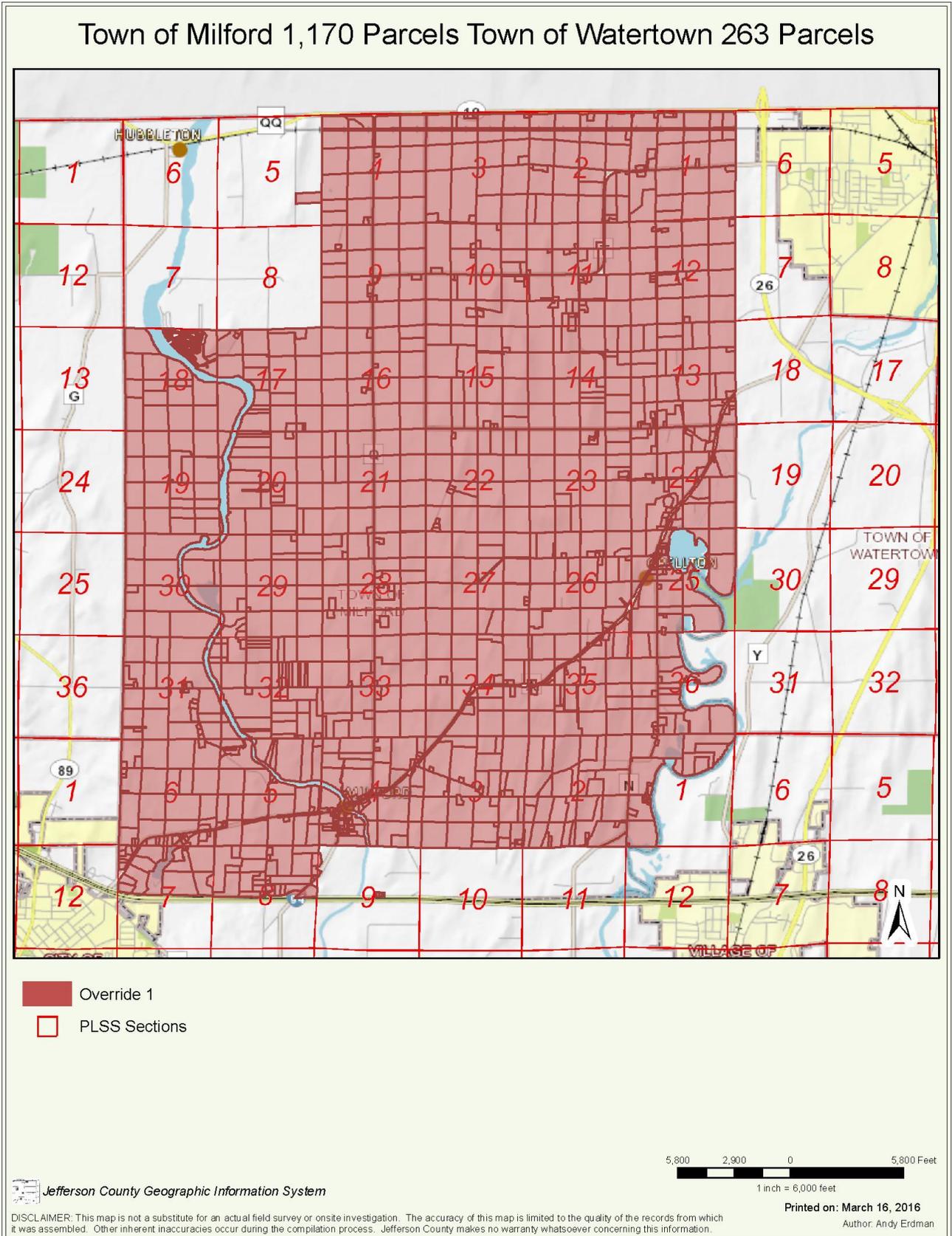
7.1 Proposal Evaluation Criteria

Jefferson County will evaluate proposals based on but not limited to the following: cost, vendor qualifications, experience, references, quality and timeliness of similar projects.

Appendix A

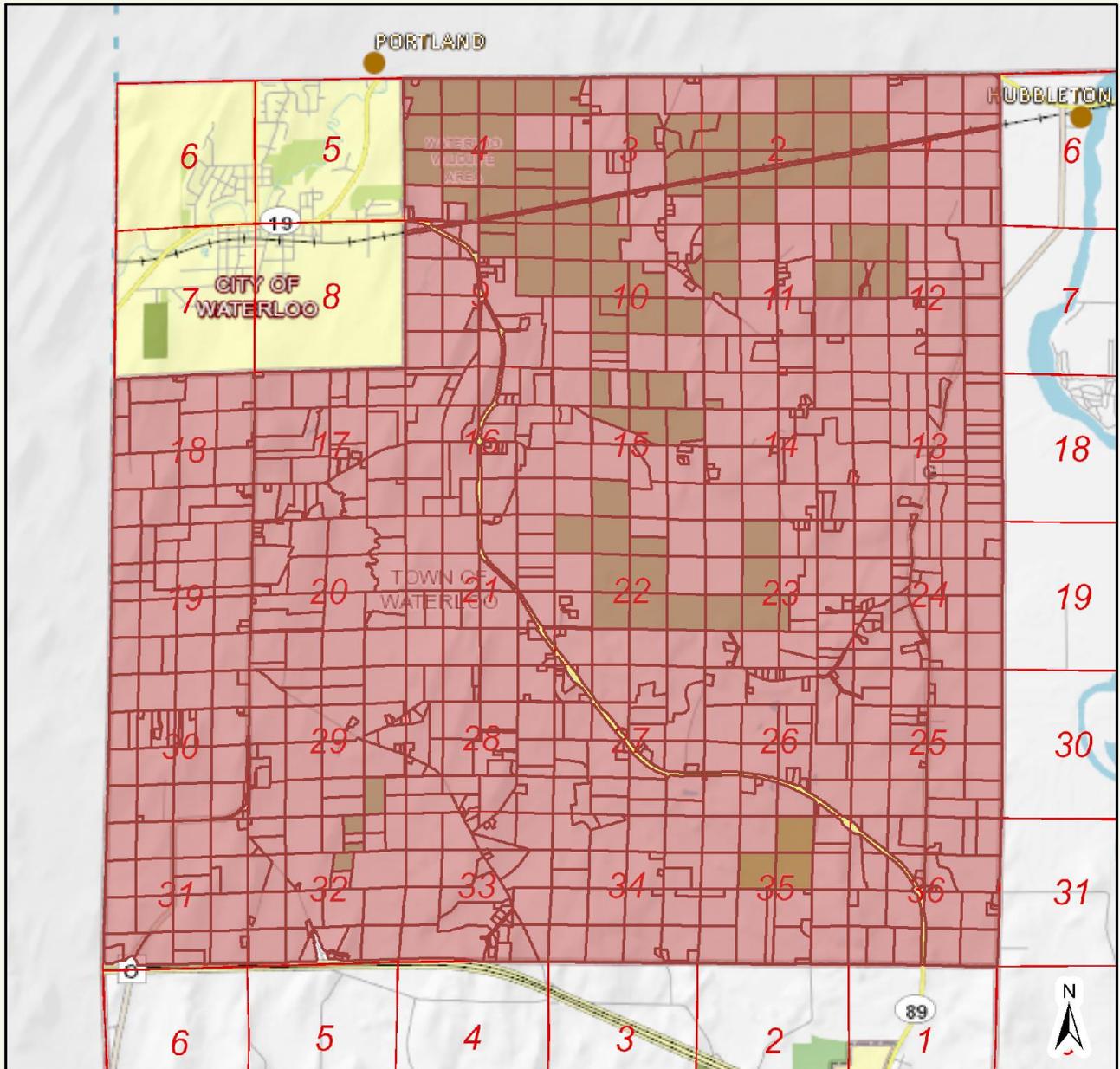


Appendix B

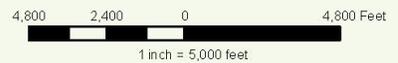


Appendix C

Jefferson Co - Town of Waterloo - 999 Parcels



-  Override 1
-  PLSS Sections



 Jefferson County Geographic Information System

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.

Printed on: March 16, 2016

Author: Andy Erdman

Appendix D

