

## CITY OF MISSION

*"Home of the Grapefruit"*

November 21, 2018

RE: **Addendum No. 2 / City of Mission Geographic Information System (GIS) Services  
Request for Bid No.: 19-065-11-21**

Dear Prospective Bidder:

The following is to be corrected/added/changed/clarified:

- a. This addendum is being provided to all bidders.
- b. Changes and Clarifications have been made to the Scope of Service and Pricing Schedule. See attached.
- c. Question: In section I paragraph 1 of the scope of service, there is a reference to licensing. Is there a specific license the city requires of the selected firm or individuals in the firm to hold or obtain to qualify for the award of this RFB?

**Answer: No Certification is required.**

- d. Question: I section I paragraph 2 of the scope of service, there is a reference to the majority of efforts intended to e spend on continued development and extension of existing datasets and upgrading of a data dissemination project. What are the existing datasets? Can a list of the existing datasets be provided? What type of data is involved in the data dissemination project?

**Answer: The Datasets listed in the Scope of Service Sec.1.16 makes up a bulk of the deployed data in both the internal and external services. The awardee will be expected to review the data to be deployed with department directors and incorporate any files deemed beneficial into the internal server.**

- e. Question: For the data dissemination project, how is data currently being disseminated?

**Answer: The current deployment product is ARC Server. However, due to maintenance lapse the application is antiquated. The current version of ARC WEB is to be purchased separately by the City from ESRI and deployed by the selected awardee.**

- f. Question: Can samples of the existing datasets being maintained be provided to bidders of this project, including data maps?

**Answer: The volume of digital data maps is substantial. Since 2011 there have been over 24GB or 6,500 maps/ mapping documents produced. The Planning department has relevant data available for viewing in a GIS or PDF format. Meetings with the Planning department regarding any aspect of the BID process must be arranged by the Purchasing department.**

- g. Question: In section 1.3 of the scope of service, there is mention of incorporating existing datasets into the ESRI GIS data format. What is the current dataset format or platform being used? Are any of the data sets already in the ESRI format?

**Answer: There are Microstation files maintained by Public Works, AUTOCAD files maintained by planning and various application extract files from multiple departments that may require conversion in to GIS format for projects on an as needed basis.**

- h. Question: In section 1.4 of the scope of service, there are many departments that need to be informed about progress and status on a weekly or regular basis. Is a mix of in person, telephone, email and web conferences an acceptable form of communication based on the urgency and type of updates to be provided?

**Answer: Yes, weekly visits and reports to Public Works, Planning, and Administration are required as a minimum when staff is available. In addition, weekly meetings regarding ongoing departmental projects are required.**

- i. Question: In section 1.5 of the scope of service, there is reference to developing and refining departmental data sets. What are some examples of new datasets that the city would like to see developed?

**Answer: Commercial trash routes and right-of-way/easements.**

- j. Question: In section 1.6 of the scope of service, there is reference to preparation and deployment of GIS systems and applications. How many workstations or staff members use the current GIS applications regularly?

**Answer: A total of two (2). One ARC editor (Planning) and one ARCVIEW (Public Works) AV requires repurchase/ install of software.**

- k. Question: In section 1.7 of the scope of service, there is reference to technical support and training. There is also reference to deployment and implementation of ARCGIS Online Software in 1.17. Would the city consider a separate RFB specifically for these services?

**Answer: Not at this time.**

- l. Question: In section 1.8, there is reference to providing hard copy maps and reports from GIS datasets. What is the current procedure for requesting a hard copy map? Does the city require a hard copy of all maps in addition to digital maps?

**Answer: Requests for GIS products can be made by any Director or designate in the form of an e-mail, phone call, or in the course of meetings with staff. A hard copy(s) of all maps is a requirement for all departments with the exception of certain products delivered to the planning department if a waiver of the hard copy(s) requirement is specifically provided by staff.**

- m. Question: In section 1.13, there is a wide format scanning requirement for various departments. Are wide format plans being currently scanned or already in digital format? Approximately how many plans would need to be scanned at the start of this project? What is the monthly volume of plans to be scanned going forward? What fields are being indexed as part of the scanning? Is there a database used to store and access the plans such as Onbase or Laserfiche?

**Answer: The scanning of plans currently averages one (1) set per month. The scans are not currently hyperlinked, referenced to third party applications or indexed.**

n. Question: Are there any other datasets besides the ones listed in section 1.16? If yes, what are they?

**Answer: The datasets listed in 1.16 are to be updated as information becomes available. Project relevant datasets (example, Comm towers or trash routes), are only updated when the project is reactivated.**

o. Question: Is maintenance/development of the current GIS datasets performed by City of Mission staff, current contractor or both? If both, what is the approximate ratio of the work distribution across the internal staff vs. contractor?

**Answer: Contractor 100%**

p. Question: For the pricing schedule, is the city looking to make a decision based on a per unit price or a blanket projected cost for all services (which will subsequently be invoiced based on a per unit cost up to the projected cost throughout the year)?

**Answer: Blanket projected not to exceed cost invoiced monthly representing efforts expended.**

q. Question: Who is currently providing GIS services to the City of Mission?

**Answer: L&G Engineering.**

r. Question: What is the name, contract number, and dollar amount of contract with your current GIS service provider?

**Answer: L&G Engineering, agreement, dollar amount is not available at this time.**

s. Question: Are there currently pre-approved or pre-qualified vendors providing GIS services to Mission, Texas? If so, would you please provide names of vendors and corresponding contract numbers?

**Answer: Please see question "r".**

t. Question: Is there currently a list of all known interested parties? If such a list exists how can interested parties access it?

**Answer: No.**

u. Question: Is there a maximum allocated compensation amount/budget for this RFB?

**Answer: Budget range, \$75,000- \$90,000.**

v. Question: Is the maximum budget figure for this proposal set based on a survey/study of qualified vendors for such services?

**Answer: No.**

w. Question: What is the funding mechanism(s) for this effort?

**Answer: Local funding.**

x. Question: Who is on the review panel (employees, officials, and existing contracting vendors) reviewing proposals in response to this RFB?

**Answer: Evaluation is not required since this is an RFB.**

y. Question: What GIS solutions is the City of Mission currently using?

**Answer: ESRI.**

z. Question: What GIS solutions is the City of Mission interested in using?

**Answer: ESRI.**

aa. Question: Does the City of Mission require new data to be developed? If so, what resources exist to collect or procure this data?

**Answer: Yes. Depending on the need from each department.**

bb. Question: Page 8, I Services Required. Do you require that all requested services are performed on-site or is provision of remote services permissible?

**Answer: Services are to be performed at the awardee's office, then provide electronic files and hard copies to the City of Mission.**

cc. Question: Page 11 PRICE SCHEDULE. Are you requesting a lump sum amount or an hourly rate for the One-Year Contract Rate?

**Answer: Lump Sum.**

dd. We are not entertaining any other questions at this time.

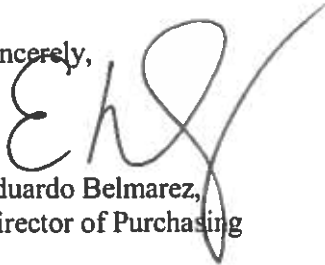
ee. The proposal due date has not changed. The date for receipt of proposals is Wednesday, November 28<sup>th</sup>, 2018 at 2:00 P.M. CST.

ff. No other changes result from this Addendum No. 2.

**NOTE: This form must be completed and submitted with your bid response. WARNING: Failure of an Offeror to acknowledge receipt of this Addendum, as described herein, may result in REJECTION OF THE OFFER.**

We apologize for any inconvenience this may have caused. Authorized signature is needed. Everything else shall remain the same. If you have any questions, please contact me at (956) 580-8667.

Sincerely,



Eduardo Belmarez,  
Director of Purchasing

\_\_\_\_\_ Acknowledge receipt of Addendum No. 2  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company Name