

**\*\*REQUEST FOR QUALIFICATIONS\*\***  
**2020 UPDATE TO THE BALDWIN COUNTY GIS**

**STATE OF ALABAMA**

**COUNTY OF BALDWIN**

**NOTICE IS HEREBY GIVEN** that the County Commission of Baldwin County, Alabama, will receive proposals in the Communications and Information Systems Department for updates to existing GIS data including digital orthophotos with optional building footprint data for approximately 1630 square miles in Baldwin County, Alabama. Proposal packets must be received by **no later than 2:00 P. M. on August 6, 2019** at the following address:

Wanda Gautney  
Purchasing Officer  
Baldwin County Commission  
312 Courthouse Square, Suite 15  
Bay Minette, Alabama 36507  
251.580.2520  
wgautney@baldwincountyal.gov

Proposals will be rated (on a scale of 1 to 10) by the Baldwin County GIS Project Management Team based on the following:

- ✓ Experience of the firm with similar projects
- ✓ Experience of personnel assigned to project
- ✓ Number, location, and availability of qualified personnel and equipment
- ✓ Project approach
- ✓ Ability to demonstrate how the project approach will meet or exceed project goals
- ✓ Innovative approaches/alternate methods to minimize cost while retaining the highest quality product

In order to be considered, the proposal packet must address all specifications in this RFQ and, in addition, contain all of the following:

- ✓ Introduction and Executive Summary
- ✓ Company Information
- ✓ Experience Profile
- ✓ Project Approach
- ✓ Tentative Project Schedule
- ✓ Signed guarantee

## **INTRODUCTION AND EXECUTIVE SUMMARY**

- ✓ Please submit an introduction and abbreviated summary of the project as a whole.

## **COMPANY INFORMATION**

- ✓ List GIS/Mapping projects (of any size) performed for local (county or municipality), state, or federal government, in which you were prime contractor, completed during the last three (3) years.
- ✓ Are there any judgments, claims, suits pending or outstanding against your organization? If so, include details.
- ✓ Has your organization filed any lawsuits or claims with regard to GIS/Mapping projects listed above? If so, include details.
- ✓ List any and all other GIS/Mapping projects in which you are currently the prime contractor.
- ✓ List the year your organization was established.
- ✓ Is your company or any member of the company barred from doing work for local, state, or federal government?
- ✓ List Jurisdictions, trade categories, and corresponding license numbers in which your organization is legally qualified to do business on this project
- ✓ Attach a letter from your surety company stating your organization's bonding capacity.
- ✓ Attach a financial statement for the most recent fiscal year.
- ✓ Include any other pertinent documentation to substantiate competence and financial responsibility.

## **EXPERIENCE PROFILE**

- ✓ Describe the unique qualifications and experiences of your firm as well as any subcontractors. Highlight approaches and technologies you have used, and how they would apply to this project. Be sure to include details about specific projects, including the name of the client, a contact name and telephone number, and the approximate dates of the project.
- ✓ Describe the experience of the staff who will be assigned to this project, including subcontractors' staff. Highlight the number of years of experience, and any special considerations, such as licensing or certifications held.
- ✓ Provide a list of five (5) references who can be contacted to verify experience of the firm(s) and staff who will be assigned to this project.

## **PROJECT APPROACH**

- ✓ Based on the attached project specifications, please define the approach your firm recommends for completing this project. Highlight any special ideas, techniques, or innovations which would improve the quality of the products, reduce the resources needed to complete the project, and/or

would positively impact the time frame necessary to complete this project. Include an equipment and capabilities section in the project approach that details the equipment, software, and other capabilities that your firm or your subcontractors anticipate using on this project. Highlight the benefit of using this equipment, software, or other capabilities on this project.

## **PROJECT SCHEDULE OUTLINE**

- ✓ Outline the proposed project schedule, highlight any milestones and describe times that are critical to the success of the project

## **SIGNED GUARANTEE**

- ✓ All returned proposals shall contain a signed statement by the contractor guaranteeing that all mapping related work and deliverables will meet or exceed National Map Accuracy Standards (NMAS), FEMA Guidelines and Specifications for Flood Hazard Mapping Partners (Appendix A: Guidance for Aerial Mapping and Surveying), and The State of Alabama Department of Revenue Ad Valorem Tax Division Specifications for Property Ownership Maps, Aerial Photograph and Computer Assisted Mapping.

## **HOLD HARMLESS PROVISION**

The service provider shall at all times indemnify and hold harmless the County and its departments, their County Commissioners, officers and employees, against all liability, claim of liability, loss, cost or damage, including death, and loss of services, on account of any injury to persons or property, occurring from any cause whatsoever in the work involved in the contract, and will, at his expense, defend on behalf of the County and its departments, their officers and employees, either or all, any suit brought against them or any suit arising from any such cause.

## **SERVICE PROVIDER QUALIFICATIONS**

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular and without limitation, all bidders must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the County non-confidential evidence or documentation demonstrating the fact that they are presently licensed and permitted under Alabama law. Such non-confidential evidence or documentation is encouraged to be submitted with the Request for Qualifications.

**All vendors, contractors and the grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at [www.baldwincountyal.gov](http://www.baldwincountyal.gov)**

**All bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.**

#### **LATE SUBMISSIONS**

Request for Qualifications not received prior to the Date and Time specified in this document will not be considered and will be returned unopened.