

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6274

Housing Needs Assessment Website

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

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WASHTENAW COUNTY

Finance Department

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645

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REQUEST FOR PROPOSAL # 6274

May 19, 2006

Washtenaw County Purchasing Division on behalf of the Washtenaw County Department of Community Development is accepting proposals for website design, application development and training services to develop and implement a housing analysis and mapping website for the Washtenaw County/Ann Arbor City Community Development Department.

Sealed Proposals: Vendor will deliver one (1) original and four (4) copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
P.O.Box 8645
Ann Arbor, MI. 48107**

by Tuesday, June 13, 2006 at 3:00 pm

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6274".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter at (734) 222-6760 or email strietera@ewashtenaw.org
- Please direct specific technical questions regarding this RFP Kimberly Wraight at (734) 222-6551 or email wraightk@ewashtenaw.org

Thank you for your interest.

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I. PROPOSAL

- Definitions:**
- “County”** - is Washtenaw County in Michigan.
 - “City”** – is City of Ann Arbor in Michigan
 - “Bidder”** - an individual or business submitting a bid to Washtenaw County.
 - “Contractor”**- One who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal:

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified consultants to furnish professional services to develop and implement an ArcIMS based housing analysis website as part of an Affordable Housing Needs Assessment for Washtenaw County. The consultant will be expected to collaborate with the housing needs assessment vendor, J-Quad & Associates, the Washtenaw County/Ann Arbor City Office of Community Development, and Washtenaw County and Ann Arbor City IT department to design and develop a GIS based website that will display the results of the housing study and provide analysis tools for city/county staff and project partners.

The goal of the Affordable Housing Needs Assessment, and the GIS website outlined in this request for proposal, is to provide a tool for decision makers to more effectively implement regional planning, allocate resources, leverage funds, and develop additional affordable housing based on study results. The Office of Community Development will specifically use the information to prioritize funding for Community Development projects, including income targeting, location, bedroom number, tenure and type of activity (new construction, acquisition, or rehabilitation). In addition, the City and County will address the identified impediments to affordable housing. The information collected through the study and the results will need to be widely shared and distributed to encourage public-private partnerships and community discourse on long-term planning objectives and to fund specific housing, neighborhood infrastructure and mixed-use economic development projects.

Project Details:

I. PROJECT BACKGROUND

The Washtenaw County Office of Community Development has contracted with a vendor, J-Quad & Associates, to research and develop an affordable housing needs assessment for Washtenaw County. This housing study will be developed through a series of focus group meetings and extensive data analysis. The consultant will use a combination of City/County GIS data, census data, and local housing data to complete their gap analysis and develop their recommendations. Upon completion of the housing study it is the intent of the County to provide the results of the study and the underlying GIS data to the public via a GIS based website as outlined in the scope of services. This will be accomplished in partnership with J-

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Quad & Associates and the focus groups mentioned above. This website will provide users with the ability to view and print the housing study GIS layers and perform queries as outlined below. This website is a joint effort between Washtenaw County and the City of Ann Arbor and will provide access to data stored in ArcSDE on the City and the County servers. The website design will incorporate a unique look and feel with joint City/County branding. The County will host the website on its existing ArcIMS infrastructure and will maintain the website after the project completion.

II. SCOPE OF SERVICES

To complete the Housing Analysis Website Development, the County will be acquiring the following external services from qualified vendors:

Contract GIS consulting assistance for:

- **Application Design** – The consultant will work closely with the Washtenaw County Office of Community Development, Washtenaw County GIS staff, City of Ann Arbor GIS staff, and J-Quad staff to document the technical specifications and application design for the housing analysis website. In addition, the consultant will be responsible for working with County staff on documenting website design and joint City/County branding. The consultant will obtain sign off from Community Development and GIS staff before proceeding with application development.
- **Application Development** – The consultant will develop an ArcIMS based web application that meets the specifications outlined by the GIS and Community Development Staff. This application will be compatible with ArcIMS 9.1, Apache 2.0 and Tomcat 4.129 running on a Windows 2003 server. All data will be stored and accessed through the county server running ArcSDE 9.1 on Oracle 9i and the City server running ArcSDE 9.1 on Microsoft SQL server 2000. If needed the consultant will be provided with the source code of the existing county ArcIMS websites. The list of layers to be made available through this website is outlined in **Appendix A**. All data will be provided by the County and loaded into ArcSDE by County staff.

The application design should include the following general elements and will be more specifically outlined during the application design phase of the project.

- **Standard map viewer functionality** – All functionality available through the existing MapWashtenaw website; zoom in/out, pan, turn layers on/off, identify features, measure distance and area, and print 8x11 and 11x17 layouts.
- **Ability to select features by attribute based on user input** – i.e. select block groups where median HH income < \$50,000, select parcels where property class = vacant. Community development staff will define these queries in the application design phase.
- **Ability to conduct proximity analysis** – i.e. select parcels within a specified distance of a selected school, or select all parcels within selected DDA zone.
- **Ability to print the results of queries** – provide users with a report style printout of query results. Report should include a map where applicable.
- **Ability to view zoning ordinances** – provide users with the ability to identify a zoning category and see the description then link to an image of the zoning ordinance. Currently the ordinances are stored as word documents and PDF files on the city and county servers.

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- **Ability to view portions of the Housing study as applicable** – provide users with links to portions of the housing study text as applicable. i.e., when viewing the TIFA boundary the user might have the ability to link to the section of the housing study that outlines funding strategies in TIFA areas. County staff will set up the source data as necessary to facilitate this.
 - **Ability to generate a choropleth map “on the fly”** – provide users with the ability to create a color coded map based on a field they select. (i.e. color code the parcels by sale value.) Optional feature, allow the user to define the category ranges.
 - **Ability to protect certain layers** – There are GIS layers we would like to make available through this website that are not appropriate for the public. Application should have the ability to password protect layers that are only available to county and city staff. If this is not possible the consultant should provide a suggestion for an alternative way for county and city staff to view this information.
- **Application Installation and Testing** – The consultant will install the application on two County servers (production and development) and test the application inside and outside the county network. In addition, the consultant will stress test the application using either a stress test tool or a minimum of 10 users. The consultant will provide Washtenaw County with a set of response benchmarks based on this testing.
 - **User Training and Documentation** – The consultant will provide a minimum of ½ day training on using the web application to Community Development staff and select partners. In addition, the consultant will provide the County with a reproducible user manual suitable for training future staff members.
 - **Technical Staff Training and Documentation** – The consultant will provide Washtenaw County GIS staff with a minimum of ½ day training on the technical aspects of the application including; application architecture, application maintenance, and installation. In addition, the consultant will provide application documentation outlining the application architecture, installation, and customization.
 - **Application Support** – The consultant will provide 1 year of application support for code errors or application bugs. This support will not include application changes not outlined in the technical specification.

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III. PROJECT SCHEDULE

- *Project Kickoff:* July 2006
- *Application Design:* July 2006
- *Application Development:* July-September 2006
- *Installation, Testing and Training:* October 2006
- *Project Completion:* October 31, 2006

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II. PROPOSAL TERMS

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County's specifications and needs.
- B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- C. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.
- D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in triplicate. To be considered, original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.
- E. Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

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III. VENDOR INFORMATION

The proposal shall include all of the following information. Failure to include all of the required information could result in disqualification of a Bidder.

- A. The responding vendor's qualifications, years in business, staff profile and experience specific to local governments, web mapping, and ArcIMS application development. List a minimum of two (2) web mapping application development projects that have been completed.

Attach as Addenda A

- B. References: List three (3) references from current corporate or government customers. Include name, contact name and phone number.

Attach as Addenda B

- C. A detailed description of the process that will be employed to complete each section of the scope of services. Include a description of proposed costs associated with the project broken down using the categories listed in the Scope of Services.

Attach as Addenda C

- D. Certification that the vendor can meet the project schedule listed on page 4.

Attach as Addenda D

- E. Review **IV. Terms and Conditions Section** (page 7) and concur that these provisions will be met.

Attach as Addenda E

- F. Review **V. Contract Provisions Section** (pgs. 8-12) and concur that these provisions will be met.

Attach as Addenda F

IV. TERMS AND CONDITIONS

AWARD: 1A

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

It is the intention of the County to award the entire bid to one contractor.

LOW BIDDER: 1B

Low Bidder will be based on a total system price, including installation and materials.

TERM OF CONTRACT: 1C

The contract is for the duration of the project outlined in the proposed project schedule.

COST OF RFP: 1D

The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

INSPECTION OF FACILITIES: 1E

The Manager of the Purchasing Division reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts and/or equipment for ability to comply with conditions of the bid.

V. CONTRACT PROVISIONS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions, which will become a part of any formal agreement. These provisions are general principles, which apply to all contractors of service to Washtenaw County such as the following:

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to GIS Coordinator and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on (MONTH, DAY, YEAR) and ends on (MONTH, DAY, YEAR).

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

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ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

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ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

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ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$9.87 per hour with benefits or \$11.58 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 1, 2007 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

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ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

BID SHEET

PRICING

	Price
1. Price for Application Design	_____
2. Price for Application Development	_____
3. Price for Installation Testing and Training	_____
4. Price for Application Maintenance (if applicable)	_____
5. Total Price of Project (include any details on separate sheet)	_____

ADDENDA

Attach requested **ADDENDA A** through **F** to the balance of this RFP. See page 6 for information to include.

SIGNATURE PAGE

Signature _____	Company Name _____
Print Name _____	Company Address _____
Title _____	City _____ St. _____ Zip _____
Telephone # _____	Fax # _____
Email Address _____	
Federal Tax ID # _____	<i><u>CHECK ONE</u></i> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

Appendix A

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Housing Analysis Website

Possible Layers to Include in Housing Analysis Website

Township & City Zoning

- ◆ Ability to Identify and get code and brief description
- ◆ Link to Ordinance

Parcels

Topography – 5' Contours

Soil types & descriptions

Publicly owned land

- ◆ Municipal
 - Publicly owned parking structures
- ◆ School
- ◆ University

Roads

ROW

Railroads

Hospitals and Emergency Care facilities

Schools and School districts

Floodplains and floodways

Wetlands

Fire stations

Police stations

Historic Districts

Historic buildings not in district

Washtenaw Drain

2002 & 2005 Aerial Imagery

2005 Land Use

Sewer Service Areas Colored by:

- ◆ Existing
- ◆ Proposed
- ◆ Planned

Bike paths

Parks and Recreation areas

Existing low-income housing

- Section 8 certificate use – point in time
- Public housing
- Co-ops

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- Shelters
- Nonprofit and for-profit restricted income housing

DDA boundaries

TIF district boundaries

Neighborhood Associations

Political subdivisions

- ◆ Municipal Boundaries
- ◆ Voting Precincts
- ◆ BOC Districts
- ◆ State and Federal Districts

Census Layers by Block or Block Group (TBD)

Low-Mod Areas

- ◆ Empowerment Zones
- ◆ Renaissance Zones,
- ◆ Smart Zones
- ◆ Qualified Census Tracts

Age stratification

- ◆ Under age 5
- ◆ Under age 18
- ◆ Age 62 and older (HUD), 65 and older (Census)
- ◆ 75 and older (frail - HUD)

Tenure – menu of percent rental, owner, group quarters

Commuting patterns

- ◆ # cars in household

Racial Demographics

Income

- ◆ Median income households & families
- ◆ Menu of choices of income stratification
- ◆ Poverty status

Age of housing stock – menu of choices on age

i. Lead-based paint

- ◆ 1977 and older
- ◆ Before 1940
- ◆ 1940-59
- ◆ 1960-78

ii. Historic – over 50 years old

- ◆ plug in a year and shows all older or newer houses

Households

- ◆ Size of household
- ◆ Length of stay in household
- ◆ Marital status
- ◆ Female-headed

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Education

- ◆ Enrolled in school – by type of school (elementary, grade, H.S. college)
- ◆ Educational attainment

Housing Values

Gross Rents

House type

- ◆ Small related (1-4)
- ◆ Large related (5+ person)
- ◆ Number of units
 - single family
 - duplex
 - multi-family over 12 units

Employment

- ◆ Status or occupation?
-

Layers Not Available To Public

LUST sites

Above ground tanks

Gelman plume or other

Designated brownfield sites

Designated Superfund sites

Utilities