

Joliet Junior College



Request for Proposals
MAIN CAMPUS UTILITIES GEOGRAPHIC INFORMATION SYSTEM (GIS)

The responses shall be addressed and returned to:
Joliet Junior College
Business Services
Attn: Judy Mitchell, Director Business & Auxiliary Services
1215 Houbolt Road, H-1019
Joliet, IL 60431

Responses must be received NO LATER THAN 3:30 PM AUGUST 21, 2008

Five copies of the proposal should be submitted. The outside of the package must clearly indicate "Program/Construction Management Services RFP" and the name of the proposer; all proposals must be submitted in sealed packages. All bids and supporting documentation, unless otherwise noted, must be submitted to Joliet Junior College, Attn: Judy Mitchell, with a subject line of Main Campus Geographic Information System (GIS). One (1) original and (4) four copies will be required. Proposals must be received no later than 3:00 pm CDT on 8/21/08.

JOLIET JUNIOR COLLEGE
Request for Proposals

MAIN CAMPUS UTILITIES GEOGRAPHIC INFORMATION SYSTEM (GIS)

Joliet Junior College is requesting proposals from qualified consulting firms to assist with digital mapping of College facilities. Tasks under this contract will include developing the College utilities geographic information system (GIS), GPS Survey of main campus utilities, creation of utility geodatabase; producing pre-formatted main campus map atlas, and system training and support. Interested consultants should submit a Proposal that includes pertinent experience in working with government entities in providing GIS services and GPS surveys of assets.

SUMMARY INFORMATION

Copies of Proposal to be submitted: 5 (one original and four copies)

Location for Proposal Delivery: Submittals must be clearly marked "Proposal for Main Campus Utilities GIS for Joliet Junior College" and shall be submitted to:

JUDY MITCHELL
Director, Business & Auxiliary Services
Joliet Junior College
1215 Houbolt Road – H1019
Joliet, IL 60431
(815) 280-6640

Contact Information for clarifications: All questions must be submitted in writing via email to Judy Mitchell jmitchel@jjc.edu. Deadline for all questions will be August 14, 2008 at 3:00 pm. All responses, including amendments to this RFP, will be provided for every inquiry and posted on the JJC website by August 18, 2008 at 3:00 pm.

Site Visits: If required contact Pat Van Duyne, Director of Facility Services, at 815-280-6696 to set up a scheduled walk thru.

Project Description: Joliet Junior College is seeking Proposals from qualified firms to provide comprehensive services related to the college's main campus/geographic information system (GIS) project. This project will provide the college with a digital mapping and database application detailing the location and associated data for all utilities in the college's main campus. The services of the project shall begin with installation and implementation of hardware/software, followed by GPS field locations and data recovery of sanitary sewer, storm sewer, watermain, gas, telephone, electric, cable, lighting, steam, property lines and other college owned or public utilities within the main campus. This data shall then be compiled with supporting plan data to create a geodatabase as defined in ESRI ARCGIS 9.3. The geographic component of the data shall be prepared and plotted as a map book series. College staff shall maintain the system at the termination of this project. Therefore, it is imperative that college staff assist the consultant in project tasks. The consultant shall also provide post completion training and support.

Proposal Schedule

Advertisement for Proposals:	August 7, 2008
Questions on Proposal Due:	August 14, 2008 3:00 p.m. CDT
Addendum (if required):	August 18, 2008 3:00 p.m. CDT
Proposals Due:	August 21, 2008 3:30 a.m. CDT
Firm Selection:	September 9, 2008

COLLEGE BACKGROUND INFORMATION

Joliet Junior College serves a diverse population in several counties and at many sites. In addition to its Main Campus located in west Joliet, the college has campuses in Romeoville, downtown Joliet, and Morris. The college offers a wide selection of credit and non-credit courses at several satellite sites from Dwight to Lemont as well. Located at 1215 Houbolt Road, Joliet, the Main Campus boasts the Arthur G. and Vera C. Smith Business and Technology Center, a 90,000-square-foot building that houses several state-of-the-art microcomputer labs and facilities for the Community & Economic Development (CED) Department to conduct industrial training programs for business and industry. In 2000, the college opened the Veterinary Technology and Industrial Training Building, which houses the faculty, classrooms and laboratories of the Veterinary Medical Technology degree program. The Main Campus also has a full-service cafeteria, kitchen for Culinary Arts students, Fine Arts Theatre, Laura A. Sprague Art Gallery, Herbert Trackman Planetarium, Cyber Café, Fitness Center, gymnasium, and administrative offices, including the President's Office, Human Resources, financial aid, registration and payment center.

PROFESSIONAL SERVICES REQUIRED

It is anticipated that the firm (along with any sub consultants) will provide the following services as a minimum:

1.0 DEVELOP MAIN CAMPUS UTILITY GIS SYSTEM

- 1.1 Review college needs and available data.
- 1.2 Specify hardware and GIS software (ESRI ARCGIS 9.3). Specify sub meter handheld GPS receiver, assist college in purchasing Hardware/software as needed (Trimble GEOXT with ESRI ARCPAD software or approved equal).
- 1.3 Develop data model for main campus utility GIS in ESRI geodatabase format to include data fields specified in appendix A.
- 1.4 Develop and install custom menu driven ARC PAD application within hand held GPS receiver to include appendix A data fields in accordance with data model.
- 1.5 Setup/install ARCGIS 9.3 on a maximum of five (5) college PC computers.

2.0 GPS SURVEY OF MAIN CAMPUS UTILITIES

- 2.1 GPS survey of following utilities, to include data recovery specified in appendix A.
 - 2.1.1 Sanitary Sewer (manholes, etc.)
 - 2.1.2 Storm Sewer (manholes, culverts, etc.)
 - 2.1.3 Watermain (fire hydrants, valves, etc.)

- 2.1.4 Gas Main/Services
- 2.1.5 Telephone (overhead/underground)
- 2.1.6 Fiber Optic Cable
- 2.1.7 Other Underground Cable
- 2.1.8 Electric (high and low voltage)
- 2.1.9 Site Lighting
- 2.2.0 Steam
- 2.2.1 Property lines

Joliet Junior College has minimal utility plans and underground locations of utilities but will provide whatever paperwork is available to the extent possible.

GPS survey is to be performed on hand held sub meter GPS receiver with custom ARCPAD application (Section 1.4). Coordinate system shall be Illinois State Plane East Zone (NAD83)

3.0 CREATION OF UTILITY GEODATABASE

3.1 Prepare ESRI geodatabase in ARCGIS 9.3 of following entities to include data specified in appendix A.

- 3.1.1 Sanitary Sewer (lines & structures)
- 3.1.2 Storm Sewer (lines & structures)
- 3.1.3 Watermain (lines & structures)
- 3.1.4 Gas Main/Services (lines, valves, meters, etc.)
- 3.1.5 Telephone (lines, poles, pedestals)
- 3.1.6 Fiber Optic Cable (lines)
- 3.1.7 Other Underground Cable (lines)
- 3.1.8 Electric (lines, poles, transformers, meters, etc.)
- 3.1.9 Site Lighting (lines, poles, etc.)
- 3.2.0 Steam Lines
- 3.2.1 Property Lines

The geodatabase shall be the compilation of field survey data, data derived on digitized from available source data, and data specified in appendix A.

4.0 MAIN CAMPUS MAP ATLAS

- 4.1 Incorporate digital orthophotography from the best available source as a base map layer.
- 4.2 Symbolize utility layers per college requirements within geodatabase.
- 4.3 Set up/install ARCGIS 9.3 map book w/page size, scale and other parameters per college requirements.
- 4.4 Print map books at college facilities.

5.0 TRAINING & SUPPORT

5.1 Consultant shall train college staff in GPS data collection using custom ARCPAD application of items in Section 2.0.

5.2 Consultant shall train college staff in creation/maintenance of ARCGIS 9.3 utility geodatabase per Section 3.0.

5.3 Consultant shall train college staff in creation/maintenance of map book application per Section 4.0.

5.4 Consultant shall provide one year of telephone and on-site support for services rendered in Sections 1.0, 2.0, 3.0 and 4.0.

Additional Information on Scope of Services: The College plans to use this project to provide baseline information in developing asset management tools to assist in maintenance and utility planning. In addition, utility information from this project will be provided to Architects, Engineers and other consultants to facilitate design and construction of future main campus facilities. The GIS system must be designed to provide effective means for continued updates, maintenance and export to outside sources. The approach in accomplishing this initial phase of mapping work should give consideration to the ease of maintenance of utility maps and expansion of GIS capabilities as an ongoing effort by the College.

PROPOSAL REQUIREMENTS

Consultants shall submit the items described below to be eligible for selection. Submit five (5) sets of the Proposals (one original and four copies) in a sealed envelope by the specified due date and time. Proposals received after the specified date and time will not be considered. Misdelivered, late, and faxed submittals will not be accepted. Consultants responding to this Request for Proposals do so at their own expense. The College is not responsible for any expenses associated with responding to this request.

Proposals shall include the following in order to be considered. Concise and well-organized information is desired for ease of reading and evaluation; thus it is important that the firm adhere to page limits for each section. Covers, dividers, table of contents, and resumes are not counted against page limits.

LETTER OF INTEREST – 1 page maximum – Include a Letter of Interest with each Proposal that shall specifically state that the consultant will comply with all terms and conditions contained in the Request for Proposals. The Letter of Interest must also state the name(s) of the person(s) authorized to sign a contract between the College and the consultant. A legal representative of the proposing firm, authorized to bind the firm in contractual matters, must sign the Letter of Interest.

SECTION 1 - Statement of Understanding – 1 page maximum – Demonstrate that the consultant has an understanding of the situation and what is required with regard to the project. The page limit for this section applies to the written text. If necessary to demonstrate a thorough understanding, one additional page may be included for maps, graphics, and/or photos.

SECTION 2 – Project Approach – 2 pages maximum – Provide a description of the consultant's approach to the project and how key issues identified in the Project Understanding will be dealt with. The page limit for this section applies to the written text. If necessary to demonstrate a thorough approach, two additional pages may be included for maps, graphics, and/or photos.

SECTION 3 - Project Team – 2 pages maximum – Identify the team members. Provide a short description of the key team members' role and experience. At a minimum this should include the

project manager who will be the main contact with the College, and other key team members that bring special qualities to the project.

SECTION 4 – Firm Experience – 3 pages maximum – Describe the firm’s experience in the last five years on projects of similar size and scope.

SECTION 5 - Specific Requested Data – 3 pages maximum – Briefly address the following items in this section. This section can be submitted in either a table format or in written text format.

References – Provide a minimum of three references for the firm. This should include the client, contact name and position, and phone number.

Specialized Expertise. Without going into details, list any specialized expertise your firm/team provides which may include field data recovery techniques, specialized software, proprietary workflows for data conversion, etc.

Scalable Architecture. Describe experience your firm/team has with building a GIS designed to expand over time.

ATTACHMENTS – Sample work – No page limit – Provide samples of maps and geodatabase schema and data field nomenclatures.

COST – No page limit – Provide the billing rates by staff classification for the all members of the consultant team and the non-labor costs (copies, etc.) associated with the project.

SELECTION PROCESS

The evaluation process shall be a Qualification Based Selection. The selection process will take into consideration the following criteria and weighting:

- Project Understanding: 20 points maximum
- Project Approach: 20 points maximum
- Project Team & Experience: 20 points maximum
- Firm Experience: 20 points maximum
- Other Specific Requested Data: 20 points maximum
- Sample Products: 20 points maximum
- Cost: 30 points maximum
- TOTAL = Maximum 150 points

The College’s consultant evaluation committee will review, score and rank all Proposals received. The outcome of the evaluations may, at the College’s sole discretion, result in: (a) notice to Proposer(s) of selection for tentative contract negotiation and possible award, or (b) steps to gather more information for further evaluation. This may mean notice of placement on an interview list (Short-listed) with time and date of the interview specified; however, interviews are not anticipated. If possible, the College will make selections directly from the evaluation of the Proposals.

The final selection will be based on the evaluation criteria scores of the Proposal, and if necessary, combined with the scores of the oral interview.

The College Board will review the recommendations of the evaluation committee. Contract negotiations will proceed with the firm receiving the highest ranking from the College's consultant evaluation committee as approved by the College Board.

The College reserves the right to engage in discussions leading to best and final offers, serial negotiations or competitive simultaneous negotiations to arrive at a final contract, scope of work, schedule and fee with the selected firm.

Once the College has entered into a contract with a qualified firm, a notice that the contract has been awarded shall be mailed to all firms submitting a Proposal.

CONTRACTUAL REQUIREMENTS

The selected firm shall enter into a Consulting Services Agreement with the College prior to beginning work

LIMITATIONS

Joliet Junior College reserves the right to waive any irregularities in submitted Proposals, to reject any and all Proposals and to terminate the selection process at anytime if, in its sole discretion, it determines such action would be in the best interests of the College.

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, H-1019
1215 Houbolt Road
Joliet IL 60431

Appendix A

Joliet Junior College Main Campus Utilities GIS Data recovery fields

1.0 Sanitary Sewer

- 1.1 Structures (type, size, notes) (type = manhole, other)
- 1.2 Pipe (size, material, notes)

2.0 Storm Sewer

- 2.1 Structures (type, size, notes) (type = manhole, catch basin, inlet, culvert, FES, other)
- 2.2 Pipe (size, material, notes)

3.0 Watermain

- 3.1 Structures (type, notes) (type = fire hydrant, valve, other)
- 3.2 Pipe (size, material, notes)

4.0 Gas

- 4.1 Structures (type, notes) (type = valve, riser, meter, other)
- 4.2 Pipe (size, material, notes)

5.0 Telephone

- 5.1 Structures (type, notes) (type = pole, pedestal, other)
- 5.2 Cable (type, notes)

6.0 Fiber Optic

- 6.1 Structures (type, notes)
- 6.2 Cable (type, notes)

7.0 Other Underground Cable

- 7.1 Structures (type, notes)
- 7.2 Cable (type, notes)

8.0 Electric

- 8.1 Structures (type, notes) (type = pole, transformer, meter, other)
- 8.2 Cable (type, notes)

9.0 Site Lighting

- 9.1 Structures (type, notes) (type = pole, control box, other)
- 9.2 Cable (type, notes)

10.0 Steam

- 10.1 Structures (type, notes)
- 10.2 Lines (type, notes)

The Consultant shall populate fields with data as available.