



REQUEST FOR PROPOSALS (RFP)

Township of Chapleau Geographic Information System (GIS) Modernization

A GENERAL INSTRUCTIONS

A.1 Invitation

The Corporation of the Township of Chapleau is inviting qualified Geographic Information System (GIS) organizations with Municipal experience, to submit proposals for the completion of a data needs analysis and implementation of findings, including mapping, of the Township of Chapleau's GIS platform.

This Request for Proposal (RFP) document sets out the requirements for the Proponent's proposal and specifies the evaluation criteria and Proponent selection process. Proponents must be able to demonstrate a thorough understanding of the requirements, provide their approach and methodology, project plan and schedule.

A.2 Project Authority

The Project Authority for this Request for Proposal is:
Charley Goheen, Economic Development Officer

A.3 Terms and Conditions

A.3.1. Queries During the RFP

The Proponent will base their proposal on the Township of Chapleau RFP documents. It is the responsibility of the Proponent to obtain clarification of any terms, conditions or technical requirements contained in the RFP.

Any questions or requests for clarification during the solicitation period must be submitted in writing by the primary contact of the Proponent to the Project Authority.

Questions and requests for clarifications will be answered if received in writing by the Project Authority at least 7 calendar days prior to the date stipulated for making the proposal.

The Township of Chapleau will only respond to the prime contact of the Proponent, who will be responsible for further internal distribution as required.

A.3.2. Amendments to the RFP

The answer to all questions or requests will be responded to by an addendum which will be issued to all Proponents.



Proponents are advised that only the written information issued by the Township of Chapleau in this RFP document, and any appended documents and any associated Amendments shall be contractually binding.

A.3.3. Right to Initiate or to Terminate Negotiations

The Township of Chapleau shall have the sole right to initiate or to terminate negotiations.

A.3.4. Right to Request Clarifications / Confirmations

The Township of Chapleau reserves the right to request clarifications and/or confirmations from any or all Proponents regarding any aspect of the proposal. In the event such clarifications and/or confirmations are requested, the Project Authority will make the request. The request for clarification and/or confirmation will be directed to the individual named as the Proponent's contact in their proposal. A written response to each such communication is required from the Proponent.

A.4 Submission Format

A.4.1. Number of Copies

Electronic versions of the proponent's proposal are to be provided in PDF.

A.4.2. Proposal Signature Requirements

The Proponent's proposal is to be signed by the firm's signing authority.

A.4.3. Proposal Format

Documents must be formatted as follows:

- Paper size - 8.5" x 11" (metric equivalent A4) OR as indicated. A 11X17 page may be used to present a plan or schedule. Each 11X17 page will be counted as one page.
- Point size - 11 point ARIAL or equal
- Margins - 25mm (1") left, 19mm (3/4") top, 12mm (1/2") right and bottom

Double-sided pages will be counted as two (2) pages

The Proposal cover, letter of introduction and tab dividers will not be counted.

Proposals will be evaluated solely on the contents of the material as requested in this RFP. Supplementary material in the form of company brochures etc., if submitted, will not be forwarded to evaluators.

Proposals exceeding the page counts will be considered as non-compliant and will be disqualified. Refer to E.3 for maximum number of pages.



A.5 Closing Location, Date and Time

A.5.1. Closing Location

Proposals shall be submitted by email to the Project Authority. Faxed proposals will NOT be accepted.

Charley Goheen, Economic Development Officer
Email: cgoheen@chapleau.ca

A.5.2. Closing Date and Time

Proposals shall be received by **June 17th, 2022 at 4:00 p.m.**

A.5.3. Late Proposals

It is the responsibility of Proponents to allow sufficient time to ensure delivery of their proposals to the designated location prior to the stipulated closing time and date. Late proposals will not be accepted.

B PROJECT DESCRIPTION

▪ Project Background

The Township's current Geographic Information System (GIS) was implemented in 2003 through a regional partnership initiative.

This project will involve the implementation of a new GIS platform through a data needs analysis of the current GIS system to identify the areas requiring updates and missing data. The identified updates including data collection will also be carried out.

▪ Project Schedule

Milestone

- RFP Awarded:
- Kick-Off meeting
- Data Needs Analysis
- Implementation
- Final Report

Date / Duration

June 28, 2022
July 5, 2022
August 2, 2022
October 17, 2022
December 7, 2022



C SCOPE OF SERVICES TO BE PROVIDED

C.1 Project Description and Defined Scope of Services

The required services are as follows:

- A GIS needs assessment of the Township's assets including but not limited to: Sewer and water infrastructure; administrative features such as zoning, lot lines, PUC inventory, landfill, cemetery; and land base features including roads, sidewalks, signage, lakes and rivers.
- Implementation of the identified updates including data collection through migrating diagrams and manual GPS field data collection tools possible hiring of support staff.
- Final Report to include recommendations and steps going forward to ensure GIS platform remains active and current, including an action plan for ongoing staff usage.

D SUBMISSION REQUIREMENTS

D.1 Proposal Requirements

Proponents' proposals are to be based solely on the criteria described below and any Amendments/Addenda issued thereto. Proponents are advised to present the requested information clearly and concisely. The information should be relevant and given in context to this particular project. For the convenience of evaluators, the proposal must be ordered to coincide with the proposal criteria specified herein. Failure to provide the requested information may result in rejection of the proposal.

Evaluations will be based on the criteria identified in the balance of this section.

D.2 Understanding of the Requirement

Proponents must describe their understanding of the requirements including a discussion of the challenges and associated resolutions, and familiarity with the Township's current website. (Maximum 2 pages)

D.3 Approach and Methodology

Approach

Through a discussion of the unique aspects, procedures, benefits, skills and techniques that the Consultant's Team will bring to this project, *demonstrate* your understanding (as provided under section D.2) of the processes that will be applied to the successful delivery of this project. Explain the Proponent's proposed approach and methodology to satisfy project requirements. (Max. 2 pages)

Communication and Issue Resolution Strategies

Describe the Consultant Team's reporting structure and proposed communications strategies, both within the Team and with the Township. Describe reports and other



deliverables that will be used to manage the work. Describe the Proponent's approach to conflict resolution and processes that will be used to resolve issues during project delivery. (Max. 2 pages)

Quality Assurance / Quality Control (QA/QC)

Proponents must demonstrate their commitment to achieving quality as it applies to both the design and construction of the project. Proponents are to describe their quality control procedures and the methods proposed for quality assurance. (Max. 2 pages)

Proposed Schedule and Cost Control Procedures

Proponents are to discuss their scheduling strategy and any innovative, proactive measures their team will adopt to address the project timelines. Highlight any areas to which the Proponent will pay particular attention given understanding of the project scope. Outline the roles and responsibilities of team members in the schedule control process. (Max. 2 pages)

D.4 Project Plan and Schedule

Provide a detailed project plan including all activities, milestones and dates and provide a narrative work breakdown structure.

D.5 Overall Quality of Proposal

Proposals will be evaluated for quality, presentation and conformance to the prescribed format.

E EVALUATION PROCESS

E.1 Technical Evaluation of Proposals

Proposals will be evaluated by individuals employed by the Township of Chapleau. The evaluation process will involve the review and scoring of the information provided in the proposal against the criteria specified in Items D.2 to D.5 inclusive. The proposal will be evaluated out of 25 points.

E.2 Evaluation Committee

An Evaluation Committee will be convened by the Township. All members of the Evaluation Committee will have equal votes in the evaluation process. A matrix will be used to compare the scores of each evaluator, and a consensus will then be reached through discussion internal to the Committee.



E.3 Evaluation Criteria Table

| Evaluation Criteria | Max/Min Points | Max # pages |
|-----------------------------------|-----------------------|--------------------|
| Understanding of the Requirements | 2/25 | 2 |
| Consultant Team | 5/25 | 2 |
| Approach and Methodology | 5/25 | 2 |
| Project Plan and Schedule | 6/25 | 2 |
| Overall Quality of Proposal | 5/25 | |
| Costs | 2/25 | |
| Total Score | 25/25 | |

Evaluation Process

Proponents must achieve a minimum overall score of 70 %.

Proposals which do not achieve the minimum scores per item E.3. will receive no further consideration.

The Proponent achieving the highest overall score in the evaluation will be invited to negotiate a contract with the client.