



Request for Qualifications & Proposals  
Geographic Information System  
# B2015-MGR-01

**Town of Seabrook, New Hampshire**

**Town Managers Office**



**Geographic Information System**

**REQUEST FOR QUALIFICATIONS & PROPOSALS # B2015-MGR-01**

*You are cordially invited to submit qualifications and proposals for the GIS System implementation in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting.*

*Six (6) copies each of the Qualifications & Proposals must be submitted in two separate sealed envelopes, plainly marked RFQ #B2015-MGR-01 for qualifications & RFP #B2015-MGR-01 for proposals, and addressed to:*

*Town Managers Office  
Town of Seabrook  
c/o Shaylia Marquis  
99 Lafayette Road  
Seabrook, NH 03874*

*All submissions must be received no later than 2:00pm on June 26th, 2015 by the office of the Town Manager*



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**I. REQUEST FOR QUALIFICATIONS.**

The intent of this notification is to have the various firms prepare a Statement of Qualifications (SOQ) for review by the Town of Seabrook. The Town of Seabrook intends to make its selection from the firms that submit a SOQ package that consists of the following:

**II. PURPOSE OF PROPOSAL**

The Town of Seabrook NH is soliciting proposals from professional Geographic Information System consultants. The requested services include planning, design, development, integration and implementation of GIS information systems. The Project should consist of reviewing the Town’s GIS needs and helping the Town further its data management goals. Through this Request for Proposals (“RFP”), the Town is seeking proposals from qualified GIS consultants to help evaluate and prioritize the Town’s GIS needs and develop a plan and implementation strategy to build an appropriate level of technical capacity and operational proficiency over the next several years.

The Town is seeking a consultant with extensive experience and demonstrated success in working with small communities to help them understand GIS data assemblage, management and usage in order to maximize the efficiency, effectiveness and responsiveness in managing, maintaining and delivering essential municipal services and utilities.

**III. PROPOSAL TERMS**

The Town of Seabrook reserves the right to select or reject any and all proposals received as a result of this RFQ&P. If a proposal is selected it will be the most advantageous regarding quality of service, the contractors qualifications and capabilities to provide the specific service. The Town reserves the right to consider proposals for modifications at any time before a contract be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the Town’s specifications and needs. There will be no reimbursement to any candidate if the selection process is terminated. The Town of Seabrook reserves the right to waive defects and informalities of the RFQ&P's.

In the event it becomes necessary to revise any part of the RFQ&P, addenda will be provided. Deadlines for submission of RFQ&P’s may be adjusted to allow for revisions. To be considered, original proposals with amended proposals must be submitted before the date and time specified.

Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the applicant should be included together with the submittal requirements.

- a. Insurance Requirements.  
All insurance (Worker's Compensation, Comprehensive General Liability, and/or Automobile) shall be maintained at the expense of the contractor during the term of this contract. Certificate of insurance shall be included with the RFQ&P submission in the qualifications section.



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b. Compliance with Laws and Regulations.

The contractor will comply with all federal, state and local laws and regulations.

c. Interest of Contractor.

The contractor promises that it has no interest which would conflict with the performance of services required by the contract. The contractor also promises that, in the performance of this contract, no officer, agency, employee of the Town, or member of its governing bodies, may participate in any decision relating to this contract which effects his/her personal interest or interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or has any personal or pecuniary interest.

**IV. ANTICIPATED SERVICES**

Conduct a limited departmental assessment including the following:

- Interview Town staff to gain an understanding of the GIS needs of each department;
- Develop recommendations for a GIS Plan including software, hardware, network requirements (including maintenance) with cost projections;
- Develop a strategy to guide recommendations, priorities, and actions for GIS development and implementation within the Town that addresses:
  - Possible GIS applications for each Town department, including but not limited to an inventory of the maps and spatial data;
  - Existing resources and needs (hardware, software, data);
  - Areas for process improvements, data sharing, common fields, and security needs;
  - Town's information technology structure to ensure GIS will work effectively with other software and hardware tools;
  - Training requirements;
  - Implementation scheduling, budgeting and phasing priorities.

**V. SUBMISSIONS**

*Interested consultants who wish to be considered for this work shall provide Six (6) copies each of the Qualifications & Proposals must be submitted in two separate sealed envelopes, plainly marked RFQ #B2015-MGR-01 for qualifications & RFP #B2015-MGR-01 for proposals, and addressed to:*

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All submissions must be received no later than 2:00pm on June 26th, 2015 by the Town Managers office. No telephone, email or facsimile proposals will be accepted. All submissions received after the deadline will be returned unopened.

Please Include the following information in your RFQ Proposal;

- Letter of Introduction and Statement of Qualifications of the firm;
- An outline and description of the firm's experience with similar efforts and the intended approach envisioned to meet requirements of the Anticipated Services;
- Identification of the key personnel to be assigned and the hourly rate charged for their services along with any associated cost for travel time, mileage and/or per diem expenses;
- At least five references for on-going and/or recently completed similar GIS work (including contact person and phone number/e-mail);
- Any additional information that will assist in evaluating the qualifications of the consultant.

Proposals must provide a clear description of tasks to be completed, a detailed approach in how such tasks will be completed, in addition to proposed deliverables.

Questions regarding the submission requirements for proposals may be directed to the Projects Clerk at [smarquis@seabrooknh.org](mailto:smarquis@seabrooknh.org) *via email only* (telephone inquiries related to proposal requirements shall not receive a response).

Proposals must be signed by an official authorized to bind the contractor 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.

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity.”

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( Authorized Signature)

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(Date)

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(Company) & ( Title)



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The Town will not reimburse any applicant for costs incurred in the preparation of a proposal in response to this RFQ&P. Submission costs shall be the sole responsibility of the applicant submitting the proposal.

**VI. SELECTION OF FINAL BIDDERS**

After review and analysis of the Proposals, the Town Manager may select one or more firms or individuals for interview with the intent of selecting one with whom to negotiate a definitive service agreement.

\*The Town of Seabrook is a Tax Exempt Organization.

**VII. TIMELINE**

**June 26th, 2015**

**Submissions due at Seabrook Town Hall; 2:00pm**

July 10th, 2015

RFQ&P's will be evaluated immediately thereafter. During this time we may require interviews at our office with our evaluation team on or before July 10th, 2015. You will be notified if this is requested.

July 17th, 2015

The candidate who has been selected will be decided on or about July 17th, 2015.

July 24th, 2015

Negotiations will begin immediately with the successful candidate are expected to conclude no later than July 24th, 2015.

Approved By:

Handwritten signature of William M. Manzi III.

6-5-15

William M. Manzi III,  
Town Manager

Date