



Department of Purchasing &
Contracting
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Fax: (404) 371-7006

Date: January 21, 2020

Request for Quotation No. 19-3003717

DeKalb County, Georgia is requesting a quotation for the following:

DeKalb County seeks professional services to create a digital library and records system for all conditions of zoning (rezoning, special land use permits, major modifications) as part of the existing Geographic Information System (GIS) parcel layer.

I. Scope of Services:

See Attachment A

II. Proposed Term:

6 months

III. Payment Terms:

Net 30

IV. Federal Work Authorization Program:

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Quotation to be considered, it is mandatory that the Contractor's Affidavit, Attachment D, be completed with bidder's proposal.

V. Due Date:

All questions are due to Angel Frazier via email at amfrazier@dekalbcountyga.gov on or before 3:00 p.m. EST on January 27, 2020.

Quotes are due on or before 3:00 p.m. EST on, February 6, 2020. Bidder must complete and return the quote form, reference form, Contractor's affidavit and provide a copy of Bidder's valid business license to DeKalb County by email to the attention of Angel Frazier or email to amfrazier@dekalbcountyga.gov.

All quotes are to be provided on Attachment B, Quote Form.

VI. Attachments:

- A. Scope of Services
- B. Quote Form
- C. Reference Form and Reference Check Release Statement
- D. Contractor Affidavit
- E. Insurance Requirements

Thank you for your interest in doing business with DeKalb County.

Sincerely,

Angel Frazier
Procurement Agent
Department of Purchasing and Contracting

Enclosure:
Attachments A, B, C, D and E

Attachment A

SCOPE OF SERVICES

A. Purpose:

DeKalb County seeks professional services to create a digital library and records system for all conditions of zoning as part of the existing Geographic Information System (GIS) parcel layer. Conditions of zoning are the final conditions approved by the Board of Commissioners (BOC) for rezoning, Special Land Use Permits (SLUP), and major modifications but may also include approved site plans and approved conceptual elevations.

B. Objective:

The objective is to create a digital library whereby every unique case with zoning conditions is available in complete PDF format (including conditions, vote and exhibits), with a file label that the County GIS team can map to the official zoning map and indexed in a way that is efficiently maintained and updated. In addition, the vendor will prepare a work flow for the maintenance and upkeep of that index, linked to the land management software which is the permitting software “Infor” (previously known as Hansen 8). The files will be housed on a web-based directory for interactive access through the public portal of the County GIS parcel map.

C. Status of Existing Database:

Around 2,600 case numbers comprise the existing geo-database of all zoning/SLUP cases found on the official County zoning map layer in GIS. However, some of the fields may have two (2) or three (3) cases for any given unique parcel identification number (PIN). Part of the scope includes separating out these labels to create individual fields for each case and for each associated PIN.

All County BOC meeting minutes for zoning decisions exist in some electronic form as indicated below:

1. From 2002 to date: Many zoning decisions are available as a PDF online via the “Legistar” software which provides public access to BOC meeting minutes and agenda records; however, not all of these are complete so review of the records is necessary.
2. The permitting system (“Infor” or “Hansen”) has PDFs as attachments associated with the application case number. These are complete for 2018 - 2019 but only intermittent for years 2014 to 2018 (i.e. not all approved cases have all the conditions and exhibits uploaded as a PDF).
3. The current Planning Division has a library of several hundred PDFs on an internal drive called “zoning conditions archives”.

4. The Clerk's office has older records of minutes in a searchable, viewer software that may require manual conversion to PDF.

Hard copies of minutes that include conditions of zoning and/or SLUP are held in the Clerk's Office and may need to be digitized if a digital record is not found through the above methods.

Additionally, there are zoning conditions for various cases from 2015 to 2019 in the Plandata site under Zoning/Rezoning/BOC Conditions.

Starting with the March 2019 zoning hearings, the Clerk and the current Planning Division of the DeKalb County Planning and Sustainability Department have established a process whereby the ordinance that documents a rezoning or SLUP approval includes the signatures, all the conditions and all the exhibits attached to the conditions. It will be this document that is uploaded into the Legistar software for public access.

D. Project Tasks:

1. Contractor shall conduct kick-off meeting with County's assigned Project Manager to establish milestone schedule and management plan of tasks and deliverable format, including a data transfer protocol and naming convention standards.
2. County will provide access to all existing digital documents and provide contacts for Clerk staff to provide access to historic digital minutes and hard-copy files.
3. Contractor shall inventory and index all readily available digital copies, rename all of the files to follow naming convention and review them to identify gaps (specifically if conditioned to a site plan, elevation drawings or other exhibits, ensure that the file includes those; if not these will need to be requested from Clerk and/or archives and scanned and integrated into the PDF case file).
4. Unless otherwise directed, the index will be developed in Excel for use in converting to geo-database.
5. Contractor shall create a "conditions library" on a web location as directed by the GIS department and save complete PDFs there and identify gaps for next phase of building library. It is estimated that there are approximately 12,000 pages of documents that will need to be scanned, which may include various sizes (11 by 17 inches, 24 by 36 inches, 8.5 by 11 inches).
6. Contractor shall work with Clerk staff to access hard copies as needed and shall image historical documents.
7. Contractor shall assign index data to each image.

8. Contractor shall review all scanned images and verify quality/accuracy of final product.
9. Contractor shall flag and provide reports on images that are of poor image quality and the reason for the poor quality.
10. A report containing the following information for all indexed files shall be provided to the County:
 - a. Document type name
 - b. Number of documents and images contained in media
 - c. Date media processed
11. Name of output media County will review a sample of scanned images for quality/accuracy of the final product.
12. A list of all indexing/mapping problems and/or issues shall be documented in detail and provided to the County.
13. Contractor shall work with County staff and other designated partners to prepare written documentation of Standard Operating Procedures for continued maintenance of importing scanned images into the County's document management system.
14. All work shall be done on site.

E. Project Deliverables:

1. GIS PARCEL MAP FUNCTIONALITY: Properties on GIS map with zoning or SLUP file numbers can be accessed by user and any zoning/SLUP conditions, approved site plans and elevations, and final staff report can be seen by user.
2. RESPONSIBLE STAFF WORK PLAN:
 - a. GIS will establish a web page (file folder) location for all the PDFs to reside (the "library").
 - b. Current Planning/Vendor prepare the Excel (geo-database) of the master Index of all cases that have a PDF of conditions which will include the PIN, case number and an index number.
 - c. GIS creates the link(s), refresh the links and QCs the updated inventory.
 - d. FUTURE CONDITIONS:
 - i. Current Planning continues to update GIS layer with the zoning district and case number.

- ii. Current Planning will populate the library with PDF files and update the Master Index (geo-database) Excel sheet. Ideally this is generated out of Infor/Hansen one day.
 - iii. GIS will both make updated GIS layer “live” AND activate a link to the new zoning case number and the updated Excel sheet.
 - iv. Need a work flow/SOP documentation of this with responsible staff names and manager/supervisor approval.
3. MASTER CONDITIONS INDEX: List of all pdf files which correspond to zoning/SLUP files and parcel numbers.

**EXAMPLE OF WHAT MASTER INDEX LIST MIGHT LOOK LIKE
(one case to many parcels)**

Case #	Parcel #s
S 06 1726	18 007 01 010 18 007 01 011
Z-06-1727	18 007 01 010 18 007 01 011

- 4. Master “pdf” files folder/library which is where the zoning conditions/staff reports are actually saved to.
- 5. Workflow created by Contractor for maintaining index of future zoning/SLUP conditions so that those can be accessed via GIS map.
- 6. INFOR FUNCTIONALITY: INFOR limited to cases generated since 2002 and not all since 2002 include conditions. Goal is to create a field in INFOR so that prior case numbers tracked by connection to PIN numbers (as legacy records). This helps internal users not comfortable with GIS map to open up parcel and see information about a case. Then user can send customer to a kiosk to click on the Web parcel map and click and print or email to themselves their conditions.

F. Qualification Requirements:

Evidence of the following must be submitted with bid:

- 1. Detailed description of completion of similar projects is required including number of years of experience. A minimum of three (3) similar projects involving all the tasks in the Project Tasks and Project Deliverables is required to be demonstrated.
- 2. Detailed description indicating the vendor’s understanding of zoning conditions and their expertise at managing projects involving zoning

conditions. A minimum of five (5) years of experience working with Government agencies is required to be demonstrated.

3. Detailed description indicating the vendor's understanding and experience with inventorying of documents and creating an index is required. Documentation of at least three similar projects involving inventory and creating an index is required.
4. A minimum of three (3) references (using Attachment C, Reference and Release Form) shall be provided which can confirm that the bidder has experience with similar projects as outlined in the Project Tasks and Project Deliverables.
5. A copy of its current, valid business license with its bid. Georgia companies are to submit a valid county or city business license. Contractors that are not Georgia companies are to provide a certificate of authority to transact business in the State of Georgia and a copy of a valid business license issued by its home jurisdiction.

G. Contract Award:

1. RFQs submitted will be evaluated and recommended for award to the lowest, responsive, and responsible Bidder(s).
2. The intent of this RFQ is to make an all-award; however, the County reserves the right to make multiple awards, whichever is in the best interest of DeKalb County.
3. The County reserves the right to reject any and all bids, to waive informalities, and to re-advertise.
4. The judgment of DeKalb County Purchasing and Contracting on matters, as stated above, shall be final.

H. General Terms and Conditions:

1. The Bidder's services shall include all things, personnel, and materials necessary to provide the goods or services that are in compliance with the specifications as authorized by the County and provided herein.
2. Delivery of services or goods shall commence within ten (10) days of Notice to Proceed.
3. The apparent silence of these specifications and any supplemental specifications as to any details, or the omission from it or a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality

and correct type, size, and design are to be used. All workmanship shall be first quality. All interpretations of this specification shall be made upon the basis of this statement, with County interpretation to prevail.

I. Proposed Project Schedule:

The anticipated Project Schedule, based on mutual agreement to refine for specific dates, is as follows:

Month 1: Project kick-off and delivery of existing digital inputs.

Month 1 to 3: Project execution and draft Standard Operating Procedures for maintenance.

Month 3 to 5: County review and quality assurance/control.

Month 5 to 6: Final revisions, corrections and additional scanning, indexing and uploading, and project close-out.

Attachment B QUOTE FORM

Quoter Information:	
Company Name:	
Company Address:	
Quoter Name and Title:	Phone Number:
Quoter Email Address:	

Item No.	Item Description	Quantity	Total Price
LUMP SUM pricing inclusive of all personnel, labor and expertise necessary to effect the identified Project Tasks and Project Deliverables as outlined in the Scope of Services			\$ _____

Quote Statement:	
I, the undersigned, certify that this quote is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a quote for the same materials, supplies, equipment, or services, and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this quote and certify that I am authorized to sign this quote for the Quoter.	
_____ Authorized Signature	_____ Date
_____ Name of Authorized Signer (Typed or Printed)	
_____ Name of Quoter (Typed or Printed)	

Attachment C

REFERENCE CHECK AND RELEASE FORM

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of services listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed _____ Title _____

Company Name _____ Date _____

Attachment D
CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

BY: Authorized Officer or Agent

Federal Work Authorization
Enrollment Date

Title of Authorized Officer or Agent of Bidder

Identification Number

Printed Name of Authorized Officer or Agent

Company Name & Address (do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

Attachment E

INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT — PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

1. If the County sends to you notice of award on this quote, take this form to your insurance agent as this form contains requirements that may be non-standard in the insurance industry.
2. Instruct your insurance agent that the County's requirements are listed in Section III, and that you *must* comply with these requirements before you may proceed with the work.
3. Before the starting of any work, the successful contractor must furnish to DeKalb County certificates of insurance from companies doing business in Georgia and acceptable to the County as follows:

1. Certificates must cover:

- **Statutory Workers Compensation**
 - (1) Employer's liability insurance by accident, each accident \$1,000,000.
 - (2) Employer's liability insurance by disease, policy limit \$1,000,000.
 - (3) Employer's liability insurance by disease, each employee \$1,000,000.
- **Business Auto Liability Insurance** with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
- **Commercial General Liability Insurance**
 - (1) Each Occurrence - \$1,000,000
 - (2) Fire Damage - \$250,000
 - (3) Medical Expense - \$10,000
 - (4) Personal & Advertising Injury - \$1,000,000
 - (5) General Aggregate - \$2,000,000
 - (6) Products & Completed Operations - \$1,500,000
 - (7) Contractual Liability where applicable

2. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products-completed operations), or form(s) providing equivalent coverage.
3. This insurance for the County as the additional insured shall be as broad as the coverage provided for the named-insured Contractor. It shall apply as primary insurance before any other insurance or self-insurance, including any deductible, non-contributory, and waiver of subrogation provided to the County as the additional insured.
4. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its elected officials, officers, employees or agents, and shall cause each Subcontractor to waive all rights of subrogation for all coverages.
5. Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the County.
6. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
7. The insurance carrier must have a minimum A.M. Best rating of not less than "A" (Excellent) with a Financial Size Category of VII or better.
8. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
9. Certificates to contain the location and operations to which the insurance applies.
10. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
11. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the Certificate of Insurance.
12. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.
13. Certificates shall be issued and delivered to the County and must identify the "Certificate Holder" as follows:

DeKalb County, Georgia
Director of Purchasing
and Contracting
Maloof
Administration
Building
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030