

# Office of the Controller

Fayette County, Pennsylvania

**SCOTT T. ABRAHAM**

Controller



Phone (724) 430-1217  
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June 25, 2019

## ADVERTISMENT

Sealed proposals will be received in the Office of the County Controller, Courthouse, 61 East Main Uniontown, Pennsylvania, until 3:00 p.m. on Thursday, July 18, 2019 for the Fayette County Region 13 NextGen 911 GIS Project. All proposals should be put to the attention of Ms. Amy Revak.

All proposals submitted to this advertisement **must** be placed in an envelope sealed with tape and clearly marked on the outside of the envelope **RFP 19-05**. The name and address of the vendor **must** be marked on the sealed envelope.

The proposal must contain the completed “Vendor Information” and “No-collusion affidavit” pages provided within the RFP. The vendor must submit **One (1) original proposal and ten (10) exact copies of the original proposal, and one (1) electronic Adobe PDF copy of the proposal on a CD**. The Original Proposal must be marked on the front “ORIGINAL”. The copies must be marked on the front “COPY”. All proposals must include a detailed budget narrative.

If additional information on the project is needed, contact at Project Coordinator, Roy Shipley, Jr., via email at [rshipley@fcema.org](mailto:rshipley@fcema.org) by 3:00 p.m. on July 12, 2019. **Fayette County will not be responsible for any oral instructions.**

The Fayette County Commissioners reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received and accept any proposal which is deemed most favorable to the county.

Scott Abraham

Fayette County Controller

Advertise: 6/28/19, 7/2/19

Opening: July 18, 2019

# **REQUEST FOR PROPOSALS**

## **Fayette County Region 13 NextGen 911 GIS Project**

**RFP – 19-05  
June 2019**

**BOARD OF FAYETTE COUNTY COMMISSIONERS**

**Vincent A. Vicites  
Dave Lohr  
Angela Zimmerlink**

## PROCEDURE

### ORIGINAL PROPOSAL AND COPIES

The proposal must contain the completed "Vendor Information" and "Non-collusion affidavit" pages provided within this RFP. The vendor must submit **one Original Proposal, ten (10) exact copies of their original proposal, and one electronic Adobe PDF copy of their proposal on a CD**. The Original Proposal must be marked on the front "ORIGINAL". The copies must be marked on their front "COPY". All proposals must include a detailed budget narrative.

### PREPARATION OF PROPOSALS

Proposals **must** be placed in an envelope sealed with tape and marked:

**RFP 19-05**

The name and address of the vendor must be marked on the sealed envelope.

### DELIVERY OF PROPOSALS

Proposals must be received in the *Office of the County Controller, Fayette County Courthouse, 61 East Main Street, Uniontown, Pennsylvania, 15401*, no later than **July 18, 2019 at 3:00 PM**. All proposals should be put to the attention of Ms. Amy Revak.

### INQUIRIES AND ADDENDA

Should the vendor find any discrepancies in, or omissions from the Request for Proposal, or should there be any doubt as to meaning or interpretations, or need clarification, he/she should at once notify the Project Coordinator, Roy Shipley, Jr., via e-mail at [rshipley@fcema.org](mailto:rshipley@fcema.org) by 3:00 PM on July 12, 2019. **Fayette County will not be responsible for any oral instructions.**

### DUTY OF VENDOR TO MAKE NECESSARY INVESTIGATIONS

Before submitting a proposal, each vendor shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the County that the vendor will rely upon. Ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will not be a basis for any claim whatsoever for any monetary consideration on the part of the successful vendor.

### EXPENSES INCURRED IN PREPARING PROPOSAL

Fayette County accepts no responsibility for any expense incurred by the vendor in the preparation and presentation of a proposal and any such expenses are to be borne exclusively by the vendor.

### NON-COLLUSION AFFIDAVIT

Each vendor is required to execute a Non-Collusion Affidavit in the form annexed to the proposal. Any

proposals received not containing a properly executed Non-Collusion Affidavit will be rejected.

### **RIGHT TO ACCEPT OR REJECT PROPOSALS**

Fayette County reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to accept any proposal which is deemed most favorable to the county.

### **CHOICE OF LAWS**

Any contract awarded shall be adjudicated, governed, and controlled in all respects as to validity, construction, capacity, performance, or otherwise by the laws of the State of Pennsylvania.

### **TERM OF CONTRACT**

The duration of any contract awarded is anticipated to be 12 months or as negotiated, and shall commence upon the date an agreement is entered with the Fayette County Board of Commissioners.

### **ADDITIONAL INFORMATION**

The proposal shall include, and may be required to supplement, information regarding relevant qualifications and work experience - especially experience with other similar projects, and past or present references.

### **PROCESS BY WHICH THE CONTRACT SHALL BE AWARDED**

This contract will be awarded to the most qualified vendor judged to provide the best value. The terms of any contract may be subject to negotiation subsequent to the receipt of proposals. Proposals will be evaluated by the Region 13 GIS Review Committee on the basis of the following:

1. Compliance with specifications and production of required and supporting documentation.
2. Ability of the vendor to responsibly and reliably perform contract requirements.
3. Ability to negotiate terms of a contract acceptable to the Commissioners of Fayette County.
4. Demonstrated knowledge of GIS technology.
5. Demonstrated knowledge of telecommunication systems.
6. Demonstrated knowledge and experience with NextGen 911 planning and development.
7. Past project experience relevant to this proposed project.
8. Knowledge and experience following PEMA guidelines.
9. Project Budget/Cost of Service.

The Region 13 GIS Review Committee will make a recommendation to the Fayette County Board of Commissioners for final approval of a winning proposal/vendor. The Fayette County Board of Commissioners will announce the winning proposal during our regularly scheduled County Commissioner meeting on August 15, 2019. The Project Coordinator, Roy Shipley, Jr., will contact all proposers via email with the results of the decision.

# SPECIFICATION OF SERVICE

## OBJECTIVES OF THE SERVICE

In support of the national effort to update 911 services the Pennsylvania Emergency Management Agency (PEMA) is encouraging our community to plan for, and adopt the Next Generation 911 (NG911) models and standards that are under development and evaluation. A core component of the NG911 system is location based call routing and dispatching. This is facilitated by a networked infrastructure and geographic information systems (GIS). A structured geospatial data model and specific features are required from the onset to provide call routing and dispatching. Westcore-PA Region 13 desires to establish regional data preparedness, aggregation, and management that will assist PEMA in its efforts to coordinate and participate in both the state and federal system for NG911 services. Through this first year phase of the project we require a vendor to help us establish the following specifics relating to NG911 GIS:

- Establishment of geospatial data using standardized data models including the NG911 GIS data model available on to a centrally located existing GIS server operated by Region 13.
- Tools to assist counties in providing core GIS layers that are required for phase one of the NG911 GIS data model
- Support and education to counties for evaluating workflow, data creation, and data maintenance
- Identified hardware or software to support regional data aggregation workshops to generate regional results in an efficient, collaborative manner
- A designated point of contact (POC) for the coordination of the Region 13 GIS Committee and project management

## TASKS TO BE PERFORMED

Fayette County is the coordinator of this project that focuses on the geographic area of the Westcore - PA Region 13, including the counties of Somerset, Fayette, Greene, Washington, Westmoreland, Cambria, Indiana, Allegheny, Armstrong, Butler, Beaver, Lawrence, Mercer, and Venango County – additionally, the City of Pittsburgh. We seek a vendor, or team of vendors to complete all work tasks. The following describes the overall scope of work of the proposed project and the work tasks the selected vendor will complete.

- Technical GIS Management and data integration which consists of working with Westcore-PA Region 13 counties to establish scripts, Extract Transform and Load (ETL) tasks with QA/QC feedback, server and software setup support, and task oriented training. The goal of this effort is to aggregate existing county data for NG911 GIS into a centralized data warehouse based upon the NENA NG911 GIS Standards. The scripts, ETLs, and tasks will remain open and can be modified as PEMA continues to build the NG911 GIS strategic plan for Pennsylvania. This component is not delivering a custom software solution but it is designed to work with existing resources that can be modified and updated by the counties to remain flexible in meeting the needs of the Region 13 GIS system and the evolution of NG911 GIS for the Commonwealth of Pennsylvania.

- NG911 GIS Workflow Analysis which consists of interviewing each of the counties and address authorities to establish the best management practices for contributing to the regional GIS data warehouse and NG911 GIS system. The success of NG911 relies on GIS as part of the infrastructure to route calls and locate incidents. The goal of this effort is to develop best management practices / Standard Operating Procedures (SOPs) for administrative functions in NG911 GIS. This component builds upon the people network of Westcore-PA Region 13 to help managers understand roles, requirements, workflow, and responsibilities contributing to the Region 13 GIS system and the evolution of NG911 GIS for the Commonwealth of Pennsylvania.
- GIS Support Services which consist of working with each individual county to assist them in preparing their own GIS resources for NG911 GIS. This component, unique per county, can include augmenting staff, data creation or enhancement, and technical assistance and support in preparing GIS data for NG911 GIS readiness and aggregation into the Region 13 GIS data warehouse. This task is broad as each county will have individual requirements that help enhance current capabilities in support of the Region 13 GIS system and the evolution of NG911 GIS for the Commonwealth of Pennsylvania.

## Key Project Steps

Project kick off and PSAP/ESBA workshop for consultant to facilitate the Counties of Westcore-PA Region 13 to address current E911 PSAP and ESA boundaries and be ready to seamlessly prepare for the NENA NG911 Standards
Vendor works with each county/entity to develop a Workflow Analysis for the GIS data that will be utilized to create the NG911 GIS Data Warehouse
Configure ETL data processing scripts and batch QA/QC scripts to process seven (7) GIS data sets (PSAP boundaries, Emergency Service Zone (ESZ) boundaries—separate polygon layers representing each service police, fire, and EMS, road centerlines, address points, and provisional boundaries) provided by each of the Region 13 member counties. Evaluating each county's source NG911 datasets and the data loading, ETL processing, and QA/QC scripting requirements.
Vendor workshop to facilitate regional results in an efficient, collaborative manner including working with all of the County 911 Directors to review and coordinate approval of PSAP boundaries
Vendor Workshop for Sub-Regional meetings with groups of neighboring counties to review regional needs and best practices in GIS
Final review and release of data to allow each county/entity to review data using the vendor provided utilities/software to make corrections to data, and update data that will become the NG911 Data Warehouse
Regional GIS Program Development, Planning, and Collaboration Support Services.

## FINAL DELIVERABLES

The selected vendor will provide Fayette County one electronic PDF file of each project document created through this project. All draft deliverables must be provided to Fayette County by July 24, 2020. All final deliverables are due to Fayette County by August 14, 2020. The vendor will also provide monthly progress reports and financial invoices to the Project Coordinator, Roy Shipley, Jr., via email, every month. Below is a list of deliverables expected from this project.

<b>PSAP</b>	<b>Description</b>
Fayette-Group	Project Kick-off meeting and implementation plan
Allegheny	Allegheny County workflow analysis, data review, and ETL tools by vendor
Armstrong	Armstrong County workflow analysis, data review, and ETL tools by vendor
Beaver	Beaver County workflow analysis, data review, and ETL tools by vendor
Butler	Butler County workflow analysis, data review, and ETL tools by vendor
Cambria	Cambria County workflow analysis, data review, and ETL tools by vendor
Fayette	Fayette County workflow analysis, data review, and ETL tools by vendor
Greene	Greene County workflow analysis, data review, and ETL tools by vendor
Indiana	Indiana County workflow analysis, data review, and ETL tools by vendor
Lawrence	Lawrence County workflow analysis, data review, and ETL tools by vendor
Mercer	Mercer County workflow analysis, data review, and ETL tools by vendor
Somerset	Somerset County workflow analysis, data review, and ETL tools by vendor
Venango	Venango County workflow analysis, data review, and ETL tools by vendor
Washington	Washington County workflow analysis, data review, and ETL tools by vendor
Westmoreland	Westmoreland County workflow analysis, data review, and ETL tools by vendor
Fayette- Group	Configuring ETL data processing scripts, and batch QA/QC scripts to process seven (7) GIS datasets provided by each of the Region 13 member counties
Fayette-Group	Vendor workshops
Fayette-Group	Deliverables provided for all counties via the vendor's software utilities

Fayette-Group	Regional Geographic Information Systems (GIS) Program Development, Planning and Collaboration Support Services to include Program Management, Development of Regional GIS Collaboration Plan and Workflow of boundaries, centerlines, address points, and accuracy of PSAP and Emergency Service Zone boundaries. An assessment and review of each member agencies' local GIS data framework and maintenance, as well as development of Regional GIS SOP's and analysis of QA and QC efforts. Work within the development of a Regional GIS SOP will include focus on GIS data collection, organization, normalization, storage, and maintenance, definition of standardized methods, metrics, and operational procedures, policies and procedures for developing, implementing and assessing the effectiveness of data quality processes, continuously improving data quality, integrity, and maintenance. Workflow and processes for GIS tasks. High-level overview, including connectivity, hardware and software, of the GIS Enterprise systems in Region 13 (CAD, CHE, EMA focused GIS, etc.), and GIS database synchronization / replication. Additionally, development of hardware and software support solutions regarding current, legacy, and internet protocol selective router (IPSR) call delivery equipment. Call handling equipment, including enhanced location services, specific to its readiness for NG9911 and GIS capabilities. Standalone and regional computer aided dispatch (CAD) systems, automatic vehicle location (AVL) and mobile location systems that can provide and receive GIS data. Network and bandwidth requirements for the transfer of GIS data between county enterprise GIS Systems, county Public Safety GIS systems and the proposed regional collaborative GIS system. The impacts of the statewide call delivery network and solution being procured by PEMA, and how it will interact with the touchpoints within the Region 13 and WestCORE footprints will be conducted. Further, Development of Regional NG911 GIS Education Program for county GIS via reviewing the SOP, workflows, and processing, providing a method of orientation and ongoing training capability, and establishing a process for regular review and enhancement. Lastly, remediation of regional GIS data following the Statewide GAP Analysis.
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### **IMPLEMENTATION TIME FRAME**

All work tasks must be completed by August 14, 2020. An award of this project is expected to be made to the consultant by 3:00 PM on August 15, 2019 with work beginning on the project at that time.

### **PROJECT BUDGET**

This project is funded through PEMA Wireless 911 15% collaborative project funds. Fayette County is the lead agency that will fund the group project for areas marked as Fayette Group and has available up to **\$209,827** for those items. Each county received amounts as shown below for their workflow analysis, data review, and other county specific items. This RFP will require a separate response and agreement for each county detailing work and costs. A separate contract will be issued by each county under this purchase agreement should that county choose to participate. The vendor must disclose in their proposal the total amount of funding needed to complete each required work task along with an estimated billing schedule. Additional, non-required work tasks may be suggested by the vendor as

long as those additional items support NextGen 911 development and don't exceed our maximum project budget. Project funding is contingent upon the successful award of a grant from the Pennsylvania Emergency Management Agency (PEMA). The selected vendor must adhere to all PEMA rules and regulations associated with the expenditure of PEMA funding. A total of 10% of the contract amount will be withheld from the consultant until all project deliverables have been delivered and accepted by the Project Coordinator. If the final deliverables are deemed unacceptable by Fayette County then the 10% withholding will not be paid to the vendor. No project funding can be used for the supplantation of other sources of federal or state funding.

Funding available for:

Allegheny County/City of Pittsburgh specific GIS	\$110,000
Armstrong County specific GIS	\$ 30,000
Beaver County specific GIS	\$ 45,000
Butler County specific GIS	\$ 45,000
Cambria County specific GIS	\$ 45,000
Fayette County specific GIS	\$ 45,000
Greene County specific GIS	\$ 20,000
Indiana County specific GIS	\$ 30,000
Lawrence County specific GIS	\$ 30,000
Mercer County specific GIS	\$ 45,000
Somerset County specific GIS	\$ 30,000
Venango County specific GIS	\$ 30,000
Washington County specific GIS	\$ 45,000
Westmoreland County specific GIS	\$ 70,000

## **ADDITIONAL REQUIREMENTS**

Each vendor must supply a list, and brief resume of key staff that will work on this project. Once an agreement between Fayette County and the vendor has been executed no changes to the assigned consultant staff may occur without written authorization of the Project Coordinator, Roy Shipley, Jr..

## **PROPOSAL SUBMISSION REQUIREMENTS**

The following content, in order, should be supplied to Fayette County by the vendor as part of their proposal submission:

- Executive Summary (2 page maximum)
- Proposal Narrative (20 page maximum)
- Budget Narrative and Detail (5 page maximum)
- Project Experience and Resumes (15 page maximum)
- Vendor Information Sheet (1 page)
- Non-Collusion Affidavit (1 page)
- Draft Contract between the vendor and Fayette County for group services (no maximum)
- Draft Contract between the vendor and each county for workflow analysis, data review, and county specific GIS as listed in the Funding Available table (no maximum)

\*Reminder: The vendor must submit one Original Proposal, ten (10) exact copies of their original proposal, and one electronic Adobe PDF copy of their proposal on a CD.

## **VENDOR INFORMATION**

**VENDOR NAME (PRINTED):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**NAME (PRINTED):** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

## NON-COLLUSION AFFIDAVIT

Commonwealth of Pennsylvania      )  
    )      ss.  
County of Fayette                    )

I, \_\_\_\_\_, \* being duly sworn, depose and say:

1. I am \_\_\_\_\_, \*\* of \_\_\_\_\_, \*\*\*  
the party making the foregoing proposal (hereinafter "the Proposer");
2. The proposal is genuine and not collusive; the Proposer did not collude, conspire, connive, or agree, directly or indirectly with any proposer or other person that such other proposer or person should refrain from proposing or submit a sham proposal; did not in any manner directly or indirectly seek, by any agreement or collusion or communication or conference with any person, to fix the proposal price of any proposer, or to fix any overhead, profit, or cost element of the proposal price; did not collude, conspire, or agree to secure any advantage against the County of Fayette or any person interested in the proposal
3. The Proposer did not directly or indirectly submit this proposal, or the contents thereof, or divulge information or data relative thereof, or divulge information or data relative thereto to any other proposer or association, or to any agent or member thereof.
4. I have / have not\*\*\*\* been convicted or found liable for any act prohibited by Federal or State law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract within the last three years. (Such a conviction or finding of liability does not prohibit a government agency from accepting a bid from or awarding a contract to that person, but it may be grounds for administrative suspension or debarment in the discretion of the government agency under the rules and regulations of that agency or, in the case of a government agency with no administrative suspension or debarment regulations or procedures, may be grounds for consideration on the question of whether the agency should decline to award a contract to that person on the basis of lack of responsibility.)
5. The statements made herein are true to the best of Affiant's knowledge and belief.

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### SIGNATURE OF AFFIANT

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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### SIGNATURE OF NOTARY PUBLIC

(SEAL)

My Commission expires \_\_\_\_\_

\* Print or type the name of Affiant.

\*\* Print or type the office (owner, president, etc.) of Affiant.

\*\*\* Print or type the name of entity submitting the proposal.

\*\*\*\* Strike through "have" or "have not" as appropriate.