



Steven T. Weed, CMA
City Assessor

CITY OF BREWER, MAINE REQUEST FOR PROPOSALS

“Parcel Map Data Alignment and Conversion”

The City of Brewer is requesting services to align and convert its existing parcel data to improve the spatial accuracy of the city’s existing parcel data and supporting features maintained in AutoCAD and convert the data into an ESRI shapefile/geodatabase.

Two (2) copies of Proposal, 1 paper and 1 electronic, must be clearly marked: “Request for Proposals – Parcel Map Data Alignment and Conversion”. **Completed proposals must be delivered by 12:00pm on June 28, 2013 to Brewer City Hall Assessing Office addressed to:**

**Steven Weed, Assessor
City of Brewer
80 North Main St
Brewer, ME 04412**

Submittals delivered after the deadline will not be considered.

BACKGROUND

The city currently maintains its parcels and associated parcel data in AutoCAD. The data is a single geo-referenced DWG file that was compiled from individual unreferenced “Tax Map” CAD files. The data contained within the AutoCAD file is spatially contained within the limits of a previous town line survey conducted for the City of Brewer. However, many areas do not align with known geographic features and in places the parcels are distorted (see Figure 1). The city is preparing for a full revaluation and having accurate parcel data is essential for this project. Though the city engineering department has been aligning the data as time permits, a more expedient solution has been deemed necessary to meet the demands of the upcoming revaluation.

SCOPE OF WORK

The work anticipated under this proposal shall include the realignment of existing road right-of-way line work and parcels using GPS road centerline data collected by the city, existing city boundary survey plans, as well as any other resources necessary to complete the work. The right-of-way width data will be provided by the city where needed and only limited research should be expected to conduct this work. Work will also include Creation of closed polylines for each individual parcel from the existing line work contained within the existing data files, creation of identification tags as needed for each parcel, and complete any remedial

tasks needed to convert the data for use in a GIS format. Prospective consultants shall expect to deliver the final product in a CAD format, as well as a GIS format. Any major tasks deemed necessary by prospective consultants to complete this project should be clearly identified in the submitted proposal.

A copy of the current parcel data file can be downloaded at the following location:

<http://www.brewermaine.gov/assessing/2012-tax-maps/>

Figure 1



PROPOSAL SUBMISSION REQUIREMENTS

The proposals may be in any format that works best for RFP respondents, but shall include as a minimum, the following information:

- **Transmittal Letter:** A brief letter summarizing project team's qualifications.
- **Company profile:** Firm size, qualifications and services.
- **Project Team:** Names of project manager and relevant team members that will be assigned to this project with their capabilities and experience with similar projects.
- **Project Approach:** Outline of the proposed scope of work, as well as details on the approach that is proposed to complete the project. This should include the estimated project schedule including timelines for specific tasks and completion. Please note that the City of Brewer would like to complete the project as soon as possible.
- **Project Administration:** Experience with similar projects.
- **References:** Names, addresses, and telephone numbers of representatives of current or recent clients who are familiar with the firm's work and project team (three suggested).
- **Cost Proposal:** Provide a cost proposal based on your firm's proposed "Scope of Services," and include as a minimum: 1) Expected method of payment with an individual Not-to-Exceed lump sum cost; 2) All direct and indirect costs for performing the work; 3) A person-hour breakdown by discipline and task with hourly costs.
- **Sub Consultants** - Proposals contemplating the use of sub-consultants must include the information requested in this section for each sub-consultant.

- **Additional Data:** Provide any additional data you consider essential to the submittal.

Note: The final fee and scope will be negotiated between the City of Brewer and the preferred firm.

Following final selection, the parties shall execute a contract based on this RFP and the selected firm's proposal. Project work under this proposal may not begin until the City of Brewer and the successful firm executes a Contract.

GENERAL CONDITIONS AND REQUIREMENTS

Indemnification and Insurance:

The selected firm shall agree to indemnify and hold the City harmless from claims, demands, suits, causes of action, and judgments arising from the firm's performance, including claims of professional malpractice or negligence.

The City of Brewer reserves the right to accept or reject any or all proposals; waive any defects, informalities and minor irregularities; to accept exceptions to these specifications; to negotiate any or all conditions and make such award or act otherwise as it alone may deem in its best interest.

QUESTIONS

Any questions or comments concerning this RFP or the project shall be directed to Steven Weed at sweed@brewermaine.gov