



DEPARTMENT OF FINANCE AND PURCHASING

345 South Main Street

Harrisonburg, VA 22801

Table with 3 columns: ISSUE DATE, REQUEST FOR PROPOSAL NUMBER, FOR; DEPARTMENT, DATE/TIME OF CLOSING, CONTRACT ADMINISTRATOR.

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, , delivered or furnished to designated points within the time specified.

NAME AND ADDRESS OF FIRM:

Telephone/Fax No.:

Federal Employer Identification # :

State Corporation Commission #:

E-mail:

By signing this proposal, Vendor(s) certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this RFP.

CHECK ONE: [] INDIVIDUAL [] PARTNERSHIP [] CORPORATION [] LLC

Vendor's Legally Authorized Signature

Date

Print Name

Title

Sealed proposals, subject to terms and conditions of this Request for Proposal will be received by the City of Harrisonburg Purchasing Agent at 345 South Main St, Room 201, Harrisonburg, Virginia 22801 until the date/ time specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the vendor(s).

Non-Mandatory pre-proposal meeting will be held November 19, 2014 at 2 PM local time at 320 E. Mosby Rd. Harrisonburg, VA 22801

The City does not discriminate against small and minority businesses or faith-based organizations.

*This document must be completed and returned with proposal.

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1 PURPOSE

The City of Harrisonburg (City) is issuing a Request for Proposal (RFP) from qualified offerors to offer to the City their software solution and implementation services for a Computerized Asset Management Software (CAMS) for the City's MS4 (stormwater), water and sanitary sewer assets, service requests, and work orders. Expandability to other City processes, including but not limited to street, traffic, and refuse assets, service request, and work orders will be considered and should be addressed in this RFP. Included with this RFP are various appendices that include work flow structures, system requirements for both the MS4 stormwater system and other City departments, and a list of various items the City feels is important for this system to include.

A Request for Proposal (RFP) is being issued in lieu of an Invitation to Bid (ITB) due to the specialized nature of the Scope of Work for this project.

2 BACKGROUND & SCOPE OF WORK

The City of Harrisonburg has been issued a General Virginia Pollutant Discharge Elimination Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4) by the Virginia Department of Environmental Quality. The MS4 Permit is administered by the City's Department of Public Works in participation with other city departments. In order to meet requirements of the MS4 permit, the City is seeking a Computerized Asset Management System (CAMS) solution that is GIS-centric to provide asset management and annual report writing.

Additionally, the City's Department of Public Utilities operates and maintains the City's drinking water and sanitary sewer systems, including a water treatment plant and pump stations that require real-time, automated monitoring.

This RFP is focused on the City's immediate MS4 (stormwater) needs, followed by water and sanitary sewer needs. Additionally, the City intends to deploy the chosen CAMS and associated software product to other city operations and departments in later phases, or budget years, as funding becomes available. The expandability of the CAMS to other City operations and departments will be considered and this RFP includes provisions for the offeror to provide information related to those other departments.

This software solution will be used by more than one city department to leverage the ESRI GIS environment currently in use, and to provide a more efficient tool to manage the following:

- Assets: stormwater, water, sanitary sewer, and in the future streets, sidewalks, traffic, refuse, etc.
- Resources: staff, vehicles, tools, materials (pipe, etc)
- Operations: how departments conduct daily, weekly business with staff, vehicles, tools, materials (pipe, etc)
- Maintenance work: repairing potholes, fixing broken water mains, inspections, preventative maintenance that ensures infrastructure lasts longer

A CAMS is desired to more effectively and efficiently track and visualize (with a GIS map) the numerous inquiries that may take place over the long duration of a project and/or program.

The City is seeking a firm to assume single source responsibility and will be the sole point of contact for all system delivery, installation, operation, testing, training, warranty, maintenance, problem determination and resolution of the CAMS.

3 RFP SCHEDULE

Friday November 14	Request for Proposals Issued by City of Harrisonburg
Wednesday November 19 at 2:00pm	Non-mandatory pre-proposal conference
Thursday December 11 by 12 Noon	Questions due to RFP Project Manager
Thursday December 18 by 3:00pm	Proposals Due to the City
Between January 26 through February 6	Anticipated dates for Presentations by selected offerors
February 2015	Recommendation for Award
March 2015	Negotiation with selected offeror(s)
April 2015	Anticipated Contract start date

The City reserves the right to change any or all of the dates above.

4 PROPOSAL REQUIREMENTS

The proposal shall provide information necessary for City of Harrisonburg to evaluate the qualifications, experience, and expertise of the proposing firm and any subconsultants to provide their solution for a Computerized Asset Management Software (CAMS).

The Offeror is to make a written proposal which presents an understanding of the work to be performed. The proposal should demonstrate and provide evidence that the Offeror has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Offeror shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the City of Harrisonburg. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award.

The Offeror is asked to address each evaluation criteria contained in Section 9 PROPOSAL EVALUATION CRITERIA and to be specific in presenting their qualifications. Responses should be as thorough and detailed as possible so that the City may properly evaluate the firm's capabilities to provide the required services.

For this RFP, the responder should provide all information listed to establish a scope contract for 1) the MS4 (stormwater) project if awarded solely, 2) the Water and Sewer project if awarded solely, and 3) both the MS4 (stormwater) and Water / Sewer projects if awarded jointly. This will be approached as three differing project scopes. The information submitted will be used to evaluate the responders understanding of the project.

Note: A non-mandatory pre-proposal conference will be held on Wednesday, November 19, 2014 at 2:00 PM Eastern Time. The pre-proposal conference will be held in at Harrisonburg Public Works Department, 320 East Mosby Road, Harrisonburg, Virginia 22801. Vendors who are unable to attend in person may participate by teleconference. Vendors are encouraged to notify Thanh Dang at Thanh.Dang@HarrisonburgVA.gov in advance of their planned participation in the pre-proposal conference. Requests for teleconference instructions must be received by 10 AM Eastern Time on November 19, 2014.

The Offeror should include in their proposal the following:

- A. A completed Proposal Cover Sheet which is the first page of this RFP.
- B. Table of Contents.
- C. Introduction – Cover Letter/Executive Summary on company letterhead signed by a person with the corporate authority to enter into any contract which results from the RFP.
- D. Proposal – The Proposal submitted by Offeror shall include at a minimum, the following:
 - a. The approach to the Scope of Work, including methodology and products used to provide the requested products and services. This should include demonstrated understanding of the project and how the firm will perform the Scope of Work, as well as clearly outline the project approach.
 - b. The organizational structure of the firm including subsidiaries, partnerships, or parent firm. Include the total number of full-time employees with your submission.
 - c. History of the firm, including number of years in business and size of the firm. Offeror shall have a minimum of five (5) years experience in providing similar products and services.
 - d. A listing of office locations. Specifically note the location of the office that would be responsible for providing software technical support and their hours of operation.
 - e. A listing of personnel in the firm who could potentially be assigned to perform the proposed contract with their certifications, qualifications, and experience.
 - f. Include a list of at least five (5) clients for whom comparable services have been provided who the City can contact. It shall be clearly stated in this section

whether the Offeror has had any past or current clients that are municipalities. For each client, please provide the following information:

- 1) Project Name
 - 2) Name and address of client
 - 3) Client contact person
 - 4) Period of contract
 - 5) Description of overall project scope, including all services and deliverables
 - 6) Status and comments
- g. A list of all clients who are governmental agencies in Virginia, if any.
- h. The Offeror shall include with their Proposal, signed copies of any and all addenda to the RFP.
- i. The Offeror shall complete, and include with their Proposal, the State Corporation Commission (SCC) Form (ATTACHMENT B. STATE CORPORATION COMMISSION (SCC) FORM).
- j. The Offeror shall complete, and include with their Proposal, the Proprietary/Confidential Information Identification Form (ATTACHMENT A. PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION FORM). The Offeror shall identify any proprietary information contained in their proposal. If no proprietary information is included in the proposal, the Offeror shall mark the appropriate box on the form.
- k. The Offeror shall complete, and include with their Proposal, the Insurance Requirements Form (ATTACHMENT C. INSURANCE REQUIREMENTS FORM)
- l. Address the remainder of Section 4. PROPOSAL REQUIREMENTS.

The City understands that there will be potentially three types of costs that are associated with procuring a new system: software licensing, implementation services and annual maintenance costs. In the following sub-sections, each type of cost is defined and the City's expectations for payments and retainage associated with these costs are described.

Responses shall be based on the features that actually exist in a product released and sold to the general public as of the date the RFP response is submitted. Changes to the manufacturer's base product required to meet the specifications should be clearly identified. Do not respond based on features or enhancements expected to be included in future versions of the product. You may, however, include information on anticipated future product developments as an attachment to your response.

4.1 Software Licensing Cost

Software license costs include all costs related to licensing the software application and include third-party software license fees, where applicable. In presenting software license fees, the proposer shall:

- A description of the software cost. If various packages are available (depending upon number of users, depending whether data is hosted on a subscription cloud service or on a city server, depending on number of departments using software, etc.), offeror must list all options available and costs of options.
- Indicate which product versions, operating platform(s), are included for each price;
- Indicate whether a product is for “server” or “client,” as applicable; and,
- Make clear the extent of any implementation services that are included in the license fees (installation, configuration, training, etc.).
- Separately state any installation costs associated with specialized equipment or software listed in item. Identify whether installation by City staff is allowed (will self installation void a warranty?).

To the extent possible, the proposer shall show any applicable discounts separately from the prices for products and services. The City requests that the proposer provide separate prices for each functional area/module in the proposed solution. In addition, the City expects software maintenance costs will not increase in the first five years starting from beneficial use of each module. The City will provide payments associated with software license fees on a milestone basis described in the following table.

Table 1: Software Licensing Payment Milestones

Project Milestone (for each phase of the implementation)	License Payment (% of Total)	Associated Test
Project Kick-Off and Project Plan Approval	20%	Kick-Off Meeting has been completed and the City has signed off on the Project Plan deliverable.
Initial System Implementation	20%	Identified users can access the off-the-shelf system from all work stations.
System Configuration Complete	25%	The City has provided formal acceptance that all business requirements have been successfully configured and end-users can access the configured test environment. End-users are fully trained to undertake UAT activities.
Approval of Go-Live	20%	The City has signed off on the UAT test results.

Project Milestone (for each phase of the implementation)	License Payment (% of Total)	Associated Test
Acceptance of System	15%	The City has signed off on at least two months of system operations and reporting.

4.2 Implementation Services Cost

Implementation service costs include all costs related to implementation, configuration, data conversion, customization, and training. Typically, implementation service costs are provided as “not to exceed” estimates and the City will be charged for services as incurred.

The City will pay eighty-five percent (85%) of the implementation service costs on a monthly basis as incurred on the project. Fifteen percent (15%) of the implementation service costs will be retained (as a “hold-back”) until successful completion of the associated project phase. The fifteen percent (15%) hold-back will be paid to the vendor upon City acceptance of the system (see above for associated test criteria) and sign-off at phase completion.

Costs for the proposed solution should be submitted on the Cost Worksheet (Attachment J). It is important to note the following:

- The City will not consider time and materials pricing. Proposers shall provide firm and fixed pricing based on the functionality described. For each item, indicate if the cost is one-time, annual, or other;
- The proposer shall provide price information for each separate component of the proposed solution, as well as the costs of any modifications;
- In the event the product or service is provided at no additional cost, the item should be noted as "no charge;"
- In the event the product or service is not being included in the proposal, the item should be noted as "No Bid;" and,
- Proposer shall make clear the basis of calculation for all fees.
- A description of training programs available.

All travel expense costs must be included in the proposer’s not-to-exceed price cost. The City will not make a separate payment for reimbursable expenses. Per Force Majeure, City shall not be liable for additional travel costs incurred due for any reason outside the City’s control. The City expects all expenses will be billed in alignment with GSA/IRS Federal Per Diem rates for Virginia.

4.3 Annual Maintenance Cost

Annual maintenance costs include the annual maintenance and support fees for the application environment. The City will not pay maintenance fees on functional areas until City sign-off has been provided to approve live operation for one year after go live. The City expects software maintenance costs will not increase in the first five years upon live operation.

Clearly define your software update process, including both major and minor releases, your planned schedule of such releases, responsibility (i.e. offeror, county, or some combination) for applying updates. What costs are necessary for these updates to be applied?

4.4 Functional Considerations

The core functionality desired is defined in this section. Use the following key to determine which code to place in each of the functional requirement matrices. This spreadsheet is available in a excel file format for download and editing, please browse to: <http://www.harrisonburgva.gov/bids-proposals> (See Attachment K.)

Matrix Column	Description
Description	This column presents desired functionality “Code”
Code	3 – Software can completely meet this requirement with no custom code and no additional expense. For example, this code should be used when the requirement can be met by populating a table or modifying a screen so long as these tables or screen changes would not affect software updates.
	2 – Software can meet requirement with minor code modifications with no impact on future releases. Modifications are placed in production by the implementation date with no additional cost for modification; the modification becomes part of the next software release.
	1 – Software will not meet requirement and will require system modification. Testing and production of modifications will be in place prior to implementation date; however, the customer will assume a cost above the basic system cost for future updates.
	0 – Software will not meet requirement.
Comments	In this section, please provide additional information about your responses. In particular, we want to know: • If your description includes any features that are not part of the base software package. • If your response includes uses of third party software, ad-hoc query tools, “creative” use of exiting features, or custom modifications. Although costs are requested in a separate section, please provide a realistic dollar estimate if there is

	additional cost associated with your solution, and whether that cost is due to additional software purchase or modification work.
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No.	Element	Code	Comment
1	General		
1.1	System must support interface, content, and workflow customizations by a trained system administrator without programming.		
1.2	Should be seamlessly integrated with ESRI GeoDatabase so that maintenance activities and asset inventory become closely coordinated with the GIS functionality.		
1.3	Provides a flexible and open methodology with ability to link to other city systems, 3rd party software, tools or data for asset condition modeling, depreciation and valuation.		
1.4	Ability to customize end user forms to facilitate a more focused user interface for each group of end users.		
1.5	Ability to access in the field on a variety of devices, include laptops, tablets and smart phones.		
1.6	Should display concise, clear error messages and allow the user to respond to critical error messages.		
1.7	Ability to log system error messages, schedule and report to system administrators.		
1.8	Must support hyperlinks to and/or embedded documents (.pdf, etc) and the ability to attach multimedia files to work orders and assets.		
1.9	Inter-operability with Microsoft product suite (Outlook, Word, Access, Excel, etc.), that interfaces directly with email capabilities.		
1.10	Control of data entry to ensure user enters data into all required fields on the screen.		
1.11	Ability to import/export any types of datasets.		
1.12	Ability to import/export select records in batch or by single record.		
1.13	Capability to have data entry fields automatically default to a specified value (e.g., most date fields should default to current date).		

No.	Element	Code	Comment
1.14	Security/Password Administrator can assign user level permissions.		
1.15	The system provides functionality for cost accounting, work planning and budgeting.		
1.16	The proposed standard and system is scalable, modular, and able to readily incorporate additional future enhancements, and be implemented in a phased manner.		
2	GIS and Asset Data Requirements		
2.1	System supports ESRI ArcGIS Server 10.2 and maintains compatibility with the most current version of ESRI GIS software either before or soon after an ESRI version release.		
2.2	System is designed to work primarily with GIS data, where geographic features (e.g. pipes) represent assets. It integrates with the City's existing ArcSDE enterprise geodatabase, ArcGIS Server software and ArcGIS Online. The system doesn't require converting to a different format.		
2.3	Core system must be configurable for unlimited asset types and asset groups without additional licensed modules or licensing cost.		
2.4	System utilizes the ESRI geodatabase as the only asset database/repository and link to it out-of-the-box without additional add-ons or software licensing. All asset geometry and attributes reside in the geodatabase and should not require middleware, modules, or synchronization with the work management database.		
2.5	System does not set limits on the number of assets or the size or complexity of the asset data, other than those imposed by the underlying ESRI software.		
2.6	System supports and detects relationship classes within the GIS.		
2.7	Ability to have a child/parent asset relationship.		
2.8	Ability to query the ESRI geodatabase from within the CAMS software.		

No.	Element	Code	Comment
2.9	System provides a map interface, allowing the user to view assets, search, pan, zoom, locate, measure distances and include the capability to view information about assets' attributes from the GIS.		
2.10	All work activities, (requests, work orders, inspections, etc.) can be displayed live on the map interface based on user preferences. User should be able to open activities from the map.		
2.11	Maps are comprised of ArcGIS Server Map Services hosted on the City's ArcGIS Server or ESRI ArcGIS Online Services, or a combination of both.		
2.12	Supports multiple map services, specific to users or groups of users, to meet the various GIS needs of each department.		
2.13	Ability to locate address and tax map numbers utilizing ArcGIS locating services.		
2.14	Ability to select assets in the GIS map and create work orders and inspections associated to the selected assets, allowing multiple assets to be attached.		
2.15	Ability to update asset attributes from within the CAMS software. All updates should utilize ESRI technology so as to maintain the integrity of the GIS system.		
2.16	Ability to easily publish work activities within the CAMS software to REST endpoints for consumption on ArcGIS Server or ArcGIS Online.		
2.17	System allows the City of Harrisonburg to maintain only one set of asset data, without generating duplicates.		
3	Request Management/Call Center		
3.1	The system provides functionality for logging, mapping, and tracking calls for service.		
3.2	Ability to define service request types and user defined caller questions, instructions and comments.		
3.3	Ability to turn caller information recorded on a Call Center Service Request into Work Orders.		
3.4	Ability to record information regarding caller if different from property owner.		

No.	Element	Code	Comment
3.5	Uses ESRI Geocoding services for address locator, including cross streets.		
3.6	Ability to route request to city staff by geographic layer as defined in the GIS.		
3.7	Ability to interface to external Customer Service databases and systems, such as utility billing.		
3.8	Ability to automatically email callers status updates as the request is processed.		
3.9	Ability to track multiple callers per request.		
3.10	System prompts call taker if there is an open request of the same type in the same general area so as to reduce duplicate effort.		
3.11	System is able to synchronize data between field and office installations.		
4	Work Management		
4.1	The system provides for generating, mapping, and tracking work orders against assets.		
4.2	Ability to define unlimited work order activity types for any asset type defined in GIS.		
4.3	Ability to generate work orders from service requests, creating relationships between work orders, and attaching work orders to any number of assets or to locations without assets.		
4.4	The system tracks parts, labor, equipment, and other costs/resources associated with the work activity.		
4.5	Costs are associated to assets on the work order and asset costs should be easily reportable from within the system.		
4.6	Supports capability to dispatch work orders to work crews. Work crews should be able to access and prioritize work orders by multiple attributes.		
4.7	Ability to create work requests from inside the map interface.		
4.8	Ability to for personnel to select and review work requests and work orders using multiple selection and sorting criteria that include all work request and work order fields.		
4.9	Ability to view all work activities on a map and label by priority, status, type, etc.		

No.	Element	Code	Comment
4.10	Ability to schedule and assign preventative or routine work orders for future and planned maintenance.		
4.13	Ability to assign maintenance scores to work activity types.		
4.14	Update GIS attributes with fields from the work management system automatically.		
4.15	Ability to view work activities on a calendar.		
4.16	Contains searchable, robust fields for problem and completed work descriptions that have basic word processing functionality such as spell check, copy, cut, paste, etc.		
4.17	Ability to send scheduled tasks to responsible party(ies) for types of work and send email alerts.		
4.18	Provides a consistently designed pop-up window or pick lists to access all codes and their description		
4.19	Ability to include a inspection checklist specific to asset type		
5	Asset Inspection and Condition Analysis		
5.1	Captures and stores for assets the results of various inspections such as flow monitoring, I/I investigations, smoke testing, hydrant flow testing, back-flow preventions devise testing, pump efficiency testing, outfall reconnaissance, illicit discharge detection & elimination, high priority facilities, etc		
5.2	Ability to provide flexibility for user defined fields and forms.		
5.3	Ability to define custom inspection observations with weighted scoring by asset type. Weighted scoring should result in a condition score on the asset. Scoring weights should be defined by City.		
5.4	Ability to conduct a condition analysis from within the map interface, combining inspection data and GIS attributes which results in the selection of assets based on condition score range.		
5.5	Ability to summarize asset condition by heat maps within GIS.		
6	Analysis and Reporting		

No.	Element	Code	Comment
6.1	Provides a set of standard reports on a menu within the application which the vendor is responsible for maintaining with both tabular and spatial inputs. Provide examples.		
6.2	Ability to give option to send report to the screen, a printer, or to a file as well as send file by email.		
6.3	Ability to add customized reports to the local report menu and modify the content and/or format of any standard report.		
6.4	Ability to access all data, all historical work orders, and work order costs for all assets.		
6.5	Ability to easily and quickly access the historical archive utilizing extensive selection criteria.		
6.6	Provides maintenance history (and costs) for an asset, asset category, or manufacturer.		
6.7	Ability to select date ranges and other criteria as applicable for standard reports.		
6.8	Monthly and annual reporting of work and time per employee.		
6.9	Report on total cost of maintenance for one or many selected assets.		
6.10	Ability to create timesheet reports for crews. These reports should include overtime and emergency response hours. We should also have the ability review work hours based on classification of work.		
7	Technical		
7.1	Ability to store attached documents within or outside of the database (to save storage space).		
7.2	Supports Internet Explorer version 9 and above.		
7.3	Ability to operate on thin client architecture.		
7.4	Support a redundant server environment for immediate failover in the event that the production environment goes down.		
7.5	Ability of any proposed client software to execute on the following 32 bit Microsoft Windows operating systems: XP. Must also execute on 32 and 64 bit Microsoft Windows 7 and future Microsoft releases.		

No.	Element	Code	Comment
7.6	Ability of the proposed software to execute with a computing platform having a minimum configuration of 2.0 GHz Intel compatible CPU, and at least 2 GB of RAM.		
7.7	Ability to provide security in all proposed applications that integrates with Active Directory		
7.8	Ability to complete nightly batch processing and file/database maintenance cycle within (6) hours or less.		
7.9	Allow for or provide test, train, and live environments that are separate from one another. Train and live environments should operate from same code-base if possible.		
7.10	Supplies various utilities to facilitate file maintenance and backup/recovery. These may include, but are not limited to, sorts, file generators, and file-to-file copying utilities.		
7.11	Ability to provide ERD, data dictionary, data schema and updates with any database changes.		
7.12	Ability to provide data warehouse environment and tools for refreshing.		
7.13	Ability to utilize automated workflow to electronically route documents and maintain electronic approval processes.		
7.14	Ability for managers to utilize workflow functionality to help review productivity and workload of City staff.		
7.15	Ability to support workload analysis and re-route work and/or documents based upon workload criteria.		
7.16	Ability for the workflow engine to utilize system security to help ensure that only users with appropriate levels of authority have access to certain system functions and data.		
7.17	Ability to support a multi-level approval process for workflow.		
7.18	Ability to support electronic signatures and digital certificates.		
7.19	Ability to log Additions, Deletions and Changes to data and/or software structure, and can be tied to the logged in user.		

No.	Element	Code	Comment
7.20	All file-changes are recorded in a detailed permanent audit trail, by user ID, based on user login.		
7.21	Ability to assign permissions assigned to an individual end-user; exclusive of the group they are assigned. These permissions will supersede the permissions of the group to which they are assigned.		
7.22	Ability to allow users to query documents to identify what their current "status" is in the workflow process.		
7.23	Data entry, corrections to work order, completion of the work order, etc. is accessible in the field by the field crews, as well as, in the office.		
7.24	System allows real-time and disconnected system access by field crews through web-based system.		
8	Support		
8.1	Ability to provide remote, electronic system support so application problems can be diagnosed and remedied from the City's test environment.		
8.2	Ability to provide on-going, 24-hour system support for functionality, technical, or business related. By way of but not limited to toll-free hotline, online chat, email, or other similar mediums.		
8.3	Ability to remotely upload/download new program releases or modifications so that software upgrades can be accomplished via telecommunication with the Vendor.		
8.4	Ability to provide automated scheduling of jobs (processes).		
8.5	Ability to support high speed back-up capability.		
8.6	Ability to support unattended back-ups.		
8.7	Ability to use system while backups are being performed without degraded response time.		
8.8	Ability to restore and view backed up records without interruption of service to the system.		
8.9	Ability to back-up live system with referential integrity intact.		

4.5 Technical System Documentation

Responders should provide the following in their response to this RFP:

1. Hardware & Resources

- a. Specify the minimum, recommended, and optimal server and storage hardware required to support the system.
 - b. Include a formalized list of information, space, equipment, staff, or other resources needed by the proposer to complete this project to the extent the proposer expects City to provide such resources. (NOTE: Your response should assume that the City can provide the necessary hardware and hosting services.)
2. Technical System Documentation
- a. Provide system flow charts.
 - b. Provide program/module narratives.
 - c. Provide table layouts and database schemas.
 - d. Provide documentation which maps Forms to Tables or Views.
 - e. Provide a complete electronic “data dictionary” that contains all data elements.
 - f. Provide a complete Data Model that contains all data elements and their relationship (Physical Entity Relationship Diagram).
 - g. Provide updated documentation, both technical and user, for all bug fixes, error corrections, system enhancements, and new releases.
 - h. Provide documented procedures for installing new and updated software.
 - i. Provide explanation of stored procedures and/or existing Web Services.
3. Technical Environment
- a. Provide a list of functionality or documentation that describes job/task scheduling within your product.
4. Relational Database Architecture
- a. Provide explanation of stored procedures and/or existing Web Services.

4.6 Project Schedule

1. The offeror shall propose and outline a schedule for implementing the CAMS. The schedule will describe work to be completed each month. The schedule may be set up in terms of month numbers (month 1, month 2, month 3, and so on), rather than specific months of the year.
2. The schedule shall prioritize the implementation of a CAMS for the MS4 program, so that it is completed first. However, the City recognizes that time and resources to study and set up a CAMS for a multi-division/ citywide CAMS may be required. Offerors

should propose a schedule based on their judgment and experience of needs and considerations.

4.7 Project Roles and Responsibilities

The proposal should include the proposed resource levels for the City and Vendor Project Teams. The proposal shall include the completed Resource Hours Worksheet contained in Attachment L. This worksheet is provided in MS Excel format.

Vendors shall provide resource hour estimates by system module for each of the project activities contained in the two worksheets. A worksheet is provided for the City Project Team and a second worksheet is provided for the Vendor Project Team.

4.8 Turnkey Responsibility

The successful firm shall assume single source responsibility and will be the sole point of contact for all system delivery, installation, operation, testing, training, warranty, maintenance, problem determination and resolution.

5 GENERAL TERMS & CONDITIONS FOR THE CITY OF HARRISONBURG, VA

PURCHASING AND CONTRACTING MANUAL: This solicitation is subject to the provisions of The Purchasing and Contracting Policy Manual for the City of Harrisonburg (City) and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at www.Harrisonburgva.gov/bids.

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

ANTI-DISCRIMINATION: By submitting their (bids/proposals), (bidders/offerors) certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and 2.2-4311 of the *Virginia Public Procurement Act*.

In every contract over \$10,000 the provisions below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. The City does not discriminate against small and minority businesses or faith based organizations.

ETHICS IN PUBLIC CONTRACTING: By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS: By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the City all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the City under said contract.

MANDATORY USE OF CITY FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs

1. **(For Invitation For Bids(ITB):)** Failure to submit a bid on the form provided, (if provided) shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the City reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the City may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
2. **(For Request For Proposals(RFP):)** Failure to submit a proposal on the form provided, (if provided) shall be a cause for rejection of the bid. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the City reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

REVISIONS TO THE OFFICIAL ITB/RFP: No offeror shall modify, revise, edit or make any unauthorized change(s) to the original Official Invitation to Bid (ITB) or Official Request for Proposal (RFP). The Official solicitation document and the Addenda(s) are the documents posted on the City of Harrisonburg's web site and/or authorized by the City of Harrisonburg's Purchasing Agent. Any such violation as stated above may result in rejection of the ITB/RFP response. In addition, violations may result in the debarment of the offeror by the City of Harrisonburg.

CLARIFICATION OF TERMS: If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the person whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

PAYMENT:

1. **To Prime Contractor:**
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the purchase order number; social security number (for

individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Individual contractors shall provide their social security numbers, and proprietors , partnerships, and corporations shall provide the City with a federal employer identification number, prior to receiving any payment from the City.
- f. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the City of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, 2.2.4363*).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the City for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the City and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the City, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

PRECEDENCE OF TERMS: General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

QUALIFICATIONS OF (BIDDERS/OFFERORS): The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeree) to perform the services/furnish the goods and the (bidder/offeree) shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect (bidder's/offeree's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeree's) capabilities. The City further reserves the right to reject any (bid/ proposal) if the evidence submitted by, or investigations of, such (bidder/offeree) fails to satisfy the City that such (bidder/offeree) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

TESTING AND INSPECTION: The City reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.

CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The Purchasing Agent or City delegated agent may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the City a credit for any savings.

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the City may have.

CANCELLATION OF THE CONTRACT: The City may terminate any agreement resulting from this solicitation at any time, for any reason or for no reason, upon thirty days advance written notice to the Contractor. In the event of such termination the Contractor shall be compensated for services and work performed prior to termination.

TAXES: Sales to the City of Harrisonburg are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request.

(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the City to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an “equal” product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.**(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

TRANSPORTATION AND PACKAGING: By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.**(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)**

INSURANCE: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have insurance coverages per the solicitation document at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers’ compensation insurance in accordance with

2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. **(NOT NORMALLY REQUIRED FOR GOODS CONTRACTS. INSURANCE IS REQUIRED WHEN WORK IS TO BE PERFORMED ON CITY OWNED OR LEASED FACILITIES OR PROPERTY.)**

AVAILABILITY OF FUNDS: Agreements are made subject to the appropriation of funds by the Harrisonburg City Council and are null and void in the event of non-appropriation by the City Council. Non-appropriation of funds shall not be deemed a cancellation and shall terminate this agreement without recourse and with no liability on the part of the City.

SELECTION PROCESS/AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the department will publicly post such notice for a minimum of ten (10) days, or will notify all responsive bidders/offerors.

BID/PROPOSAL ACCEPTANCE PERIOD: Any bid/proposal resulting from this solicitation shall be valid for (30) days. At the end of the (30) days the bid/proposal may be withdrawn at the written request of the Bidder/Offeror. If the bid or proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

EXCUSABLE DELAY: The City shall not be in default of any failure in performance of this agreement in accordance with its terms if such failure arises out of causes beyond its reasonable control and without the fault of or negligence of the City. Such causes may include, but are not restricted to acts of God or the public enemy, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and usually severe weather, but in every case the failure to perform must be beyond the reasonable control and without the fault or negligence of the City.

DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

SAFETY and OSHA STANDARDS: All parties performing services for the City shall comply with all Occupational Safety and Health Administration (OSHA), State Occupational Health Standards, and any other applicable rules and regulations. All parties shall be held responsible

for the training, supervision, and safety of their employees. Any unsafe acts or hazardous conditions that may cause injury or damage to any persons or property within and around the work site areas under this contract shall be remedied per the regulatory agency's guidelines.

PERMITS AND FEES: All proposals submitted shall have included in price the cost of any business or professional licenses, permits or fees required by the City of Harrisonburg or the Commonwealth of Virginia. The offeror must have all necessary licenses to perform the services in Virginia and, if practicing as a corporation, be authorized to do business in the Commonwealth of VA.

COOPERATIVE PROCUREMENT: This procurement is being conducted on behalf of other public bodies, in accordance with 2.2-4304 (A) of the Code of VA. The successful bidder has the option to provide these same items (services), except architectural and engineering services, at the same prices, awarded as a result of this solicitation to any public body within the Commonwealth of Virginia. If any other Public body decides to use the final contract, the contractor(s) must deal directly with that public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Failure to extend a contract to any public body will have no effect on consideration of your bid.

LIABILITY AND LITIGATION: The City shall not indemnify or hold harmless any Contractor or other third party. The City does not waive any right or release any party from liability, whether on its own behalf or on behalf of any boards, employees or agents. The City does not waive the right to trial by jury for any cause of action arising from the Contract and shall not submit any Contract claim to binding arbitration or mediation. The City shall not be liable to Contractor for any special, punitive or exemplary damages arising from the performance of the contract, including, but not limited to, incidental damages, and lost profit and lost wages, even if such special damages are reasonably foreseeable. Any provision(s) in the Contract contrary to these statements is/are hereby deleted and rendered void.

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to Code of VA 2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Link to the SCC site is <http://www.scc.virginia.gov>.

6 INSTRUCTIONS TO OFFERORS

All proposals must be in an opaque, sealed envelope or box and clearly marked: “**Sealed Proposal: CAMS RFP#: 2015005-PW-P**”. Proposals shall clearly indicate the legal name, address and telephone number of the offeror (company, firm, partnership, or individual). All expenses for making proposal to the City shall be borne by the offeror.

Offerors shall provide one (1) signed complete original, one (1) copy of the complete proposal documents, and an electronic copy of the complete proposal documents in PDF format on CD-ROM. Electronic copy must be identical to hard copy. Proposals with proprietary information must submit (1) redacted hard copy clearly identified as ‘**Redacted Copy**’. Proposal documents shall be mailed or hand-delivered to the Purchasing Office located at 345 South Main Street, Room 201, Harrisonburg, VA 22801. Office hours are Monday through Friday, 8:00am to 5:00pm. Faxed or emailed proposals will not be accepted. Proposals shall be received by the Purchasing Office no later than Thursday December 18 by 3:00pm. Any proposals received after this date and time will not be accepted. The City of Harrisonburg is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. The Offeror has the sole responsibility to have the proposal received by the Harrisonburg Purchasing Office at the above address and by the above stated time and date.

***PLEASE NOTE:** The City of Harrisonburg Municipal Building (345 South Main Street) is currently undergoing construction around the facility. Parking options tend to be congested throughout the day. It is recommended to park on the North side of the building in visitor parking (follow signs). Please take this into account when submitting your proposal document and give yourself enough time to park and take your proposal to the correct office for acceptance. All documents contained within the proposal submission shall be completed in their entirety and signed and dated where required.

7 QUESTIONS

Questions related to the RFP or requests for clarification may be directed to Ms. Thanh Dang of the Public Works Department by email (Thanh.Dang@HarrisonburgVA.gov). Oral questions will not be permitted. All responses to inquiries will be in writing and will be posted as addenda on the City’s website at <http://www.harrisonburgva.gov/bids-proposals> and also on eVA at www.eva.virginia.gov. All questions must be received no later than Tuesday December 11 by 12:00pm. It is the responsibility of all Offerors to ensure that they have received all addenda and to include signed copies of any and all addenda with their proposal submission.

8 MODIFICATION & WITHDRAWAL OF PROPOSAL

Proposers may modify or withdraw proposals any time prior to the deadline set for receipt of proposals. No modifications will be accepted after the deadline unless they are in response to a request of the City. After the deadline, proposers may make a written request to withdraw proposals and provide evidence that a substantial mistake has been made within 48 hours of proposal opening. The Purchasing Department may permit withdrawal of the proposal upon

verifying that a substantial mistake has been made, and the City may retain the proposer's bid bond or other bid type of bid security, if one was required. After the 48 hour period has passed, proposals will be binding for a period of 60 days.

9 PROPOSAL EVALUATION CRITERIA

As part of the evaluation process, the City may ask questions of a clarifying nature from Offerors as required. The City may also request an oral presentation to explain the proposal and answer questions.

The City reserves the right to cancel this RFP at any time or reject any or all proposals received as a result of this RFP if it is in the best interest of the City.

Selection of the successful proposal will be based upon submission of proposals meeting the selection criteria.

CONSULTANT SHORT LIST SCORE SHEET
 (FOR COMPUTERIZED ASSET MANAGEMENT SOFTWARE AND IMPLEMENTATION)

EVALUTOR: _____
 FIRM: _____
 SUBS: _____
 DATE: _____

	POSSIBLE POINTS	SCORE
FIRM/TEAM'S EXPERIENCE IN SIMILAR TYPE OF SERVICES (Expertise, experience and qualifications of team in providing services as related to the scope of services, experience working with municipalities, and client references)	20 pts.	
QUALIFICATIONS OF PROJECT MANAGER & TEAM (Project manager expertise, experience and qualifications in project management as related to the scope of services. Project teams expertise, experience and qualifications.)	10 pts.	
GIS INTERGRATION CAPABILITIES (Ability of system to work effectively and with City's GIS configuration.)	10 pts.	
CITY ASSET / WORKFLOW INTEGRATION CAPABILITIES (Ability for system to provide integration of all stated City assets and workflows. Capabilities should be currently provided by systems.)	10 pts.	
EXPANDABILITY TO OTHER CITY OPERATIONS AND DEPARTMENTS	10 pts.	
SUPPORT SERVICES OFFERED	5 pts.	
APPROACH (This criterion considers the proposer's understanding of the scope of work and the quality and clarity of the proposer's written methodology and description of the proposed approach to accomplish the work.)	15 pts.	
COST & EXPECTED SCHEDULE OF IMPLEMENTATION (Cost and expected schedule of implementation will not be primary deciding factors in the selection process but will be considered in the case of this RFP.)	20 pts.	
TOTAL	100 pts.	

10 AWARD OF CONTRACT

Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the request for proposals, including price if so stated in the request for proposal. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the City shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the City determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. Once the selection has been made as to which Offeror will be awarded the contract, the Procurement Manager will post a Notice of Award on the City's website at www.harrisonburgva.gov/bidproposal-award-notifications and also on eVA at www.eva.virginia.gov.

The award documentation will subsequently be followed by a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

Notice to Proceed (both verbally and written) shall be given by the City after receipt of the Insurance Certificate. The Contractor shall begin the Work to be performed under this Contract on the date set by future notifications. Failure to begin work within seven (7) days of such notifications may be construed by the City as just cause for cancellation of the Contract.

**11 ATTACHMENT A. PROPRIETARY/CONFIDENTIAL
INFORMATION IDENTIFICATION FORM**



Name of Firm/Offeror: _____

Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of §2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected, including the section of the proposal in which it is contained, as well as the page number(s), and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. In addition, a summary of proprietary information provided shall be submitted on this form. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw such a classification designation, the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

Check this box if there are none.

****This document must be completed & returned with proposal submission.***

12 ATTACHMENT B. STATE CORPORATION COMMISSION (SCC) FORM



Virginia State Corporation Commission (“SCC”) registration information: The undersigned

Offeror:

is a corporation or other business entity with the following SCC identification number: _____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder’s out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

Signature: _____ **Date:** _____

Name: _____
(Print)

Title: _____

Name of Firm: _____

**This form must be completed & returned with proposal submission.*

13 ATTACHMENT C. INSURANCE REQUIREMENTS FORM



By signing and submitting a bid or proposal the offeror certifies that if awarded the contract, they will have the following insurance coverages at the time the contract is awarded.

1.) The contractor will maintain a general liability policy with \$1,000,000 combined single limits. Coverage is to be on an occurrence basis with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. **The insurer must list the City of Harrisonburg as an additional insured. The endorsement must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.**

2.) The contractor will maintain workers' compensation coverage in compliance with the laws of the Commonwealth of Virginia. The coverage must have statutory limits and be with an insurer licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better. As an alternative, it is acceptable for the contractor to be insured by a group self insurance association that is licensed by the Virginia Bureau of Insurance. The contractor will also carry employers liability insurance with a limit of at least \$100,000 bodily injury by accident/\$500,000 bodily injury by disease policy limit/\$100,000 bodily injury by disease each employee.

3.) The contractor will maintain automobile liability insurance with limits of at least \$1,000,000. The coverage is to be written with a symbol "1". The insurer must be licensed to conduct business in the Commonwealth of Virginia. The insurer must have an A. M. Best rating of A- or better.

With all policies listed above, the insurer or agent of the insurer must issue a certificate of insurance to show evidence of coverage.

BIDDER/OFFEROR STATEMENT

We understand the Insurance Requirements of these specifications and will comply in full if awarded this contract.

Signature: _____ Date: _____

Name: _____ Title: _____
(Print)

Name of Firm: _____

****This form must be completed & returned with proposal submission.***

**14 ATTACHMENT D. CITY OF HARRISONBURG STANDARD
SAMPLE CONTRACT RFP**



This Contract entered into this ___ day of _____ 20___, by _____ hereinafter called the “Contractor” and City of Harrisonburg, VA, called the “Owner”.

WITNESSETH that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Owner as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From _____ through _____.

The contract documents shall consist of:

- (1) This signed form;
- (2) The entire City of Harrisonburg’s Official Request for Proposal (no revisions by the Contractor)
dated: _____

If applicable, any Official City Addenda:

#1, dated: _____

- (3) The Contractor’s Proposal dated _____ and the attached negotiated modifications (if applicable) to the Proposal, all of which documents are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

CITY OF HARRISONBURG, OWNER:

By: _____

By: _____

Title: _____

Title: _____

**Note: This form is just for reference and is NOT required to be submitted with your Proposal.*

15 ATTACHMENT E. ABBREVIATION DEFINITIONS

- BMP – Best Management Practices
- CD – Community Development
- DB -- Database
- DEQ – Department of Environmental Quality
- E&S – Erosion and Sediment
- GIS – Geographic Information System
- GPS – Global Positioning System
- HFD – Harrisonburg Fire Department
- IDDE – Illicit Discharge Detection and Elimination
- MS – Microsoft
- MS4 – Municipal Separate Storm Sewer System
- P&R – Parks and Recreation
- PW – Public Works
- PU – Public Utilities
- SHC – Stream Health Coordinator
- TBD – To Be Determined
- TMDL – Total Maximum Daily Load
- VSMP – Virginia Stormwater Management Program
- HEC – Harrisonburg Electric Commission

16 ATTACHMENT F. MS4 PERMIT & CHESAPEAKE BAY TMDL GUIDANCE

- City of Harrisonburg 2013-2018 MS4 Program Plan and 2013-2014 Annual Report to the Virginia Department of Environmental Quality (DEQ). Submitted October 1, 2014.
<http://www.harrisonburgva.gov/MS4-permit-program>
- General Virginia Pollutant Discharge Elimination System (VPDES) Permit for Discharges of Stormwater from Municipal Storm Sewer Systems,
<http://lis.virginia.gov/cgi-bin/legp604.exe?000+reg+4VAC50-60-1240>
- Virginia Department of Environmental Quality (DEQ), Chesapeake Bay TMDL Action Plan Guidance,
<http://www.deq.virginia.gov/Portals/0/DEQ/Water/Guidance/142012.pdf>

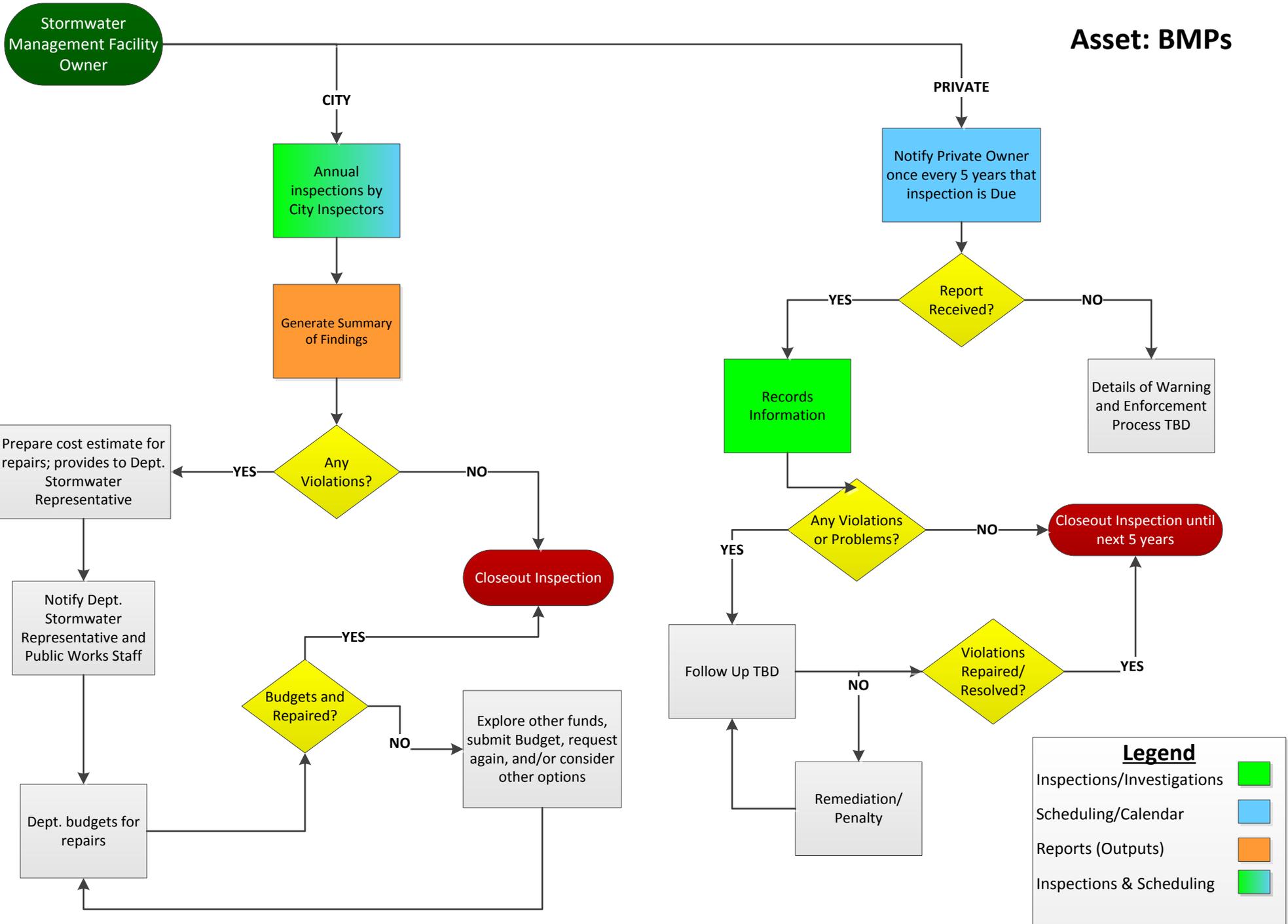
17 ATTACHMENT G. MS4 STORMWATER WORKFLOWS

Provided are workflows illustrating desired and future processes for:

- Post-Construction Stormwater
- Good Housekeeping & Pollution Prevention (Municipal Operations)
- Outfall Inspections and Illicit Discharge Detection & Elimination
- Stormwater Utility Fee
- Stormwater Utility Fee Waiver (Credit) Approval

These are provided to assist the offeror in preparing their proposal. The offeror is encouraged to recommend modifications to improve these processes.

Post Construction Stormwater Business Process

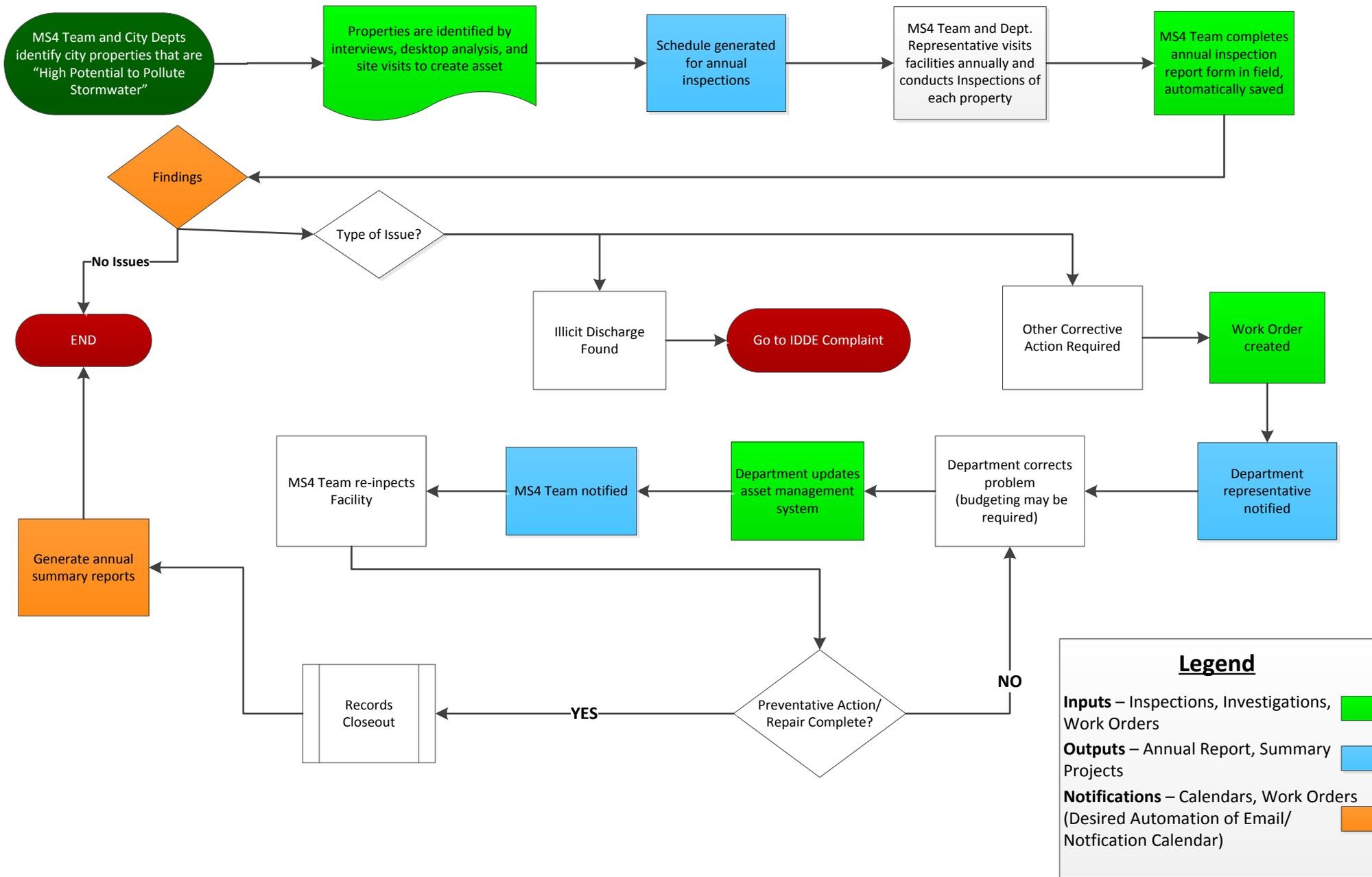


Good Housekeeping/Pollution Prevention

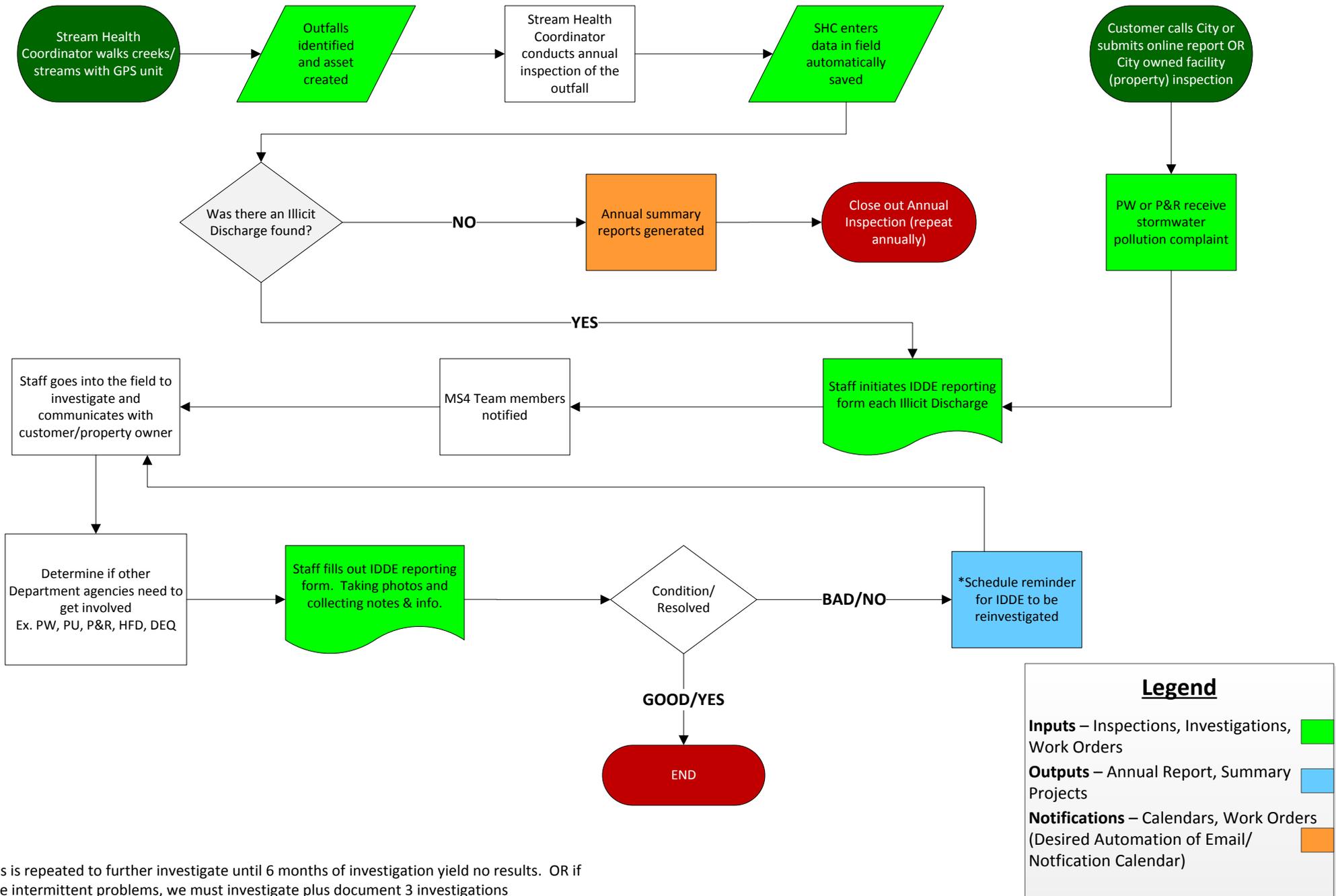
High Priority Facilities

(Properties/Areas of Operations, City Owned Only)

Asset: High Priority Facility



Outfall Inspections/Illicit Discharge

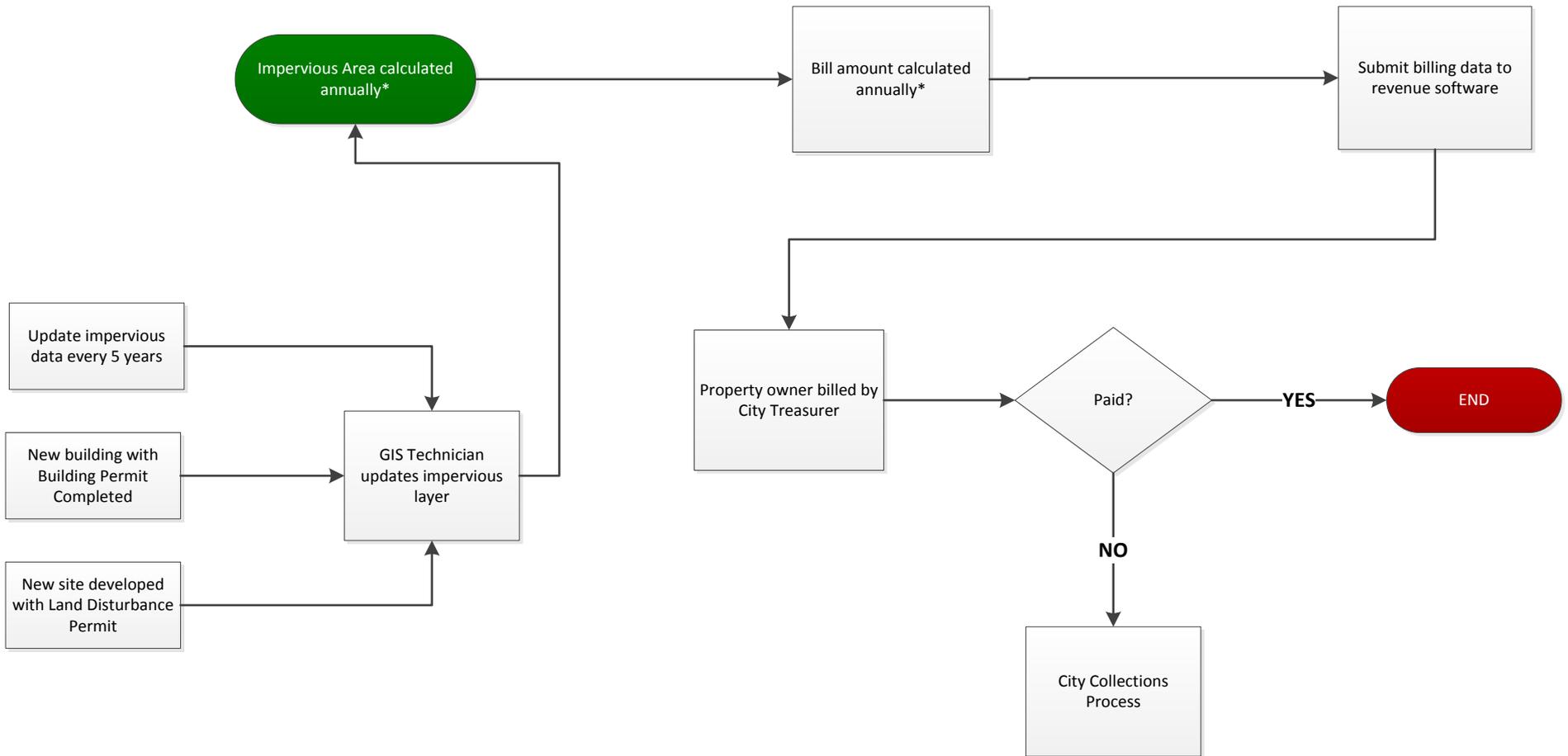


*This is repeated to further investigate until 6 months of investigation yield no results. OR if there intermittent problems, we must investigate plus document 3 investigations

Stormwater Utility Fee

(Program Under Development)

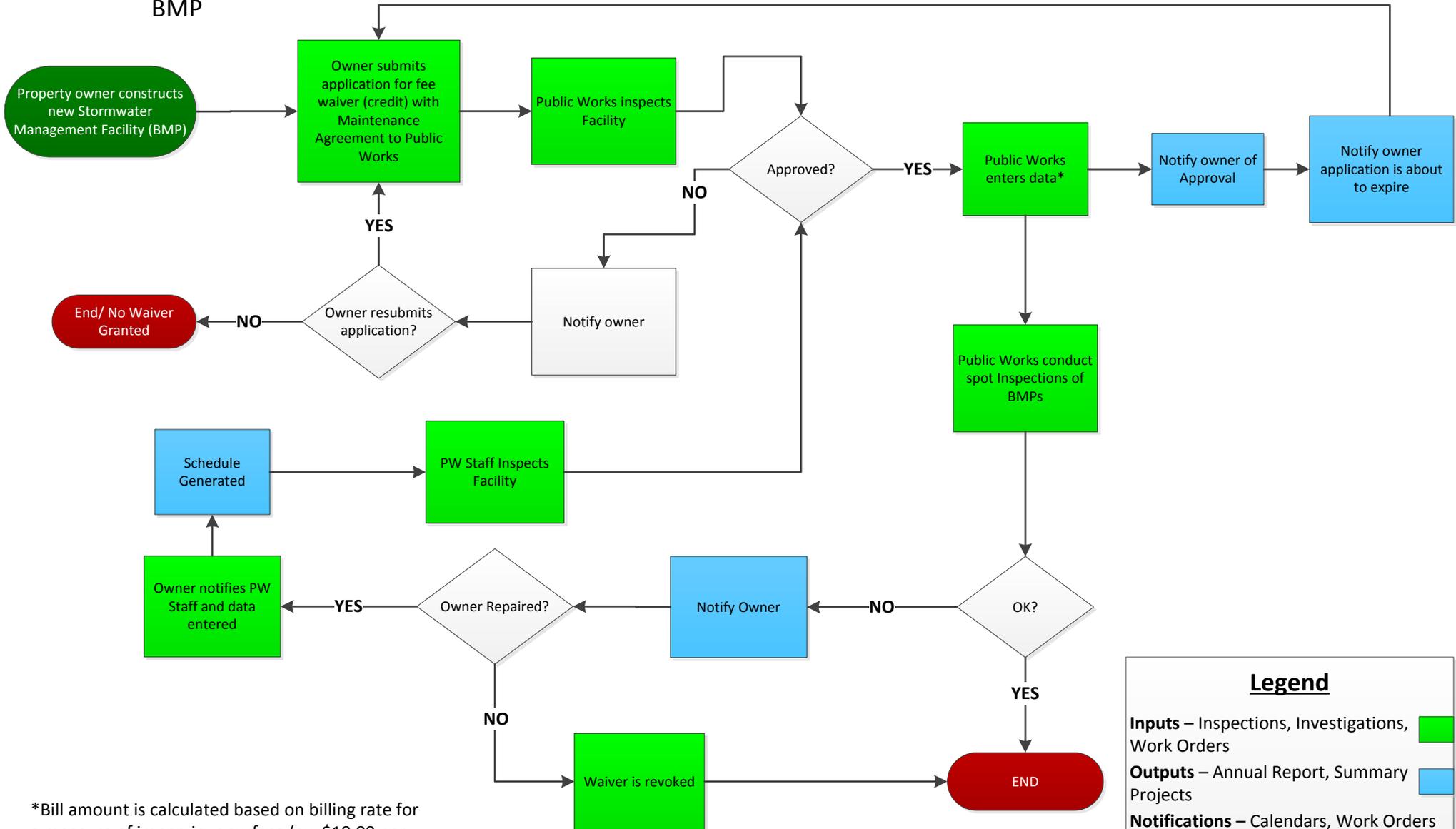
Asset: Parcel



*Bill amount is calculated based on billing rate for a measure of impervious surface (ex. \$10.00 per 500 square feet per year) minus fee waiver (credit) amount granted by city.

Stormwater Utility Fee Waiver (Credit) Approval Process (Program Under Development)

Asset: Stormwater
BMP



*Bill amount is calculated based on billing rate for a measure of impervious surface (ex. \$10.00 per 500 square feet per year) minus fee waiver (credit) amount granted by city.

Legend

- Inputs** – Inspections, Investigations, Work Orders
- Outputs** – Annual Report, Summary Projects
- Notifications** – Calendars, Work Orders (Desired Automation of Email/ Notification Calendar)

18 ATTACHMENT H. WATER / SEWER WORKFLOWS

Provided are workflows illustrating desired and future processes for:

- Public Utilities Asset Management
- Public Utilities ACIS Work Order System
- Public Utilities Service Request Form Process

These are provided to assist the offeror in preparing their proposal. The offeror is encouraged to recommend modifications to improve these processes.

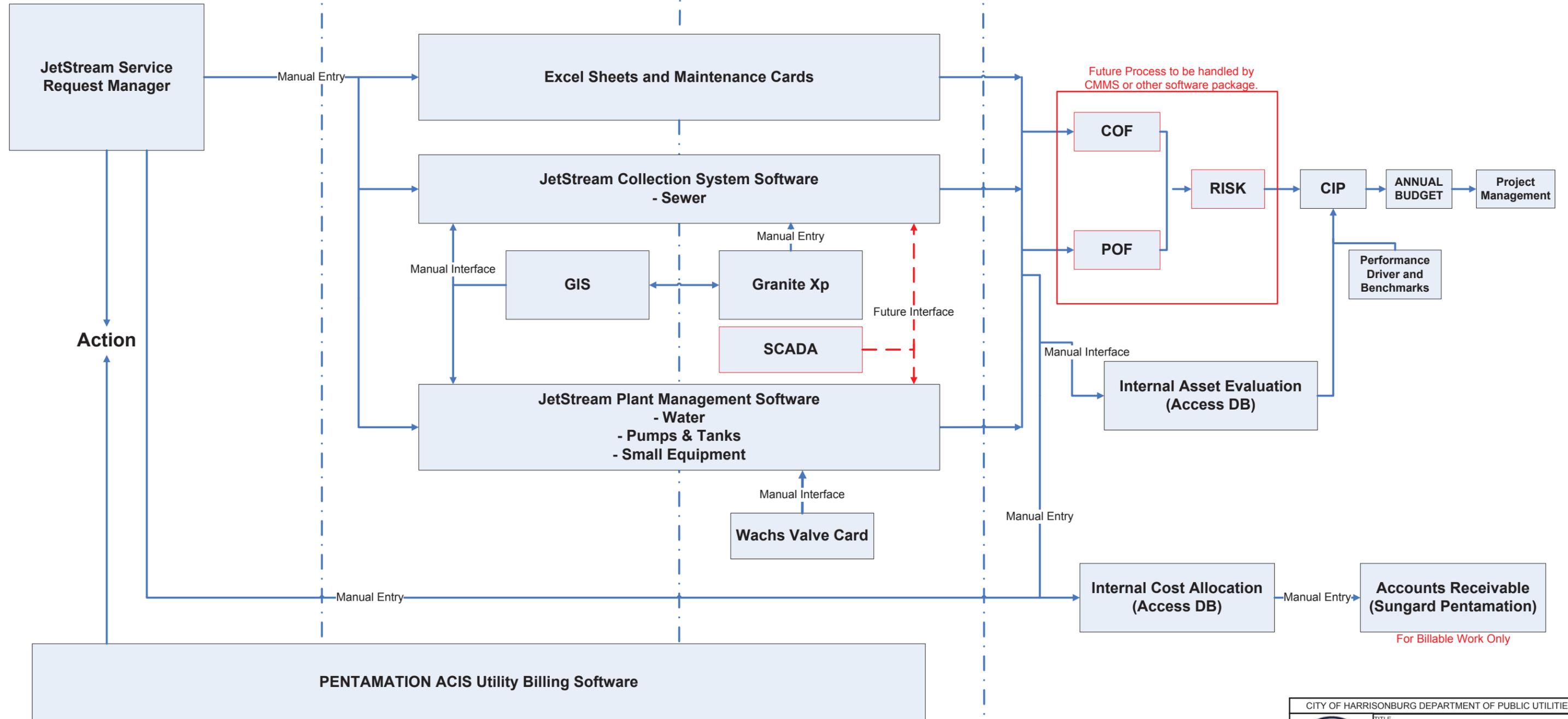
Public Utilities Asset Management

Response

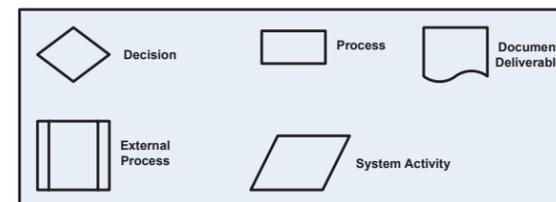
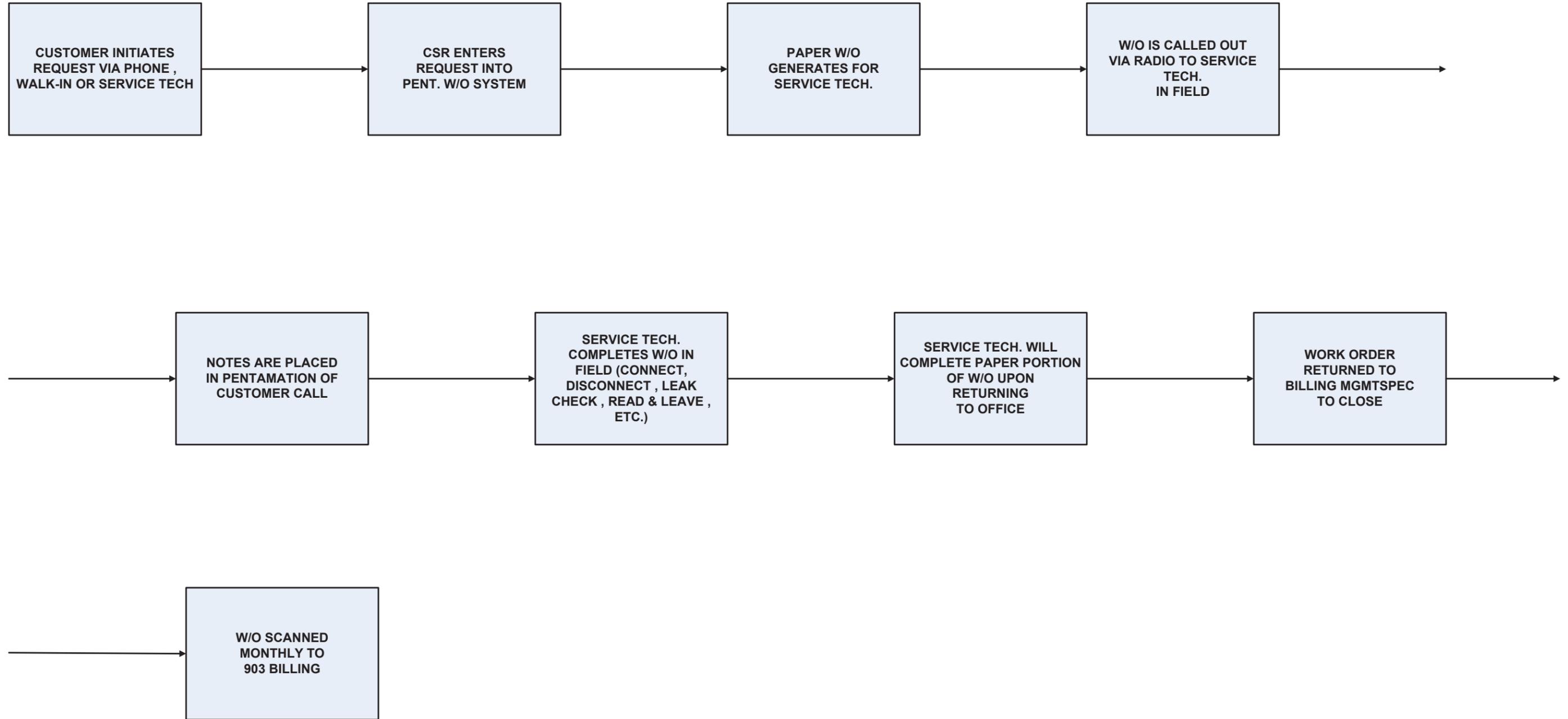
Asset Inventory

CMMS

Asset Lifecycle Management

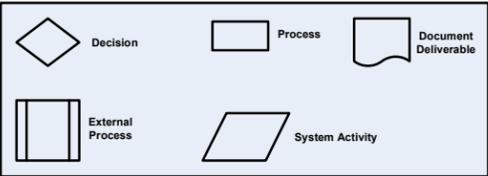
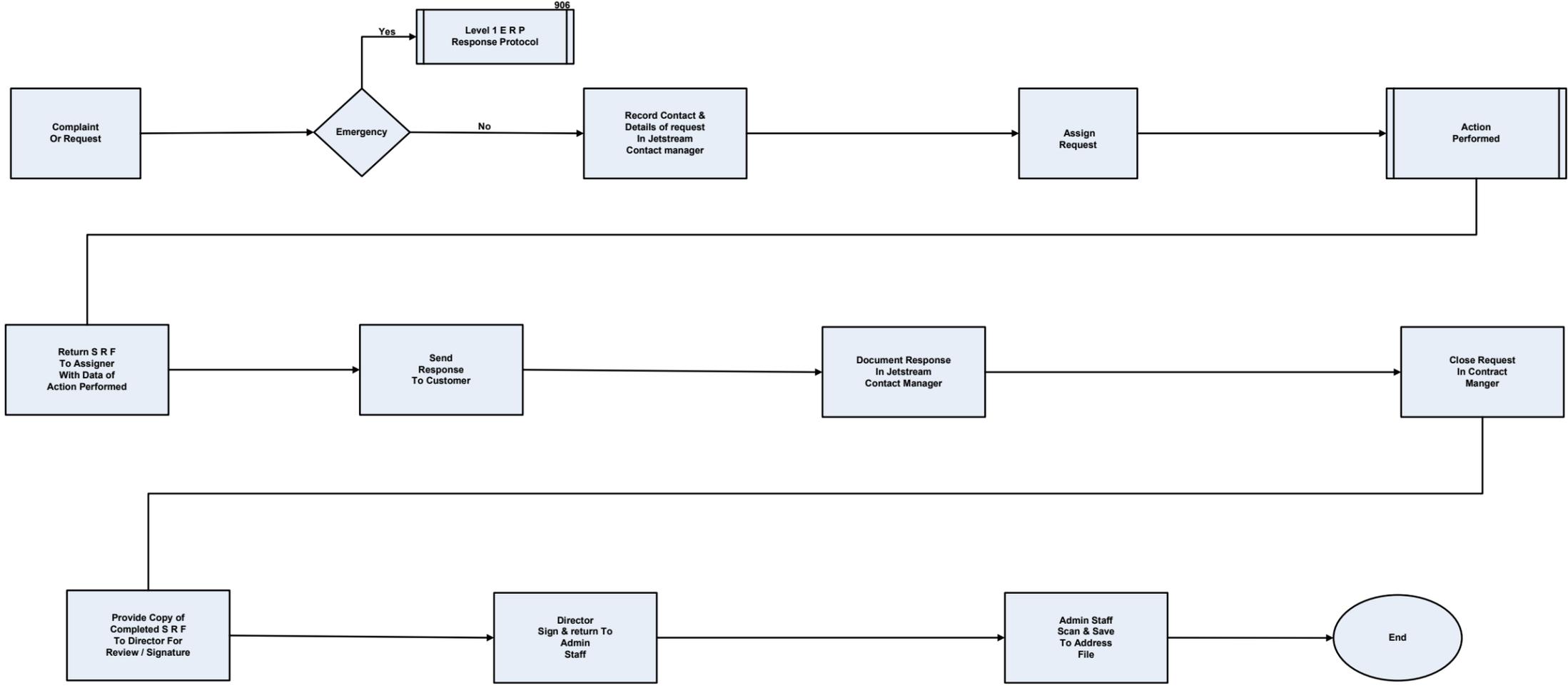


CITY OF HARRISONBURG PUBLIC UTILITIES ACIS WORK ORDER SYSTEM



CITY OF HARRISONBURG DEPARTMENT OF PUBLIC UTILITIES	
	TITLE City of Harrisonburg Public Utilities ACIS Work Order System
	DATE 6/28/2011
	DRAWN BY Marilyn Mover
	FULL FILENAME M:\PERFORMANCE PROGRAMS\905 ENGINEERING\905 GENERAL\VISIO DRAWINGS\PUBLIC UTILITIES ACIS W.O SYSTEM.VSD

CITY of HARRISONBURG PUBLIC UTILITIES SERVICE REQUEST FORM PROCESS



CITY OF HARRISONBURG DEPARTMENT OF PUBLIC UTILITIES	
TITLE City of Harrisonburg Public Utilities Service Request Form Process	
DATE 10/14/2013	DRAWN BY Marilyn Hartman
FULL FILENAME M:\PERFORMANCE PROGRAMS\905 ENGINEERING\905 GENERAL\VISIO DRAWINGS\VISIO DRAWINGS ERP\ SERVICE REQUEST FORM PROCESS.VSD	

19 ATTACHMENT I. SAMPLE LISTING OF GIS LAYERS

Provided is a sampling of GIS layers maintained by the City of Harrisonburg.

City Of Harrisonburg GIS Layers for RFI

Feature Data Set /Folder	Layer Name	Originator/Creator	Geometry Type
Census Data 2010			Feature Dataset
	Census Blocks with Population	US Census Bureau	Polygon
	Census Blocks with Population for	US Census Bureau	Polygon
CityParks	Under Development	GIS Coordinator	Feature Dataset
City Streets		GIS Coordinator	Feature Dataset
	Alleys and Undeveloped Streets	GIS Coordinator	Line
	Right of Way	GIS Coordinator	Line
	Major City Streets	GIS Coordinator	Line
	City Streets	GIS Coordinator	Line
	Intersections	GIS Coordinator	Point
2011 Contours		Sanborn Mapping	Feature Dataset
Fire Department		GIS Coordinator	Feature Dataset
	City Fire Stations	GIS Coordinator	Polygon
Flood Plain Data		FEMA	Feature Dataset
	Base Flood Elevations	FEMA	Line
	Cross Sections	FEMA	Line
	Streams for Flood Study	FEMA	Line
	100 Year Flood Plain	FEMA	Polygon
	500 Year Flood Plain	FEMA	Polygon
	Floodway	FEMA	Polygon
	Properties in Flood Plain	GIS Coordinator	Polygon
	Structures in Flood Plain	GIS Coordinator	Polygon
HEC Data		HEC	Feature Dataset

Feature Data Set /Folder	Layer Name	Originator/Creator	Geometry Type
	Fiber Optic Lines	HEC	Line
	Street Lights	HEC	Point
	Overhead Utilities	HEC	Line
	Underground Utilities	HEC	Line
	Utility Poles	HEC	Point
Parking		GIS Coordinator	Feature Dataset
	Permit Parking Areas	GIS Coordinator	Polygon
	Streets Requiring Permits	GIS Coordinator	Line
Planning and Zoning		GIS Coordinator	Feature Dataset
	Land Use Overlay 2006	GIS Coordinator	Polygon
	Zoning Ordinance Violation	GIS Coordinator	Point
	Rezoning	GIS Coordinator	Point
	Sign Permits	GIS Coordinator	Point
	Special Use Permits	GIS Coordinator	Point
	Zoning Variances	GIS Coordinator	Point
Public Works		GIS Coordinator	Feature Dataset
	Bicycle Facilities	Public Works	Line
	Bicycle Facility Priorities	Public Works	Line
	Curb and Gutter	Public Works	Line
	Garbage Pickup Areas	GIS Coordinator	Polygon
	Pedestrian Sidewalk Priorities	Public Works	Line
	Pedestrian Signal Priorities	Public Works	Point
	Plow and Salt Route Areas	GIS Coordinator	Polygon
	Plow and Salt Routes	GIS Coordinator	Line

Feature Data Set /Folder	Layer Name	Originator/Creator	Geometry Type
	Shared Use Paths	Public Works	Line
	Sidewalk	Public Works	Line
Realestate Parcel Data		GIS Coordinator	Feature Dataset
	Tax Map Block Lines	GIS Coordinator	Polygon
	Easements	GIS Coordinator	Line
	Public Right of Way	GIS Coordinator	Polygon
	Real Estate Parcel Data	GIS Coordinator	Polygon
	Zoning Overlay	GIS Coordinator	Point
Sanitary Sewer		GIS Coordinator	Feature Dataset
	Abandoned Sewer Lines	GIS Coordinator	Line
	HRRSA_LineS	Shannon Cyzick	Line
	HRRSA_MH	Shannon Cyzick	Point
	Sanitary Sewage Pump Stations	GIS Coordinator	Polygon
	Sanitary Sewer Lines	GIS Coordinator	Line
	Sanitary Sewer Manholes	GIS Coordinator	Point
School Districts		GIS Coordinator	Feature Dataset
	Elementary School Districts 2007	GIS Coordinator	Polygon
	Middle School Districts 2007	GIS Coordinator	Polygon
Storm Water		GIS Coordinator	Feature Dataset
	BMP Locations	GIS Coordinator	Point
	Ditches	GIS Coordinator	Point
	Hydrologic Units 2008	GIS Coordinator	Polygon
	Illicit Discharges	GIS Coordinator	Point
	Outfalls for MS4 Inspections	GIS Coordinator	Point

Feature Data Set /Folder	Layer Name	Originator/Creator	Geometry Type
	Ponds and Detention Facilities	GIS Coordinator	Polygon
	Project Sites	GIS Coordinator	Polygon
	Single Family Dwellings	GIS Coordinator	Polygon
	Storm Water Pipes	GIS Coordinator	Line
	Storm Structures	GIS Coordinator	Point
	Watershed Boundaries	GIS Coordinator	Polygon
Traffic Data		GIS Coordinator	Feature Dataset
	Accidents	GIS Coordinator	Point
Water		GIS Coordinator	Feature Dataset
	Abandoned Water Lines	GIS Coordinator	Line
	Fire Hydrants	GIS Coordinator	Point
	JMU Water Lines	GIS Coordinator	Line
	JMU Hydrants	GIS Coordinator	Point
	JMU Hydrant Flows	GIS Coordinator	Point
	Water Line Location Saucers	GIS Coordinator	Point
	Water System Pressure Zones	GIS Coordinator	Polygon
	Abandoned Water Valves	GIS Coordinator	Point
	Water Lines	GIS Coordinator	Line
	Water Meters	GIS Coordinator	Point
	Water Tanks	GIS Coordinator	Polygon
	Water Valves	GIS Coordinator	Point
	Water Vaults	GIS Coordinator	Polygon
Layers not in Feature Datasets			
	Cell Towers	GIS Coordinator	Point

Feature Data Set /Folder	Layer Name	Originator/Creator	Geometry Type
	City Addresses	GIS Coordinator	
	City Buildings	GIS Coordinator	Polygon
	City Limits	GIS Coordinator	Polygon
	Contours from 2011 Ortho photos	Sanborn Mapping	Line
	Index of Digital Ortho Photos	VGIN	Polygon
	2002 Digital Ortho Photos	VGIN	photo
	2006 Digital Ortho Photos	VGIN	photo
	2007 Digital Ortho Photos	VGIN	photo
	General Government Buildings	GIS Coordinator	Point
	HDPT Bus Stops	SVPDC	Points
	JMU Properties	GIS Coordinator	Line
	Parks and Recreation Properties	GIS Coordinator	Polygon
	Rail Road	GIS Coordinator	Line
	Scanned Plans	GIS Coordinator	Point
	School Properties	GIS Coordinator	Polygon
	School Locations	GIS Coordinator	Points
	Soil Types in City	DCR	Polygon
	Soil Types City and County	DCR	Polygon
	Streams in City	GIS Coordinator	Line

20 ATTACHMENT J. COST PROPOSAL WORKSHEET

See MS Excel spreadsheet “City of Harrisonburg VA CAMS Worksheet.xlsx”

21 ATTACHMENT K. FUNCTIONAL CONSIDERATION WORKSHEET

See MS Excel spreadsheet “City of Harrisonburg VA CAMS Worksheet.xlsx”

22 ATTACHMENT L. RESOURCES HOURS WORKSHEET

See MS Excel spreadsheet “City of Harrisonburg VA CAMS Worksheet.xlsx”