



## **REQUEST FOR PROPOSAL (RFP)**

**2017-2018 GIS BASED PARCEL FABRIC MAPPING PROJECT  
-REMAINING INCORPORATED VILLAGES-**

**VERNON COUNTY LAND INFORMATION OFFICE  
RM 310, COURTHOUSE ANNEX  
VIROQUA, WI 54665**

**5/10/2017**

A Copy of this RFP is Posted Here:

<http://www.vernoncounty.org/>



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## 1. PROJECT DESCRIPTION AND BACKGROUND

Vernon County is intending to contract with a GIS data development company to perform parcel map development using the ESRI Parcel Fabric Data Model for seven incorporated villages within the county that still need to be digitally mapped and added to the County's GIS.

Since 2008 the County has been mapping parcels in-house using the core data structure of the Von Meyer/ESRI Parcel Data Model. A view of our existing parcel mapping and related PLSS and survey framework information is available via our online interactive GIS map, <http://www.vernoncounty.org/webgis/VCGISPublicWM/>.

Primary objectives of this project are to meet requirements of the Wisconsin Land Information Program (WLIP), and to comply with the requirements of a FEMA grant that Vernon County has received for the update of the County's Hazard Mitigation Plan. For the FEMA grant, Vernon County must complete county-wide parcel mapping by the summer of 2019. Completing parcel mapping of the seven incorporated villages that have not been mapped will help Vernon County achieve these objectives. To date 70% of the parcels listed on the tax assessment roll have been mapped. We will be completing the mapping of the remaining unincorporated areas in-house.

In addition to completing our parcel map coverage, we will use the delivered parcel fabric to test, evaluate, and become familiar with the parcel fabric environment and editing tools. If we determine that implementation of the parcel fabric will be more beneficial than our current parcel maintenance workflow, we plan to begin migrating our existing parcel map data into the parcel fabric following completion of this project.

We envision that the general production workflow will be similar to the following:

- With County input, the selected vendor will set-up and configure a master parcel fabric geodatabase template and implement any suggested/recommended enhancements such as annotation or additional attributes not present in the "out-of-the-box" fabric schema.
- Control points provided by the county for PLSS corners and other survey block and/or lot corners will be entered into the fabric.
- The tax assessment roll will be used as a working list for the parcels to be mapped.
- PLSS framework, parcels, surveys, and subdivision plats would be entered into the parcel fabric and corresponding attributes will be populated.
- A quality control check will be performed to ensure all of the parcels in the given village that are on the tax assessment roll have been mapped (excluding any "dummy", historical, or "assessed with" parcel records).
- The County will receive periodic delivery of a copy of the production parcel fabric for import into the County master parcel fabric geodatabase.



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Access to the parcel records, deeds/documents, surveys and subdivision plats that will be needed to perform the mapping would be via the County's online GCS Web Portal, <http://www.vernoncounty.org/GCSWebPortal/> and online survey records, <http://www.vernoncounty.org/GIS/index.htm>. The selected vendor will be required to sign an agreement with the Vernon County Register of Deeds that they will not sell or redistribute copies of any of the documents accessed via the GCS Web Portal.

The Village of Chaseburg will be used as an initial pilot delivery area to determine if any adjustments to the fabric structure and/or mapping procedures are needed before proceeding with the mapping of the remaining villages. After a final master parcel fabric geodatabase structure is implemented and the Village of Chaseburg is complete the County will load it on the County's GIS server. As additional villages or parts of them are mapped, it is anticipated that the County will receive periodic delivery of the vendor's parcel fabric geodatabase from which we can append the new mapped area into the County's master geodatabase.

## 2. PROJECT SCOPE

The scope of this project requires that all of the parcel map production be performed within the parcel fabric data structure. Mapping into another data structure and then converting to the fabric will not be acceptable. The ESRI Local Government Information Model must be enabled on the parcel fabric so that the associated parcel types, attribute fields, plans and domains are present in the parcel fabric tables that reflect the editing requirements of local government parcel maintenance. All current parcel records in the tax assessment roll for each village shall be mapped.

The villages to be mapped and the desired priority mapping order are as follows:

- Chaseburg – approx. 213 parcels (pilot area to be completed first)
- Coon Valley – approx. 437 parcels
- Ontario – 340 parcels
- La Farge – 579 parcels
- Viola – 176 parcels
- Stoddard – 530 parcels
- Genoa – 179 parcels

The total number of parcels to be mapped is approximately 2,454.

Vernon County maintains parcel and other GIS data in SQL Express Geodatabases. The delivered parcel fabric data must be delivered in a geodatabase format that allows for loading/appending new mapped areas into the County's master ArcGIS Version 10.5 parcel fabric geodatabase. The NAD\_1983\_HARN\_WISCRS\_Vernon\_County\_Feet coordinate system should be used for the parcel fabric geodatabase.



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Besides the system attributes that are automatically populated in the fabric, the following minimum attributes are anticipated to be populated/coded in the delivered parcel fabric:

- For Parcel Polygons: parcel identification number (PIN), calculated acres, type (e.g. normal, gap, ROW, etc...)
- For Control Points: name, survey date, type (e.g. PLSS corner, block corner, lot corner, etc...), **description (e.g. ¾" IB, Lunde, 2" IP, etc...)(a description attribute may be a desired addition)**
- For Points: type (e.g. block corner, lot corner, etc...), **description (e.g. ¾" IB, Lunde, 2" IP, etc...) (a description attribute may be a desired addition)**
- For Lines: type (if subtypes are applicable), category (coded using the system internal line categories)
- For Plans: plan name, description, survey date, legal date, for recorded subdivisions & CSMs document number

Vernon County anticipates that some additional modifications to the standard parcel fabric attributes may be suggested/recommended. Please indicate in your proposal any additional suggested attributes that you would include in the implementation of this project. It is expected that during the initial stages of parcel development in the pilot area (i.e. Village of Chaseburg) the selected vendor will work closely with the County to finalize a parcel fabric data schema that will be used to finish the project.

Vernon County will provide the following information to the selected vendor for completing the mapping project:

- Control points to be used (e.g. PLSS corners, any block corners chosen by county)
- Spring of 2015 acquired natural color, leaf off, 6" ground pixel digital orthophotography for each area to be mapped in .sid or .tiff format
- Online and/or digital access to all required deeds, plats/maps of survey, certified survey maps (CSMs), subdivision plats. For deeds, CSMs, and subdivision plats, the selected vendor will be provided at no charge with a user account to retrieve/view digital copies of these documents through our online GCS web portal, <http://www.vernoncounty.org/GCSWebPortal/>. Plats of surveys in pdf format are available in our online survey files, <http://www.vernoncounty.org/GIS/index.htm>.
- An index of subdivision plats in a pdf document (see note below)
- Digital (i.e. pdf) and/or hardcopy print out of the tax assessment roll for each village & a database file of parcel records for the villages in MS Access format (see note below)
- The Land Information Office will provide assistance in reviewing/resolving situations that arise where neighboring legal descriptions are in significant conflict with each other and may need additional research to properly map

Note: Copies of these materials may be requested for proposal preparation from the Land Information Office.



### 3. PROPOSAL GUIDELINES

Proposals should be organized into the following sections:

#### 1. Company Overview

- ✓ include a link(s) to the company webpage where additional information about the company can be reviewed

#### 2. Project Staffing

- ✓ provide a listing of and description of the qualification/experience of all staff that will be performing work on this project
- ✓ identify the lead/primary contact person for the project and provide complete contact information for this individual

#### 3. Parcel Fabric Experience

- ✓ provide a description of the company's parcel fabric experience
- ✓ list 3-5 recent references for parcel fabric projects

#### 4. Proposal for Conducting the Village Parcel Fabric Mapping Project

- ✓ provide a description of your general parcel map development process including your ability to work with the source resources described in the project scope section above
- ✓ explain any quality control/completeness procedures that will be used
- ✓ If applicable, include a subsection of any recommended enhancements to the parcel fabric data structure and/or attribute inclusion that is not part of the standard ESRI structure
- ✓ describe any training, on-site/web meetings, webinars, etc... that you would include as part of the project
- ✓ provide a proposed project delivery & billing schedule

#### 5. Cost Proposal

- ✓ provide an overall lump sum cost proposal for the entire project
- ✓ provide an associated per parcel cost figure that will be used for incremental billing of the delivered completed mapped areas

The proposal should be signed and dated by an official agent or company representative with a statement indicating how long the proposal is good for.

For this project Vernon County will not allow the selected vendor to outsource or subcontract any of the work to be performed.

Final contract terms and conditions will be negotiated upon selection of the vendor. All contractual terms and conditions will be subject to review by the County's Corporation



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Counsel and will include scope, budget, schedule, and other necessary items pertaining to the project. Vernon County reserves the right to reject any and or all proposals.

Three (3) copies of the proposal should be submitted for use by the reviewers.

Questions about the project or this RFP should be directed to Doug Avoles, the Vernon County GIS Coordinator, 608-637-5314, [davoles@vernoncounty.org](mailto:davoles@vernoncounty.org). The Land Information Office hours are M-F, 8:30 am to 4:30 pm CST.

### 4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

#### RFP Timeline:

**Sealed proposals are due by 4:30 P.M., Friday, June 9, 2017.** Late proposals and/or emailed proposals will not be considered. **Three (3) copies** of the proposal should be provided and submitted in a single envelope/package. Envelopes/packages should be clearly marked on the exterior with “**2017-2018 GIS Based Parcel Fabric Mapping Project - Remaining Incorporated Villages**” and be mailed or delivered to:

**Attn: Doug Avoles  
Vernon County Land Information Officer  
Rm 310 Courthouse Annex  
Viroqua, WI 54665**

All proposals will be opened at the **June 13** Land Information Council meeting and will be reviewed and evaluated by the GIS Coordinator, the Real Property Lister, and a Council member over the following two weeks. The selection of a preferred vendor will be brought to the **July 11** Land Information Council meeting for final approval.

If additional information or discussions are needed with any of the respondents during this time period, the respondents will be contacted via email or phone as appropriate.

It is anticipated that a selection will be made and approved by **July 14** and a contract for the project is anticipated to be completed by **July 31**. It is anticipated that an announcement of the selected vendor for the project will be sent to all RFP respondents by **July 21**.

#### Project Timeline:

Anticipating that a contract will be in place by **August 1, 2017**, we believe that it is reasonable for the pilot area (i.e. Village of Chaseburg) to be completed by **October 31, 2017**.

A schedule for periodic deliveries of completed areas will be negotiated during project contract development.

The completion of the entire project and all final deliveries will be due by **December 31, 2018**.



## 5. PROPOSAL EVALUATION CRITERIA

While this mapping project is primarily a production process that should be very similar between responding vendors, there are several additional factors that will be considered in determining the final selection.

Obviously the overall cost will be the primary consideration. Other factors that will be considered during our selection process will be successful parcel fabric mapping experience, positive reference checks, and what are deemed the best proposed procedures. Ultimately the final selection is going to be based on what Vernon County believes to be the most benefit for the cost.

If necessary because of a “tie” between the top respondents, the county may conduct phone interviews to help make the final selection for the project.