

## **REQUEST FOR PROPOSALS**

### **Department of Transportation SMART Project Implementation**

#### **GIS Software, Hardware, Training & Support Services**

**RFP Number:** SMART Two

**Issuance Date:** January 29, 2024

**Closing Date:** February 15, 2024 at 5 pm CST

**Contact Person:** Debra Ohlde

**Contact Email:** [communitydevelopmentadvisor@ncrpc.org](mailto:communitydevelopmentadvisor@ncrpc.org)

**Contact Phone:** 785-275-2499 – direct line; 785-738-2218 office main number

#### **Introduction:**

The North Central Regional Planning Commission (NCRPC), 109 N. Mill St., Beloit, Kansas 67420, as recipient of a Department of Transportation SMART (Strengthening Mobility and Revolutionizing Transportation) Grant entitled Smart Counties in Kansas (Grant), seeks to purchase software, hardware and training related to implementation of GIS support services at the NCRPC.

This program is funded by Federal funds and therefore is subject to rules and regulations attached herein as well as others which govern the program and are pertinent to 2 CFR 200. Proposals are due by **Thursday, February 15, 2024, at 5 PM CST** and will be reviewed for selection no later than Friday, February 20, 2024. The selected contractor must be able to begin work on the project by March 1, 2024.

**Project Description Summary:** SMART Counties in Kansas proposes to prototype the use of drone technology for transportation asset monitoring in concert with a GIS-based platform that integrates local infrastructure assets. The goal of this project is to provide innovative data monitoring of asset conditions and inform technical solutions for rural infrastructure management in Kansas. The scope of this RFP is GIS software and licensing for the NCRPC, staff training, and technical support.

The full SMART Grant project description is available at the NCRPC Website <https://www.ncrpc.org/federal-transportation-funding-announced-for-north-central-kansas/>

### **Scope of Services Requested:**

NCRPC is seeking a contractor to provide GIS software and licensing, NCRPC staff training to utilize the software, and provide technical support for hardware, software and technical support related to GIS utilization. The contractor need not necessarily be the owner of the GIS software platform specified. Additionally, the contractor will need to have the capability of ongoing technical support and training options.

- a) Providing a fully functional GIS software platform with either an organization-wide license (costs cited should refer to either the outright purchase of the software with an unlimited license, or the annual licensing fee for the parameters noted) or for six (6) individual licenses. Any technical and account support inherent in the software license should be specified.
- b) Training options for six (6) individuals to develop specified levels of GIS proficiency. It is recommended that proposals include 2-3 cost scenarios detailing different parameters such as:
  - Implementation cost (incl. cloud-based, local, or other solutions)
  - On-site, remote, or combined training options
  - On-going support costs
  - Varying timeline/number of days' training for expected outcomes of basic, intermediate and advanced GIS proficiency
  - Specific areas of expertise to be developed
  - Options for post-contract training
- c) Recommendations for any hardware needs for optimal use of the software and needs of the training.
- d) Options for ongoing technical support if not specified above

### **Mandatory Requirements:**

- Bidder must provide resumes for all personnel identified in the response
- Bidder must provide three references of similar projects and work with federal grant projects
- Experience with GIS platforms and training
- Experience with drone technology
- Cloud-Based and/or on-premise solution

### **GIS Software Requirements**

- All bidders must complete the attached 'GIS Software Requirements' spreadsheet.

### **Project Specifics:**

**Questions** concerning project specifications can be directed to:

- Deb Carlson Ohlde, Community Development Advisor
- **Contact Email:** [communitydevelopmentadvisor@ncrpc.org](mailto:communitydevelopmentadvisor@ncrpc.org)
- **Contact Phone:** 785-275-2499 – direct line; 785-738-2218 office main number

### **Addendum(s):**

Addendums to this RFP may be issued. If any, they will be posted on the NCRPC website by noon (CT) on February 12, 2024. Any contractor who has asked to be notified directly of addendums will be notified no later than that same time.

### **Contract Start Date:**

March 1, 2024 – negotiable by request, but no later than March 15, 2024

### **Contract End Date:**

December 31, 2024

Following proposal reviews the NCRPC may conduct telephone interviews. If the latter are deemed necessary, the internal Project Committee will rank the Contractor proposals based on ability and on price. The NCRPC reserves the right to reject all proposals and to negotiate the work plan and fees with the selected contractor.

### **Budget and Contract:**

The North Central Regional Planning Commission (NCRPC), as the grant recipient, will enter into a contract with the successful contractor.

Contractors will outline proposed costs including personnel, fringe, travel (if proposed), and indirect costs as part of their proposal – see more below.

All portions of this RFP will become part of the contract between the NCRPC and the contractor.

### **Directions for Submission of Proposals:**

Interested individuals, firms and/or organizations are to submit their proposals to the following:

#### **Email (preferred method):**

- Submit via email to Deb Ohlde at [communitydevelopmentadvisor@ncrpc.org](mailto:communitydevelopmentadvisor@ncrpc.org)
- All document attachments must be in PDF format

It is the sole responsibility of the contractor to make certain the email was received in its entirety by the deadline.

**Fax:**

Proposals may also be faxed to Deb Ohlde at 785-738-2185. It is the sole responsibility of the contractor to make certain the fax was received in its entirety by the deadline.

**Mail: MUST BE RECEIVED BY FEBRUARY 15, 2024 5 PM CST DEADLINE; POSTMARKED BY THAT DATE IS NOT SUFFICIENT**

For those preferring to reply by mail, please use the following address:

Attn: Deb Carlson Ohlde  
North Central Regional Planning Commission  
109 N. Mill Street, P.O. Box 565  
Beloit, KS 67420

**Proposal Criteria:**

Proposals must show the contractor holds appropriate qualifications and/or experience reflecting the services needed; illustrate they have provided services similar to those specified herein; and, at a minimum, include the following information:

1. Contractor name and address.
2. Brief history of operation and range of service capabilities.
3. Resumes of all principals and professional support staff involved, demonstrating qualifications and related experience and expertise.
4. No less than **three (3)** references, including contact information and a brief description of the project service(s) provided.
5. Proposed work plan that includes the anticipated timeline and milestones for each element of the contract areas identified above.
6. Completed 'GIS Software Requirements' spreadsheet (included with RFP).
7. Proposed cost along with a cost justification.

Proposals should be no more than **5 pages in length, single spaced, 12 point Times New Roman, Calibri, or Arial font**. This page limit does not include attachments. Resumes and references would be considered attachments.

**Proposal Scoring:**

NCRPC will review responses and prioritize and rank proposals for project support and implementation. The maximum total score possible is **100 points**.

- Qualifications & Capabilities with GIS Implementation (10 pts)
- Qualifications & Capabilities for meeting specified software requirements (10 pts)
- Demonstrated knowledge and experience in specified GIS software and training (20 pts)
- Responsiveness to RFP – ability to meet start date requirements and provide realistic timeline/milestones (10 pts)
- References (10 pts)

- Cost proposal, budget proposal (40 pts.)

**DEADLINE: 5 PM (CST), Thursday, February 15, 2024.**

**NO exceptions** will be made regarding the due date and time above. It is the sole responsibility of the contractor to make certain the response was received in its entirety by the deadline.

**Anticipated NCRPC RFP Review & Award Timeline**

- Review of RFPs - 2/15-2/20, 2024
- Invitations to demonstrate product - 2/26-2/27
- Product demos - 2/29 – 3/4
- Review and Scoring – 3/5
- Award Announcement & Contract Negotiations – 3/6-3/7

***Note:** NCRPC cannot be held responsible for any changes to this proposed schedule.*

**Notice of Award**

Notice of award letter or purchase order resulting from this RFP will be furnished to each successful contractor and shall result in a binding contract without further action by either party. NCRPC will draft and provide an agreement for services to be executed by both parties. No additions, deletions or changes of any kind shall be made to this contract without prior approval of NCRPC.

All entities awarded and/or entering contracts with the North Central Regional Planning Commission shall be subject to and required to comply with all applicable state and federal provisions pertaining to non-discrimination, Equal Employment Opportunity and Affirmative Action including, but not limited to the items below. Responsive contractors should be familiar with information listed at the [NCRPC procurement portal](#). Click on the drop down for the SMART program and general procurement obligations related to this opportunity.

**Program and Grant Award Specifics:**

This project is designated as a project that is not considered “projects for infrastructure” and will be subject to requirements of the Buy America Act (“BAA”) (Pub. L. No. 72–428, as codified at 41 U.S.C. §§ 8301–8303).

More information can be found here: [Guidance on Domestic Preference Requirements for the SMART Grants Program](#)

The North Central Regional Planning Commission (NCRPC) and all sub-recipients, contractors, successors, transferees, and/or assignees must comply with all applicable provisions governing DOT/OST's access to records, accounts, documents, information, facilities, and staff. In addition, NCRPC and all sub-recipients, contractors, successors, transferees, and/or assignees recognizes the requirement to comply with any program or compliance reviews, and/or complaint investigations conducted by DOT/OST, the requirement to keep records, reports, and submit the material for review upon request to DOT/OST, or its designee in a timely, complete, and accurate way. Additionally, the NCRPC and all sub-recipients, contractors, successors, transferees, and/or assignees must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. All program guidance and the requirements laid out in this RFP are hereby incorporated into any contract entered between the NCRPC and all sub-recipients, contractors, successors, transferees, and/or assignees.

*Included as requirements are the following which is not an all-encompassing list –*

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

**A. Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 C.F.R. Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 C.F.R. Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. Parts 37 and 38;

- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 et seq.)
- *Workplace Safety*: In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving (Oct. 1, 2009) and DOT Order 3902.10, Text Messaging While Driving (Dec. 30, 2009), the Recipient, subrecipients, contractors, and subcontractors are encouraged to:
  1. adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving—
    - Company-owned or -rented vehicles or Government-owned, leased or rented vehicles; or
    - Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.
  2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as—
    - Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
    - Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

**Additional Requirements:**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest agrees as follows:

**1. Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, Maritime Administration (DOT/OST), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**2. Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21.

**3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

**4. Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or DOT/OST to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or DOT/OST, as appropriate, and will set forth what efforts it has made to obtain the information.

**5. Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or DOT/OST may determine to be appropriate, including, but not limited to: a. withholding payments to the contractor under the contract until the contractor complies; and/or b. cancelling, terminating, or suspending a contract, in whole or in part.

**6. Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or DOT/OST may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

#### **Termination of Contract**

**Contract is subject to termination by either party with 60 days' notice.**



**Conflict of Interest**

The Invitation to Bid hereunder is subject to the provisions of the Kansas Statutes. All suppliers must disclose with the bid the name of any officer, director or agency that is also an employee of North Central Regional Planning Commission or any of its agencies. Further, all suppliers must disclose the name of any Employee who owns, directly or indirectly, any interest of twenty-five percent (25%) or more in the supplier's firm or any of its branches.

**NCRPC SMART GRANT  
GIS Software Requirements**

| Capability                           | Description  | Y/N | Bidder Response & Description of Capability | Associated Costs |
|--------------------------------------|--|-----|---|------------------|
|                                      | Includes functions like Extraction, Overlay, Calculating Field, Pairwise Overlays, Buffer, Spatial Joins, Intersects, etc. |     |   |                  |
| Image Analysis Toolbox               | Change Detection, Classification & Pattern Recognition, Map Algebra, Motion Imagery, & Synthetic Aperture Radar            |     |   |                  |
| Cartography Toolbox                  | Cartographic Refinement, Annotation, & Map Series  |     |   |                  |
| GeoAI Toolbox for Training AI Models | Works with Geospatial & Tabular Data, and includes Features like ImageryAI and TimeSeriesAI                                |     |   |                  |
| Public Transit Toolbox               |  |     |   |                  |
| Data Import/Export                   | Import Parcel Data   |     |   |                  |
| Map Creation & Inspection            | Public Transit, Street Networks, Roads, Highway Systems  |     |   |                  |
| ModelBuilder                         | Build & Edit Geoprocessing Models  |     |   |                  |
| Geocoding                            | Image Enhancement, Geographic Feature Overlays, Topology Processing, Data Analysis/Conversion                              |     |   |                  |
| Route Optimization                   |  |     |   |                  |
| API Utilization                      | Application Programming Interface for Geocoding & Maps   |     |   |                  |
| Geoprocessing                        | Data Translations  |     |   |                  |