

# REQUEST FOR PROPOSAL (RFP) #2018-234

## Tax Map Maintenance

Finance Department, Real Property Division  
Oneida County, NY



**Issuing Agency:** Oneida County Purchasing Department  
On behalf of: Finance Department, Real Property  
Division

**Mailing Address:** Oneida County Finance Department  
Real Property Division  
c/o Kathy Pilbeam  
800 Park Avenue  
Utica, NY 13501

**Issuing Date:** May 4, 2018

**Response Deadline:** June 15, 2018 (delivery by mail required)

**Contact Person:** Kathy Pilbeam, Real Property Director  
Finance Department, Real Property Division  
Telephone 315 798- 5750  
Fax 315 798-8371  
Email [kpilbeam@ocgov.net](mailto:kpilbeam@ocgov.net)

# REQUEST FOR PROPOSALS – TAX MAP MAINTENANCE

## **Introduction**

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The Oneida County Finance Department, Real Property Division (“RPD”) is soliciting proposals from firms that have the ability to perform the services herein described. Prospective proposers must submit both a technical and a cost proposal of the project, based on the requirements described herein. Based on a competitive review of the submissions provided by 4:00pm, June 15, 2018 a firm will be selected to begin work on September 1, 2018. Submissions will be accepted via US Mail, UPS or Federal Express shipping services. Final selection will be based on price, number of employees and number of years those employees have in software currently being used by county, and other factors. Contract award will be dependent upon appropriation of funds.

## **Background**

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Oneida County (“County”) is an Upstate New York County at the foothills of the Adirondack Mountains. Both urban and rural landscapes are present across Oneida county comprising 26 towns and 3 cities, and 16 villages. RPD maintains tax parcel records for all property owners within Oneida County. The County contains approximately 105,000 tax parcels. Maintenance of property ownership information is part of the Geographic Information Systems (“GIS”) driven map maintenance.

New York State Assessment Improvement law (Laws of 1970, Chapter 957) requires regular updates to the tax maps to reflect changes in ownership boundaries. The rules and regulations applying to tax map preparation and maintenance are part of the “New York Codes, Rules and Regulations” Title 9, Subtitle F, Chapter 1, Part 189. This regulation must be met as part of this project.

Other County GIS activities are occurring using ESRI’s, ArcGIS at this time and that is the platform we must adhere to in order to integrate with other County resources.

## **Scope**

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At this time RPD is soliciting cost proposals from various vendors for this effort.

This project is intended to:

- 1) Provide weekly maintenance to tax maps for ~105,000 parcels, in a geodatabase format ArcGIS 10.x software. All tax parcels, municipal boundaries, special districts, sections and blocks are to be maintained as polygon areas in a spatial data structure.
- 2) Allow for tax maps, as required by law, to be able to be produced (as a paper copy, electronic file and/or through the internet) in an efficient and cost effective fashion.

- 3) Maintain both the spatial data that make up the tax maps and the related real property information associated with the tax parcels.
- 4) Perform maintenance on information including but not limited to recorded deeds and Real Property forms (RP-5217) filed at the Oneida County Clerk's Office as PDF files.
- 5) Create new parcels from both deed descriptions and possible survey maps, if any, recorded in the Oneida County Clerk's Office.
- 6) Provide changes to the tax maps to RPD electronically in an ArcGIS 10.x format compatible with the RPD's current tax mapping platform and version of AcrGIS.

## **Requirements**

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1. The vendor shall maintain the following data layers within the database: parcels, annotation, common ownership (land hooks), sub-lots, block limit lines, section boundaries.
2. The vendor shall maintain a single, full-county feature layer in the database for each of the following: great lots, school districts, fire districts, water districts, municipal bounds, hydrographic data.
3. The vendor shall provide maintenance to a geodatabase for parcel editing in which the vendor's GIS Technician will perform ongoing modifications.
4. The vendor shall maintain map layouts for all tax map sections and existing index sheets. This may be in the form of templates, scripts and/or macros to allow for tax map preparation, update and printing within ArcGIS 10.x. The tax map hardcopy generation shall be an automated process. Tax maps shall adhere to the NYS Taxation and Finance tax map guidelines (available at [www.tax.ny.gov](http://www.tax.ny.gov)).
5. The vendor shall provide tracking of changes to the tax maps and allow at least the last five changes to be printed on the tax maps as a revision history.
6. The vendor shall perform edge matching as necessary.
7. The vendor shall perform weekly maintenance, including but not limited to creating new parcels and/or making parcel boundary revisions by reading and reviewing the property(ies) as described in property deeds or depicted on survey maps and thereafter electronically transfer those changes to the County RPD on a weekly basis.
8. Maintenance will be performed in the order of the recordation of the property deeds in the Oneida County Clerk's Office unless otherwise directed by County RPD.
9. The vendor shall **not** provide delivered products that require the County to purchase additional hardware or software.

10. The vendor shall provide support calls or emails with questions relating to the tax maps within a 48 hour time frame.
11. The vendor shall obtain and maintain insurance to protect the vendor and Oneida County from claims under the Workers' Compensation Law and such comprehensive general liability insurance to protect Oneida County and the vendor from all claims of bodily injury, death or property damage that could arise from the performance by the vendor or by the vendor's employees or consignees for the vendor's functions and services required under the vendor/County agreement which may result from this procurement process.

## **Term of Engagement**

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The initial term of the agreement will cover the fiscal periods of September 1, 2018-August 31, 2019, September 1, 2019-August 31, 2020 and September 1, 2020-August 31, 2021 and may be renewable annually for two (2) additional one (1) year terms (covering the fiscal periods September 1, 2021-August 31, 2022 and September 1, 2022-August 31, 2023) at the sole discretion of the County. The County reserves the right to terminate the agreement at any time through the initial term (or thereafter) with appropriate notice to the successful vendor.

## **Insurance**

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The vendor shall procure and maintain insurance for claims that could arise in connection with the performance of the work performed hereunder by the vendor, e.g., claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work performed hereunder by the vendor, its agent's representatives, or employees. Evidence of insurance, preferably with original certificates and copies of amendatory endorsements, including but not necessarily limited to coverage for automobile liability, commercial general liability, workers' compensation coverage, and professional liability insurance appropriate to the consultant's profession, should be submitted with the proposal. Insurance coverage and limits, including evidence of professional liability insurance coverage with respect to the work performed for the county is required, will be a part of the evaluation and selection process, and should be included in the proposal. The vendor's insurance coverage shall be primary insurance as respect to the County. Any insurance, self-insurance, or other coverage maintained by the County shall be excess of the vendor's insurance and shall not contribute with it. The vendor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days written notice by certified mail, return receipt requested, has been given to the County. Preference is that insurance should be placed with carriers with a current A.M. Best rating of not less than A.

The above are suggested minimum requirements. Insurance requirements with the awarded vendor are subject to final negotiations.

## **Proposal Content**

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To be considered, three (3) copies of the proposal shall be submitted **by 4:00 pm on June 15, 2018** via US Mail, UPS or Federal Express shipping services to:

**Attention: Kathy Pilbeam**  
**Tax Map Maintenance Proposal**  
**Oneida County Finance Department**  
**800 Park Avenue**  
**Utica, NY 13501**

Respondents may be notified on or about the week of July 16, 2018 with the results of our qualification based review process.

Proposals are to contain, at a minimum, the following:

1. A profile of firm/individual, including contact information (please limit to 1 page);
2. A list of similar project experiences, including year completed and client contact information;
3. Resumes of the Project Manager and key staff, especially those who will work on the project (if known);
4. A description of the project approach (please limit to 2 pages);
5. If any portion of the project cannot be performed in-house, describe that portion and provide a profile of the selected sub-contractor;
6. The total cost;
7. Proof of the vendor's insurance coverages; and
8. Any other information deemed appropriate and which demonstrates the vendor's ability to satisfactorily perform the work described herein.

The County reserves the right to: amend, modify or withdraw this RFP; require supplemental statements of information from proposals; extend the deadline for responses of this RFP; reject any or all proposals received pursuant to this RFP; waive or correct any irregularities in proposals received after prior notice to the preparers; negotiate separately with other competing proposals and award a contract to the selected proposal.

This RFP does not commit the County to award a contract, to pay the costs incurred in preparing any response to this RFP, or to procure the services described herein. All proposals are submitted at the sole cost and expense of the vendor, including the cost of developing the study area example. The County shall incur no liability or obligation to any vendor except pursuant to a written contract for services, duly executed by the vendor and an authorized signatory for Oneida County. The accepted proposal will become the scope of work for the contract executed between the County and the vendor submitting the accepted proposal.

To be considered, vendors must submit a complete response to this RFP, meeting the requirements described herein. For this RFP, the proposal must remain valid for at least six (6) months from the date of the response deadline. The contents of the proposal of the successful vendor will become the bases for the contractual obligations if a contract for vendor services is executed.

## **Evaluation Procedures**

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### Review Process:

All proposals will be reviewed by the Commissioner of Finance and possibly other County personnel. The County reserves the right to waive non-material deficiencies in any proposal. Proposals will be evaluated based on what is deemed to be in the best interests of the County.

### Selection criteria include:

- Completeness and responsiveness to the requirements of the RFP.
- Experience, level of involvement and expertise of key personnel.
- Expertise of firm including competency in providing the services to other governmental entities including New York State Municipalities.
- Cost of services.
- Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted.

All criteria are of equal significance and proposals will be scored qualitatively using the following methodology:

*Excellent = Exceeds expectations*  
*Good = Above expectations*  
*Fair = Meets expectations*  
*Poor = Does not meet expectations*  
*N/R = Non-responsive*

A short list of finalists may be developed and firms may be interviewed after the proposals are received.

If interviews are held, they could be expected to last at least 30-45 minutes and the key person to be assigned to this project should be present at this interview.

The County expects to begin its review of all proposals and select the tentative vendor soon after the receipt of proposals. If necessary, the County may extend that review period.

Selection as the preferred proposal does not provide any contract rights to the vendor. Any such rights shall accrue only if and when the County and the vendor execute a binding contract. The County reserves the right to negotiate with the successful vendor in any manner necessary to best serve the interests of the County. If the County fails to reach an agreement with a desired vendor, the County may commence negotiations with an alternative vendor or reject all solicitations and reinstitute the RFP process.