



**Department of Public Works  
Engineering Division  
One North San Antonio Road  
Los Altos, California 94022-3087  
Tel: (650) 947-2780  
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February 10, 2016

**SUBJECT: Request for Proposal – Professional Services for Geographic Information Systems (GIS) Update Project WW-01008 (WW0100816)**

You are invited to submit proposals to provide professional services for Geographic Information Systems (GIS) Update Project WW-01008 (WW0100816) as outlined herein and delineated in the enclosed Scope of Services. Proposals are due to the office of the City Engineer **before 4:00 P.M., Friday, March 11, 2016.**

### **PROJECT REQUIREMENTS**

The City of Los Altos is soliciting proposals from qualified technical service providers to develop and customize a new GIS infrastructure (that includes but not limited to replacing the current system, migrating all existing City GIS layers, databases and information into the new platform), provide ongoing updates and maintenance of the system, and provide trainings and technical support for City staff.

The work also involves development of new GIS data layers, additional parcel/utility attributes in the GIS database for the City's web-based GIS application, and other systems improvements. A detailed scope of services for the projects is outlined in the attached SCOPE OF SERVICES.

### **TIME SCHEDULE**

A proposed time schedule for each project and each task is defined in the attached SCOPE OF SERVICES. This schedule shall be reviewed with respect to the level of effort expected for each task. The technical service provider's proposal should include a statement, indicating adherence to the proposed schedule or provide a revised schedule in the proposal.

### **INSURANCE REQUIREMENTS**

The technical service provider will be required to maintain insurance coverage for Personal Injury and Worker's Compensation, with the City of Los Altos named as "Additional Insured." The consultant shall obtain a City of Los Altos Business License.

### **FEE SCHEDULE**

Not to exceed fees should be listed in the Fee Schedule for each task for each project. Payment for work completed will be based on progress to date for each task as described in the Scope of Services. The technical service provider should include costs for attending meetings, site visits, travel expenses, and all other project related expenses such as delivery services, printing costs, etc. in the fees submitted for each task.

### **PROPOSALS**

Please submit eight (8) copies of the proposal incorporating all requirements set forth in the RFP along with a statement of qualifications for undertaking the proposed services. At a minimum, the RFP shall include the following: a) Experience doing similar work in other jurisdictions, b) References, c) Bio of personnel on the project and identification of the primary individual that the City would contact, and d) Insurance requirements.

Please define the proposed work and the completion schedule in the form of Exhibits "A" and "B" respectively to your proposal. The Fee Schedule shall be submitted in a sealed envelope as Exhibit "C".

The City will evaluate each of the technical service provider's qualifications and will conduct interviews with the technical service provider that demonstrates the best qualifications for the proposed services. From this evaluation and the possible interviews, the City will select a technical service provider and negotiate a fee for the services delineated in the RFP. The technical service provider must be ready to execute a standard Agreement for Consultant Services (draft version is attached) within ten (10) days of award of the project. The proposal submitted in response to this RFP will be included as part of the Agreement with the selected technical service provider.

If you need assistance or have questions, please call me at (650) 947-2622 or email me at [vwoo@losaltosca.gov](mailto:vwoo@losaltosca.gov).

Sincerely,

Vency Woo  
Engineering Technician

Enclosures:

- (1) Scope of Services
- (2) Agreement for Consultant Services (draft version)