

Request for Qualifications

GEOGRAPHIC INFORMATION SYSTEMS (GIS) IMPLEMENTATION & SUPPORT SERVICES

Introduction

The Greater Peoria Sanitary and Sewage Disposal District (GPSD) will receive statements of qualifications for Geographic Information Systems (GIS) Implementation & Support Services at its office located at 2322 S. Darst St., Peoria, IL. Submittals must be received by February 23, 2024, at 3:00 PM CST. No submittals will be accepted after that time unless such date or time is extended pursuant to an addendum issued by GPSD. GPSD reserves the right to waive any informality or irregularity in any submittal, to reject any or all submittals, and to negotiate with the most apparent qualified proposer to such extent as may be beneficial to GPSD.

a. Timeline

January 25, 2024	Request for Proposal released
February 23, 2024	Submittals Due
March 1, 2024	Notice of Interviews (if required)
March 11-15, 2024	Interviews (if required)
March 20, 2024	Selection Announced

b. Modifications

GPSD reserves the right to modify or alter the schedule of events to such extent as may be beneficial to GPSD.

Objective

GPSD is requesting statements of qualifications relating to Geographic Information Systems (GIS) support and services, including GIS analysis, data management, mapping, GIS web applications, staff technical support and GIS infrastructure management, upgrades, and maintenance to support a variety of operations at GPSD.

Scope of Work

The scope of work for this project will include the following tasks, responsibilities, and deliverables.

Administrative Services

- A dedicated GIS project manager
- An annual general GIS assessment (onsite)
- Quarterly GIS planning meetings (onsite)

- Monthly GIS check ins
- Review of existing licensing, users, data, and GIS workflows
- Correspondence with other agencies for obtaining or exchanging pertinent GIS data

Software Services

- Administration of ArcGIS Enterprise, ArcGIS Desktop and Portal environments
- Setup, deployment, training, and support of any Esri Field Applications
- All ArcGIS upgrades

Data Configuration and Maintenance

- Maintenance and updating of GIS layers, Web Maps, and Web Mapping Applications
- Configuration of ArcGIS Solutions
- Configuration workflow solutions using ArcGIS Applications
- Creation and maintenance of an internal GIS data viewer Web Mapping Application
- Creation and maintenance of an external GIS data viewer Web Mapping Application
- Routine updates to all feature services
- Use of Central Square Enterprise Asset Management (Lucity) tools for feature creation and coordination with GPSD Asset Management Staff

Data Requests

- Response to digital GIS data requests from outside entities
- Coordination with 3rd party software vendors requesting GIS access or information
- Creation of special purpose Web Maps for special projects
- Creation of custom printable maps for special projects

Support

- On call remote GIS technical support available M-F 8:00AM-5:00PM Local Time
 - Troubleshooting GIS applications
 - Editing workflows
 - Addressing Software issues and bugs
 - Supporting Esri Field Applications
- Remote GIS training for web, desktop, or mobile applications (up to 8 hours per month)
- Support of Trimble GNSS equipment with ArcGIS Field Maps

Specialty Services

- GIS strategic planning for evaluation of the Esri platform including but not limited to:
 - ArcGIS Enterprise maintenance and administration including branch versioning
 - Utility Network data migration and maintenance

Eligibility and Qualifications

To be considered for this award, respondents must be able to comply with the following:

- Eligible to conduct business in the State of Illinois
- A minimum of ten (10) years of experience in delivering services delineated in this RFQ and to customers of similar needs as outline herein
- Project manager must have at least five (5) years of experience and be a certified GISP professional
- Must have the following Esri technical certifications:
 - ArcGIS Desktop Certified
 - ArcGIS Enterprise Administration
 - ArcGIS API for Python

Technical Specifications

Selected firm shall have experience in providing review, planning, implementation, and configuration of the following technical components:

- ArcGIS Enterprise system architecture including:
 - ArcGIS Online
 - ArcGIS Enterprise
- Third party integrations (ie. asset management, maintenance management systems, billing & invoicing)
- Esri Enterprise Extensions including, but not limited to:
 - Utility Network
 - GeoEvent
 - Monitor
 - Indoors
 - Notebook Server
- Enterprise database type(s) and structure
- Hosted Maps & Apps
- Data/user organization (groups, content standards, etc.)
- User access, security, authentication methods and permissions
- Existing Enterprise system performance monitoring
- Disk optimization and content management
- Backup strategy and disaster recovery
- GIS system security setup and configuration
- Hardware resource specifications and recommendations
- Editing environment including number of users, desktop users, editors vs viewers
- Database management experience with ArcSDE databases in MS SQL Server

Software and hardware specifications

GPSD uses Esri's ArcGIS platform exclusively for all of their GIS work. The selected firm must be well-versed in all aspects of the Esri platform including the technical expertise to install, deploy, configure, expand upon, and maintain the entire platform.

Interviews

Interviews may be required of selected finalists at their expense. If an interview is required, the selected finalists will be notified of the date and time of the interview process in accordance with the schedule listed under the Timeline section of this RFQ.

Submittal Requirements

Include the following information

- Name, size and description of the firm including the same information for any proposed team member firms. If a team is proposed, describe the role proposed for each firm.
- Location of the office(s) performing the work
- Name, address, telephone and email of the contact person
- The project team organization, the roles of individuals within the team, and resumes of the individuals within the project team
- Previous experience of the individuals, the firm(s) and the team on similar projects
- References for similar projects
- Any comments or additional information that you believe to be relevant

Elaborate or special presentation brochures are not expected. Please limit information on resumes, previous experience and project references to recent, relevant work within the last five (5) years. Submit two (2) bound copies and one (1) PDF digital copy via USB Drive. Faxed or emailed proposals will not be accepted.

Submit your proposal to:

Mr. Tim Leach, P.E.

Director of Engineering

Greater Peoria Sanitary District

2322 S. Darst Street

Peoria, IL 61607-2093

Phone: 309-272-4840

Email: tleach@gpsd.org

Questions may be addressed to Mr. Leach