

## TANGIPAHOA PARISH GOVERNMENT

### *Request for Proposals-GIS Planning and Coordination*

Tangipahoa Parish Government (the Parish) is interested in procuring the services of an experienced GIS Planning and Engineering consulting firm with appropriate government related project/program development experience and a proven track record in Geospatial strategic planning for use by various Parish departments and agencies. The proposed project/program will be developed in phases, with defined scopes of work and consultant fees/costs established per phase.

#### ***PART 1—Geospatial Planning Assistance***

The project scope of work, costs allowed, fees, and timeline will be determined by the Parish in relation to its approved LA. OCD office grant guidelines, federal and State regulations, and an acceptable proposal from the submitting Consultant. A fixed sum contract for project deliverables and scope of work, on a cost reimbursement basis per monthly invoice, will be negotiated with the selected firm for the project, with the actual fees for services subject to approval by the Parish Govt. in accordance with federal cost principles. The Parish will review any proposed fee and reimbursement tables provided by the selected consultant for cost reasonableness. A typical fee table for services and staff positions for this project must also be included as an appendix to the submittal.

Scope of work for this phase shall include the following:

#### **1. Geospatial Data**

- a. Utility Assets – Obtain data for water, stormwater, and wastewater systems in the Parish. Utilize existing maps and CAD drawings to develop initial GIS data sets, which can be augmented by future field surveying activities.
- b. Permit Locations – Create a point layer for permit locations that will allow for the integration with My Government Online.

#### **2. Web GIS and Mobile Application Development**

- a. Analytical and Situational Awareness Web Applications

- i. Several of the key local stakeholders commented about having the ability to analyze authoritative data for informed decision making, and to improve overall situational awareness. Typically, ArcGIS Dashboards and Experience Builder applications are the tools used for conducting geospatial analysis and overlaying a variety of map layers to provide situational awareness. The following list summarizes the findings from stakeholder interviews, and support performance management enhancements, and that can be requested and prioritized by the Parish for completion by the consultant.
1. Find concentrated areas of Animal Control activities to determine vaccination locations
  2. Monitor Code Enforcement cases in a dashboard and analyze the workflow to streamline processing time from the initial report to closing
  3. Develop a web application for viewing relative information when analyzing a potential site for Economic Development
  4. Configure an ArcGIS Situational Awareness viewer for Emergency Operations to understand the impact of a weather event and to determine priority areas for recovery
  5. Create a web application with analytical tools to perform advanced geospatial analysis for Mosquito Control
  6. Develop a web application for Permit & Planning to better understand installation reports and blighted property
  7. Monitor Permit & Planning inspector locations to increase efficiency, and identify patterns of permit issuance
  8. Incorporate authoritative reference data in a web application for informing decisions related to right-of-ways for Public Works/Engineering

b. Internal Mobile Application Development

i. During the interviews with key stakeholders there were several comments made concerning the development of or enhancement to mobile web apps utilized in the field. The following list summarizes those findings:

1. Record Animal Control trap and release locations, and vaccinations
2. Replace manual work order system for Drainage District
3. Conduct damage assessments by Emergency Operations staff
4. Enhance Fire District and Maintenance inspections with authoritative reference layers
5. Deploy Field Maps for improved asset data collection for Public Works/Engineering, Sewer, and Water

c. Real-Time Data

i. Situational awareness is key to an organization's understanding of its operations, and having access to view information in real-time greatly enhances one's ability to make informed decisions. Real-time data feeds can be obtained from a variety of devices and sensors such as automatic vehicle location (AVL), hand radios, live stream gauge readings, damage assessment surveys, road closures, traffic feeds, weather, etc. Typically, real-time data is fed into an ArcGIS Dashboard that automatically refreshes on the same interval as the data. All indicators and other elements of the dashboard then reflect the updated information. Similarly, data being collected by mobile workers can be fed into a dashboard or similar application for viewing survey data in real-time. This aids in keeping supervisors or project managers aware of the work being done outside of the office.

d. Citizen Engagement

- i. There are many benefits gained by enabling an ArcGIS Open Data Hub site through the existing TanGIS ArcGIS Online organization. Most importantly, publishing data as “open” will establish transparency between the Parish government and the citizens it serves. Secondly, making data available to everyone will begin to foster a two-way communication between the local government and citizens. As citizens begin to use the data for their own needs, there will be questions and feedback which can lead to further development of the data and/or applications. Another benefit of open data is the accountability it establishes on departmental data stewards. The Parish seeks to have the GIS system available to all Low-moderate income and minority users as well as all local residents and businesses.

### 3. Enterprise GIS Management and Governance

#### a. ArcGIS Online / Portal Reorganization

- i. Evaluate the existing TanGIS ArcGIS Online and ArcGIS Enterprise Portal to determine best practices for future utilization of each platform in regards to data management, web mapping, and web applications.
- ii. Cleanup TanGIS ArcGIS Online to remove deprecated data, maps, and applications as outlined in the best practices previously identified.

#### b. Governance

- i. Collaborate with TanGIS staff to establish internal GIS governance bodies such as a steering committee and a user group. The steering committee should receive reports from the user group, provide directives, and set policy. User groups should work together to ensure no duplication of efforts, knowledge share, and discuss specific technicalities.

## *PART 2– Request for Proposal Statements*

RFPs will be accepted by the Parish until 3:00 p.m. on April 10th, 2025 (no emailed proposals, hard copies only). In order to be considered, submittals must be received prior to the time and date specified herein at the location specified herein. The Parish reserves the right to reject any or all responses for late or incomplete submission. All responses shall be sealed and the outside of the envelope marked: “GIS PLANNING PROGRAM.”

All submittals will be ranked by a Parish selection committee, with the highest rated firm being awarded a contract, after appropriate discussions and negotiations for reasonable costs and timelines. The submittal must include a cover letter, a brief history of the firm and a resume of each person in the firm who will be assigned to the project, experience with similar type projects using ESRI software, familiarity with the existing Tangipahoa Parish GIS program, and examples of past projects completed. A proposed Time Schedule for preparing various documents and scope of work items must also be included in the submittal, along with typical fees typically charged for similar projects, and staff time, along with a description of additional service costs not included in the typical fees (often called “additional or supplemental services”). Also, please provide information as to any subconsultants (if any to be used) and their role in the project, and if any of the subs are considered certified DBE firms, which the Parish encourages outreach to. Please also include a list of appropriate references for past jobs that are similar. *Note that registration in the federal SAM system is required of all selected consultants and contractors prior to contract approval.*

Three (3) printed copies of the RFP package must be provided by postal mail, delivery, or hand-carried to the attention of Donna Domiano, Purchasing Agent for Tangipahoa Parish, P.O. Box 215, 206 E. Mulberry Street, Amite, La. 70422. An emailed response is not acceptable. Emailed questions can be sent to Ms. Domiano at [ddomiano@tangipahoa.org](mailto:ddomiano@tangipahoa.org) until 3 pm on April 10<sup>th</sup> ,2025.

The scope of services to be provided to the Parish through this RFP will at least include the scope items outlined above.

### ***PART 3--SELECTION CRITERIA***

All responses to this solicitation will be evaluated according to the following criteria and will be evaluated on the bases of any written materials submitted, along with a Parish verification of previous job references. Incomplete or misleading/incorrect information may result in disqualification of a submittal. After initial qualification, the highest scoring firm may be interviewed for reasonable cost negotiation and pricing considerations in relationship to approved project fees.

#### **EVALUATION CONSIDERATIONS (50 points maximum)**

1. Experience of the firm, in projects and in years, in successfully providing GIS program evaluation and planning and analysis to other similar projects or communities, (please identify those). *(up to 20 points)*.
2. Knowledge, education, and background of assigned staff members and/or sub-consultants that are involved with the project. *(up to 20 points)*. Include a listing and background of which staff members will be involved with this particular submittal and knowledge of similar projects.
3. Timeliness and methods in being able to quickly complete the scope/tasks listed above based upon a written task and time schedule to be included by the respondent. Please describe and provide a summary. *(up to 10 points)*

Consultant fees will be negotiated with the highest rated firm(s) based upon cost reasonableness and typical fee scales and rates, which must be included in the project submission (i.e.: typical fees and costs). The Parish has estimated this work to cost no more than \$120,000. The Parish of Tangipahoa is an Equal Opportunity Employer and encourages the submission by DBE certified firms and the use of DBE sub-contractors.

Questions concerning this proposal should be addressed to Purchasing Agent Donna Domiano at (985) 748-3211.