ADDENDUM #2 – Answers to Submitted Questions

GEOGRAPHIC INFORMATION SYSTEMS MANAGEMENT RFP

Q: Does Kittery have the responsibility to maintain your parcels or does York county?
A: Kittery

Q: Do the current parcel boundaries exist in a georeferenced electronic form (GIS or CAD)?
A: GIS

Q: What other questions have been asked by other vendors?
A: See Addendum #2

Q: Is Owners Protective Liability Insurance required?
A: No. Professional Liability is adequate.

Q: Is there a deadline for submitting questions?
A: Yes, see Addendum #1.

Q: Will the town be sharing the full set of questions and answers with all prospective bidders?
A: Yes

Q: How many parcels do you have?
A: Approximately 4,600.

Q: Who do you currently use as an assessment vendor?
A: Municipal Resources, Inc.

Q: Do you currently have a scheduled update and if so, what schedule are you on?
A: Annual

Q: Would this schedule be the same for this new proposal?
A: Yes

Q: How are you processing parcel updates currently? Do you use a spreadsheet, deeds/plats, map markup? Are all changes coming through one contact?
A: Mark up physical tax maps, spreadsheet. Changes come through Planning Department and assisted by Assessor.

Q: Have you performed a similar imagery parcel alignment project in the past, and if so, how have you dealt with confirming the new boundary placement?
A: No.

Q: What size are your physical parcel maps, and are you looking for printing services for these or just the digital file?

A: No larger than 24" x 30". Looking for printing services once per year.

Q: Do you have an idea of how many parcels change in a month/quarter/year or whichever update schedule you would like to be on?
A: Varies.

Q: How many internal or city employee users would the city need for access to edit and work with the GIS data?
A: 2-3

Q: Will the Town require time on-site for user technical support? If yes please estimate % of time that will be on-site.
A: Other than initial setup activities, phone technical support is fine.

Q: Will the Town require time on-site for service management? If yes please estimate % of time that will be on-site.
A: Town assumes some on-site service for initial setup. Amount unknown at this time.

Q: Will the Town continue to manage the assessing and permitting software systems?
A: Yes.

Q: What desktop software licenses and how many does the City maintain on an annual basis?
A: ESRI ArcGIS. One full license. 3-4 viewer.

Q: What format of GIS does Vision Government Solutions accept?
A: Unknown. The Town currently uses Esri ArcGIS.

Q: What integration is required for Viewpoint Online?
A: Unknown at this time.

Q: How frequently are new data generated that should be incorporated into the hosted solution and integration with assessing and permitting software?
A: The Town has previously updated parcels annually, though the Town is open to other frequencies.

Q: Will vendor office location be considered in the evaluation process?
A: No.

Q: Is this to be an online system that is different from the Town's current one?
A: The Town is looking for the best solution available.

Q: Does the Town intend to continue to maintain the current online GIS solution by which it currently shares parcel and tax map data with the general public?
A: The Town is searching for the best partner to handle internal and public facing online GIS solutions.

Q: Does the Town currently use a GIS contractor to help maintain GIS parcel data, or to help maintain other Town datasets?
A: Yes.

Q: Does the Town have any requirements for the selected contractor to be on-site at the Town's offices?
A: No.

Q: Are there any services that the Town would prefer to be performed on site?
A: Other than initial training, no.

Q: Is the Town open to the use of modern remote technologies to accomplish and deliver the requested services?
A: Yes.

Q: Concerning the integration of the Vision and Viewpoint software with the proposed GIS software, what is the goal? Is the Town of Kittery looking to be able have full create, request, update, and delete capability from within the GIS solution or is the Town looking for the more standard CAMA data linked to parcel data and visualization of the permitting activities?
A: One goal is to utilize GIS to link building permit functionality with property records.

Q: What GIS consultants does the town currently work with or has worked with in the past 5 years?
A: Woodard & Curran

Q: Are you looking for an Esri product or a custom based solution?
A: Esri.

Q: What is the current GIS environment? Does the town use Esri products, if so what is the Esri Environment? If not, what are the specifics of the GIS environment that the town uses(COTS products, number of users etc)?
A: Esri ArcGIS (ArcMap 10.6.1)

Q: What is the file size of the current GIS data that the town has?
A: Unknown at this time.

Q: What is the file size of the assessment database stored in Vision Government Solutions?
A: Unknown at this time.

Q: What is the file size for the permitting database stored in Viewpoint online?
A: Unknown.

Q: What current format is the town's parcel data (since it is not currently in an Esri geodatabase format)?
A: Shapefiles.

Q: What are any additional systems that town wishes to have integrated into the GIS solution and what are the file sizes of each database?
A: Unknown at this time.

Q: Does the town have a specific weighting to the evaluation criteria listed in Section #13? If, so can the town share this?
A: No.

Q: Would the town be open to an out of state vendor who comes on site for a kick off meeting and a few select meetings?
A: Yes.

Q: If a vendor is approved for the short list in the evaluation process, is the town open to interviewing the vendor via Skype or another remote method?
A: Yes.

Q: Is there an anticipated budget for this project?
A: No line item budget available but program budgeted through Planning & Development Department and capital program.

Q: What is the file size of the new aerial imagery?
A: Unknown at this time.

Q: There is no mention of schedule in the RFP. Does the Town have any preferred schedule requirements?
A: No preference.

Q: For the parcel mapping, is there any accuracy requirements, such as Level II or Level III parcel standards from the Maine
Geolibrary? https://www.maine.gov/geolib/policies/standards.html
A: To be determined.

Q: Is the same Map/Lot layout and numbering to be used on the new maps?
A: Yes.

Q: For the purposes of crafting the best overall scope for this project (particularly on the parcel mapping), does the Town have a budget for this project they are willing share with bidders?
A: No line item budget available but program budgeted through Planning & Development Department and capital program.