

REQUEST FOR PROPOSAL

2023GIS-1

DEVELOPMENT & MAINTENANCE OF GIS

Due: 11/1/2023

HAYS CENTRAL APPRAISAL DISTRICT



Submit To:

Laura Raven

Chief Appraiser

21001 N. I-35

Kyle, Texas 78640

**HAYS CENTRAL APPRAISAL DISTRICT
REQUEST FOR PROPOSALS 2023GIS-1
DEVELOPMENT & MAINTENANCE OF GIS**

Date: 8/21/2023
Issued by: Hays Central Appraisal District
Contact: Laura Raven, Chief Appraiser

Proposals addressed to the Hays Central Appraisal District, to provide a proposal to maintain the existing GIS data and development of new GIS data for valuation services, will be received by Laura Raven, Chief Appraiser at 21001 N. I-35, Kyle, Texas 78640 or lraven@hayscad.com by **3:00 P.M., Wednesday, November 1, 2023.** No proposals will be accepted after that time.

RECEIPT AND HANDLING OF PROPOSALS

The proposer assumes full responsibility for the timely delivery of the proposal to the District. Proposals delivered to the District via FAX will not be considered. Postal or shipping delays beyond designated deadline will result in a rejection of proposal.

Proposals will not be publicly opened or otherwise handled. Proposals, except for information identified as proprietary, shall be open for public inspection after the contract is awarded.

If deemed appropriate proposals will be reviewed at the next scheduled meeting of the Hays Central Appraisal District Board of Directors, tentatively scheduled for November 16, 2023 at 4:00 P.M. . Primary contacts listed in proposals will be notified via email of any change to date and time of meeting.

PROPOSAL DOCUMENTS

The Request for Proposal document is available:

1. By download from the District's website at <https://hayscad.com/rfp-request-for-proposal/>.
2. By email request to lraven@hayscad.com.

SUBMITTAL OF QUESTIONS

Proposers are requested to submit questions, via email only, no later than Friday, September 15, 2023 at 5:00pm to Laura Raven at lraven@hayscad.com. The District reserves the right to include questions and responses in the form of written Addendums, as it deems necessary.

W-9 FORM REQUIRED

The selected provider will be required to complete and submit a W-9 tax form. The W-9 form can be accessed at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. It is the responsibility of the selected respondent to act upon this instruction and submit a completed form to Laura Raven, Chief Appraiser.

FORM 1295 CERTIFICATE OF INTERESTED PARTIES

The selected Proposer must comply with 2252.908(d) of the Government Code which states in part that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Commission. The form can be accessed at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. It is the successful respondent's responsibility to act upon this instruction for filing form 1295.

INTRODUCTION

Hays Central Appraisal District (the District) is accepting proposals from GIS consultants. This Request for Proposals (RFP) is issued to determine the availability and interest of prospective companies.

The District reserves the right to consider proposals or modifications received at any time before the award is made. The District also reserves the right to reject any and all bids received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the District.

OBJECTIVE

The District is seeking competitive proposals from qualified companies to provide maintenance and additional mapping development that supports the District's management and valuation of properties within district boundaries. The District's goal is to maintain existing GIS data, manage new GIS data and expand GIS mapping to maximize the mapping and valuation services conducted by the District as required and/or allowed by the Texas Property Tax Code.

Proposers shall provide a detailed description of their process for planning and conducting the project. Proposers shall also provide a detailed cost estimate and schedule for the project, including an estimated timeframe for completion.

GENERAL PROVISIONS

- Hays Central Appraisal District is a government agency and a political subdivision of the State of Texas, organized and existing under the Constitution and Laws of the State as set forth in the Texas Property Tax Code.
- The District is governed by a seven-member Board of Directors, appointed by the taxing jurisdictions for which the District appraises property.
- The District operates on a calendar year budget cycle.
- Services will be used for governmental purposes and will be exempt from taxes.
- Proposal must include a statement that it is valid for a minimum period of ninety (90) days after the closing date of the request.
- Any and all costs associated with proposal process will be at vendor's expense.
- Proposals may be modified, substituted, or withdrawn by written notice if received by the Chief Appraiser prior to the hour and date specified for receipt of proposals.
- The District reserves the right to:
 - Cancel this or any Request for Proposals;
 - Re-issue a Request for Proposals;
 - Reject any or all Proposals;
 - Procure services by other means if necessary; and/or
 - Contact vendor for clarification of information submitted.

- The District’s Board of Directors may evaluate proposals by any criteria they deem appropriate to determine the best option for the District.
- Vendor must state all fees, expenses, travel charges, odd hour charges or other costs associated with providing services to the District.

PREFERED QUALIFICATIONS

- A minimum of 5 years of experience in GIS development/maintenance
- Experience with the Esri products of ArcMap and ArcGIS Pro
- Experience mapping and data management best practices
- Experience working with assessment jurisdictions of over 100,000 parcels
- Familiarity with Tyler’s Orion CAMA database programming as utilized through Access

SCOPE OF WORK

Purpose

Provide expertise and assistance to the District’s GIS and Appraisal staff in organizing, maintaining, and developing mapping services that support the District in maintaining accurate, up-to-date maps, and layers that allow staff to research and value properties utilizing insights that can be gleaned from geographic data.

Overview & Background

The Hays Central Appraisal District is responsible for estimating value of all real property for ad valorem tax purposes. The District is responsible for mapping data that corresponds to the existing and all changing data linked to real property for ad valorem tax purposes within the boundaries of Hays County.

Project Services & Deliverables

- Review of The District’s existing maps for accuracy, completeness, and opportunities to streamline or improve on data management and storage.
- Review of The District’s maps for recommendations on workflows for incoming new plats/parcel creation (possibly through parcel fabric).
- Guidance and expertise in converting from ArcMap to ArcGIS Pro and the best practices associated:
 - converting
 - publishing
 - incorporating other GIS published data (FEMA Maps, items from the Hays County HUB such as permits, zoning, etc.)
- Support for the District’s staff during testing and implementation of any revised workflows and best practices.

- Guidance and expertise in developing maps that allow appraisal staff to utilize GIS data for productivity management and valuation services, including but not limited to:
 - Assigned work areas and the corresponding accounts within that geographic area.
 - Assigned accounts by appraiser. (i.e. if we assign one appraiser to value all of the RV Parks, we want to be able provide them with a map)
 - Maps by subdivision, neighborhood, neighborhood group, and market areas
 - Sales with the ability to narrow the data by type, ratio, price range, state code, etc.
 - Key geographic attributes that contribute to value such as floodplains, major shopping centers, areas of increased development, etc...
 - Permit density
 - Maps that manage taxing unit data such as TRZs, TIFs as limited by boundaries of school districts, cities, and ESDs.
- Utilize the maps to spatially analyze different sets of data in order to determine the impact on valuation, i.e. sales prices and FEMA floodplain zones.

SUPPORT

Long term support or solution planning for future expansion and maintenance of the maps and GIS valuation focused services. Proposal must state if this service is not offered or if this is an additional cost.

PROPOSAL PREPARATION

FEES

Proposal must fully disclose all fees based on the specifications provided in this document. If a specification cannot be met, include an explanation. Proposer shall provide a clearly defined fee structure and explain the criteria on which it is based.

PREPARATION COSTS

All costs incurred during, or in any way associated with Proposal preparation, response, submission, presentation, or oral interview shall be the sole responsibility of the proposer and will not be reimbursed.

TECHNICAL REQUIREMENTS

Please specify any technical requirements the District is responsible for providing, including but not limited to software access, licensing, any server, or other hardware items.

TERM OF CONTRACT

The District is not bound by any oral or written information released prior to the issuance of the Request for Proposals specification document. Any material and/or documents developed during the engagement will become property of the district.

The District has exclusive ownership and unlimited rights to use, disclose, or duplicate for any purpose whatsoever, all information, data, and materials developed by the provider under contract.

The District reserves the right to refuse to do business with any proposer found to be non-responsive by the District. The District reserves the right to postpone or cancel this Request for Proposals and to reject all proposals at any time.

The final award will be subject to the execution of a service contract acceptable to the District.

No elected or appointed member, agent, or employee of the District and/or the District shall benefit financially or materially from any contract resulting from this Request for Proposals. The District may terminate any contract if gratuities were offered or given by the contractor or his agent to any member, agent, or employee of the District.

PAYMENT

Payment options shall be listed in proposal. Final terms will be negotiated after proposal has been awarded.

FUNDING OUT CLAUSE

The final awarded contract must contain a funding out clause.

PROPOSAL DUE DATE

All proposals are due, in a sealed envelope addressed to the Hays Central Appraisal District office, attention Laura Raven, Chief Appraiser, at 21001 N. I-35, Kyle, Texas 78640 or in PDF format to lraven@hayscad.com by Wednesday, November 1, 2023 by 3:00 P.M. Any proposals received after this appointed time will be considered late and will be returned to the Proposer.

DELIVERY REQUIREMENTS

It is the sole responsibility of the proposer to have their proposal delivered to the District for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, the proposer is responsible for its timely delivery to the District office.

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, the District hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

OWNERSHIP OF MATERIAL

Documents, correspondence, or any other items or specific materials used in the preparation of fulfillment of the agreement shall become property of the District.

CONFIDENTIALITY

Proposers should specifically identify those sections of the proposal deemed to be confidential, proprietary information or trade secrets and provide justification why the District should not disclose such material upon request. Such confidentiality/proprietary information must be clearly marked and easily separable from the non-confidential provisions and prohibitions against disclosure of all applicable Federal and State laws and regulations related to the confidentiality of records and information gathered, obtained, reviewed, or developed in the performance of the resulting agreement; and further agrees to require each of its employees, partners and agents assigned to the performance of this agreement to observe said provisions. The provider must comply with the requirements of State of Texas Law for safeguarding confidential information, the prohibition against disclosure of confidential information and the civil and criminal consequences of non-compliance.