



**ADDENDUM No. 1**

**SEPTEMBER 6, 2018**

Solicitation Title: Geographic Information System Services

Solicitation No.: RFP 67-17-18      Opening Date: **Tuesday, September 18, 2018 by 3:30PM (LOCAL TIME)**

Attention all potential bidders:

- SHOULD Addendum:** Information included in this Addendum is for clarification purposes. This Addendum SHOULD be acknowledged by checking the box indicated on the City's Contract Form A-5, Acknowledgement of Addendum(s), and submitted as part of your Proposal.

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**Request for Information, Questions, and Clarifications:**

- Q.1** "Does the City want the requested staff members to work onsite, or will the City allow remote support or a blend of remote and onsite support?"  
**A.1** **The City will allow a blend of remote and on-site depending on the circumstance / task / project.**
- Q.2** "This question relates to Section 3.0, Scope of Services and Section 7.0 Cost Proposal. It is the intent of the City to acquire the services thru a Time & Materials PO, using the rates in Section 7.0, a Fixed Fee and Scope deliverables-based PO, or both?"  
**A.2** **Both. Please provide your hourly rates for the various levels (i.e. GIS technician, GIS developer, GIS Manager, Project Manager).**
- Q.3** "This question relates to Section 7.0 Cost Proposal. We typically provide the requested services using staff who specialize in specific GIS services (e.g. Web Application Developers, Geospatial Database Architects, etc.). These job categories and rates are not included in Section 7.0. Can additional categories and rates be included in the contract after award, should a specific PO require their services?"  
**A.3** **Yes. Please refer to Section 5.1 (7) on page 22 of the RFP.**
- Q.4** "Is the City looking for on-site assistance?"  
**A.4** **Not necessarily, however; there may be occasions when the successful Respondent has to provide on-site assistance.**

- Q.5** “Is the City open to remote assistance?”  
**A.5** **Yes, the City is open to remote assistance within the continental US.**
- Q.6** “Are you interested in an 'off-the-shelf' or more custom software solution?”  
**A.6** **We are interested in consulting and professional services, using GIS Technologies (ESRI ArcGis Software) for the creation of various data layers for City of North Miami Departments.**
- Q.7** “Is there an approved budget for this RFP?”  
**A.7** **The requested budget of \$150,000-\$200,000 is pending approval by the City Council. If approved, the funds will be available October 1, 2018.**
- Q.8** “If so, how much is the budget? ”  
**A.8** **Please refer to Answer A.7.**
- Q.9** “We are a U.S based company with offices worldwide (8 offices-US, 5 Int'l). With that said, do you accept offshore development services for this project?”  
**A.9** **No, the City will not accept offshore development.**
- Q.10** “Will onsite visits be required during development?”  
**A.10** **Yes, during the initial information gathering and developing of the GIS data for the various departments.**
- Q.11** “Is there an incumbent competing? Is there an internal team currently working on the development, or are you outsourcing current development?”  
**A.11** **No, there is no current contractor providing GIS Services. There is no current internal team working on any development or any outsourcing. The selected vendor will be creating the new GIS infrastructure.**
- Q.12** “How long after the submission due date will you issue an award?”  
**A.12** **The City anticipates issuing a Notice of Intended Actions no later than thirty days after evaluation(s) are completed.**
- Q.14** “When are you expecting to engage with the vendor after the award has been given?”  
**A.14** **Approximately thirty days after City Council approval of an award recommendation.**
- Q.15** “What is the expected/needed "go-live" date of the project?”  
**A.15** **Approximately thirty days after City Council approval of an award recommendation.**
- Q.16** “Is the project scope listed in the RFP finalized?”  
**A.16** **Yes.**

- Q.17** “To the best of your knowledge, are there any circumstances that will cause you to:
- a. Cancel the RFP?
  - b. Not move forward with the winning bidder?
  - c. Lower the budget for the project?
  - d. Prolong the evaluation process or reissue the RFP??”

**A.17** **No, for all of the above. However, be reminded that the City reserves the right to all of the actions listed in this question.**

- Q.18** “Will these questions be answered to vendors via email or will you release all asked questions via an addendum?”

**A.18** **Questions are answered via this addendum.**

- Q.19** “Is it possible to release answers, ‘first come, first serve so we can address the RFP more timely?”

**A.19** **Questions are answered via this addendum.**

- Q.20** “Does this solution require the vendor host it?”

**A.20** **No.**

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For any other questions, clarification can be found in the specifications.  
All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum