



REQUEST FOR INTEREST (RFI)

FOR THE PROVISION OF LOCAL AND REGIONAL GOVERNMENT PLANNING AND TECHNICAL ASSISTANCE REGARDING GIS AND DATA SERVICES

ISSUE DATE: March 13, 2023

Submission Deadline: April 12, 2023, at 3:00pm EST

Contract Duration: Award Date to April 30, 2024

Submissions are due to:

Upper Coastal Plain Council of Governments

Attn: Ben Farmer, PDS Director

121 W. Nash Street

Wilson, NC 27894

The Upper Coastal Plain Regional Council of Governments (UCP) is issuing this Request for Interest (RFI) for a regional effort covering their five contiguous counties. **Interested organizations should submit a Statement of Interest (SOI) in response to this RFI. Only the organizations responding to this RFI by the deadline will be considered. SOI's must be received no later than 3:00PM on April 12, 2023. Electronic and two (2) hard copy submissions are required.**

RFI Issuance	DATE	March 13, 2023
Pre-Submittal Meeting(s)	DATE	TBD
SOI Submittals Due	DATE	3:00PM, April 12, 2023
Interviews (if necessary)	WEEK of	April 16, 2023
Anticipated Selection	WEEK of	April 23, 2023
Desired Contract Start	DATE	June 1, 2023
Contract Completion	DATE	April 30, 2024

Organizations interested in being considered for this opportunity are encouraged to make their intentions known and request a Pre-SOI submittal meeting in advance of the SOI deadline above. Direct all meeting requests or other inquiries to:

Ron Townley, Project Manager, RTownley@ucpcog.org.

BACKGROUND

Over the past five years, eastern North Carolina has experienced several major natural disasters, including several overlapping events, which are becoming more prevalent. Impacted units of local government must continue to plan and implement tools, programs and policies to improve disaster resilience, response, and recovery while working within constrained post-disaster operating environments. To support the successful and efficient implementation of these efforts, funds were allocated by the State of North Carolina.

In the State's 2021 Budget, the North Carolina General assembly included an appropriation to the North Carolina Association of Regional Councils of Governments (NCARCOG), known as the *Provision of Local Government Technical Assistance Regarding Disaster Recovery*, to support local governments in effectively managing and building capacity for disaster recovery, mitigation, and resiliency efforts. NCARCOG has sub-awarded grants to the State's sixteen (16) Regional Councils including the Upper Coastal Plain Council of Governments (UCP) to provide specific planning and project management services in their respective regions in support of this statewide effort.

The overall intent of the effort is to expand the capacity of local governments that have been impacted or may be impacted by a natural or man-made disaster so they can effectively plan for, mitigate, respond to, and recover from declared disaster events, to restore community services back to pre-disaster conditions, and to make communities more resilient in dealing with future disaster.

PURPOSE

The purpose of this Request for Interest (RFI) is for UCP to identify and secure a qualified organization to execute specific elements described below that are part of the NCARCOG's *Provision of Local Government Technical Assistance Regarding Disaster Recovery* contract executed by and between NCARCOG and UCP.

GIS Mapping/Data Management The NCARCOG contract recognizes many of the region's local governments only have paper utility and zoning maps with no digital backup or ability to use digital versions in the field. If a town hall floods, burns or a roof leaks onto paper maps, maps may be ruined affecting the local government's understanding of, and access to, critical information. They also do not have the ability to make updates or changes easily.

UCPCOG leveraged a previous investment to complete phase 1 of its regional data center project, which included an online, public-facing regional data page and a repository for secure member government map and data hosting. Phase 1 established the ArcGIS Online framework and backbone to enable UCPCOG to collect and host GIS data on behalf of member local government across the region. The site currently does not host any member-government specific maps or data. Uploading such information to the private, member-government portal is the focus of this project (phase 2). The public facing site and member data portal can be [viewed here](#).

Phase 2 of the data portal project includes partnering with 5-10 pilot UCP member local governments with an interest in digitizing and updating their utility and/or zoning maps and receiving access to the online ESRI ArcGIS Online database. The subject member local governments, selected by UCPCOG in coordination with the consultant organization, will receive full access to the digitized maps.

Additionally, UCPCOG anticipates coordination with others like North Carolina Emergency Management to incorporate floodplain mapping updates and other data and maps for each subject member government.

This effort covers the UCP region that contains the five (5) contiguous counties of Edgecombe, Halifax, Nash, Northampton, and Wilson and the 41 municipalities therein.

Organizations are invited to submit SOIs to be considered for a contract to significantly aid in conducting the general SOW described below.

PROCESS

UCP, through a contractual partnership with the selected organization, will execute the following summarized elements.

This RFI seeks organizations to assist UCP professional planning and development staff with the following elements:

- **Kick-off** – the Consultant organization will partner with UCPCOG to host a kick-off with

each subject member government to identify the data to be uploaded to the portal. The goal of the meeting will be to develop a process and timeline to digitize any existing maps and upload any relevant data to the portal.

- **Digitization:** UCPCOG staff will coordinate obtaining and scanning paper plans as needed, and the consultant organization will digitize the plans that UCPCOG provides and load the data into the agreed upon data model. Some jurisdictions may be able to provide CAD files for more recent work, but we anticipate most sources to be paper maps and plans.
- **Quality Control/Data Verification:** Conditions on the ground may have changed compared to what's on plans. The consultant organization and UCPCOG staff will coordinate to determine a process for to allow for quality control checks in the field.
- **Upload Data to Portal:** Once a map and datasets are digitized and checked for quality, the consultant organization will upload it to the online data portal (ArcGIS Hub Site) and assign it the appropriate permissions. Some information may be published for the public while others may only be accessible by members with login access.
- **Additional Content Creation:** As time and budget allows, the consultant organization may assist with creating additional content on the data portal site using the newly digitized data. For example, apps to help assist with reviewing or even updating utility infrastructure in the field. Another example is to continue to refine the demographics dashboard drafted during Phase 1 (public facing data portal).

Consideration will be given to evaluating the need for updating existing maps with assets such as emergency shelters, surface transportation, public buildings, zoning and boundary lines, and more, to build resilience towards disasters.

Work is anticipated to focus on small (low population) local governments throughout the region but may engage County level departments such as planning, emergency management and other relevant stakeholders.

SOI CONTENT AND FORMAT

The SOI must include, at a minimum, the following information:

- a) A brief description of the organization, including corporate type, size, age, and mission of the organization as well as type(s) of services provided.
- b) A general description of the organization's applicable professional experience, ideally targeted to the approximate \$50,000 cost range.
- c) Key personnel to be assigned for this effort that includes their position, role, location, qualifications and specific experience providing similar and/or relevant work.
- d) Descriptive examples of relevant projects key personnel have worked on, preferably with active web links to work products.
- e) A minimum of 3 relevant client references for comparable projects completed or very

near completion, preferably utilizing the key staff to be assigned to this project. References must include a contact person with their current telephone number, e-mail address, and title. Each referenced project should include a brief project description, and project budget.

- f) A current schedule of fees for all individuals anticipated to be involved in the project.
- g) The name, address, telephone number, and email address of the proposing organization's designated contact and/or principals authorized to conduct negotiations for the organization.
- h) A statement disclosing any and all lawsuits, debarments, suspensions, decertification's, administrative claims, fine proceedings or responsibility matters that the organization or any of its principals has been a party to in the past five (5) years.
- i) Other relevant information that will assist UCP in selecting the most qualified organization(s) and team.

SOI SUBMITTAL REQUIREMENTS

To be considered for a contract, organizations must submit two (2) hard copies in addition to a URL, or link to file share, and/or a flash or thumb drive, of the complete SOI. Hard copies should be submitted in a sealed envelope or package clearly marked "UCP GIS & DATA SERVICES RESPONSE" by **April 12, 2023 at 3:00PM**.

The hard copy proposals should be delivered to:

Ben Farmer
Planning and Development Services Director
Upper Coastal Plain Council of Governments
121 W Nash St
Wilson, NC 27893

Attn: UCPCOG ENERGY DISASTER RECOVERY SERVICES RESPONSE

Organizations intending to submit a SOI should notify **Ron Townley** at rtownley@ucpcog.org to schedule a pre-submittal meeting. UCP assumes no responsibility or liability for notifying respondents who do not make their intentions known.

EVALUATION CRITERIA and SELECTION PROCESS

A review committee of UCP staff will review the submittals and may invite organization(s) to engage in discussions, and/or formal interviews. The staff will review each SOI for completeness and content. Each SOI will be evaluated based upon the relevant information including the experience of the organization and its assigned team, references, fee schedules, and other items in listed in SOI CONTENT AND FORMAT section's a) through i) above.

The committee will consider the organization's overall suitability to provide the services outlined in this request within the timeframe, budget, and operational constraints that may be present, and the comments and/or recommendations of the organization's previous clients, references and others.

The committee shall have the right, before negotiating and awarding any contract, to require a responding organization to submit other evidence of qualifications as it may deem necessary and may consider any evidence available to it concerning the financial, technical, and other qualifications and abilities of a organization.

A contract is expected to be negotiated and awarded with effective start on or about date **June 1, 2023 and completion date of April 30, 2024**. UCP reserves the right to modify, alter, or reject, in whole or part, any and all proposals, and to waive formalities. Organizations will not be compensated for time spent preparing responses to this RFI.