

Contract Attachment A-2



COBB COUNTY PURCHASING DEPARTMENT

100 Cherokee Street, Suite 260
Marietta, Georgia 30090
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William J. Tommie Jr., CPPO
Purchasing Director

ADDENDUM No. 1

**Sealed Bid #15-6025
Request for Proposal
Countywide Easement GIS Database
Cobb County Department of Information Services**

Date: March 27, 2015

Page 1 of 9

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

This Addendum consists of:

- Minutes, Questions, Clarifications from Pre-Proposal Meeting held on March 23, 2015
- Questions Submitted in Writing
- Sign-In Sheets from Pre-Proposal Meeting

Receipt of addendum **MUST** be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

This acknowledgment form must be signed, dated, and included with your submitted proposal

Atlas Geographic Data, Inc.

Company Name

April 7, 2015

Date

Larry E. Kirkpatrick
Signature

Larry E. Kirkpatrick

Please Print Name

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 100 Cherokee Street, Suite 260, Marietta, GA 30090.

ADDENDUM No. 1

Sealed Bid #15-6025 Request for Proposal Countywide Easement GIS Database Cobb County Department of Information Services

Date: March 27, 2015

A. Pre-Proposal Meeting - March 23, 2015, 10:00 am, 100 Cherokee Street, Marietta, GA 30090

1. Bid Submission Procedures

- Bids are due April 9, 2015 before 12:00 PM, noon at the Cobb County Purchasing Department, 100 Cherokee Street, Suite 260, Marietta, GA 30090.
- Late bids will not be accepted.
- Bids will be opened at 2:00 PM on the same day in the Cobb County Board of Commissioner Meeting Room, 100 Cherokee Street, 2nd Floor, Marietta, GA 30090.
- The bid opening may also be watched on Cobb County's government access channel TV23 or the website (www.cobbcounty.org).
- A Georgia Security & Immigration Act Affidavit (Exhibit A) must be included with the bid. It must be signed and notarized; it must include the e-verify number to be deemed as completed; if it is not included, the bid will be deemed non-responsive.
- Mark all packages with the company name and bid number. Use the label in the bid package.
- If Addenda are issued, receipt of each addendum MUST be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal. The acknowledgement form issued with each addenda must be signed, dated, and included with your submitted proposal. Failure to acknowledge addenda may result in the bid being nonresponsive.
- One original and five copies and one cd/flashdrive of the bid must be submitted. Mark the box with the original copy with number 1.
- See the attached sign in sheet from the pre-proposal conference.

2. Questions from the Pre-Proposal Meeting

- 1) Question: Can Cobb County provide digital copies of GIS data that was part of the pilot project?
Answer: We have added the data that was created by staff, for the Pilot project for easements on this GIS viewer. All of the existing data and attributes can be viewed and analyzed here:<http://www.cobbgis.org:81/CobbImpervious/?Viewer=CobbImperviousAreaPilot>

- 2) Question: What is the basis for the 215,000 estimated records for this project?
Answer: Estimates come from staff research during the pilot project. There are more easements than the 215,000 and Cobb County will work with the vendor to prioritize those 215,000.
- *There are 8,000 + documents in our easements document type in Onbase: Water Easements*
 - *Permanent Drainage Easements: research show ~ 170,000 in the Superior Court Clerk Web Sites as Roads Plans & Plats:*
<http://www.cobbsuperiorcourtclerk.org/>
 - *Other easements will be created using existing GIS water utility line files. Ex: standard 10 feet buffer easement around existing utilities county-wide.*
 - *Prior to 1990, there most likely will be duplicate entries of easement data within the document management systems for OnBase & the Superior Clerks' Site (ex: plat & subdivision & construction plans may be filed all representing the same easement). After the early 90's due to change in submittal and record retention requirements, there should be one record.*
 - *In approx. 2006 Cobb County started also receiving Easements in digital GIS type files. This data will be provided in which the easements can be extracted and added to the Easement Database.*
- 3) Question: Did [the County] gather and scan all of the source documents? Does the contractor need to scan any documents?
Answer: All of the documents that are needed to reference for this project have already been scanned. They will be accessible within our Superior Clerks website and our internal OnBase system. Also, data will be created from existing GIS Water Line files, Ex: creating standards easement for existing Cobb County Water Utility line data based on standards: 10 foot buffer for TypeA pipelines.
- 4) Question: How do [contractors] deal with unreadable documents or questions?
Answer: The County meets State standards for scanning and storage of documents at 300 DPI. However, there are older records that may be hard to read due to age and reproduction. The contractor shall track these and review with Cobb County staff at monthly meetings.
- 5) Question: In the RFP, it states that approximately 210,000 are drainage easements that relate to DOT and Water projects. Will those project plans and documents be made available to the contractors?
Answer: Yes, the County will make those available. They are available within the OnBase Document Management System for both DOT and Water.
- 6) Question: Can you post some of the sample documents?
Answer: Please reference this web-site to view the existing Easement Pilot Data.:
<http://www.cobbgis.org:81/CobbImpervious/?Viewer=CobbImperviousAreaPilot>

Refer to the Cobb County Superior Court Clerk Site for plat related deed documents (Search by deed type, then Easement):

<http://www.cobbsuperiorcourtclerk.org/>

7) Question: Can you provide the existing database scheme for the pilot study?

Answer: Please see the screenshots below from our SDE GIS database. Note that in the RFP there are additional fields required. The fields are also defined within the RFP.

Feature Class Properties

General Editor Tracking XY Coordinate System Domain, Resolution and Tolerance

Fields Indexes Subtypes Feature Extent Relationships Representations

Field Name	Data Type
OBJECTID	Object ID
Department	Text
Type	Text
ProjectNumber	Text
Ownership	Text
PIN	Text
LandDistrict	Text
LandLot	Text
OwnerName	Text
Acreage	Double
StreetName	Text
SubdivisionName	Text
ExpirationDate	Date

Click any field to see its properties.

Field Properties

Alias	OBJECTID
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Import...

To add a new field, type the name into an empty row in the Field Name column, click in the Data Type column to choose the data type, then edit the Field Properties.

OK Cancel Apply

Feature Class Properties

General | Editor Tracking | XY Coordinate System | Domain, Resolution and Tolerance

Fields | Indexes | Subtypes | Feature Extent | Relationships | Representations

Field Name	Data Type
ExpirationDate	Date
OriginationDate	Date
EasementWidth	Short Integer
OnBaseLink	Text
CourtsLink	Text
PhotoLink	Text
TaxAssessorLink	Text
Editor	Text
EditDate	Date
Book	Text
Page	Text
SHAPE	Geometry
SHAPE.area	Double

Click any field to see its properties.

Field Properties

Alias	OBJECTID
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Import...

To add a new field, type the name into an empty row in the Field Name column, click in the Data Type column to choose the data type, then edit the Field Properties.

OK Cancel Apply

B. Questions Submitted in Writing

- 1) Question: Is this bid open to organizations not domiciled in the USA? Is this international competitive bidding or is it just national competitive bidding?
Answer: Per Cobb County and the State of Georgia E-Verify requirements, any and all staff working on the project must meet US citizenship or US right to work requirements. This rejects work being done overseas at foreign locations.

- 2) Question: The RFQ document states that all bid packages must be accompanied by a Georgia Security and Immigration Compliance Act Affidavit. Can you please advise if this should also be provided by foreign organizations? We intend to do all the mapping work from our production facility in India.
Answer: Per Cobb County and the State of Georgia E-Verify requirements, any and all staff working on the project must meet US citizenship or US right to work requirements. This rejects work being done overseas at foreign locations.

- 3) Question: The RFQ also specifically requests for 3 references on easement data capture projects. Can you let us know whether references for general GIS urban mapping projects will be considered as easements are also part of the general GIS urban mapping projects?
Answer: References should include GIS work done specifically on creation of easements or the creation of parcel polygon data from land records (such as deeds and plats).
- 4) Question: Based on the attributes to be collected, could you please confirm whether the attributes are already available in digital/paper format with the concerned departments or needs to be collected from the field?
Answer: The attributes required will come from both the existing digital easement records and the GIS source data files (Land Lots, Parcels, Roads, etc.) provided to the awarded contractor. Please reference this website for Easement Pilot Data to view the attributes (note: there are more within the RFP not included in the Pilot):
<http://www.cobbgis.org:81/CobbImpervious/?Viewer=CobbImperviousAreaPilot>
- 5) Question: Could you please confirm whether the project needs to be executed at customer premise or at contractor's premise?
Answer: Project should be completed at the contractor's offices/location.
- 6) Question: Could you please provide a few samples of the existing digital or paper easement plans for our better understanding on the input data?
Answer: Please reference this website to view the existing Easement Pilot Data:
<http://www.cobbgis.org:81/CobbImpervious/?Viewer=CobbImperviousAreaPilot>. Refer to the Cobb County Superior Court Clerk site for plat related deed documents (search by deed type, then Easement):
<http://www.cobbsuperiorcourtclerk.org/>
- 7a) Question: Section 1.03 Vision: It is stated that an estimation of 215,000 easements exists within paper and digital formats all of which need to be converted to GIS features. Further, records submitted before 2009 are in paper format and filed with our Clerks Office or exist within our OnBase document management system. Can Cobb County provide a breakdown of the source document formats for the entire project volume? For example:
How many easement documents are in digital format?
Answer: There are 8,000 + documents in our easements document type in Onbase: Water Easements.
Permanent Drainage Easements: research show ~ 170,000 in the Superior Court Clerk Web Sites as Roads Plans & Plats:
<http://www.cobbsuperiorcourtclerk.org/>.

Other easements will be created using existing GIS water utility line files. Ex: standard 10 foot buffer easement around existing utilities county-wide. Prior to 1990, there most likely will be duplicate entries of easement data within the document management systems for OnBase and the Superior Clerks' Site (ex: plat & subdivision & construction plans may be filed all representing the same easement). After the early 90's due to change in submittal and record retention requirements, there should be one record. In approx. 2006 Cobb County started also receiving Easements in digital GIS type files. This data will be provided in which the easements can be extracted and added to the Easement Database.

- 7b) Question: What are the image types of digital easement documents? (.TIF, .PDF, etc.)
Answer: The image type varies. However; most are scanned as .PDF.
- 7c) Question: What percentage of digital easement documents are not available within the OnBase document management system?
Answer: There are 8,000 + documents in our easements document type in OnBase: Water Easements.
- 7d) Question: How many easement documents are in hard copy format:
Answer: None. All are scanned documents that exist either within the website searches for the Clerk of the Court, our internal document management system, or need to be created from GIS water utility line files.
- 7e) Question: What are the different sizes of hard copy easement documents? (8.5x11, 11x1, C-size, D-size, etc.)
Answer: Original sizes vary. However; with this project all corresponding and reference documents needed have already been scanned in. (Meeting 300DPI record retention requirements.) Vendor will not be required to scan any documents.
- 7f) Question: How are hard copy easement documents stored/filed at the Clerk's Office? (Binders, hardbound books, folders, rolled, etc.)
Answer: For this project all corresponding and reference documents needed have already been scanned in. (Meeting 300DPI record retention requirements.) Vendor will not be required to scan any documents.
- 7g) Question: Are hard copy easement documents allowed to be moved off premise to vendor location?
If yes, will Cobb County ship them or is it vendor responsibility to pick them up?
If no, is it Cobb County's expectation that the vendor scans the documents?
Answer: For this project all corresponding and reference documents needed have already been scanned in. (Meeting 300DPI record retention requirements.) Vendor will not be required to scan any documents. For

easements associated with existing GIS Water Utility Lines, the vendor will be provided the GIS data files.

- 8) Question: How much research of the easement documentation is required from the vendor to determine if the correct easement drawings are being utilized?
Answer: For creation of easement using the GIS water utility line files, there will be little research. Easements will be created for each segment based on defined buffers and split at each parcel boundary. Prior to 1990, there will most likely be duplicate entries of easement data within the document management systems for On Base and the Superior Clerk's website. These may require research or creation of the initial document found and then follow up with notes/attributes for any additional information. (Ex. Document first identified in the Super Clerk Courts system, entered into GIS. Later discovered duplicate in OnBase.)
- 9) Question: Section 4 – GIS Easement Data Specification and Features: Item 48 (“The feature classes will contain all Easement features noted in Section 5.0.2 and database attributes as defined in Section 5.0.3”), can we assume Cobb County means sections 4.0.2 and 4.0.3 respectively as there is no sections 5.0.2 or 5.0.3?
Answer: Yes.
- 10) Question: Section 4 – GIS Easement Data Specification and Features: Item 54. Can Cobb County share their process for establishing a RMSE for the 4% of the 215,000 easements completed by Cobb staff?
Answer: Internally, Cobb County attempts to have datasets (such as imagery, roads, and parcels) meet these requirements. When creating Easement data and using those Cobb County datasets as the base reference that will be provided to the awarded contractor, the standards will be met.
- 11) Question: Can Cobb County please provide examples of each of the source easement document types that will need to be converted to GIS features?
Answer: Please reference this website to view the existing Easement Pilot Data:
<http://www.cobbgis.org:81/CobbImpervious/?Viewer=CobbImperviousAreaPilot>.
Refer to the Cobb County Superior Court Clerk Site for plat related deed documents (search by deed type, then easement):
<http://www.cobbsuperiorcourtclerk.org/>.
- 12) Question: Is there a budget for this project? If so, can this budget total be provided?
Answer: The budget amount total is not available.

PRE- PROPOSAL CONFERENCE

Sealed Bid # 15-6025
Request for Proposal
Countywide Easement GIS Database
March 23, 2015

REPRESENTATIVE NAME	COMPANY NAME & COMPLETE ADDRESS	PHONE (INCLUDE AREA CODE)	E-MAIL ADDRESS
Jennifer Sluder	Purchasing	7-528-8400	Purchasing@Cobbcounty.org
Bill Wofford	Terramark 1396 Bells Ferry Road Marietta GA 30066	770 421-1927	bwohlford@terramark.com
STEVE POHLMANN	"	"	spohlmann@terramark.com
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*Please note that contact information provided to a government agency may be subject to public release as required by Georgia's open records law.