

REQUEST FOR RESPONSE

RFI # 5732 GEOGRAPHIC IS FOR HARTFORD FIRE DEPARTMENT



City of Hartford
Procurement Services Unit
550 Main Street, Suite 100
Hartford, CT 06103

DEADLINE: 2 PM / Date: November 3, 2016

Bill Hutt
Procurement Specialist
(860) 757-9614
william.hutt@hartford.gov

For more information or to respond, please visit www.hartford.gov/procurement/purchasing



INVITATION TO RESPOND

Dear Sir/Madam:

The City of Hartford (the City) invites responses for:

| | |
|--|---------------------------------------|
| RFR #: 5732 | SOLICITATION DATE: 10/6/16 |
| SOLICITATION TITLE: Geographic IS for Hartford Fire Department | |
| SOLICITATION DESCRIPTION: The Hartford Fire Department is seeking potential vendors for the development of a geographic information system used for emergency response specializing in real time dispatching, preplan, resource management (automatic vehicle location) and accountability. | |
| RESPONSE DATE : 11/3/16 | RESPONSE TIME: 2:00 p.m. |
| DEPT. ASSIGNED CONTRACT #: N/A | EST. COST OF CONSTRUCTION: N/A |

A PRE-BID / RESPONSE CONFERENCE HAS BEEN SCHEDULED FOR _____ AT _____
 (Date / Time) (Location)

This pre-bid conference is: **Not Applicable**
 Mandatory (All prospective bidders are REQUIRED to attend to discuss specifications)
 Non-mandatory (All prospective bidders are encouraged to attend to discuss specifications)

This solicitation contains the following sections:

Invitation to Respond

Standard Instructions

Project Site Location – (for construction projects only)

Table of Contents – (for construction projects only)

Section 1 – Response Forms

1.1 Response Information & Signature Form

Contract Compliance

- Affirmative Action / Equal Employment Opportunity Requirements – See Section 3.6
- Surety Bond Requirements Bid Bond Performance & Payment Bonds
- Insurance Requirements – see exhibits below
- Set Aside – Ord. Section 2-660 MWBE Small Contractor
- City-Based Small Business Bid Preference – Ord. Section 2-661
- 15% Minority Utilization (City of Hartford Certified MWBE) – Ord. Section 2-682
- State of Connecticut DAS Prequalification (Public Construction Project > \$500,000)
- OSHA Compliance (Public Works Project > \$100,000)
- Wage Requirements – Complete & attach Wage Certification Form

1.2 Response Pricing

1.3 Statement of Qualifications

1.4 Subcontractor Information

Section 2 – Specifications/Scope of Services

- Special Instructions / Conditions included

Section 3 – General Information for Preparation and Delivery of a Response

Section 4 – Terms and Conditions / Labor Compliance

Insurance Requirements

Exhibits

- _____
- Plans & Drawings included

Sincerely,

Bill Hutt

Procurement Specialist

(860) 757-9614

william.hutt@hartford.gov

For more information or to respond, please visit www.hartford.gov/procurement/purchasing

You must register with the site in order to view the full solicitation.

STANDARD INSTRUCTIONS:

- **Questions & Addenda**

- Questions related to this project must be submitted electronically within seventy-two (72) hours in advance of the response submittal deadline. Responses to such questions will be posted as an addendum on the City's website (www.hartford.gov/procurement/purchasing) within twenty-four (24) hours of the response submittal deadline. *Respondents are responsible for obtaining all addenda related to this RFR and thus advised to check for any addenda a minimum of twenty-four (24) hours in advance of the response deadline.*

- **Taxpayer's Identification Number**

- Respondents must provide their Taxpayer Identification number on the response form (Tax ID#). Award recipients, whether an individual, proprietor, partnership or a non-profit corporation or organization must file the Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification with the City.

- **Responsible Candidate**

- Respondent must not have any delinquent taxes or financial obligations due
- Respondent must execute an affidavit to comply with all federal and state requirements
- Respondent must be certified as an Equal Opportunity Employer

- **Calendar days allowed for contract work / Substantial completion date:**

- **Liquidated damages for late completion:**

- **Bid Bond / Performance & Payment bonds (*required if checked on invitation to respond*) N/A**

- 10% bid bond, cashiers or certified check with your response. The City of Hartford provides contractors with the option of submitting an electronic Bid Bond through the Surety2000 website. Surety 2000 is an Internet-based surety processing, verification and security system, developed in cooperation with the surety industry. You may contact Surety 2000 at 1-800-660-3263 or www.surety2000.com for more information.
- Performance and payment bonds for 100% of the project upon award if the contract value exceeds \$50,000.00.

- **DAS prequalification program (*construction / infrastructure projects only*)**

- The DAS Contractor Prequalification Program, Connecticut General Statutes Section 4a-100, requires all contractors to prequalify "before they can bid on any construction, alteration, remodeling, repair or demolition of any public building (does not apply to road construction), for work by the state or a municipality, estimated to cost more than \$500,000 and which is funded in whole or in part with state funds."

- **Drawings (*construction / infrastructure projects only*)**

- Drawings are available from Merritt Graphics' PlanWell site located at <http://www.merrittgraphics.com> . Click on the PlanWell link toward the bottom of the page, select "Public Plan Room" and select this project. You can also contact Merritt Graphics at 800-344-4477. Fees to purchase sets are non-refundable.

- **Proposal Submittal**

- Hard copy or electronic response accepted, via Planet Bids is preferable
- Provide an electronic copy (CD, flash drive, or pdf emailed to buyer's attention)
- City of Hartford, Procurement Services, attention: Bill Hutt, 550 Main Street, Room 100, Hartford, CT 06103

Updated 8/10/12

SECTION 1.0
RESPONSE FORMS

Responses are to be delivered to:

Bill Hutt
Hartford City Hall, Procurement Services,
550 Main Street, Suite 100
Hartford, Ct. 06103.

no later than the deadline date and time.

Response Check List

(NOTE: This Check List may not contain every response item for every solicitation. It is the Responder's responsibility to ensure submittal of all required response information.)

- Response Signature form completed (Section 1.1)
- Response pricing completed (Section 1.2)
- Statement of Qualifications completed (Section 1.3)
- Acknowledged Addenda (Section 1.1)
- Firm's W-9

1.1 RESPONSE INFORMATION & SIGNATURE FORM

| | | |
|-------------------------|----------------|------------------------|
| Vendor Name - | | |
| Trade Name - | | |
| Address - | | |
| Phone # - | Fax # - | Email Address - |
| Contact Person - | | Tax ID# - |

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City’s requirements, and the objectives for each element of the project, item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived. The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

The undersigned hereby declares that no reason or persons other than those named herein are interested in this proposal, which is made without any connection with any other person or persons making any proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Hartford is directly or indirectly interested therein, or in the supplies or works to which it relates, or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interest of said City of Hartford.

The undersigned additionally declares that they are not debarred or suspended, or otherwise excluded from, or ineligible for, participation in City of Hartford, State of Connecticut or federally funded projects (Executive Order 12549).

The undersigned certifies under penalty of false statement that the information provided in this response is true.

| | |
|--|---|
| Delivery / Service Start Date: | # Calendar days after receipt of executed contract: |
| EEO Certification Status (check one) See General Information for Preparing a Response paragraph 3.6.3 | <input type="checkbox"/> Current & on file <input type="checkbox"/> EEO form attached |

| | | |
|-----------------------------------|--|------|
| Submitted by (Signature) | | |
| Printed name and title | | Date |

(Authorized Agent of Company)

Vendor acknowledges receipt of all addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable).

| | | | | | | | |
|------------|--|-------|---|------------|---|-------|---|
| Addendum # | | Dated | . | Addendum # | . | Dated | . |
| Addendum # | | Dated | | Addendum # | | Dated | |
| Addendum # | | Dated | | Addendum # | | Dated | |
| Addendum # | | Dated | | Addendum # | | Dated | |
| Addendum # | | Dated | | Addendum # | | Dated | |
| Addendum # | | Dated | | Addendum # | | Dated | |

| | | | | |
|---|---|-------------------|---|---|
| Bid Surety - 10% | For electronic bonds enter bond number, otherwise check the appropriate box | Electronic Bond # | <input type="checkbox"/> Bond (hard copy) | <input type="checkbox"/> Cashiers / Certified Check |
| | | | | |
| Cost of Performance Bond included in base bid (if applicable) | | | \$ | Per thousand |
| DAS Prequalified Contractor? (non highway construction projects >\$500,000) http://das.ct.gov/cr1.aspx?page=10 | | | <input type="checkbox"/> Certificate attached | <input type="checkbox"/> Update Statement attached |
| Insurance Agent Name | | | Phone # | |
| Insurance Agent Address | | | | |

1.2 RESPONSE PRICING

Please include pricing for services described in your response.

The City of Hartford is exempt from all sales and use tax; therefore bid prices shall not incorporate such taxes. Upon request by the successful respondent, a sales tax exemption certificate will be issued.

1.3 STATEMENT OF QUALIFICATIONS

Please complete the following information. Failure to respond to all items may result in the rejection of your response.

1. Number of years in business - D-U-N-S Number:
2. Number of personnel employed Part time - , Full time - ,
3. List up to six past contracts of this type/size your firm has completed within the last three (3) years:

| Project | Date | Contact Person | Phone No. |
|---|------|----------------|-----------|
| . | . | . | . |
| . | . | . | . |
| . | . | . | . |
| . | . | . | . |
| . | . | . | . |
| . | . | . | . |
| 4. DAS CONTRACTOR PREQUALIFICATION <i>(required for construction / infrastructure projects only)</i> DAS prequalified? <input type="checkbox"/> Yes <input type="checkbox"/> No | | N/A | |

| | | |
|---|--------------------------|--|
| 5. ORGANIZATIONAL STRUCTURE OF BUSINESS ENTITY (select one) | <input type="checkbox"/> | General partnership (GP) |
| | <input type="checkbox"/> | Limited partnership (LP) |
| | <input type="checkbox"/> | Limited liability corporation (LLC) |
| | <input type="checkbox"/> | Limited liability partnership (LLP) |
| | <input type="checkbox"/> | Corporation |
| | <input type="checkbox"/> | Individual doing business under a trade name (sole proprietor) |
| | <input type="checkbox"/> | other (specify) |

| | | | |
|--|--|---------------------------------|--------------------------------|
| 6. CITY OF HARTFORD TAX STATUS / OTHER FINANCIAL OBLIGATIONS | Hartford Businesses – All City of Hartford taxes & financial obligations (real, motor & personal property) are current and paid in full or subject to a current and approved payment plan. Please attach RFR Affidavit. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Non-Hartford Businesses - All City of Hartford financial obligations are current and paid in full or subject to a current and approved payment plan. Please attach RFR Affidavit. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| | | | |
|---|---|---------------------------------|--------------------------------|
| 7. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE | Connecticut businesses - Are all required filings current with the Secretary of State and will the Secretary of State be able to issue a Certificate of Legal Existence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Out-of –State (foreign) businesses – Have you filed a Certificate of Authority / Application of Registration with the Connecticut Secretary of State? If so, submit a copy of your filing with your response. If not, submit a copy of your Certificate of Good Standing from your state of incorporation. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

8. Is your local organization an affiliate of a Parent company? If so, Indicate the principal place of business of the parent company and the name of agent for service.

| | | | |
|---------------|--------|-----|---|
| Business Name | . | | |
| Address | . | | |
| City | State. | Zip | . |
| Name of Agent | . | | |

NOTE: In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening.

A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. List all Affiliated Businesses (attach additional sheets as necessary):

| Business Name | Address | Ownership Interest % |
|----------------------|----------------|-----------------------------|
| . | . | . |
| . | . | . |
| . | . | . |
| . | . | . |

10. Based on the organizational structure of your business, provide a current listing of all corporate officers, principals, general or managing partners, limited partners, managers and members. If sole proprietorship or general partnership, attach trade name certificate filed with the town clerks office.

11. Submit copies of all required business (trade & occupational) licenses with your response.

12. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential if it is submitted via an email that requests confidentiality or if hand delivered, in a separate sealed envelope marked "Confidential."

All information should be supported with appropriate audited financials.

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt = Shareholders' Equity)

13. Taxpayer's Identification Number:

Respondents must provide their Taxpayer Identification Number on the response form (Fed ID#). Award recipients, whether an individual, proprietor, partnership or a non-profit corporation or organization must file the Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification with the City. Copies of this form are available at: <http://www.hartford.gov/procurement/forms>

Request for Information

Introduction:

This is a Request for Information (RFI) only and does not constitute a commitment from the Hartford Fire Department to submitted requests. Furthermore, neither the Hartford Fire Department nor the City of Hartford will be responsible for any costs associated with the creation and submission of such information.

The Hartford Fire Department is seeking potential vendors for the development of a geographic information system used for emergency response specializing in real time dispatching, preplan, resource management (automatic vehicle location) and accountability. The Hartford Fire Department is requesting that vendors submit relevant experience, qualifications and capacity in the various fields involved in this project. This should include a list of comparable projects you have completed within the past four years. The purpose of the information is exploratory in nature with the intent of making the Hartford Fire Department aware of suitable vendors as it seeks to replace the current Hartford Fire Department AVL system.

Project Scope:

The project's intent is to replace and expand upon the concepts of the Hartford Fire Department AVL system. Theory of Operations and system requirements detail some of the expectations that the Hartford Fire Department is seeking:

Theory of Operations:

Dispatch receives a call. The information is entered into the computer aided dispatch (CAD). As soon as the call is entered into the CAD it is pushed/pulled to the GIS system. The GIS system will then interpret the data from the CAD, geocode and display all pertinent information associated with the call; address, cross streets, description, units responding, assigned radio channel for the incident, alarm time, dispatch time, etc. The system will also query specific City of Hartford SQL databases for relevant information pertaining to the address. Information deemed by the Hartford Fire Department hazardous or of urgency will display a visible cue as to make the firefighter aware of the urgency. Maximum process time from when the call is entered in to the CAD and displayed within the GIS system is 30 seconds.

The GIS system geocodes the location by two means: 1) Address Point file or 2) Street range using a street centerline file if an address point is not found. Locations shall be geocoded by address, latitude/longitude, United States National Grid or place names.

The user will have the ability to create a geofence around a specified location on the map. Any unit entering the geofence, utilizing the unit alias, queries SQL databases specified by the Hartford Fire Department to pull unit personnel for accountability. The accountability is dynamic and changes when companies enter or leave the geofence.

The GIS system will display the status of the units. The unit icon will change color depending on the status of the unit. For example, red for arrived, yellow for enroute, green for clear, orange for out of service.

The user will be able to select a unit and by means of the map indicate where they want the unit to be. The location is then pushed to the corresponding unit appearing on their display.

The user will be able to create buffers for hazardous response. The user will be able to add essential information to the buffers such as the hazard being modeled, stand off distances, and the various stages of hazard levels. The created buffers would then be pushed to all users on the system with notification that a hazard buffer has been created.

The user shall have the ability to click anywhere on the map and be able to identify the Latitude/Longitude in WGS 84 in the format of Degrees Minutes Seconds or United States National Grid.

System Requirements:

The system shall consist of a thin and thick client. All software must be non-proprietary and adhere to National Fire Protection Association 950.

System Wide:

- Requires User Authentication
- AVL information stored in Microsoft Structure Query Language (SQL) Server
- GPS Message sent and stored as Trimble ASCII Interface Protocol (TAIP) Long Navigation
- Able to manage AVL fleet using TAIP unit specified identification (ID)
- Identify resources by resource type
- Microsoft Windows Operating Systems Compatible
- Be able to access ESRI SDE Database, Shapefiles, Pictometry imagery
- Be able to share pertinent information utilizing tools built into the graphic user interface
 - HAZMAT plumes
 - Emergency Response Guidebook buffers
 - Road obstructions, out of commission hydrants, etc.
- The user shall be able to identify features within the map and access the attributes.
- Be able to pull/push information from thin client to thick client and vice versa

Thick Client

- Self-Contained Application
- Able to work online or offline
- GIS data stored locally on client machine
- Updates pushed from Server
- Adjustable and preset zoom distances
- Minimum typing required when selecting incidents or querying building information. As much information should be pre-populated as possible.
- Map focused
- Displays and retains all dispatches for 24 hours with the latest call being on top
- Displays real time status of fleet
- Map rotates while vehicle traverses
- Able to update GIS layers and make geocoding changes
- Must be able to open hyperlinks

Thin Client:

- Web Based
- Accessible by Windows and Apple operating systems.
- Uses City wide enterprise databases to maintain GIS layers
- Must be able to open hyperlinks
- Replay feature allowing the review of previous stored AVL data

Submittal:

All submittals should include the following:

- A. A cover letter signed by someone duly authorized to commit the firm to the work described and identifying all materials and enclosures being submitted in response to the RFI
- B. A table of contents identifying section breaks by page number
- C. A resume of relevant experience, qualifications and capacity in the various fields involved in this project. This should include a list of comparable projects you have completed within the past four years giving the following information for each.

Name of Company/Municipality

Address

Name and telephone number of contact person

Project Scope

Budgeted Project Cost and Final Cost (explain any substantial difference)

- D. Respondent's proposal following the guidelines established in this scope of work
- E. Proposed costs

Notes: Sections should be tabbed and labeled, and pages should be sequentially numbered at the bottom of the page

END OF SECTION