



**LANE COUNCIL OF GOVERNMENTS
REQUEST FOR QUALIFICATIONS (RFQ)
Regional Land Information Database (RLID)
Web Application Development, UX Design, Marketing, Graphic Design, Database
Development, API Development, Project Strategizing
RFQ No. 2020-0005**

Posting Date: November 7th, 2019

**Proposals Due: December 2nd, 2019
Time: 11:00 a.m., Pacific Time**

SECTION 1: GENERAL INFORMATION

Lane Council of Governments (LCOG) is a voluntary association of governments in Lane County, Oregon. LCOG's GIS program manages RLID (Regional Land Information Database – www.rlid.org) as part of a long-standing contract between the City of Eugene, City of Springfield, Eugene Water and Electric Board (EWEB), Lane County, and LCOG. RLID is a property research and reporting database-driven ColdFusion web application with GIS capabilities that enables searches and reporting on properties in Lane County, Oregon. Government agencies and private sector RLID users generate a combined 2.6 million queries and reports per year. RLID is considered by many users to be mission-critical to their business needs. RLID has been in place for nearly 20 years and the website is currently in its 3rd incarnation. The purpose of this RFQ is to assess the qualifications of vendors interested in performing the work outlined in the Scope of Work. LCOG will select at least one vendor who meets the qualifications.

SECTION 2: SCOPE OF WORK

The selected consultant will be expected to assist the RLID Team in maintaining and enhancing the current version of the RLID ColdFusion web application, as well as crafting a design concept for the next version of RLID (Version 4). That design concept should not be specific to ColdFusion as RLID V4 might be developed in a different, more broadly used technology. Therefore, the Proposer should have expertise in web programming languages beyond ColdFusion.

This project includes the following work activities:

Phase 1: Discovery

The selected consultant would be expected to carefully examine the RLID V3 ColdFusion and Microsoft SQL Server programming code and fully understand how it is programmed. Members of the RLID Team will be available to walk the consultant through any part of the application and provide an in-depth training on the user interface.



Phase 2: RLID V3 Enhancements and Maintenance

RLID V3 is programmed mostly in ColdFusion and T-SQL and is extremely stable; however, there is a growing list of enhancements users have requested. It is important to enhance the existing RLID while the new RLID is being conceptualized. This work will require coordination with the RLID Team, particularly the Database Administrator since the entire application is driven by Microsoft SQL Server stored procedures. Activities could include but are not limited to:

- Implement any RLID enhancements provided by the RLID Team.
- Modernize the code to make the application mobile friendly.
- Design and implement new pages, such as a Learning Center implemented in a way such that the RLID Team could populate it with content.
- Install ColdFusion patches.
- Install and configure Fusion Reactor.
- Troubleshoot any ColdFusion problems.

Phase 3: RLID V4 Design Concept

There are many possible solution paths that would result in RLID V4, and the selected consultant will collaborate with the RLID Team to assist in the creation of a design concept to reach the ultimate goal, which is to create of a “best of breed” web application that will carry the RLID Program for many years. The strategy will need to accomplish the following:

- Meets the needs of the government partners. May include Open Data, a free tier of the RLID application, and adding an API layer between the database tier and the front-end.
- Leverage the knowledge and technical skills offered by the RLID Team.
- Address the biggest needs early in the project.
- Paced to match the funds available to pay for web application development.
- Will result in an RLID that is optimally architected and affordable to maintain.

SECTION 3: SKILLS REQUIRED

ColdFusion

RLID V3 is programmed in ColdFusion and is a live, heavily used application that needs support and enhancements. The Proposer should demonstrate proficiency in:

- ColdFusion application maintenance and development
- ColdFusion web server support and administration
- Consuming SQL Server stored procedures in ColdFusion applications

.Net or Other Web Programming Technology

ColdFusion has been an excellent technology for RLID V3 as it streamlines programming database-driven web applications and has excellent PDF creation capabilities. However, ColdFusion is used by a tiny fraction of websites, which makes it difficult to find technology experts to support it. The design concept for V4 will explore a variety of web application programming technologies. The Proposer



should demonstrate proficiency in at least one heavily used web programming technology other than ColdFusion.

Microsoft SQL Server

The entire RLID web application is driven by a collection of stored procedures and functions programmed in Microsoft SQL Server. This architecture is optimal for what RLID does, and the Proposer will need be experienced in working with Microsoft SQL Server stored procedures, specifically crafting web applications that consume stored procedures.

Content Management System (CMS)

RLID V3 is programmed on a custom-made CMS based on the FuseBox framework. Maintaining RLID V3 will require the ability understand and navigate that framework. RLID V4 should be built on a CMS to allow the RLID Team to make simple changes to RLID without involving a programmer.

Graphic Design

RLID V3 has a backlog of enhancements, some of which require graphic design.

User Interface Design

Crafting a design concept for RLID V4 will require knowledge and experience designing easy-to-use interfaces for data-intensive and GIS web applications.

GIS

The RLID suite of products include mapping applications created in Esri's AGO as well as GIS capabilities built into the web application. The Proposer should have knowledge of GIS and experience integrating GIS into web applications.



SECTION 4: INSTRUCTIONS TO PROPOSERS

1. Requirement for Proposal Submittal

Interested consultants should submit one written proposal by 11:00 a.m., Pacific Time, December 4, 2019, to:

Single Point of Contact: Bob Clayton
RLID Manager
Lane Council of Governments
859 Willamette Street, Suite 500
Eugene, OR 97401
Email: bclayton@lco.org
Phone: 541-682-4053

Proposals shall be sealed and marked: "Confidential-RLID Consultant" to Lane Council of Governments. LCOG assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not received by LCOG by the above-specified time and date will not be considered. Faxed or emailed proposals will be rejected as non-responsive. Consultants responding to this RFQ do so solely at their own expense.

2. Reservation of Rights

LCOG reserves the right to: 1) Seek clarifications of each proposal; 2) Negotiate a final contract that is in the best interests of LCOG and the public; 3) Reject any or all proposals or cancel this RFQ at any time if doing either would be in the public interest, as determined by LCOG in its sole discretion; 4) Award the contract to any proposer based on the evaluation criteria set forth in this RFQ; 5) Waive minor informalities contained in any proposal, when, in LCOG's sole judgment, it is in LCOG's best interest to do so; and 6) Request any additional information LCOG deems reasonably necessary to allow LCOG to evaluate, rank and select the most qualified proposer to perform the services described in this RFQ.

3. Extension Request

Requests for extensions of the proposal closing date or time may be requested prior to the deadline for receipt of Proposer questions noted above. Timely requests will be considered, but LCOG reserves the right to extend the due date or decline to extend the due date at its sole discretion.

4. One Proposal; Partial Proposals

A Proposer may not submit more than one (1) proposal in response to this solicitation. No partially completed proposals will be accepted and will be rejected if not properly completed based on the solicitation guidelines.



5. Single-Proposer Responsibility

Single-Proposer responsibility is required under this RFQ. Each Proposer responding to this RFQ must propose all professional services/goods and provide all materials, equipment, supplies, transportation, freight, special services, and other work described or otherwise required herein for each project task being proposed.

6. Withdrawal or Modification of Proposals

Proposals may be modified up until, but not after, the due date and time for proposal submittal. Proposals may be withdrawn by Proposer before proposal due date and time subject to coordination with the Single Point of Contact.

7. Addenda

When appropriate, as determined by Agency in its sole discretion, revisions, substitutions, or clarifications of the RFQ will be issued as Addenda to this RFQ and posted on LCOG's website. Verbal, faxed, or e-mailed instructions, interpretations, and changes are not official expressions of LCOG and are not binding. All cost adjustments or other changes resulting from said addenda must be taken into consideration by Proposers and included in their proposals. All addenda issued by LCOG must be acknowledged by Proposer on the Acknowledgement of Addenda form.

8. Experience and Qualifications

Proposer must demonstrate to the satisfaction of LCOG that Proposer possesses the qualifications, experience, skill, licenses, necessary facilities, and financial resources required to perform the contract services in a satisfactory manner and within the required time.

9. Ambiguity in Specifications

Proposers must promptly notify the Single Point of Contact of any ambiguity, inconsistency, or error that they may discover upon examination of the solicitation documents.

10. Agreement.

Submittal of a proposal indicates a consultant's intent to execute the attached contract and be bound thereby. The services and responsibilities set forth in this RFQ, together with any other documents required herein, shall be included in the contract executed by the successful consultant, as indicated in the attached contract form. Any open terms in the attached contract will be completed based upon LCOG negotiation and awardee's proposal, in LCOG's sole discretion. Evidence of insurance must be received prior to agreement implementation.



11. Questions/Clarifications

Proposers must immediately notify LCOG of any ambiguity, error, or omission in the RFQ and associated proposal documents. Questions, requests for clarification or modifications to this RFQ should be directed in writing to the Single Point of Contact for review and response. **The deadline for submittal of questions is 5:00 p.m., Pacific Time, on November 14, 2019. LCOG will respond to each question by 5:00 p.m., Pacific Time, on November 18, 2019.** If LCOG provides clarification, the same will be provided to all prospective proposers in the form of an Addendum to this RFQ and posted on LCOG's website.

SECTION 5: PROPOSAL CONTENTS

Responsive proposals must include the following information, not to exceed 15 pages, and be submitted to the Single Point of Contact, as outlined in Section 4(1):

1. **FIRM INFORMATION:** Provide a brief history of the firm's qualifications and its experience in performing work described in the Project Information, with attention paid to work performed for a government entity.
2. **TECHNICAL EXPERTISE:** Provide information on expertise in the following:
 - A. ColdFusion
 - B. Web development technology other than ColdFusion
 - C. Microsoft SQL Server
 - D. Content Management Systems
 - E. Graphic design
 - F. User Experience/Interface design
 - G. GIS
3. **PERSONNEL INFORMATION:** Provide qualifications of the project team and key personnel, including designation of project manager.
4. **PROJECT UNDERSTANDING AND APPROACH:** Provide a discussion of how the firm intends to meet the project requirements, tasks to be completed, and the products to be provided.
5. **REFERENCES:** Provide at least three (3) examples of database-driven web applications your firm designed and developed. Include description of the role(s) your firm filled during that project, technologies used, final dollar cost, project start and end date, name of project manager, name of client, and contact person with title, email address, and current phone number.
6. **PRICING:** Provide billing rates and/or labor rate sheet for the following activities:
 - A. ColdFusion / web application programming
 - B. Graphic Design
 - C. User Experience / Interface design
 - D. Web application design

A Proposer desiring clarification of the meaning of any aspect of the RFQ and associated bid documents must request the clarification in writing. If LCOG determines that a clarification is required, LCOG shall furnish the additional information to all prospective Proposers in the form of an addendum to the RFQ. Requests for clarification, or reports of errors or omissions, must be directed to the Single Point of Contact prior to the deadline for submittal of questions.



Proposers wishing to take exception to any LCOG Contract Terms and Conditions must identify such terms, explain the issue, and suggest alternative language equally protective of LCOG prior to or within submitted proposals. Requests for exceptions will be considered, but approval is in the sole discretion of LCOG.

SECTION 6: SELECTION CRITERIA

In selecting the qualified firm, a selection panel will evaluate proposals based on the following criteria:

DESCRIPTION OF CRITERIA	POINTS POSSIBLE
Understanding of project objectives and requirements	25
Demonstrated ability to perform the technical work	25
Project management and approach to timely project delivery	25
Capabilities and experience	25
Rates and fees	25
TOTAL POSSIBLE SCORE	125

SECTION 7: PROCESS FOR EVALUATION AND CONTRACT AWARD

LCOG’s Evaluation Committee will evaluate proposals and score each one in accordance with the selection criteria and the points allotted for each criterion, as set forth above. Following initial review and scoring of all responsive proposals, the Evaluation Committee may choose to conduct one or more interviews with the top ranked Proposer(s). The Evaluation Committee will select the Proposer determined to meet the best interest of LCOG and the Committee’s recommendation will be forwarded to the RLID Manager who will make the final award determination.

Award of Contract(s) for RFQ will be made to the responsive and responsible Proposer(s) whose proposal(s) is/are most advantageous to LCOG, all selection criteria considered, to include interviews and best and final offers, if conducted.

SECTION 8: PROTESTS

Consultants are directed to the protest procedures contained in LCOG Public Contracting Rules 137-047-0730 and 137-047-0740.



SECTION 9: PROCUREMENT TIMELINE

Provided below is the proposal procurement timeline. Unexpected events may cause the timeline to change. LCOG reserves the right to revise the procurement timeline.

Date	Event
November 7, 2019	RFQ Issued and Advertised
November 14, 019	Vendor Questions Due by 5:00 p.m.
November 18, 2019	Vendor Question Answered by 5:00 p.m.
December 2, 2019	Proposal Closing Date by 11:00 a.m.
December 3, 2019	Evaluation Committee Meeting – Evaluate proposals
December 4, 2019	Interview References
December 6, 2019	Issue Notice of Intent to Award

SECTION 10: APPENDICES

The following appendices are included in this RFQ:

Appendix A: Consultant Personal Services Contract

SECTION 11: QUESTIONS AND ANSWERS

Updated: 11/12/2019

1. Who is the incumbent for this work?

The ColdFusion maintenance is currently being handled by an LCOG employee who is retiring and leaving the organization by the end of 2019.

2. Is the incumbent eligible to bid on this project?

Yes.

3. What is your budget for this work?

The RLID Team will identify a list of maintenance tasks and enhancements, pass that list to the selected contractor who will then provide a time and cost estimate to complete the work. Once that batch of



work has been completed, the next batch of work will be queued up. The budget depends on how many enhancements and fixes are required.

4. What is your anticipated timeline for this work?

Ramp-up will need to start as soon as the contractor is selected so there is overlap with the staff member who currently maintains ColdFusion. ColdFusion maintenance and enhancements will be necessary until RLID has been replaced with a new version.

5. Will you consider offshore companies to do this work?

A US based company is preferred.

6. How much time do you anticipate must be spent working onsite?

Likely very little.