

## Department of Planning and Zoning

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### MEMORANDUM

TO: Parcel Mapping Professionals

FROM: Jay Appleton, Programmer/Analyst

DATE: April 11, 2012

RE: Request for Proposals and Qualifications for GIS Parcel Mapping Services

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The City of Burlington is seeking the services of a qualified Geographic Information System (GIS) firm to perform an update to its GIS parcel data and, future budgets-permitting, annual updates.

#### ***Background***

Historically parcel information has been maintained by different City Depts at different times. The first tax maps were originally created by the Assessor's Office in the late 1980s and early 1990s as part of the City's initial investment in an Arc/Info geographic information system. This function later moved to the Department of Public Works for maintenance and map production the tax until ~1992.

Paper parcel maps were last printed in late 1999 by the Department of Planning and Zoning. While it's never been their responsibility to do so, Planning's GIS staff has also taken it upon themselves to update parcel data on an as-needed basis, but a backlog exists.

Changes to the City's parcel data are the result of boundary line adjustments and lot mergers. Subdivision occurs infrequently as the City is generally built out. These changes are officially recorded in the City Land Records with the deeds and surveys. Survey map copies can also be found in the City's zoning records.

The backlog consists of 80-100 changes to linework, and associated changes to polygon codes and annotation. On average, the City issues 12-13 permits annually for lot line adjustments, lot mergers, and subdivision. Arc recodes to reflect when the same entity owns property on both sides of a boundary are not included in these estimates.

To manage and provide information about properties, the City has invested in developing a suite of information systems, including ArcGIS, AMANDA (permitting), and AssessPro (taxation). Planning's GIS staff currently plays a central role in the creation of new records for newly created parcels and establishing linkages across databases to integrate them together. Three (3) different polygon codes are maintained for linkage to other City databases, each serving a different purpose.

Many departments across the City (Planning, Zoning, Assessor, Public Works, Code Enforcement, Attorney, Community and Economic Development, etc.) rely on this information every day in support of a range of planning, permitting, land development, compliance, and enforcement functions of the City. Property owners, developers and consultants considering new development and infrastructure projects require this type of information in order to complete their work. This information is also made available to the public in the Assessor's Office and online.



The City's GIS data are maintained in an ArcGIS SDE server environment. The parcel data contain approximately 25,100 arcs and 8,700 polygons. Annotations include approximately 34,100 dimensions, 8,200 address numbers, and 2,300 street names.

### ***Scope of Work and Final Products***

The Consultant(s) will be working under the direction of the Department of Planning and Zoning staff throughout the development of the project. The Consultant(s) will also be expected to independently collaborate with the Assessor's Office (co-located with Planning and Zoning).

The scope of work for this effort involves two (2) separate tasks to which the consultant is expected to provide separate responses and cost estimates. At this time the City is only prepared to fund and contract for work under Task 1. However, additional funding in order to include Task 2 for future annual updates will be sought. Therefore extension any contract to Task 2 is pending available funding, and satisfactory performance of the consultant.

**Task 1:** Bring existing GIS parcel data up-to-date (the backlog). This task will include:

1. Develop a data transfer protocol between the City's GIS and that of the consultant to coordinate data transfer and editing to ensure against duplicating/conflicting efforts.
2. Perform linework updates using materials compiled and provided by the Assessor's Office.
3. Perform parcel polygon attribute information updates, including linkages to tax assessment (AssessPro) and permitting (AMANDA) databases.
4. Perform annotation updates for lot dimensions and addresses using materials compiled and provided by the Assessor's Office.
5. Maintenance of an update log and metadata.
6. Production of digital (pdf) and paper tax parcel maps: 148 sheets at 1:600; 36x42 inches in size.

**Task 2:** Perform annual updates of GIS parcel data. This task will include:

1. Develop a data transfer protocol between the City's GIS and that of the consultant to coordinate data transfer and editing to ensure against duplicating/conflicting efforts.
2. Perform linework updates using materials compiled and provided by the Assessor's Office.
3. Perform parcel polygon attribute information updates, including linkages to tax assessment (AssessPro) and permitting (AMANDA) databases.
4. Perform annotation updates for lot dimensions and addresses using materials compiled and provided by the Assessor's Office.
5. Maintenance of an update log and metadata.

6. Production of digital (pdf) and paper tax parcel maps: 148 sheets at 1:600; 36x42 inches in size.

Responsibilities of the City:

- The Department of Planning and Zoning will be the lead contact and project administrator.
- The City will provide maps and instructions for each of the backlog updates.
- Provide access to all available relevant geographic information, databases, plans, reports, studies and maps;
- Assist with coordination with other City departments as necessary; and
- Provide project oversight and contract administration.

Work for Task 1, involving elimination of the backlog, has a total budget not to exceed \$4,000.

Subsequent year budgets are expected to be less, but remain undetermined at this time.

***Schedule and Deliverables***

1. Responses to this RFP must be received no later than: 4:00 pm, Friday May 4, 2012.
2. Selection of the preferred consultant will be complete by: **May 18, 2012.**
3. A review of available data should be completed by: **May 25, 2012.**
4. All materials, photographs, renderings, maps, data, and documents compiled or prepared under this project should be provided to the City by: **June 30, 2012.**

***Selection***

In selecting the Consultant, the City will use the following criteria:

1. Qualifications. The Consultant(s) must have an appropriate mix of training and experience. Demonstrated experience on similar projects will be seriously considered. The qualifications of the individuals assigned to this project will be a critical factor.
2. Technical Expertise: The Consultant(s) must have direct experience and in-house capacity with relevant computer applications including Arc/GIS.

***Submission Requirements***

Please submit one (1) digital copy (Adobe PDF) of your proposal including:

1. Cost proposal and proposed workplan that includes:
  - A separate workplan, cost proposal and timeline for the Task 1 update; and,
  - A separate workplan, cost proposal and timeline for Task 2 annual updates.
2. Resumes for the specific individuals to be assigned to the project with a listing of qualifications, the role they will play, and an estimate of time committed to the project for each.
3. A list of references.
4. Examples of comparable work.
5. Other supporting information as may be appropriate.

This information must be **RECEIVED** by **4:00 pm, Friday May 4, 2012** to be considered.

Please direct inquiries via email to Jay Appleton at [jappleton@ci.burlington.vt.us](mailto:jappleton@ci.burlington.vt.us) .

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