

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR PROFESSIONAL GIS MAPPING SERVICES  
FOR JOHNSON COUNTY, MISSOURI**

**INTRODUCTION**

Johnson County, Missouri is issuing a Request for Qualifications (RFQ) to identify qualified firms who have the desire and capability to create a comprehensive Geographic Information System (hereafter referred to in this document as “GIS”). The project will consist of cadastral database conversion, interface with existing tax assessment and valuation software, 911 roads and 911 address mapping, and additional project services associated with the development of a comprehensive GIS program. The successful firm shall have expertise in developing GIS programs of this nature.

Based on a review of the RFQ responses, one (1) lead firm will be selected to negotiate a contract for professional GIS mapping services. Our intent is to obtain a brief yet informative synopsis of your company’s abilities related to the Scope of Services identified in this RFQ.

Johnson County, Missouri reserves the right to reject any responses to this RFQ for failure to meet the requirements contained herein, to waive any technical requirement, and to select the most qualified firm, in the County’s judgment, who best meets the requirements of this project and the needs of the County.

**BACKGROUND**

The Johnson County Assessor’s office oversees and conducts assessment of all property within the county. The responsibility of the Assessor's office is to assess real and personal property, keep records of all real estate transactions and maintain a current record of property ownership. Johnson County covers approximately 833 square miles and incorporates approximately 25,900 real property parcels. The population of this area is approximately 54,397.

**SCOPE OF SERVICES**

Johnson County, Missouri would like to develop an accurate parcel-based GIS with supporting cadastral mapping data layers based on Esri’s ArcGIS software platform. We anticipate the construction of the following data layers: section lines, ¼ section lines, Township & Range, road centerlines, road rights-of-way, lots, original blocks, map blocks, parcels, parcel dimensions, subdivisions, water boundaries, map index, city limits, and tax district boundaries. In addition to creating the parcel base and related features, further services may include project set-up, map maintenance during and after project development, and software training.

Sources of project data will include existing hardcopy tax maps, existing GIS data, subdivision plats, deeds, surveys, digital orthophotography, and data from the county’s tax database software.

It is the County's intent to construct the entire County parcel base and related data layers to create an accurate GIS framework.

Johnson County, Missouri is also requesting 911 mapping services. Johnson County has already established 911 roads and addresses throughout the county. The County Assessor's office maintains hardcopy 911 maps that depict the roads, ranging, and addresses. The 911 Board, which is separate from the county has MapInfo 911 data and maintains the Master Street Address Guide (MSAG). By referencing the hardcopy 911 maps and information provided by the 911 Board, the county would like a 911 road centerline data layer, 911 address point data layer, and Emergency Service Number (ESN) boundary data layer created in the GIS database. Any discrepancies found within the existing 911 road ranging or 911 addresses shall be identified and provided in a report format to the County Assessor and 911 Director.

## **RFQ SUBMITTAL REQUIREMENTS**

In order to simplify the review process, to obtain the maximum degree of comparability, it is requested that the proposals include the following items and be organized in a manner specified below. Please note that some sections have a page limit.

### **Letter of Interest**

- 1) Submittals shall include a letter of interest, briefly outlining your company's interest in the project and understanding of the scope of the services to be provided. The letter should also include general information regarding the firm and the individuals to be involved.

### **Table of Contents**

- 1) Include a table of contents identifying material by section, page number and reference to the following information requested in formal responses.

### **Company Overview (Include the Following)**

- 1) Location, address and telephone number of home office and any affiliate or branch offices.
- 2) Year of establishment; include former names (and year established) if applicable.
- 3) Type of ownership
- 4) Identify the proposed project manager for this project.

### **Key Personnel and Job Planning**

- 1) Resumes of key personnel to be assigned to the project. Include length of service with the firm, professional education, and years of experience.
- 2) If any part of the project cannot or is not planned to be performed in-house, describe the portion that would be subcontracted along with a profile of said subcontractor.
- 3) If you have multiple company offices, please identify the location where the majority of the work will be performed. Please also indicate if any part of the project is to be performed outside the U.S.

**Qualifications and Capabilities**

- 1) Submit a narrative describing the firm’s professional and technical capabilities and qualifications related to this project. *(Limit narrative to three (3) pages).*

**Relevant Experience**

- 1) Please provide a list of five (5) relevant GIS mapping projects including year completed, duration of project and client contact information. *(Please limit each project example to one (1) page).*

**Project Approach**

- 1) Provide a suggested technical approach for the GIS mapping project, including information on quality control, training, deliverables and options for GIS program maintenance. *(Limit to ten (10) pages).*

**CONTACT INFORMATION**

Please direct any questions regarding this RFQ to Mark Reynolds, Assessor in the Johnson County Assessor’s Office. All inquiries must be made in writing and sent to [mreynolds@jocoassessor.com](mailto:mreynolds@jocoassessor.com) or at 302 N. Holden St., Suite 204, Warrensburg, MO 64093.

**SUBMISSION REQUIREMENTS**

Please send three (3) copies of your statement of qualifications in a sealed envelope labeled “GIS RFQ Response – Johnson County, Missouri” to the address below.

For consideration, your responses must be received by 4:00PM on Friday, January 30<sup>th</sup>, 2015.

All respondents will be notified by Friday, February 6<sup>th</sup>, 2015 with the results of the qualification based review process.

**Please send sealed responses to:**

Mark Reynolds  
Johnson County Assessor  
302 N. Holden St., Suite 204  
Warrensburg, MO 64093

Phone: (660) 747-9822

Fax: (660) 747-7180