



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

**Posting Date: November 7th, 2019 Statements of Qualifications 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). 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. 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 version. 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 vendors who meet the qualifications, as needed.

SECTION 2: SCOPE OF WORK

The selected consultant(s) will be expected to assist the RLID Team in maintaining and enhancing the current version of the RLID ColdFusion web application, and/or assisting in the development of an initial 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 technology. Therefore, the Interested consultant should have expertise in web programming languages beyond ColdFusion.

The Scope of Work is divided into two phases. Phase 1 supports the current environment and web application. Phase 2 supports the first step toward the development of a new version or generation of RLID. Vendors submitting statements of qualifications may express interest in working Phase 1 and Phase 2, Phase 1 only; or, Phase 2 only.

Phase 1: a) Discovery

The selected consultant(s) 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 1 b): RLID V3 Maintenance and Enhancements

RLID V3 is programmed mostly in ColdFusion and T-SQL. Activities could include but are not limited to the capability to:

- Install ColdFusion patches.
- Install and configure Fusion Reactor.
- Troubleshoot any ColdFusion problems.
- 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.

Phase 2: Assist in the Development of RLID V4 Design Concept (Optional)

There are many possible solution paths that could result in RLID V4, and the selected consultant will collaborate with the RLID Team to assist in the development 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 interested consultant 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 (for Phase 2 only)

ColdFusion has been the technology for RLID V3 as it streamlines programming database-driven web applications and has excellent PDF creation capabilities. The design concept for V4 will not necessarily employ Cold Fusion and will explore a variety of web application programming technologies. Identify capabilities to support 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. Identify proficiencies/capabilities 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

Identify capability and proficiency with graphic design to support requested enhancements to RLID V3.

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 interested consultant should have knowledge of GIS and experience integrating GIS into web applications.



SECTION 4: INSTRUCTIONS TO INTERESTED CONSULTANTS

1. Requirement for Proposal Submittal

Interested consultants should submit one written statement of qualifications by 11:00 a.m., Pacific Time, December 2, 2019, to:

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

Statements of Qualifications may be mailed, physically delivered, or emailed. Mailed or delivered Statements of Qualifications 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. Statements of qualifications which are not received by LCOG by the above-specified time and date will not be considered. Faxed Statements of qualifications 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 Statements of qualifications; 2) Negotiate contracts that are in the best interest of LCOG and the public; 3) Reject any or all Statements of qualifications 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 contracts to any interested consultant based on the evaluation criteria set forth in this RFQ; 5) Waive minor informalities contained in any Statements of qualifications, 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, select the most qualified interested consultants 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 Interested consultant 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

An Interested consultant may not submit more than one (1) Statements of qualifications in response to this solicitation.

5. Withdrawal or Modification of Proposals

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

6. 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 interested consultants and included in their proposals. All addenda issued by LCOG must be acknowledged by interested consultant on the Acknowledgement of Addenda form.

7. Experience and Qualifications

Interested consultant must demonstrate to the satisfaction of LCOG that interested consultant 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.

8. Ambiguity in Specifications

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

9. Agreement.

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(s), 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.

10. Questions/Clarifications

Interested consultants 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 interested consultants in the form of an Addendum to this RFQ and posted on LCOG's website.

SECTION 5: STATEMENT OF QUALIFICATIONS CONTENTS

Responsive Statements of Qualifications must include the following information, not to exceed 15 pages, and be submitted 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

An interested consultant 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 interested consultants 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.

Interested consultants 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 qualified firms, 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 statements of qualification 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 statements of qualification, the Evaluation Committee may choose to conduct one or more interviews with the most qualified Proposers. The Evaluation Committee will select the interested consultants determined to meet the best interest of LCOG and the Committee’s recommendation will be forwarded to the applicable LCOG Director who will make the final award determination.

Award of Contract(s) for RFQ will be made to the responsive and responsible Consultant(s) whose qualifications 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, 2019	Vendor Questions Due by 5:00 p.m.
November 18, 2019	Vendor Questions Answered by 5:00 p.m.
December 2, 2019	Statement of Qualifications Closing Date by 11:00 a.m.
December 10, 2019	Evaluation Committee Meeting – Evaluate proposals
December 11, 2019	Interview References
December 17, 2019	Issue Notice(s) of Intent to Award

SECTION 10: APPENDICES

The following appendices are included in this RFQ:

Appendix A: Sample Consultant Personal Services Contract

Appendix B: Questions and Answers



Appendix A: Sample Consultant Personal Services Contract

AGREEMENT TO FURNISH SERVICES

THIS AGREEMENT entered into by and between Lane Council of Governments, an organization of governments within Lane County, Oregon, hereinafter referred to as LCOG, and XXX(contractor name), hereinafter referred to as CONTRACTOR, whose address and telephone are XXXXXXXXXXXXX, XXXXXXX, OR 97XXX, (541) XXX-XXXX.

NOW THEREFORE it is agreed that:

1. CONTRACTOR shall provide (XXX enter project description) **OR** (XXX as outlined in Attachment A).
2. The agreement term shall be XXXXXXXX through XXXXXXXXXX.
3. LCOG shall pay CONTRACTOR at a rate of \$XX per hour, for a total amount not to exceed \$XX,XXX. CONTRACTOR is responsible for all required taxes.

CONTRACTOR will submit an invoice to XXX(enter LCOG staff name) for approval, detailing the number of hours worked and tasks completed plus task status. Upon receipt of an approved invoice in LCOG fiscal department, reimbursement to CONTRACTOR will be processed within 15 days.

4. If CONTRACTOR employs others in the performance of this agreement, the CONTRACTOR shall comply with pertinent federal and state laws and regulations. The CONTRACTOR and all subject employers working under this agreement are either employers that will comply with ORS 656.017, Oregon Workers' Compensation Law, or employers that are exempt under ORS 656.126. None of the services covered by this agreement shall be subcontracted without the prior written approval of LCOG.
5. All work products which result from this agreement shall be the exclusive property of LCOG and shall be delivered to LCOG upon completion of the work or termination of this agreement. CONTRACTOR shall not further use or distribute these products without the express written permission of LCOG.
6. This agreement may be modified or extended by written amendment signed by both parties.
7. Upon fifteen days' written notice delivered to the other party by certified mail or in person, either party, without cause, may terminate its participation in this agreement.
8. Should funds not become available to LCOG in amounts anticipated, LCOG may, by amendment, reduce funding or terminate the agreement as appropriate. Reduction or termination will be effective upon written notice delivered in person or by mail.



Appendix A: Sample Consultant Personal Services Contract (P. 2)

(CONTRACTOR NAME)

LANE COUNCIL OF GOVERNMENTS

By:

Date

Date

Contractor Tax ID OR Social Security #: _____



Appendix A: Sample Consultant Personal Services Contract (P. 3)

**ATTACHMENT A
WORK PROGRAM**

On request of LCOG CONTRACTOR shall provide the following services:

LANGUAGE SAMPLES – GENERAL REQUESTS:

Technical, Professional, and Consulting services, including but not limited to xxx xxx xxx.

LANGUAGE SAMPLE – TASKS AND BUDGET:

The following table summarizes principal work tasks and estimated costs during the duration of the agreement:

Task	Amount
A. Describe Task A <ul style="list-style-type: none"> ○ Maintain xxxxxx. ○ Add support for additional xxxxxxxxxxxxxx ○ Investigate alternatives to xxxxxxxx 	
B. Describe Task B <ul style="list-style-type: none"> ○ Weekly xxxxxx ○ Maintain xxxxxxxx 	
B. Describe Task B <ul style="list-style-type: none"> ○ Weekly xxxxxx ○ Maintain xxxxxxxx 	
Total	

Deliverables: _____

Timeline: _____

Appendix B: Questions and Answers

Updated: 11/14/2019

1. When is the proposal due?

It is due on December 2nd, 2019. There was an erroneous reference to December 4th in the RFQ, but that has been corrected.

2. 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.

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

Yes.

4. 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.

5. 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.

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

A US based company is preferred.

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

Likely very little.



8. Could LCOG clarify the due date for Statements of Qualifications? There appears to be two conflicting dates in the RFQ. Both December 2 and December 4 are mentioned.

December 2nd

9. Does LCOG have an estimated budget for Phase 1? For Phase 2?

The question regarding Phase 1 has been answered in Appendix B. The budget for Phase 2 has not yet been determined.

10. Are a title page, cover letter, table of contents, and resumes considered part of the 15-page limit for statements of qualifications?

yes

11. Is there a preference for .NET over other web programming technologies in Phase 2?

We are open to whichever technology is the best fit for RLID and requires the least custom programming

12. Does LCOG have a preference for custom CMS vs Commercial-Off-the-Shelf (COTS) CMS solution for RLID V4?

Preference would be given to a COTS solution with the intent to minimize custom programming