



REQUEST FOR QUOTES

Professional GIS Services

Quotes must be received no later than Friday, July 22 at 12:00 PM.

Introduction

The Town of Atkinson, NH seeks quotes from qualified GIS firms to provide Tax Map Conversion services and professional GIS services.

Background

The Town of Atkinson includes an estimated 7,087 residents and is located in Rockingham County New Hampshire. The Town's area covers about 11.4 square miles, of which 11.2 square miles is land area and .2 square miles is inland water area. The Town has approximately 3,238 parcels. The Town's tax maps are current to April 1, 2019.

Scope of Work

TAX MAP CONVERSION SERVICES

1. VENDOR shall convert the Town's existing tax map data a.k.a. property map or assessment map data to ESRI file geodatabase format. During the conversion, VENDOR shall:
 - Utilize the most recent NH Orthoimagery to assist with spatially aligning parcel line work. Record research (survey and deed review) is not considered part of this project.
 - Incorporate Tax Map updates provided by the TOWN to bring the tax maps current to April 1, 2022. The TOWN estimates 8 plans to be incorporated along with an estimated 25-50 miscellaneous corrections
2. Text, *if shown on the existing maps*, to be converted shall include all text as follows:
 - Road names
 - Water names
 - Easement names
 - Parcel numbers
 - Parcel areas
 - Dimensions
 - Adjacent town names
 - Exempt parcels
 - 'Part of text'
3. Digital Drafting Standards

The intent of VENDOR's service is to convert and reconfigure the existing tax map data (parcels & text) to industry standard ESRI file geodatabase format. The resulting digital database will support modifying a single data set for future tax map and GIS data maintenance services.

All text should be set to conform to standard cartographic practices and stored as annotation in the file geodatabase. Text will be added to the geodatabase using standard templates to set the text size, font, color, and symbol for each feature. If a text height must be reduced, it will be dropped to accommodate the cartographic need.

All text shall be digitized using ArcGIS software, in a professionally acceptable format, per the standards previously listed in Item 3.

4. VENDOR shall generate new tax maps matching the TOWN's existing map grid layout.
 - A. The TOWN's existing tax map Index will be converted to GIS format and used for tax map production to ensure that parcels are shown on the correct maps.
 - B. VENDOR shall configure an ESRI ArcGIS v. 10 x tax map plotting .mxd document using Data Driven Pages. This document will be used to create hard copy and PDF tax maps. The maps will contain standard map features such as a legend, north arrow, TOWN seal, adjacent sheet index, map disclaimer and date of revision.
 - C. VENDOR shall configure an additional ESRI ArcGIS v. 10 x .mxd document designed for reproducing the TOWN's Index Map. The index map will include features and labels for the tax map grid, roads, railroads, water, and adjacent municipalities.
 - D. VENDOR shall configure an additional ESRI ArcGIS v. 10 x .mxd document designed for reproducing the TOWN's Street Index Map. The index map will include features and labels to support and Index grid and related street listing.
5. VENDOR shall develop a preliminary tax map set in PDF format for review and acceptance prior to final delivery. Changes to the maps should be noted either in the PDF document or the TOWN can print the PDF maps and note changes on the hard copies prior to sending them back to VENDOR. VENDOR staff will incorporate the changes noted by the TOWN prior to final delivery.

ADDITIONAL OPTIONAL SERVICE

DEVELOP ONLINE GIS APPLICATION

1. Product Overview:

The TOWN seeks to acquire a web based GIS solution to be hosted by the VENDOR. The TOWN expects the VENDOR to handle all setup and configuration of the web based GIS site and provide user support to municipal staff and the general public. The application should be developed using JavaScript/HTML5 technology resulting in a responsive user interface that is cross browser compatible and functional in a mobile environment.

2. Online Functionality Overview:

This application must provide easy access to the following tools and functions:

Zoom-In Tool allows the user to focus on a specific, smaller area on the map. Click and drag a rectangle surrounding the area you want to zoom into.

Zoom-Out Tool allows the user to focus on a larger area on the map. Click the Zoom-Out tool and then click on the map near the center of the larger area you are interested in seeing.

Zoom to My Location zooms the map to the current location of the user.

Pan Tool allows the user to click and drag the view of the map in any direction. Zoom

Previous Tool allows the user to quickly zoom to the previous map extent.

Zoom To Full Extents Tool allows the user to quickly reset the map view to the original map extent.

Street View Tool allows the user to click on the map to see Google Street View and Bing StreetSide for that location.

Identify Tool allows the user to click on a parcel and receive information about that parcel. This tool is useful in receiving ownership information.

Clear Selection Tool allows the user to clear the selected map features(s).

Print Map Tool allows the user to generate a printable PDF map. This utility allows the user to design the map prior to generating a PDF map to print or save to the local computer. The user can enter a custom map title, define the printed map scale and include optional legend. The user also has the ability to select the map template to generate the map size of 8 1/2" X 11" or 11" x 17" with either portrait or landscape orientation.

Drawing Tools allow the user to draw points, lines, shapes and text on the map. Once included on the map, the user can edit the graphics too.

Measure Line Tool allow the user to click on the map to measure distance, area and coordinate locations.

Find Property Function enables the user to find properties by owner name, address or by parcel identifier, depending on the data available. As the user types the information in the Search dialog box the matching results begin to show in the list and corresponding points display on the map. The results list allows the users to view the property Building Image, Parcel #, Address and Owner. The user can then create a Results Report, Mailing Labels, Add/Remove records from the results, or select and zoom to a particular property.

Find Abutters Function enables the user to select properties that are located within a specific distance to a particular property. To perform the Abutters search, the user selects the subject property then enters the search distance and clicks the select button. The map will show the selected properties and the user can generate an Abutter Report, Mailing Labels formatted to Avery 5160 labels and export the results to an Excel file.

Map Layers expander allows the user to turn on and off certain layers as needed. The user selects the checkbox next to individual layers to turn them on/off.

Area of Interest function provides the ability for the user to quickly zoom to an area on the map. Once the particular Area of Interest is selected, the map will refresh to that particular area of TOWN.

This application must provide the additional following functions:

- Base Map Selector Tool allows the user to browse and select from a variety of local, esri and google base maps to include in the map.
- Help Tab: This window is designed to provide assistance to users while accessing the online website. This is an interactive website page that includes help topics for the functions within the user interface.

- Building Photos & Associated Documents: This function allows users the ability to access building photos and/or documents related to particular properties.

3. GIS Data Update:

VENDOR shall refresh the GIS data on the online website annually. Should the TOWN be using VENDOR's annual parcel map maintenance services, this refresh of the GIS data shall be performed upon delivery of the annual map update data.

4. Attribute Data Update

VENDOR shall design and create a Data Processing Utility for the TOWN to use for periodic upload using an export file(s) from the CAMA system to a secure online database accessed by the online website. This utility will not require any interaction on behalf of the VENDOR to run and upload new data to the online website.

5. TOWN Support

VENDOR shall provide telephone, fax, and email support services concerning the online website to the TOWN. These services can be used to answer usage and technical questions.

VENDOR shall respond to any TOWN alerts concerning poor performance or lack of performance of the site, and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

DELIVERABLES

1. VENDOR shall deliver one (1) complete set of preliminary tax maps in PDF format.
2. VENDOR shall deliver one (1) complete set of final tax maps in PDF format.
3. VENDOR shall deliver two (2) complete set of full size paper tax maps.
4. VENDOR shall deliver one (1) complete set of reduced size paper tax maps.
5. VENDOR shall deliver a new Street Index Map plotted on D size paper and in PDF format.
6. VENDOR shall provide the TOWN with a copy of all digital data developed as part of this project. Final delivery product will be in Esri ArcGIS format suitable for use with Esri's latest version of ArcGIS. The TOWN shall own all digital data created specifically for this project.
7. VENDOR shall deliver a parcel polygon shapefile which includes a GIS linking field.
8. OPTIONAL SERVICE: VENDOR shall provide online GIS hosting service for 12 months after the site is provided to the Town for review. Hosing services shall be renewable on an annual basis.