

## REQUEST FOR PROPOSAL 16-2602GD ADDRESSING DATABASE AND MAINTENANCE SYSTEM

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, to provide, implement and maintain an enterprise-wide, centralized address repository with an accompanying address management system.

The County is seeking an Address Solution to streamline and automate the current addressing process which is currently spread across three departments and relies on a disparate combination of GIS software tools and manual processes.

**DATE, TIME AND PLACE DUE:** Proposals will be received until **August 26, 2016 at 2:00 P.M.** at which time they will be **publicly opened at Manatee County Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.** All interested parties are invited to attend this opening.

**DEADLINE FOR CLARIFICATION REQUESTS:** **August 11, 2016 at 5:00 PM** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Division. This deadline has been established to maintain fair treatment for all potential proposers, while ensuring an expeditious transition to a final agreement.

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**Important: A prohibition of lobbying is in place. Please review Section A.09 carefully to avoid violation and possible sanctions.**

#### AUTHORIZED CONTACT:

Greg Davis, Contracts Negotiator  
(941) 749-3037, Fax (941) 749-3034

Email: [gregory.davis@mymanatee.org](mailto:gregory.davis@mymanatee.org)

Manatee County Financial Management Department - Purchasing Division

AUTHORIZED FOR RELEASE: 

## REQUEST FOR PROPOSAL 16-2602GD ADDRESSING DATABASE AND MAINTENANCE SYSTEM

### SECTION A INSTRUCTIONS TO PROPOSERS

Proposals may be presented by a single business entity, joint venture, partnership or corporation. In order to receive consideration, proposers must comply with the following instructions.

#### **A.01 PUBLIC SEALED PROPOSAL OPENING**

Sealed proposals will be **publicly opened** at **Manatee County Purchasing Division, 1112 Manatee Avenue West, 8<sup>th</sup> Floor, Suite 803, Bradenton, Florida 34205**, in the presence of County officials at the time and date stated, or at such time as the final call for proposals is made. All proposers or their representatives are invited to attend the sealed proposal opening.

No review or analysis of the proposals will be conducted at the public opening. Manatee County will receive proposals at the time and date stated and will make public at the opening the names of the business entities which submitted a proposal and city and state in which they reside.

Any proposals received after the final call for proposals has been made will not be considered. It will be the sole responsibility of the proposer to have their proposal delivered to the Manatee County Purchasing Division for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the Proposer will be responsible for its timely delivery to the Purchasing Division. Proposals delayed by mail will not be considered, will not be opened at the public opening, and arrangements will be made for their return at the proposer's request and expense.

#### **A.02 SEALED & MARKED PROPOSAL**

The contents of your sealed package will include: **One (1) signed Original (marked Original) and Five (5) Copies (each marked Copy) and One (1) Electronic copy**. The electronic copy will be in a pdf format and submitted on a CD or USB flash drive which is non-returnable. ***All physical and electronic copies shall be identical.***

Your complete proposal package will be submitted in one sealed package addressed from your company (name and address) and clearly marked on the outside **"Sealed Proposal 16-2602GD Addressing Database and Maintenance"** and addressed to:

Manatee County Purchasing Division  
1112 Manatee Avenue West, Suite 803  
Bradenton, FL 34205

**A.03 SECURING PROPOSAL DOCUMENTS & ADDENDA**

Request for Proposals and all documents issued pursuant to the Request for Proposal are available for download at no charge at [mymanatee.org](http://mymanatee.org) by clicking on "Bids and Proposals" on the left side of the home page. You may view and print these pdf files using Adobe Reader software.

Manatee County may also use DemandStar to distribute proposals. Visit the DemandStar website at [www.Demandstar.com](http://www.Demandstar.com) for more information regarding this service. Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Complete copies of the Request for Proposal and all related documents are available for public inspection at the Manatee County Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205, or by calling (941) 749-3014. Appointments are encouraged. Documents are available between the hours of 8:00 AM and 5:00 PM Monday through Friday, with the exception of holidays.

In addition, Manatee County informs Manatee Chamber of Commerce of all active solicitations, who then distributes the information to their members.

If any addenda are issued to this Request for Proposal, Manatee County will post the documents on the Purchasing Division's web page at <http://www.mymanatee.org/purchasing>, and then by clicking on "Bids and Proposals". If the original solicitation was broadcast via DemandStar, the addenda will also be broadcast on the DemandStar distribution system to "Planholders" on this web service.

The issuance of a written addendum by the Purchasing Division is the only official method whereby interpretation, clarification or additional information can be given.

It will be the responsibility of each proposer, prior to submitting their proposal, to contact Manatee County Purchasing Division at (941)749-3014, to determine if addenda were issued and to acknowledge receipt of same on Attachment A Proposal Signature Form.

**A.04 PROPOSAL EXPENSES**

Any and all expenses for making and submitting proposals to Manatee County are to be borne by the proposer.

**A.05 CLARIFICATION PERIOD**

Each proposer will examine all Request for Proposal documents and will judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposal will be made in writing and sent to the Manatee County Purchasing Division. Manatee County



will not be responsible for oral interpretations given by any County employee, representative, or others.

**A.06 FALSE OR MISLEADING STATEMENTS**

Proposals which contain false or misleading statements or which provide references which do not support an attribute or condition claimed by the proposer, may be rejected. If, in the opinion of Manatee County, such information was intended to mislead County in its evaluation of the proposal, and the attribute, condition or capability is a requirement of this proposal, it will be the basis for rejection of the proposal. Such proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to and from submitting any future bids or proposals to supply goods or services to Manatee County.

**A.07 WITHDRAWAL OR REVISION OF PROPOSALS**

A proposal which is submitted prior to the deadline may be withdrawn or revised anytime prior to but not after the deadline for receipt of proposals provided that the request for withdrawal or revision is in writing and executed by the proposer's duly authorized representative. The request for withdrawal or revision of the proposal must be filed with Manatee County Purchasing Division before the deadline of receipt for proposals. The withdrawal of a proposal will not prejudice the right of the proposer to submit a new proposal, provided the proposer can submit the new proposal by the deadline stated herein.

Once a proposal is opened, Manatee County will not accept any request by any proposer to correct errors or omissions in the proposal.

**A.08 JOINT VENTURES**

All proposers intending to submit a proposal as a Joint Venture are required to have filed proper documents with the Florida Department of Business and Professional Regulation and any other state or local licensing agency prior to submitting the proposal (see Section 489.119 Florida Statutes).

**A.09 LOBBYING**

After the issuance of any Request for Proposal, prospective proposers, or any agent, representative or person acting at the request of such proposer will not contact, communicate with or discuss any matter relating in any way to the Request For Proposal with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request for Proposal. This prohibition includes copying such persons on all written communication, including email correspondence. This requirement begins with the issuance of a Request for Proposal and ends upon execution of the final contract or when the proposal has been cancelled. Violators of this prohibition will be subject to sanctions as provided in the Manatee County Code of Laws.

**A.10 EXAMINATION OF OFFER**

The examination of the proposal and the proposer generally requires a period of not less than ninety (90) calendar days from the opening date of the proposals.



**A.11 RESERVED RIGHTS**

Manatee County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the due date may or may not be rejected by County depending on available competition and timely needs of Manatee County. County reserves the right to award the contract to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of County.

County will be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision will be final. Also, County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information County deems necessary to make this determination will be provided by the proposer. Such information may include, but will not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

County reserves the right to determine that any proposal received which does not contain all of the information, attachments, verification, forms or other information, may be considered non-responsive and therefore be disqualified from eligibility to proceed further in the Request for Proposal process.

**A.12 APPLICABLE LAWS**

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement will be in accordance with Manatee County Code of Laws, Chapter 2-26.

**A.13 TAXES**

Manatee County is exempt from Federal Excise and State Sales Taxes. (F.E.T. Cert. No. 59-78-0089K; Florida Sales Tax Exempt Cert. No. 85-8012622206C-6); therefore, the proposer is prohibited from delineating a separate line item in his proposal for any sales or service taxes. Nothing herein will affect the proposer's normal tax liability.

The successful proposer will be responsible for the payment of taxes of any kind and character including but not limited to sales, consumer, use, and other similar taxes payable on account of the work performed and/or materials furnished under the award in accordance with all applicable laws and regulations during the performance of the work. Nothing herein will affect the proposer's normal tax liability.

**A.14 SCRUTINIZED COMPANIES**

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies, for goods or services over \$1,000,000.00, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes.

At the time a company submits a proposal for a contract or before the company enters into or renews a contract with an agency or governmental entity for goods or services of \$1,000,000.00 or more, the company must certify that the company is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**A.15 COLLUSION**

By offering a submission to this Request for Proposal, the Proposer certifies the Proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, the Proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

**A.16 CODE OF ETHICS**

With respect to this proposal, if any proposer violates, directly or indirectly, the ethics provisions of the Manatee County Procurement Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and

Employees, such proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to and from submitting any future bids or proposals to supply goods or services to Manatee County.

#### **A.17 PUBLIC ENTITY CRIMES**

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

In addition, Manatee County Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, Manatee County Code of Laws requires all persons or entities desiring to contract with Manatee County to execute and file with the Purchasing Official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with Manatee County. Proposer is to complete Attachment "B" and submit with your proposal.

#### **A.18 AMERICANS WITH DISABILITIES**

Manatee County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of County's functions including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for an information conference or proposal opening should contact the person named on the cover page of this document at least twenty-four (24) hours in advance of either activity.

#### **A.19 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with Title VI of the Civil Rights Act of 1964, Title 15, Part 8 of the Code of Federal Regulations and the Civil Rights Act of 1992, Manatee County hereby notifies all proposers that it will affirmatively ensure minority business enterprises are afforded full opportunity to participate in response to this Request For Proposal and will not be discriminated against on the grounds of race, color,



national origin, religion, sex, age, handicap, or marital status in consideration of award.

#### **A.20 MINORITY AND/OR DISADVANTAGED BUSINESS ENTERPRISE**

The State of Florida Office of Supplier Diversity provides the certification process and maintains the database of certified MBE/DBE firms. Additional information may be obtained at <http://www.osd.dms.state.fl.us/iframe.htm> or by calling (850) 487-0915.

#### **A.21 DISCLOSURE**

Upon receipt, all inquiries and responses to inquiries related to this RFP become "Public Records", and shall be subject to public disclosure consistent with Florida Statutes, Chapter 119.

Proposals become subject to disclosure thirty (30) days after the opening or if a notice of intent to award decision is made earlier than this time as provided by Florida Statutes § 119.071(1)(b). No announcement or review of the proposals shall be conducted at the public opening.

Based on the above, Owner will receive proposals at the time and date stated and will make public at the opening the names of the business entities of all that submitted a proposal.

If Owner rejects all proposals and concurrently notices its intent to reissue the solicitation, the rejected proposals are exempt from public disclosure until such time as Owner provides notice of an intended decision concerning the reissued solicitation or until Owner withdraws the reissued solicitation. A proposal is not exempt for longer than twelve (12) months after the initial notice rejecting all proposals.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT OWNER'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, [debbie.scaccianoce@mymanatee.org](mailto:debbie.scaccianoce@mymanatee.org), Attn: Records Manager, 1112 Manatee Ave W., Bradenton, FL 34205.**

Pursuant to Florida Statutes 119.0701, to the extent CONTRACTOR is performing services on behalf of the COUNTY, contractor must:

- a. Keep and maintain public records required by public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not

exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.

- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

#### **A.22 TRADE SECRETS**

Manatee County is subject to Chapter 119, Florida Statutes; therefore, all documents, materials, and data submitted to any solicitation as part of a Proposal are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes. Except for materials that are "trade secrets" or "confidential" as defined by applicable Florida law, ownership of all documents, materials and data submitted in response to the Request for Proposal shall belong exclusively to the County.

To the extent that Proposer desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be identified by some distinct method that the materials that constitute a trade secret, and Proposer shall provide an additional copy of the proposal that redacts all designated trade secrets. By submitting materials that are designated as trade secrets and signature of the Proposer on its Proposal, Proposer acknowledges and agrees: That after notice from the County that a public records request has been made for the materials designated as a trade secret, the Proposer shall be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its sole cost, which action shall be taken immediately, but no later than 10 calendar days from the date of notification or Proposer will be deemed to have waived the trade secret designation of the materials;

- a. That to the extent that the proposal with trade secret materials is evaluated, the County and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating contract terms, approving any contract based on the proposal, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access,

view, consider, and discuss the materials designated as trade secrets through the final contract award;

- b. To indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Proposer, including actions or claims arising from the County's non-disclosure of the trade secret materials.
- c. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Manatee County public record policies. Proposer agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by the County, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies including but not limited to Section 119.0701, Florida Statutes.

Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire proposal document, line item and/or total proposal prices, the work, services, project, goods, and/or products to be provided by Proposer is not acceptable to the County and will result in a determination that the proposal is non-responsive; the classification as trade secret of any other portion of a proposal document may result in a determination that the proposal is non-responsive.

#### **A.23 CONFIDENTIALITY OF SECURITY RELATED RECORDS**

(a) Pursuant to Florida Statutes § 119.071(3), the following records (hereinafter referred to collectively as "the Confidential Security Records") are confidential and exempt from the disclosure requirements of Florida Statutes § 119.07(1):

- 1. A Security System Plan or portion thereof for any property owned by or leased to the County or any privately owned or leased property held by the County.
- 2. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by the County.
- 3. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development in the possession of, submitted to the County.

(b) Contractor/Vendor agrees that it shall not, as a result of a public records request or for any other reason disclose the contents of, or release or provide copies of the Confidential Security Records to any other party absent the



express written authorization of the County's Property Management Director or to comply with a court order requiring such release or disclosure. To the extent Contractor/Vendor receives a request for such records, it shall immediately contact the County's designated Contract Manager who shall coordinate the County's response to the request. Notwithstanding the foregoing, the Contractor/Vendor may

1. Disclose or release Security System Plans to:

- (A) The property owner or leaseholder; or
- (B) Another state or federal agency to prevent, detect, guard against, respond to, investigate, or manage the consequences of any attempted or actual act of terrorism, or to prosecute those persons who are responsible for such attempts or acts.

2. Disclose or release building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by the County:

- (A) To another governmental entity if disclosure is necessary for the receiving entity to perform its duties and responsibilities;
- (B) To a licensed architect, engineer, or contractor who is performing work on or related to the building, arena, stadium, water treatment facility, or other structure owned or operated by the County and is contractually bound by the Contractor/Vendor to comply with this Article/Section; or
- (C) Upon a showing of good cause before a court of competent jurisdiction.

(c) For purposes of this Article/Section, the term "Security System Plan" includes all:

- 1. Records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to the physical security of the facility or revealing security systems;
- 2. Threat assessments conducted by any agency or any private entity;
- 3. Threat response plans;
- 4. Emergency evacuation plans;
- 5. Sheltering arrangements; or
- 6. Manuals for security personnel, emergency equipment, or security training.

#### **A.24 E-VERIFY**

Prior to the employment of any person under this contract, the successful proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the

contract term by the successful proposer to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the successful proposer to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

**Only those individuals verified as eligible to work in the United States shall be employed under this contract.**

By submission of a proposal in response to this Request for Proposal, the successful proposer commits that all employees and subcontractors will undergo e-verification before placement on this contract.

If County has reasonable objection to any subcontractor, the county may request the successful proposer to submit an acceptable substitute without an increase in contract sum or contract time.

If successful proposer declines to make any such substitution, the County may award the resulting agreement to the next lowest qualified proposer that proposes to use acceptable subcontractors, who County does not make written objection to. In the event the successful proposer declines to make any such substitution post award, the County may exercise its right to terminate the agreement.

The successful proposer shall maintain sole responsibility for the actions of its employees and subcontractors. New employees brought in after contract award shall follow the same requirement stated above for the life of the contract.

#### **END SECTION A**

## **SECTION B** **SCOPE OF SERVICES**

### **B.01 BACKGROUND INFORMATION**

The County is seeking an Addressing Database and Maintenance System, hereinafter referred to as "Address Solution" to streamline and automate the current addressing process which is currently spread across 3 departments and relies on a disparate combination of GIS software tools and manual processes. Users are currently provided a PDF document containing new address information that is then manually entered into downstream applications such as Utilities, Permitting, CAMA (Computer Assisted Mass Appraisal), GIS (Graphic Information System) and E9-1-1.

Manatee County is located on the Gulf of Mexico in West Central Florida and consists of six incorporated municipalities including:

<b>Municipality</b>	<b>Population</b>
Anna Maria	1,574
Bradenton	59,570
Bradenton Beach	1,190
Holmes Beach	3,746
Longboat Key	2,398
Palmetto	10,603
Unincorporated Areas	243,752
<b>Total</b>	<b>322,833</b>

The County recently established a 'centralized' addressing initiative managed by a dedicated Addressing Coordinator within the Building and Development Services Department (BADS). However, determining new addresses, data management and reporting remains a manual process (with the exception of GIS data sets managed by others). The current addressing process relies on email communication, outlook calendar reminders to follow up on requests, work documents, excel spreadsheets for process tracking, placing the house number and street name on a paper map, scanning paper maps and letters to create a PDF report which is then sent to the following users:

- Public Safety CAD 9-1-1
- Fire Districts
- Traffic Sign Department
- Utilities Billings Department
- IT/GIS Department
- Permitting Department
- Zoning Department
- Supervisors of Election
- Tax Collector
- Property Appraiser
- School Board



Florida Power and Light  
 Frontier (Verizon)  
 Bright House  
 House of Maps  
 Peace River Electric  
 Federal Express  
 The Bradenton Herald  
 Local US Postal Office  
 Address Management Services, US Postal Service  
 Owner or Agent

The County Building and Development Services (BADs) is currently implementing Accela 8.0 to replace its legacy permitting and land development tracking applications and by doing so will replace many of the legacy manual tracking and pre-addressing tasks mentioned above.

The main focus of the scope of work for this project is to 'computerize' and 'automate' the manual tasks specific to address mapping, data management and reporting address changes, additions and corrections to the users as well as tracking requests for changes or corrections to existing address data.

Additionally, the County wants to include in the Addressing Solution a 'new' production ready 'best available' address database. The new address database should be GIS-enabled and/or integrated with the County enterprise GIS Street Centerline and Address Point feature classes. Proposals should discuss creating a 'new' 'best available' addressing database using existing address data and any other sources that may be helpful.

## **B.02 GENERAL REQUIREMENTS**

County currently maintains address information on paper maps; County GIS maintains a Street Centerline (GIS) and Public Safety maintains a GIS Address Point feature class. The County wants to centralize these functions to the Addressing Section of the Building and Development Services Department.

The Address Solution can be based on a commercial off the shelf ("COTS") software with a track record of timely upgrades and ongoing maintenance or a suite of integrated tools that enable a GIS beginner to effectively and efficiently create, edit, analyze, manage Address Point and Street Centerline data quality and report address information from a GIS interface.

The Address software shall also integrate with the County ArcGIS 10.3.1 / ORACLE 2gR11 Enterprise GIS and offer options for sharing address information with other business applications using ORACLE.

Address information has two distinct uses.

1. To reference the location of a structure/feature (physical location (SITUS) address)

2. To send information to the owner or occupant of that structure (mailing address)

This project is specific to physical location (SITUS) addresses within Manatee County.

The selected Proposer is expected to install with the addressing software a production ready 'best available' initial address database developed from existing County data. The selected Proposer will provide support, training and warranty for their Address Solution.

The following table provides a suggested work flow of major tasks in no specific order:

Task #	Task
TASK 1	Install Addressing Software
TASK 2	Create from existing data an initial production ready 'best available' 'new' Address database
TASK 3	Create & Implement an Address Web Interface to the software/database for reporting, searching, and feedback
TASK 4	Create & implement Address Web Reports and Queries to support user search & report needs
TASK 5	Provide Training for max 10 users on Address software & Address Web Interface usage

The current address process is as follows:

There are four (4) task groups that comprise the current address process:

1. Pre-addressing tasks.
2. Address Mapping tasks.
3. Address Reporting tasks.
4. Addressing Operational tasks.

Pre-Addressing Tasks include:

1. Receiving PDF scaled maps (1:200", 1:400") submitted by the Applicant.
2. Deciding if the street names are numbered i.e. 13<sup>th</sup> Ave or named i.e. Candlewood Ave.
3. Monitoring address related events during the approval process.
4. Printing PDF material and maps; setting up a project file folder containing PDF prints and other required information in preparation for address mapping tasks.

Addressing Mapping Tasks include:

1. If the street name is numbered or street name is named, the applicant provides scaled maps with the street labeled. The applicant provides a 1:200 and 1:400 scaled maps which are cut and pasted to fit the corresponding parcel in a section map. The section map contains a number grid which is used to determine the number of the street name (i.e. 113<sup>th</sup> street).
2. Pencil a house number within the outline of the single family parcel or multi-family condo building.
3. Pen over the pencil number once visual quality control is completed.

4. Pencil/pen a number for features that require an address (i.e. lift station, cable box, guard structure, etc.) See Attachment C for list of features requiring an address.
5. Pencil/Pen the location of street signs and affix to the report document the range number and street name for each sign.

Addressing Reporting Tasks include:

1. Scan 'addressed' scaled map, compile scanned map with MS Word letter and street sign range.
2. Create PDF document.
3. Email PDF document to consumers.

Addressing Operations include:

1. Receiving emails that request an address change or correction and include a reference to an address in question (i.e. a list in a word document).
2. Tracking the finalization of temporary addresses used to support the development project construction phase.
3. Assisting address consumers with various address tasks and answering related questions.
4. Maintaining notes on address changes currently stored in iasWorld as comments.
5. Researching and archiving using the public records document management application OnBase by Hyland.

Attachment E includes a current workflow diagram of Section B.02: General Requirements.

### **B.03 CURRENT TECHNICAL ENVIRONMENT**

The County has a mature ESRI ArcGIS 10.3.1 based enterprise GIS with multiple licenses of ArcGIS Desktop Basic and Advanced and includes ArcSDE on an Oracle 11gR2 database, eight (8) cores of ArcGIS Server Advanced and sixteen (16) cores of ArcGIS Server Standard (four cores of which support the County's secured services). The County deploys three (3) ESRI ArcSDE instances; GISPROD for production data, GISEDIT for versioned editing and GISDEV for development. The County's CAD 9-1-1 application is Intergraph's I/CAD version 9.2 (currently planning for an update to 9.4); the PAO's CAMA application is iasWorld version 7.1.0.x by Tyler Technologies; The Utilities Billing uses BannerCIS by Hansen Technologies and is currently upgrading to version 4.4.

County GIS and Public Safety currently maintain the Street Centerline and Address Point data using software called MapSAG by West (formerly Intrado).



## **B.04 PROJECT DATA**

The County will provide for the project all pertinent data developed internally or by others that the County is aware of, has access to and can legally provide. The successful Proposer may acquire other data as required to meet the requirements defined in this Request for Proposal. County spatial data is stored in NAD83 State Plane Florida West FIPS 0902. Planar distance units are U.S. survey feet.

Available spatial data includes:

### **B04.1 GIS Data**

#### **04.1.1 Orthophotography**

The County has digital orthophotography for 2006 – 2014 taken at a resolution of 1' per pixel which meet the Florida SWFWMD / DOR specifications for imagery.

#### **04.1.2 Parcel Data**

Parcel data is maintained by the County's Property Appraiser's Office ("PAO") and will be supplied to the successful Proposer.

#### **04.1.3 Street Centerline Data**

Street centerline data is maintained by IT/GIS using West's MapSAG and is kept current on a daily basis. Street centerlines have address ranges and can support geocoding. The street centerline data covers both the incorporated and unincorporated areas of the County.

#### **04.1.4 Building Roof Prints**

Building Roof prints are derived by digitizing structure outline from orthophotography. The building roof prints are used to guide the placement of the address points where possible. The building roof prints data covers both the incorporated and unincorporated areas of the County.

#### **04.1.5 Police/Fire/Ambulance Districts**

IT GIS and Public Safety GIS can supply any needed district boundaries or Emergency Service Zones ("ESZ") boundaries as necessary.

#### **04.1.6 Address Point Feature Class**

Address point features are maintained using West's MapSAG product. Address points were originally derived from the CAMA parcel centroids but over time many points were moved to fall near center of the building or within the roof print on single-family residential buildings.

#### 04.1.7 Zip Codes

The Zip Code feature is current to March 2016 and is a feature class in the County enterprise GIS.

#### 04.1.8 Boundary of Manatee County and surrounding Counties

The County boundary feature is current and is a feature class in the County enterprise GIS.

#### 04.1.9 City Boundaries

The City boundary features are current and each jurisdiction is a separate feature in the County enterprise GIS. However, boundary lines may not exactly line up with street centerlines.

#### 04.1.10 Public Safety Emergency Service Zones

The Public Safety emergency service zones (ESZ) data is current and a feature in the County enterprise GIS.

#### 04.1.11 Emergency Services Number Boundary (ESN)

The Emergency Services Number (ESN) is from LEC's database and used to route a call to the correct PSAP. It corresponds to a unique combination of EMS, Fire and law Enforcement response zone boundaries.

### B04.2 Available Address Data

A number of County agencies rely on address information to support their business processes. Some agencies provide county-wide services and therefore manage county-wide address data while others provide jurisdictional-specific services and therefore manage jurisdiction-specific address data (for example County Utilities) as indicated in the following table:

Agency	Jurisdiction
Property Appraiser	Manatee County
County Public Safety E9-1-1	Manatee County
County Utilities Billing	Unincorporated Manatee County
County GIS	Manatee County
BADS Permitting	Unincorporated Manatee County
City of Bradenton E9-1-1	City of Bradenton
City of Palmetto	City of Palmetto
City of Bradenton Beach	City of Bradenton Beach
City of Holmes Beach	City of Holmes Beach
Town of Longboat Key	Town of Longboat Key

#### **04.2.1 GIS Street Centerline feature class**

The County GIS Department currently manages the Street Centerline. The information is current and based on aerial imagery and address plans. Please refer to Attachment D for a list of current Street Centerline attributes.

#### **04.2.2 E-9-1-1 CAD GIS Address Point feature class.**

The County Public Safety Department (PS) currently maintains the Address Point GIS feature class. The information is current, based on aerial imagery and address plans, and only contains 'posted' SITUS address locations. The Public Safety's ECC Division uses Intergraph I/CAD version 9.2 to manage its E-9-1-1/CAD dispatching. The ECC Division is the owner and maintainer of the MSAG (Master Street Address Guide) and Address Location Information (ALI) address database used for 9-1-1 dispatching although this information is currently stored in the West's MAPSAG data model. Please refer to Attachment D for a list of current Address Point attributes.

#### **04.2.3 Property Appraiser Computer Assisted Mass Appraisal (CAMA)**

Currently the Property Appraiser Office (PAO) CAMA application contains the County's most authoritative address information due to the need to constantly manage mailing and 'posted' SITUS addresses for property assessing and tax collecting. The CAMA application is iasWorld version 7.1.0.x by Tyler Technology.

However, it is important to note that the E9-1-1 Address Point feature class contains the most authoritative address location information (i.e. the GIS X, Y and Z coordinates) and that the County addressing department creates new addresses and manages the maintenance of the County-wide address database.

The selected Proposer's Address Solution will enable County Addressing to more efficiently manage the addressing process and the County Address database, and provide options to share that information more effectively to applications like CAMA and other enterprise systems.

#### **04.2.4 Utility Billing System Address Data**

The County Utilities Department currently uses Banner version 4.2 from Hansen to support its billing processes is in the process of upgrading to BannerCIS 4.4. The Banner address data is updated nightly from an ORACLE database view of address information derived from the PAO's CAMA database. An exceptions table is also generated for any addresses that cannot be verified. If a new billing address cannot be verified (because it doesn't exist in the CAMA yet), Customer Services staff enter the address into an exceptions table which allows them to process a new account while the customer is waiting. The exceptions table is further investigated and reconciled at a later date.

#### 04.2.5 Building Permitting Address Data

The Manatee County Building and Development Services Department (“BADS”) currently uses Sun Guard’s Community Plus version 8.4 permitting system. BADS development tracking system and the Community Plus application will be replaced with Accela 8.0 with a scheduled go live of March 2017. Currently Community Plus is updated daily from the PAO’s CAMA address data. Permitting also uses address information to track permits so County Addressing also assigns address to features like Lift Stations, guard buildings, cable boxes, etc. - any feature that requires a permit would have an address. Accela address tables will be updated with the County Addressing address database.

#### 04.2.6 Municipal Address Data

Each Municipality (i.e. The Cities of Bradenton, Palmetto, Holmes Beach, Bradenton Beach, Anna Maria, and Longboat Key) manages addressing for their respective jurisdiction which in total amounts to approximately 20-40 new addresses or address changes per year. Both GIS Address Points and Street Centerline contain city address data.

To ensure County departments have access to both ‘posted’ SITUS (CAMA) and ‘non-posted’ SITUS (PERMITTING) addresses, County Addressing will maintain a County-wide GIS enabled address database containing both types of addresses. Once a City creates a new address or changes an existing address the City Address Coordinator forwards that information to County Addressing for inclusion into the County’s address database.

### **B.05 PROPOSED ADDRESS PROCESS**

The Proposed Addressing Solution will support the Address Mapping Tasks, Address Analysis Tasks, Address Reporting Tasks, and tracking Address change or correction requests. The proposed process below is **only an illustrative sample** of a possible work flow to be **used as guide only** for Address Mapping Tasks:

1. Open ArcGIS mxd project map containing street centerline, address points, other relevant layers, imagery, etc.
2. Import DWG file (or similar type of file) of outline of survey lots and street centerline.
3. Determine the street name(s).
4. Enter street name(s) in to a master street name list.
5. Digitize / copy street centerline to GIS Street Centerline feature. Note: Centerlines cannot contain Arc or Circle elements.
6. Click on centerline segment, prompted with a screen of attributes to be filled in.
7. Street name is entered as a pick from the master street name list.
8. Other attributes are entered from domain pick lists (see Attachment D Current Data Dictionary for Domains).
9. User assigns address ranges (two sets) to centerline segment.
10. Click on address point menu to start address point editing.



11. User is prompted to enter variables for mapping.
  - a. i.e. user enters start address number and interval to increment address number, any other attributes to auto populate.
12. User clicks location on the map, point is placed on the map and displays the address number; user clicks next location, point is placed, next number is displayed and so on. User may interactively change any address as needed to maintain synchronization with the address grid.
13. User finishes adding and attributing address points.
14. User runs an automated process to populate centerline attributes and address point attributes from supporting layers in the mxd project map (i.e. postal code, ESN, municipality, parent pid from parcels, etc.) see Attachment D Current Data Dictionary for attributes automatically populated from mxd project /enterprise GIS map layers.
15. User adds specific attributes for identifying different address features (i.e. dwelling, lift station, cable box, etc. see Attachment D Current Data Dictionary for domain values), final or temporary.
16. Run Quality Control pre-set tool to check for topology and attribute compliance to a set of rules (see Attachment H) and as defined through project.
17. Attribute or graphically highlight points and centerline segments that fail QC checks.
18. Fix any errors.
19. User saves edits for GIS Centerline and GIS Address points.
20. User produces address reports for address users (see reporting tasks).
21. User adds house number and street name annotation to existing GIS annotation map layer.
22. User saves edits to annotation map layers.

#### Proposed Address Analysis Tasks:

Use GIS to color code to visually check the feature type (dwelling, cable box, lift station, etc.) for a particular selection of address points.

#### Proposed Address Reporting Tasks:

1. The Address Coordinator creates a PDF document containing the map displayed in ArcMap (containing street name, structure numbers, traffic sign range annotation), adds a Word document to the PDF map to create a final address report that is uploaded to On-Base (the County document management application) and emailed to address users.
2. Users can execute queries and run various reports from the Address solution web interface.

#### Proposed Address Change or Correction Tasks:

1. User identifies an address error and enters correction information into a web interface form/application and clicks 'SUBMIT'.
2. User identifies an address change and enters current and proposed change information into a web interface/application and clicks 'SUBMIT'.
3. The submitted request is stored in a database; an email notice is sent to the

Address Coordinator who logs into the web interface/application to see the list of requests.

4. After the Address Coordinator completes a request, resolution information is entered and an email sent to the user notifying of the correct, change or some other action taken.

Attachment F Proposed Address Process provides a workflow diagram to indicate the GIS-related tasks.

## **B.06 THE ADDRESS DATABASE**

County Addressing creates addresses for the unincorporated County. The Municipalities create addresses for their respective jurisdictions.

However, since County 9-1-1 manages county wide dispatching, the Addressing section of the Building and Development Services Department will manage address data for the entire county. When Cities create or change addresses, those additions or corrections are communicated to County Addressing who then enters the information into the GIS Address Centerline and Points. Also included in the County Address data are features not commonly addressed like lift stations, cable boxes, guard etc. (see Attachment C List of Addressed Features).

A task for this project is to create a production ready 'best available' 'new' address database by ensuring the Street Centerline is topologically correct and by comparing existing GIS address data (Centerline and Points) with various application databases (CAMA, Utilities, 9-1-1 ALI) and recording in the GIS address database the results of the comparison (i.e. matched, not found, etc.).

Proposers should consider the current situation in their proposed solution and offer suggestions on improvements (if any) that better support the addressing solution requirements in this document.

Not included in this project are tasks that clean up and correct address or attribute data errors or discrepancies. However, those errors/discrepancies should be identified through the processes of creating the new address geodatabase.

The following suggested approach is a guide only based on County knowledge in this respect.

1. Starting with E9-1-1 Address Point feature class – the base map with respect to the address data in which the X/Y shall not be altered. - Compare addresses in the CAMA system to the address associated with the Address Point file. Assign Parcel ID to Address Point.
2. Copy the PID to a field PARID on the Address Point feature class.
3. Link the CAMA SITUS address with the PARID on the Address Point feature class.
4. Compare addresses between the 2 datasets

5. Compare addresses in the CAMA system to the address associated with the Address Point file.
6. Build topology for the Street Centerline.
7. Identify topology errors.
8. Work with County staff to prioritize correction of topology errors.
9. Geocode Address Point data to the Street Centerline.
10. Identify points that do not geocode and create a discrepancy table which will be used to correct errors.
11. Compare and/or Geocode Addresses from the Utilities BannerCIS Application against the Street Centerline and compare the BannerCIS addresses to the Address Point addresses.
12. Identify addresses that match and do not match and create a discrepancy table which the Utilities Department will use to manage error correction.
13. Geocode Addresses from the County E9-1-1 ALI database against the Street Centerline and Compare the ALI address to the Address Points data.
14. Identify addresses that match and do not match and create a discrepancy table which the Public Safety Department will use to correct errors.

### **6.1 Address Considerations**

County Addressing manages street names which do not comply with USPS Publication 28. The following examples need to be considered in the address data model/database.

1. Two street types: A County address may be 1111 Stetson Street Circle. The Street Name is 'Stetson Street', the street type is CIR.
2. Two street types with directional: A County address may be 107<sup>TH</sup> AVENUE CIRCLE E. The Street Name is '107<sup>th</sup> AVENUE', the street type is 'CIR' and the suffix is 'E'.
3. Two Directions: A County address may be N. Country Club Drive E. The street name is Country Club, the street type is 'DR', the street prefix is 'N' and the street suffix is 'E'

All addresses have one street type which is abbreviated and the street name is spelled out. The CAMA data model stores 2 street types.

The Proposer shall discuss how their solution will accommodate USPS non-conforming addresses in their data model and address database creation.

Also Proposers shall include in their proposal a discussion on proposed methods, tasks, quality control processes and tools they would use to create a new production-ready address database (integrated with GIS street centerline and address points).

## **B.07 REQUIREMENTS**

### **07.1 Detailed Requirements**

Requirements for the Address Solution are tabulated in Attachment G List of Requirements. The Proposer's proposal shall comment on how its solution will meet each requirement. The Proposer shall include in its proposal a copy of the requirements table with an additional 'comments' column added and which includes comments how the solution will meet the requirement.

### **07.2 Project Management Requirements**

The County requires the selected Proposer to use a qualified Project Manager (PM) either having a Project Management Professional (PMP) certification or equivalent experience with similar projects to manage the project, coordinate activities and tasks required of the project team (comprising county stakeholders and Proposer resources), producing meeting minutes and reporting progress. The assigned selected Proposer's Project Manager (PM) will be dedicated exclusively to the County project at a minimum of 75%.

#### **07.2.1 Project Management Office (PMO) Standards**

The Proposer PM shall adhere to the following Manatee County PMO standards:

- a. Weekly project status updates to the County assigned Project Manager who will update the IT PMO project and portfolio management system in "Project.Net".
- b. Use an integrated work plan that considers the selected Proposer's work plan and the County's work plan.
- c. Weekly updates to the project sponsor and business leader of the project.
- d. This project will be "Waterfall" project implementation approach.
- e. Follow PMI PMBOK best practices.
- f. Produce minutes for all scheduled meetings with specific emphasis to recording issues, risks, actions and decisions.
- g. **Use the County Address Project SharePoint site** to facilitate team collaboration and archive project documents and other information relative to the project/project team.

#### **07.2.2 Project Kick off Meeting**

The selected Proposer will coordinate a project kick-off meeting with all county stakeholders and interested agencies. This meeting shall be held at a County facility and facilitated by the Proposer's assigned Project Manager.

### **07.2.3 Weekly Updates & Reporting**

The selected Proposer's PM will facilitate weekly project status conference calls with the County PM, project sponsor and business leaders to review the project schedule, milestone progress, action items and progress, risks, issues and resolution discussion.

### **07.2.4 Detailed Project Plan and Schedule**

The selected Proposer will deliver a project plan that includes

- a. Work break-down and tasks schedule.
- b. Communication plan.
- c. Risk Management.
- d. Project team roles and responsibility (Vender resources and County SMEs).
- e. The **Project Schedule in Microsoft Project 2007 or later version.**

### **07.2.5 Stakeholder Management**

The selected Proposer's PM and/or team will meet these stakeholders at the beginning of the project to validate current situation and answer any questions:

- a. County Project Management.
- b. Addressing Coordinator.
- c. IT/GIS Team.
- d. E9-1-1/CAD Team.
- e. Utilities Billing Team.
- f. Property Appraiser (GIS/CAMA) Team.

The County will provide the selected Proposer with a list of stakeholder names and contact information.

### **07.2.6 User Acceptance Criteria and User Training**

The selected Proposer - working with the County – will deliver a user acceptance criterion for the Addressing Solution.

The selected Proposer will provide software training for the implemented Address Solution.

### **07.2.7 Project Closing wrap-up**

The selected Proposer will conduct an onsite project closing meeting at the end of the project to summarize project results (including quality assurance and quality control metrics), and present any additional recommendations for future improvements.



The selected Proposer is required to hand over to the County all project documentation (e.g. design/specification documentation, workflows, etc.) created for the project on a DVD. This would be any other pertinent documentation not located on the County Address Project SharePoint site.

### **07.3 Addressing Solution Web Interface Query Requirements**

The Proposer's Address Solution will include a GIS web interface to enable address users to query the address database as follows:

- a. Search for Address information using various input criteria (including Soundex).
- b. Generate reports from the search results.
- c. Complete and submit a form for an address related issue.
- d. Complete and submit a form for an address change request.
- e. Run Reports from a menu.
- f. Determine the confidence level in the accuracy of an address in question.

The web interface should include an intuitive menu and user input screens to make usage as easy as possible for non-technical end users.

The web interface would provide users the ability to search for an address and display the address location on the GIS map or using the GIS map select a group of addresses that fall within a user placed rectangle, box, circle, polygon.

The search would return results in a list that could be exported to Excel, Comma delimited text file or a PDF. For example, a developer might enter a street name; the search would return 'not found' (i.e. for a new street name) or alternatively a list of same or similar sounding street name(s) is returned and a Soundex technique is used to check a new street names to existing streets having a similar sounding name.

#### **07.3.1 Address Verification Web Interface**

Proposer's solution shall provide a web interface for verifying addresses. The user would enter an address and the application would return (in real time) the address (if found) or a 'not found' message if not found. If found, then the address is displayed on the GIS map. The goal is to reduce and ultimately eliminate calls or queries to the Address Coordinator that can be easily fulfilled by a person searching the address database via online tools.

#### **07.3.2 Online Address/Centerline Change Requests**

Proposer's address solution shall provide functionality (similar to an incident tracking application) for users to submit requests for address or centerline corrections via an online web browser-based interface. Requests would be queued in a centralized storage (either county database or address solution database) which can be accessed by the Address Coordinator for processing. Processing would include taking corrective action and noting the corrective action

done in the centralized storage or routing the request to another staff member to resolve. The person submitting the request would receive email updates informing them that the issue is received, work in progress and completed.

#### **07.4 Addressing Solution Web Reports Requirements**

The Address reporting web interface would allow users to run various reports like 'list all addresses by feature type', 'list all unique street names', 'list all unique street names and ranges', etc.

These reports would be viewed as lists in the browser window with options to download to Comma delimited text, MS Excel or PDF format.

Other reports would highlight results on the web GIS map. For example, display address points by feature type (street signs, lift stations) or other attribute type, label addresses for selected areas, create a PDF map of the window. Attachment I - a List of Reports – tabulates reports identified by users.

The Proposer's solution shall include functionality for the user or administrator to create reports which can be run from a menu pick list on the Address web interface.

The Proposer shall also include in their submission a discussion and examples of reports created for similar projects implemented.

#### **07.5 Security Requirements**

Proposer's solution shall allow for administration of the Address Software by the County. Such administration shall include setting up security rights for each category of user and user defined rights (e.g. view only, ability to make changes and administrator capabilities).

#### **B.08 TRAINING**

The selected Proposer shall provide onsite training for up to 10 staff. The Proposer should include in the response their approach to training and the training topics covered and the length of time required for successful training.

#### **END SECTION B**

## **SECTION C** **FORM OF PROPOSAL**

This section identifies specific information which must be contained within each proposal.

When preparing proposals for consideration, **separate by section** and **arrange with tabs** in the same order as listed herein and with the same subsection numbering and headings. For example; C.01.1. Licensing. C.01.2 Cover Page. C.01.3 General Qualifications, and so forth. Proposals organized in this manner will facilitate an expedient review.

The information each proposer provides will be used to determine those proposers with perceived ability to perform the scope of services as stated in this Request for Proposal which may best meet the overall needs of Manatee County. A review with those proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. For more information, refer to Section D, Evaluation of Proposals.

### **C.01 Information to be Submitted**

- C.01.1 The proposer(s) must present proof of any **licensing** or certification which will be required by law to perform the work set out in Section B, Scope of Services.
- C.01.2 Provide a **cover page**, general introductory statement and table of contents.
- C.01.3 Provide a description of Proposers' **general qualifications** and the general qualifications for all parties to the Proposer.

### **C.02 Corporate Structure**

- C.02.1 Identify each **principal of the proposer and other key personnel** who will be interacting with Manatee County. Key personnel will include all partners, managers, seniors, and other professional staff that will perform work and/or services in this project. Do not include personnel that will not have a key role in providing services. Describe each person's respective area of expertise. **Provide an organizational chart.**

For each identified person, provide a personal resume which includes vital information of all key individuals who will be assigned to this project. Resumes shall also include the following information:

- a. Full name and title
- b. Professional credentials
- c. Experience / Qualifications / Training

- d. Individual's intended roles and duties in providing services pursuant to this Request for Proposal
- e. Relevant experience on previous similar projects
- f. Office address and web address
- g. Email address and telephone number

Please Note: After proposal submission, but prior to contract award, if any, Proposer shall be obligated to advise County of any changes, intended or otherwise, to the key personnel identified in its Proposal.

- C.02.2 Submit a **staffing level statement** for the project detailing how many total employees work for each team at any one time, including temporary and part-time employees.
- C.02.3 Include a **subcontractor plan** if subcontractors are included detailing how subcontractors will be used and to what extent. County reserves the right to request additional information in the same level of detail and tabbed order as the proposal.
- C.02.4 Clearly demonstrate your company's relevant experience and ability by providing substantial, current and verifiable **similar past software projects** and/or support services described within the scope of services set forth herein. In the event more than one entity is joining in making this proposal, each entity shall set forth its respective similar past projects. Proposers shall provide the following details indicating Proposers' relevant past performance on similar projects:
  - i. Name of the client;
  - ii. Specific details about the services provided, including each of the components (financing, design, construction marketing, maintenance, and operation).
  - iii. Specify any subcontractors utilized and in what capacity;
  - iv. Total dollar value of the contract;
  - v. Duration of the contract, including begin and end dates;
  - vi. Specify the name, title, telephone, and email for the client's contract manager;
  - vii. Statement or notation of whether Proposer is/was the developer, prime contractor or subcontractor or sub consultant;
  - viii. The results of the project; and if no longer the contractor, please advise why.

- C.02.5 Provide an **explanation of the proposers' legal capacity** to perform all facets of the scope of services. Include a description of corporate or other structure and governance, and detail the legal capabilities of proposer(s) relevant to performing the scope of services. If more than one proposer is teaming up to file a proposal, any prior work any two or more joint proposers have performed before should be detailed.

Joint venture firms must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities, and levels of participation in the project.

- C.02.6 Provide any and all information concerning any **prior or pending litigation**, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its partners, employees or subcontractors is or has been involved within the last three years.

### **C.03 Projects Plan, Scheduling and Timeline**

Note: Tabs are required to identify each item defined in this Section.

- C.03.1 Provide your company's **project approach and specific project plan**. Provide a narrative of the project approach and how this approach meets Manatee County objectives. Include an explanation of your company's technical ability to perform all facets of the scope of services.

The specific project plan shall be developed in Microsoft Project in detailing all tasks levels and their duration, to be used in delivering the project as described in Section B, Scope of Services. The timeline shall cover the period from contract award to completion of the Project and shall include detail for design, operations and maintenance phases.

- C.03.2 Describe and provide **conceptual plans** for the provision of design, implementation, operations and maintenance for the project in its entirety. If future improvement are envisioned, same shall be shown on a separate **future software update plan**.

- C.03.3 Describe a comprehensive project timeline, from contract execution through full completion of the project. The timeline shall include milestones from project kickoff to full implementation of the Address System and integration with the County legacy systems identified in Section B.

- C.03.4 Provide a copy of a project approach, plan, schedule and timeline used on a completed project that similar in scope to the requirement of this RFP.



C.03.5 The County requires the selected Proposer to use a qualified Project Manager (PM) either having a Project Management Professional (PMP) certification or equivalent experience with similar projects to manage the project, coordinate activities and tasks required of the project team (comprising county stakeholders and Proposer resources), producing meeting minutes and reporting progress. The assigned selected Proposer's Project Manager (PM) will be dedicated exclusively to the County project at a minimum of 75%. Discuss your ability to meet this requirement.

C.03.6 Proposers shall include in their proposal a discussion on proposed methods, tasks, quality control processes and tools they would use to create a new production-ready address database (integrated with GIS street centerline and address points).

C.03.7 Submissions should describe a best practice work flow or the work flow aligned with the solution/software proposed.

#### **C.04 Financing**

C.04.1 Provide authorization for a Manatee County auditor and/or financial analysts to have **access to your financial records, including any and all records prepared by an independent firm**, or the financial records of other entities for which you have ownership interest. Such access will occur at the primary location of the proposer, or such other location as may be agreed, for the purposes of verifying financial representations, and/or to review and assess the historical and current financial capacity of your business entity and its expected ability to meet ongoing financial obligations as proposed to Manatee County.

Manatee County's audit and /or financial analysts will report their findings in a summary report to the Manatee County Purchasing Official, which will be placed in the proposal files for subsequent use and review.

#### **C.05 Address System Requirements**

Describe in detail your solution's ability to provide an Address System according to the requirements stated in this RFP. For each requirement listed in Sections B.05, B.06, B.07 and Attachment G provide a detailed response to support your solution's capabilities.

#### **C.06 Maintenance and Support**

Provide detailed information regarding the maintenance and support services offered in support of your proposed Address System. Include your service level agreements ("SLA"s), escalation procedures for system issues and any remedies offered to the County for services that fall short of the SLAs. Describe how software releases are included as part of maintenance services.

## **C.07 Compensation**

**Note:** Tabs are required to identify each item defined in this Section (C.07.A.1 thru C.07.A.5; C.07.B.07.1 thru C.07.B.07.8; C.07 thru C.07.G)

- A. Provide a full breakdown of the cost of an enterprise-wide license to run the software on two (2) environments (production and test).
  1. What is the cost for a perpetual license?
  2. What is the cost for a renewable, annual license?
  3. What is the cost for a renewable, multiple year license?
  4. If providing pricing for a multiple year license, how many years are you offering as fixed fees? After that set date, how do you propose to adjust the license fee?
  5. If you have other licensing options, please describe those options and provide corresponding detailed pricing.
  
- B. Provide a full breakdown of the cost of your maintenance and support services.
  1. What length of warranty do you offer for your software?
  2. Upon the expiration of the software warranty, the maintenance contract should begin coverage. What is the cost of your first year of maintenance?
  3. What is the yearly cost of maintenance after the first year and beyond?
  4. How many years are you willing to fix the maintenance fees for? After that set date, how do you propose to adjust the maintenance fee?
  5. If you have other maintenance options, please describe those options and provide corresponding detailed pricing.
  6. Define what is included in the warranty
  7. Define what is included in the maintenance and support service agreement?
  8. Define any and all items that are not included in maintenance and support service agreement.
  
- C. Provide a fixed not-to-exceed price for software implementation services. The price shall be fully inclusive of all services and expenses to complete all deliverables requested for full implementation of the Address System. Detail all services that are included in that fixed price. Describe services that are not included in your pricing.
  
- D. Provide a fixed not to exceed price for creating the 'new' address database.
  
- E. Provide detailed pricing (hours and price) for any training services that you provide. Provide a brief description training service to be provided along with pricing detail
  
- F. Provide a pricing list for professional services broken down on a per hour basis per level of personnel (e.g. senior project manager, project manager, etc.) Indicate how long the pricing for the professional services shall be

valid for and how rate increases beyond that point are calculated.

- G. Include pricing and description for any optional services (e.g. software upgrades, etc. that are not part of your cost proposal.

### **C.08 Other Considerations**

**Note:** Tabs are required to identify each item defined in this Section.

- A. Provide detail on any performance guarantees that your firm offers and how the County would monetarily benefit should those performance guarantees not be met.
- B. Submit any other additional information which would assist the County in the evaluation of your proposal.
- C. The Proposer shall include in its proposal a copy of the requirements table (Attachment G) with an additional 'comments' column added and which includes comments how the solution will meet the requirement.
- D. The Proposer shall discuss how their solution will accommodate USPS non-conforming addresses in their data model and address database creation.
- E. Submissions should also include the method proposed to create the 'new' address database.
- F. The Proposer shall include in their proposal a list of deliverables and deliverable schedule (expected duration) and may use the following table as a guide.

<b>Dev #</b>	<b>Deliverable</b>
Dev1	Addressing Software installed
Dev2	An initial production ready 'best available' new spatial address database stored in GISPROD and GISEDIT
Dev3	Users can search and input feedback using the Address Web Interface
Dev4	Users can run Reports from the Address Web Interface
Dev5	Designated Users (10) can effectively operate the Addressing software and Address Web interface to accomplish daily work flow including creating custom reports

### **END SECTION C**

## **SECTION D** **EVALUATION OF PROPOSALS**

### **D.01 EVALUATION FACTORS**

Evaluation of proposals will be conducted by an evaluation committee. The evaluation committee's goal will be to identify the proposal(s) which will overall best meet the needs of Manatee County as determined from the proposals received and subsequent investigation by the County. The committee will consider the information requested in Section C for each responsive proposal submitted to ascertain the perceived ability of the proposer(s) to perform the scope of services as stated in this Request for Proposal. Once all proposals have been reviewed pursuant to the criterion in Section C, the evaluation committee will determine from the responses to this Request for Proposal and subsequent investigation as necessary, the proposer(s) most qualified to be recommended to negotiate an agreement.

Unless noted, no weight is assigned to the evaluation factors.

### **D.02 REVIEW OF PROPOSERS AND PROPOSALS**

In-person reviews may be conducted with proposers who are deemed reasonably susceptible of being received for award for the purposes of assuring full understanding of: (a) conformance to the solicitation requirements, (b) the abilities of the proposer, and (c) the proposal submitted.

Proposers will be available for presentations to and interviews with the evaluation committee, upon reasonable notification from the Purchasing Division. The date(s) and time(s) of any such presentations/interviews will be determined solely by County and may be closed to the public by the discretion of the Purchasing Official to the extent permitted by law.

### **D.03 PRELIMINARY RANKING**

An evaluation committee will determine from the responses to this Request for Proposal and subsequent investigation as necessary, the proposer(s) most qualified to be selected to negotiate an agreement.

In its review, the evaluation committee may take some or all of the following actions:

- review responses pursuant to the evaluation factors stated herein;
- short list proposers;
- recommend oral interview/presentation/product demonstrations;
- recommend commencement of negotiations;
- recommend rejection of proposals received; and/or,
- receive written clarification of proposal.

The evaluation committee's overarching goal is to identify the proposal which will best meet the overall needs of Manatee County as determined from the proposals received and subsequent investigation by the County.

#### **D.04 RECOMMENDATION FOR NEGOTIATION**

The evaluation committee will make a recommendation to the County Administrator as to the proposer which Manatee County should enter into negotiations, if any. The County Administrator will act upon that recommendation and if accepted, the successful proposer will be invited to enter negotiations led by Manatee County Purchasing Division.

Manatee County will post the Intent to Negotiate in the same manner as the original RFP document was posted (refer to Section A.03) prior to commencing negotiations with the selected proposer(s).

#### **END SECTION D**



## **SECTION E**

### **NEGOTIATION OF THE AGREEMENT**

#### **E.01 GENERAL**

The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.

Upon submission, all proposals become the property of Manatee County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.

All products and papers produced in the course of this solicitation and the envisioned engagement become the property of Manatee County.

#### **E.02 AGREEMENT**

The selected proposer(s) will be required to negotiate an agreement in a form and with provisions acceptable to Manatee County.

Negotiated agreements may or may not include all elements of this Request for Proposal or the resulting successful proposal where alternative terms or conditions become more desirable to Manatee County, and the parties agree to such terms.

#### **E.03 AWARD**

Award of an agreement is subject to the successful negotiations and the approval of either the County Administrator or the Board of County Commissioners (as provided for in the current Manatee County Procurement Code).

The parties will negotiate the terms and conditions of the agreement, which may or may not include renewal, assignment, termination, insurance, auditing or any other relevant contractual term and the circumstances in which it may be renewed, assigned or terminated.

This paragraph will be used for the contract negotiator to provide any additional terms not previously mentioned.

**END SECTION E**

## SECTION F

### INSURANCE AND BONDING REQUIREMENTS

The successful bidder will not commence Work under the resulting Agreement until all insurance under this section, and such insurance coverage as might be required by Owner, has been obtained. The successful bidder shall obtain, and submit to the Purchasing Division within ten (10) calendar days from the date of notice of intent to award, at his expense, the following minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy):

Insurance / Bond Type	Required Limits
1. <input checked="" type="checkbox"/> Automobile Liability:	Bodily Injury and Property Damage, Owned/Non-Owned/Hired; Automobile included \$ <u>1,000,000</u> each occurrence <i>This policy shall contain severability of interests' provisions.</i>
2. <input checked="" type="checkbox"/> Commercial General Liability: (Occurrence Form - patterned after the current ISO form)	Bodily Injury and Property Damage \$ <u>1,000,000</u> single limit per occurrence; \$ <u>1,000,000</u> aggregate This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability. <i>This policy shall contain severability of interests' provisions.</i>
3. <input checked="" type="checkbox"/> Employer's Liability:	\$ <u>100,000</u> single limit per occurrence
4. <input checked="" type="checkbox"/> Worker's Compensation:	Statutory Limits of Chapter 440, Florida Statutes, and all Federal Government Statutory Limits & Requirements
5. <input type="checkbox"/> Other Insurance, as noted:	<p>a. <input type="checkbox"/> Aircraft Liability \$ _____ per occurrence Coverage shall be carried in limits of not less than \$5,000,000 each occurrence if applicable to the completion of the services under this Agreement.</p> <p>b. <input type="checkbox"/> Installation Floater \$ _____ (to be completed by Risk Manager) If the resulting Agreement <b>does not</b> include construction of or additions to above ground building or structures, but does involve the installation of machinery or equipment, successful bidder shall provide an "<b>Installation Floater</b>" with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).</p> <p>c. <input type="checkbox"/> Maritime Coverage (Jones Act) \$ _____ per occurrence Coverage shall be maintained where applicable to the completion of the Work.</p>

Insurance / Bond Type	Required Limits
	<p>d. <input type="checkbox"/> Pollution \$ _____ per occurrence</p> <p>e. <input type="checkbox"/> Professional Liability \$ _____ per claim and in the aggregate</p> <ul style="list-style-type: none"> <li>• \$1,000,000 per claim and in the aggregate</li> <li>• \$2,000,000 per claim and in the aggregate</li> </ul> <p>f. <input type="checkbox"/> Project Professional Liability \$ _____ per occurrence</p> <p>g. <input type="checkbox"/> Property Insurance \$ _____</p> <p>If the resulting Agreement includes construction of or additions to above ground buildings or structures, bidder shall provide "<b>Builder's Risk</b>" insurance with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).</p> <p><i>To the extent that property damage is covered by commercial insurance, Owner and successful bidder agree to waive all subrogation rights against each other, except such rights as they may have to the proceeds of such insurance. Successful bidder shall require a similar waiver of subrogation from each of its bidder personnel and sub-consultants, to include Special Consultants; successful bidder shall provide satisfactory written confirmation to Owner of these additional waivers.</i></p> <p>h. <input type="checkbox"/> U.S. Longshoreman's and Harborworker's Act Coverage shall be maintained where applicable to the completion of the Work.</p> <p>i. <input type="checkbox"/> Valuable Papers Insurance \$ _____ per occurrence</p> <p>j. <input type="checkbox"/> Watercraft \$ _____ per occurrence</p>
<p>6. <input type="checkbox"/> Bid Bond:</p>	<p>Bid bond shall be 5% of the total offer of the bid. Bid bond shall be submitted with the bid and shall include project name, location, and / or address and project number.</p> <p>In lieu of the bond, the contractor may file an alternative form of security in the amount of 5% of the total offer, in the form a money order, a certified check, a cashier's check, or an irrevocable letter of credit.</p>
<p>7. <input type="checkbox"/> Payment and Performance Bond:</p>	<p>Payment and Performance Bond shall be submitted by bidder for 100% of the award amount and shall be presented to Manatee County within ten (10) calendar days of issuance of the notice of intent to award.</p>

Reviewed by Risk: \_\_\_\_\_

## **INSURANCE REQUIREMENTS**

The amounts and types of insurance coverage shall conform to the minimum requirements set forth in this Exhibit, with the use of Insurance Services Office (ISO) forms and endorsements or their equivalents. If successful bidder has any self-insured retentions or deductibles under any of the listed minimum required coverage, successful bidder must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be successful bidder's sole responsibility.

Nothing herein shall in any manner create any liability of Owner in connection with any claim against the successful bidder for labor, services, or materials, or of Subcontractors; and nothing herein shall limit the liability of the successful bidder or successful bidder's sureties to Owner or to any workers, suppliers, material men or employees in relation to the resulting Agreement.

**Builder's Risk Coverage.** The successful bidder shall procure and maintain during the entire course of the Work a builder's risk policy, completed value form, insured to provide coverage on an all risk basis, including coverage for off-site stored materials and including coverage for theft. This coverage shall not be lapsed or cancelled because of partial Acceptance by the Owner prior to final Acceptance of the Project. Successful bidder shall recommend to Owner any additions to the Project Costs resulting from any casualty described in Article XII General Conditions of the Construction Agreement, including those costs, expenses and other charges (including normal and ordinary compensation to the successful bidder) necessary for reconstruction of the Project substantially in accordance with the Project Plans and Specifications. The nature, level and type of builder's risk coverage (including completed value or replacement cost coverage) shall be determined by Owner through insurers selected by successful bidder and approved by Owner.

**Excess Policy or Umbrella.** An excess policy or umbrella may be used to cover limits over and above Commercial General Liability.

**Subcontractor's Public Liability and Property Damage Insurance.** The successful bidder shall require each Subcontractor to procure and maintain during the term of the subcontract, insurance of the type specified above, or insure the activities of Subcontractors in its policy, as approved by Owner prior to performance of any services. The levels of coverage as set forth in the table above may be adjusted to require a reduced level of coverage consistent with the scope of Work to be provided by that particular Subcontractor. Any reduction in the levels of insurance coverage required by the successful bidder's standard form of subcontract shall be approved by the Owner.

**Waiver of Subrogation.** Owner and successful bidder waive against each other and the Owner's separate Vendors, Contractors, Design Consultants, Subcontractors agents and employees of each and all of them, all damages covered by property insurance provided herein, except such rights as they may have to the proceeds of such insurance. The successful bidder and Owner shall, where appropriate, require similar waivers of subrogation from the Owner's separate Vendors, Design Consultants and Subcontractors and shall require each of them to include similar waivers in their contracts.

**Worker's Compensation Insurance.** The successful bidder shall procure and maintain during the term of the Contract Documents, workers' compensation insurance for all its employees connected with the Work and shall require all Subcontractors similarly to provide workers' compensation insurance for all their employees unless such employees are covered by the protection afforded by successful bidder. Such insurance shall comply with the Florida Workers'

Compensation Law. The successful bidder shall provide adequate insurance, satisfactory to Owner, for the protection of employees not otherwise protected.

**By way of its submission of a bid hereto, bidder:**

- a. Represents that bidder maintains, and will maintain during the term of any Agreement arising from this solicitation, all insurance coverage required herein from responsible companies duly authorized to do business under the laws of the State of Florida that hold a rating of "A-" or better by Best's Key Guide, latest edition, and are deemed acceptable to Owner as set forth in this solicitation.
- b. Agrees that insurance, as specified herein, shall remain in force and effect without interruption from the date of commencement of the Work throughout the duration of the Project, and shall remain in effect for at least two (2) years after the termination of the Contract Documents.
- c. Agrees that if the initial or any subsequently issued certificate of insurance expires prior to completion of the Work, successful bidder shall furnish to Owner renewal or replacement certificate(s) of insurance no later than ten (10) calendar days after the expiration date on the certificate. Failure of successful bidder to provide Owner with such renewal certificate(s) shall be considered justification for Owner to terminate any and all Agreements.
- d. Agrees that bidder and/or its insurance carrier shall provide thirty (30) days written notice to Owner of policy cancellation or non-renewal on the part of the insurance carrier or the successful bidder. Successful bidder shall also notify Owner, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage or limits received by successful bidder from its insurer and nothing contained herein shall relieve successful bidder of this requirement to provide notice. In the event of a reduction in the aggregate limit of any policy to be provided by successful bidder hereunder, successful bidder shall immediately take steps to have the aggregate limit reinstated to the full extent permitted under such policy.
- e. Agrees that failure of successful bidder to obtain and maintain proper amounts of insurance at all times as called for herein shall constitute a material breach of the resulting Agreement, which may result in immediate termination.
- f. Agrees that, should at any time the successful bidder not maintain the insurance coverage(s) required herein, Owner may terminate the Agreement or at its sole discretion shall be authorized to purchase such coverage(s) and charge successful bidder for such coverage(s) purchased. If successful bidder fails to reimburse Owner for such costs within thirty (30) days after demand, Owner has the right to offset these costs from any amount due successful bidder under this Agreement or any other agreement between Owner and successful bidder. Owner shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverage(s) purchased or the insurance companies used. The decision of Owner to purchase such insurance coverage(s) shall in no way be construed to be a waiver of any of its rights under the Contract Documents.
- g. Agrees to provide, upon request, the entire and complete insurance policies required herein.
- h. The payment of deductibles for insurance required of the successful bidder by the Contract Documents shall be the sole responsibility of the successful bidder.

**Certificate of Insurance Requirements:**

- a. Certificates of insurance in duplicate evidencing the insurance coverage specified herein shall be filed with the Purchasing Division before operations are begun. The required



certificates of insurance shall name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and also shall refer specifically to the bid number and title of the Project, and must read: For any and all work performed on behalf of Manatee County.

- b. **Additional Insured:** The Automobile Liability and Commercial General Liability policies provided by the successful bidder to meet the requirements of this RFP shall name Manatee County, Board of County Commissioners, as an additional insured as to the operations of the successful bidder under this RFP and shall contain severability of interests provisions.
- c. In order for the certificate of insurance to be accepted it must comply with the following:
  1. The "Certificate Holder" shall be:  
**Manatee County  
 Board of County Commissioners  
 Bradenton, FL  
 RFP# insert RFP #, insert RFP title  
 For any and all work performed on behalf of Manatee County.**
  2. Certificate shall be mailed to:  
**Manatee County Purchasing Division  
 1112 Manatee Avenue West, Suite 803  
 Bradenton, FL 34205  
 Attn: insert name, insert title**

### **BONDING REQUIREMENTS**

**Bid Bond/Certified Check.** By submitting a bid to this RFP, the bidder agrees should the bidder's bid be accepted, **to execute the form of Agreement and present the same to Manatee County for approval within ten (10) calendar days after notice of intent to award.** The bidder further agrees that failure to execute and deliver said form of Agreement **within ten (10) calendar days** will result in damages to Manatee County and as guarantee of payment of same a bid bond/certified check shall be enclosed within the submitted sealed bid in the amount of five (5%) percent of the total amount of the bid. The bidder further agrees that in case the bidder fails to enter into an Agreement, as prescribed by Manatee County, the bid bond/certified check accompanying the bid shall be forfeited to Manatee County as agreed liquidated damages. If Owner enters into an Agreement with a bidder, or if Owner rejects any and/or all bids, accompanying bond will be promptly returned.

**Payment and Performance Bonds.** Prior to commencing Work, the successful bidder shall obtain, for the benefit of and directed to Owner, a Payment and Performance Bond satisfying the requirements of Section 255.05, Florida Statutes, covering the faithful performance by the successful bidder of its obligation under the Contract Documents, including but not limited to the construction of the Project on the Project Site and the payment and obligations arising thereunder, including all payments to Subcontractors, laborers, and materialmen. The surety selected by the successful bidder to provide the Payment and Performance Bond shall be approved by Owner prior to issuance of such Bond, which approval shall not be unreasonably withheld or delayed provided that surety is rated A- or better by Best's Key Guide, latest edition.

Failure to provide the required bonds on the prescribed form may result in successful bidder being deemed nonresponsive. Bonds must be in the form prescribed in Section 255.05, Florida Statutes, and must not contain notice, demand or other terms and conditions, including informal pre-claim meetings, not provided for in Section 255.05, Florida Statutes.

Surety of such bonds shall be in an amount equal to 100% of the Contract Price issued by a duly authorized and nationally recognized surety company, authorized to do business in the

State of Florida, satisfactory to Owner. Surety shall be rated as "A-" or better by Best's Key Guide, latest edition. The attorney-in-fact who signs the bonds must file with the bonds, a certificate and effective dated copy of power-of-attorney. Payment and Performance Bonds shall be issued to Manatee County, a political subdivision of the State of Florida, **within ten (10) calendar days after notice of intent to award.**

In addition, pursuant to Section 255.05(1)(b), Florida Statutes, prior to commencing Work, the successful bidder shall be responsible and bear all costs associated to record the Payment and Performance Bond with the Manatee County Clerk of the Circuit Court. A certified copy of said recording shall be furnished to the Purchasing Division upon filing. Pursuant to Section 255.05(1)(b), Florida Statutes, Owner will make no payment to the successful bidder until the successful bidder has complied with this paragraph.

Furnishing Payment and Performance Bonds shall be requisite to execution of an Agreement with Owner. Said Payment and Performance Bonds will remain in force for the duration of the Agreement with the premiums paid by the successful bidder. Failure of the successful bidder to execute such Agreement and to supply the required bonds shall be just cause for cancellation of the award. Owner may then contract with the next lowest, responsive and responsible bidder or re-advertise this RFP. If another bidder is accepted, and notice given within ninety (90) days after the opening of the bids, this Acceptance shall bind the bidder as though they were originally the successful bidder.

Failure of Owner at any time to require performance by the successful bidder of any provisions set out in the resulting Agreement will in no way affect the right of Owner, thereafter, to enforce those provisions.

**BIDDER'S INSURANCE STATEMENT**

**THE UNDERSIGNED** hereto have read and understand the aforementioned insurance requirements of this RFP and note that the evidence of insurability shall be required within ten (10) days from the date of notice of intent to award.

Bidder Name: \_\_\_\_\_ Date: \_\_\_\_\_

Bidder's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Insurance Agency: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

***Please return this completed and signed statement with your bid.***

**END OF SECTION F**

**ATTACHMENT A****PROPOSAL SIGNATURE FORM  
REQUEST FOR PROPOSAL #16-2602GD**

The undersigned represents that:

- (1) by signing the proposal, that he/she has the authority and approval of the legal entity purporting to submit the proposal and any additional documentation which may be required such as the Joint Venture Agreement or Joint Venture Affidavit, if applicable;
- (2) all facts and responses set forth in the proposal are true and correct;
- (3) if the proposer is selected by County to negotiate an agreement, that the proposer's negotiators will negotiate in good faith to establish an agreement to provide the services as detailed in this Request for Proposal;
- (4) the proposer, which includes all companies included in a partnership or joint venture, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.
- (5) The issuance of a written addendum by the Purchasing Division is the only official method whereby interpretation, clarification or additional information can be given. It is the responsibility of each proposer to determine if addenda were issued and to acknowledge receipt of same. The undersigned acknowledges receipt of the following addendum:

Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Addendum # \_\_\_\_\_ Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Print or type proposer's information below:

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Web Address

\_\_\_\_\_  
Print Name & Title of Authorized Officer

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date

(Attach additional signatures, as appropriate)

**ATTACHMENT B****PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION****SWORN STATEMENT PURSUANT TO SECTION 2-26 ARTICLE V,  
MANATEE COUNTY PROCUREMENT CODE**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to Manatee County by \_\_\_\_\_  
[print individual's name and title]

For \_\_\_\_\_  
[name of entity submitting sworn statement]

whose business address is: \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among proposers or prospective proposers in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Official, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such an entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors.

For purposes of this form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to Manatee County's Purchasing Official. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with Manatee County.



I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE PURCHASING DIVISION OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

\_\_\_\_\_  
[Signature]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_ by \_\_\_\_\_.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
[Type of identification]

\_\_\_\_\_  
Notary Public Signature      My commission expires \_\_\_\_\_.

\_\_\_\_\_  
[Print, type or stamp Commissioned name of Notary Public]

**Signatory Requirement** - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

**ATTACHMENT C**  
**List of Addressed Features**

Features that are Addressed
Lift Station
Entry Features
Amenity Areas
Fences
Perimeter Walls
Wells
Cable Box Locations
Signs
Meters (water/electric)
Street lights
Dumpsters
Pools
Gates
Gatehouse/guardhouse
Gazebos
Docks
Observation Decks
Building Structure

**ATTACHMENT D****Current Data Dictionary****Address Point Fields**

Description/NG9-1-1 Attribute Name	Field Name	Has Domain	Derived From GIS Layer
ArcGIS Feature ID	OBJECTID		
Parcel Identification Number	PARID	NO	
Parent Parcel Identification Number	PPARID	NO	PAO GIS Parcels
Other Area code for special address	LV_AREA		
Date Updated	UPDATED		
Building	LOC_FLD1		
Building 2	LOC_FLD2		
Building 3	LOC_FLD3		
Unique Site ID	ADDRESS_ID		
Street Segment ID	STREET_ID		Could be
Emergency Community Code	EMERGENCY_COMMUNITY_CODE	YES	Could be
Postal Community	POSTAL_COMMUNITY	YES	Could be
State	STATE	FL	
Feature Type (House/Lift Sta., etc.)	FEATURE_TYPE	YES	
Permit type code	PERMIT_TYPE	YES	
Status of non-conforming addresses	ADDRESS_ANOMALY_STATUS		
Effective Date	ADDRESS_START_DATE		
Expiration Date	ADDRESS_END_DATE		
Name of Development	DEVELOPMENT_NAME		Could be
BADS assigned Development Number	DEVELOPMENT_NUMBER		Could be
Subdivision Name	PLAT_NAME		Could be
Development Tracking Number	DTS_NUMBER		Could be
Digital Map submission number	BUZZSAW_NUMBER		Could be
Street segment ID	SEGMENT_LINK		Could be
Full address to 9-1-1 standards	FULL_ADDRESS_9-1-1		
Full address to Postal standards	FULL_ADDRESS_POSTAL		
Notes from CAMA note field	NOTES1		
Notes from CAMA note field	NOTES2		
Date address was created	CREATION_DATE		
User who created address	CREATION_USER		
Date address was modified	MODIFY_DATE		
User who modified address	MODIFY_USER		
MapSAG code	C1_EXCEPTION		
Flag to not include in MSAG	NO_MSAG		
Address Status	STATUS	YES	
County Name	COUNTY_NAME	YES	Could be

Public Land Survey Section Number	PLSS		Could be
Plat Lot number	LOTNUMBER		
Flag for new address	NEWADDRESS	YES	
Structure/Address Number	ST_NUM		
Street Name	SFEANME		Centerline
Street Type	SFEATYP	YES	Centerline
Street Name Pre Type	Not Defined		
Street Name Pre Directional	Not Defined		Centerline
Street Name Pre Modifier	Not Defined		
Street Direction Prefix	SDIRPRE	YES	
Street Name Post Type	Not Defined		Centerline
Street Name Post Directional	Not Defined		Centerline
Street Name Post Modifier	Not Defined		
Street Direction Suffix	SDIRSUF	YES	
Incorporated Municipality	MUN	YES	City_ICAD
Zip Code	ZIP		Zip Code
Unincorporated Community	COM_NME		
Apt, Suite, Unit (Number or Letter)	LV_APT		
Message	MSG		
Confidence of address data	CONFIDENCE	YES	
E9-1-1 Map roll date	ROLLOUTDATE		
E9-1-1 Map roll date	ROLLOUT_DATE		
Emergency Services Number	ESN		ESN
ESRI Shape field	SHAPE		
Source of Data	Not Defined		
Country	Not Defined		
ADDCODE	Not Defined		
Additional Data URI	Not Defined		
MSAG Community	Not Defined		
ZIP Plus 4	Not Defined		
Floor	Not Defined		
Unit	Not Defined		
Room	Not Defined		
Seat	Not Defined		
Additional Location LOC	Not Defined		
Complete Landmark Name	Not Defined		
Milepost	Not Defined		
Place Type	Not Defined		
Longitude	Not Defined		
Latitude	Not Defined		
Elevation	Not Defined		
Fully Spelled Out Street Name Pre Directional	Not Defined		

Fully Spelled Out Street Name Post Type	Not Defined		
Fully Spelled Out Street Name Post Directional	Not Defined		
Alias Address	Not Defined		

### Street Centerline Fields

Description/NG9-1-1 Name	Field Name	Has Domain	Derived From GIS Layer
ESRI Geodatabase feature ID	OBJECTID		
Street CL segment ID	SEGID		
Status	STATUS	YES	
Road Classification	CLASS2	YES	
Full Street Name	STREET_NAME		
Prefix Direction	SDIRPRE	YES	
Base of Street Name	SFEANME		
Street Type	SFEATYP	YES	
Suffix Direction	SDIRSUF	YES	
Street Name Alias Prefix	ALIAS1_PREFIX		
Street Name Alias Name	ALIAS1_NAME		
Street Name Alias Street Type	ALIAS1_TYPE		
Street Name Alias Suffix	ALIAS1_SUFFIX		
Street Name Alias Prefix	ALIAS2_PREFIX		
Street Name Alias Name	ALIAS2_NAME		
Street Name Alias Street Type	ALIAS2_TYPE		
Street Name Alias Suffix	ALIAS2_SUFFIX		
Street Name Alias Prefix	ALIAS3_PREFIX		
Street Name Alias Name	ALIAS3_NAME		
Street Name Alias Street Type	ALIAS3_TYPE		
Street Name Alias Suffix	ALIAS3_SUFFIX		
From Address Left (100 Block)	FRADDL		
To Address Left (100 Block)	TOADDL		
From Address Right (100 Block)	FRADDR		
To Address Right (100 Block)	TOADDR		
Notes	NOTES		
Road Classification	CLASS	YES	
Address Type	ADDTYP	YES	
Left Zip Code	ZIPL	YES	ZIP_Code
Right Zip Code	ZIPR	YES	ZIP_Code
Previous Segment ID	PREV_SEGID		
date segment was created	CREATION_DATE		
User who created segment	CREATION_USER		
Data Segment was modified	MODIFY_DATE		



User who modified segment	MODIFY_USER		
MapSAG code	C1_EXCEPTION		
segment is not used for MSAG	NO_MSAG		
Left Emergency Service Number	L_ESN	YES	ESN
Right Emergency Service Number	R_ESN	YES	ESN
Feature Code	FCODE		
Road width	WIDTH		
Tiger Census Feature Class Code	MTFCC		
Evacuation route	EVAC_ROUTE	YES	
Intergraph Classification code	IPSCCLASS		
Intergraph (not used)	FIRST_IN_ROUTE		
Fed Info Process Standard County Code	FIPS		
Road Classification	ROADCLASS	YES	
Highway Classification	HWY	YES	
Highway Type	HIGHWAYTYP	YES	
Road Level (for over pass)	RLEVEL	YES	
Segment creation date	CREATION_DATE1		
Segment modification date	MODIFY_DATE1		
Intergraph (not used)	BLOCKAGE_MASK		
Left County	COUNTY_L	YES	Surrounding Counties
Right County	COUNTY_R	YES	Surrounding Counties
Source of Data	DATA_SOURC		
Date of address plan	EFFECT_DATE		
From Address Left (Actual)	FRADDL_ACTUAL		
From Address Right (Actual)	FRADDR_ACTUAL		
Road height for segment	HEIGHT		
Not used	OBSTACLE_MASK		
Postal community Left	POSTAL_COMM_L	YES	
Postal community Right	POSTAL_COMM_R	YES	
To Address Left (Actual)	TOADDL_ACTUAL		
From Address Right (Actual)	TOADDR_ACTUAL		
Intergraph Code (not used)	TURN_MASK		
Road Weight restriction or capacity	WEIGHT		
MSAG Community Left	MSAGCOMM_L	YES	
MSAG Community Right	MSAGCOMM_R	YES	
Parity left side	PARITYLEFT		
Parity right side	PARITYRIGHT		
Road Classification for 9-1-1	ROADCLASS911	YES	
Left Incorporated Municipality	MUNL	YES	City Boundaries
Right Incorporated Municipality	MUNR	YES	City Boundaries
One way flag (B,TF,FT)	ONEWAY	YES	
ESRI SHAPE	SHAPE		
Speed Limit	SPEEDLIMIT911		
ESRI SHAPE Field	SHAPE.LEN		

Effective Date	Not Defined		
Country	Not Defined		
State	Not Defined		
Left State	Not Defined		
Right State	Not Defined		
Alias Street Segment	Not Defined		
Left Unincorporated Community	Not Defined		
Right Unincorporated Community	Not Defined		
Left Neighborhood Community	Not Defined		
Right Neighborhood Community	Not Defined		

## Domains for Address Points

Field Name	Domain Values	Field Name	Domain Values
EMERGENCY_COMMUNITY_CODE	NULL, AM, BB, BR, CZ, EL, HB, HC, LK, MY, PA, PR, SARA, SM, UB, UP, WM	POSTAL_COMMUNITY	Anna Maria, Bradenton Beach, Bradenton, Cortez, Ellenton, Holmes Beach, Longboat Key, Myakka City, Palmetto, Parrish, Sarasota, Wimauma
FEATURE_TYPE	BUILDING, BUS SHELTER, CAMPSITE, CELL TOWER, LIFEGUARD STAND, OTHER, PARCEL, PERMIT, POOL, TELECOM TOWER, TRAILPOST	PERMIT_TYPE(Proposed)	NULL, Amphitheater, Baseball Field, Beach access, Bridge, Bus Shelter, Canoe Launch, Dock, Drawbridge, Electric Gate, Electric Substation, Fishing Pier, Football Fields,

			Gate, Gazebo, Golf driving range, Lift Station, Little League Fields Loading Dock, Mail Kiosk, Outdoor Living Room, Paintshop, Pier, Play Area, Playground, RR XING, Semi- Trailer Parking, Shuffleboar d Court, Shuffleboar d Courts, Skate Park, Soccer field, Soccer Fields, Splash Park, Stadium, Stage, Tennis Courts, Tot lot, Tower, Trailer Parking, Trash compactor, Visitor Parking, Volleyball Court, Water tower
COUNTY_NAME	Desoto, Hillsborough, Manatee, Pinellas, Sarasota	NEWADDRESS	NULL, Y, N
SFEATYP	NULL,ALY,AVE, BLVD,BND,BRG,	SDIRPRE	N, S,

	CIR, CT, CV, DR, GLN, HWY, LN, LOOP, PIKE, PKWY, PL, PLZ, RD, RUN, ST, TER, TRCE, TRL, WALK, WAY, XING		E, W, NULL
SDIRSUF	E, N, NE, NW, S, W	CONFIDENCE	NULL, 1, 2 3, 4, 5, 6 7, 8, 9, 10
STATUS	Proposed Active Retired Invalid		

## Domains for Street Centerline

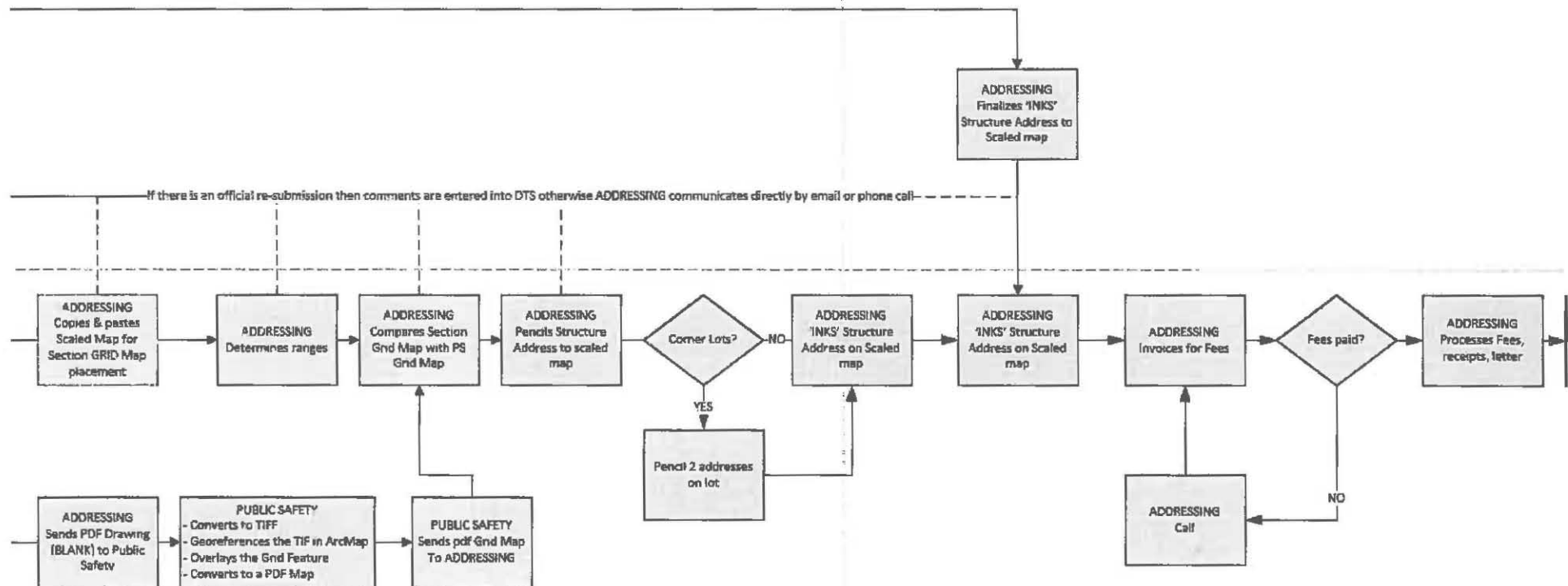
POSTAL_COM/ POSTAL_C_1	NULL, Anna Maria, Bradenton, Bradenton Beach, Cortez, Ellenton, Holmes Beach, Longboat Key, Myakka City, Palmetto, Parrish, Sarasota, University Park, Wimauma	CLASS2	BUS 41, CR 39, CR 6, CR 675, CR 683, CR 780, CR 789, I-275, I-75, MAJ, RAMP CR CR, RAMP INT CR, RAMP INT SR, RAMP INT UP, RAMP INT US, RAMP SR SR, RAMP US MAJ, RAMP US RES, RAMP US US, RES, SR 37, SR 62, SR 64, SR 684, SR 70, SR 789, US 19, US 301, US 41
STREET_NAM	From Master Street List	SFEANME	From Master Street List
SDIRPRE	N, S, E, W, NULL	SFEATYP	NULL, ALY, AVE, BLVD, BND, BRG, CIR, CT, CV, DR, GLN, HWY, LN, LOOP, PIKE, PKWY, PL, PLZ, RD, RUN, ST, TER, TRCE, TRL, WALK, WAY, XING

ZIPL/ZIPR	33595, 33598, 34201, 34202, 34203 34205, 34207, 34208 34209, 34210, 34211 34212, 34215, 34216 34217, 34219, 34221 34222, 34228, 34233 34239, 34240, 34243 34251, 34219	ROADCLASS	MINOR, RURAL, NORMAL GRID COLLECTOR MAJOR
EVAC_ROUTE	Y, N		
COUNTY_L/R	Manatee, Pinellas, Hillsborough, Polk, Hardee, Desoto, Sarasota	MUNL/MUNR	AM, BB, BR, CZ EL, HA, HB, HC LK, MY, PA, PR SARA, SM, UB, UP, WM
STATUS	1, 2, 3, 4	RSTATE/LSTATE	Florida Alabama Georgia
HWY	Not defined	HIGHWAYTYPE	Not defined
RLevel	Not defined		

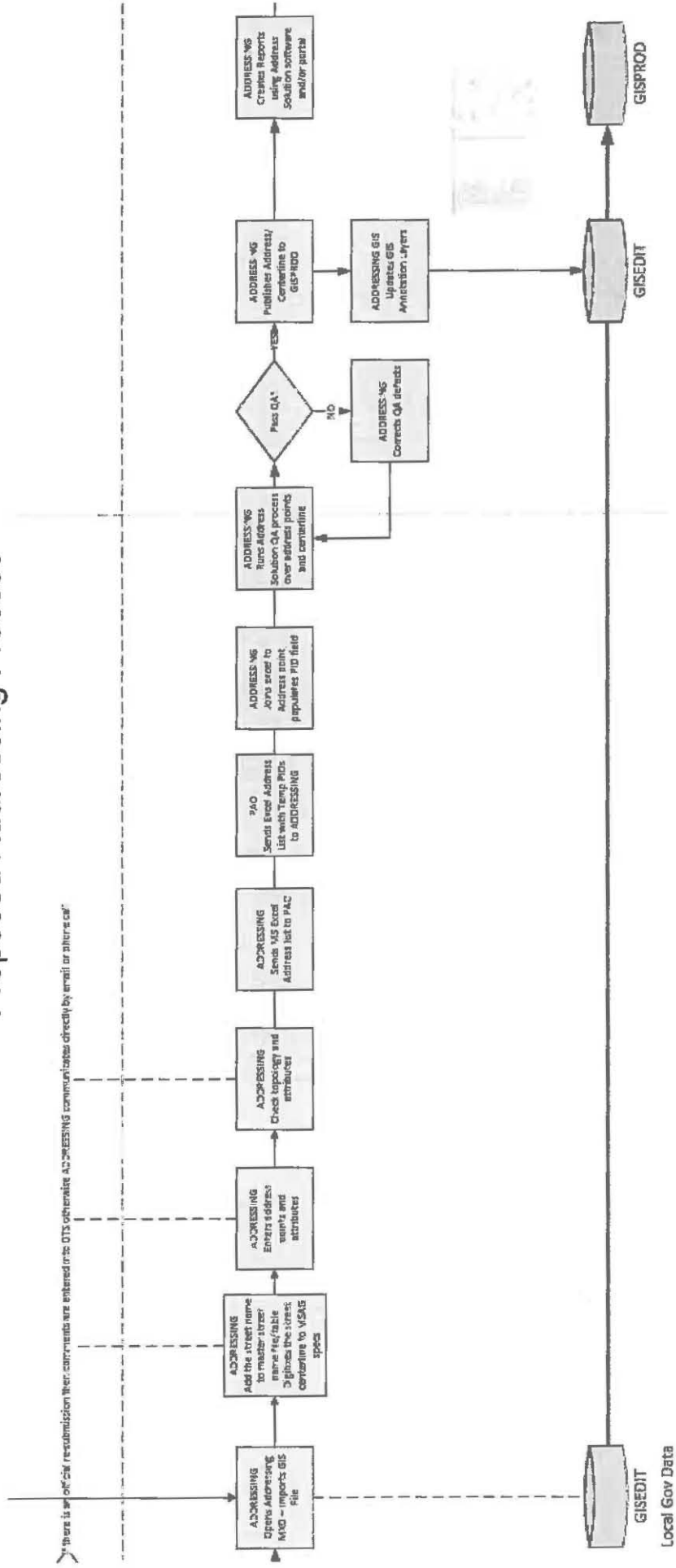


## ATTACHMENT E

### Current Addressing Process



# **ATTACHMENT F** **Proposed Addressing Process**



## ATTACHMENT G

### List of Requirements

Req. Number	Requirements Group	Address Solution Requirements	Required/Preferred
1	General	Must be an Enterprise-wide solution capable of supporting multiple users	Required
2	General	Prefer capability to share information with other enterprise systems (via APIs or formatted data exports)	Required
3	General	Must store, retrieve and manipulate data stored in Oracle 11g R2	Required
4	General	Must integrate with County's enterprise ArcGIS 10.3.1 /ArcSDE GIS	Required
5	General	Must tightly integrate with ESRI ArcGIS 10.3.1 ArcMap and GIS Server	Required
6	General	Must use Transactional (or versioned) editing	Required
7	General	Must check or maintain attribute consistency and domain checks	Required
8	General	Must create centerline topology and check centerline topology (i.e. Street Line gaps, overlaps)	Required
9	General	Must have a proven record of timely upgrades, providing patches and fast follower support for ESRI ArcGIS upgrades	Required
10	General	Vendor must be able to provide ongoing maintenance and support for solution offered	Required
11	General	Vendor must provide Training for up to 10 users on Address Solution tools, functions that support new processes	Required
12	General	Must have user security capability either through integration with Active Directory security or managed by the software solution	Required
13	General	Must Integrate with Active Directory	Preferred
14	General	Vendor must provide software installation services	Required
15	General	The solution may be a single software tool/application (COT) or a suite of ArcGIS integrated tools (COTs) that supports address data entry, analysis, quality control, search and reporting and meets all requirements	Preferred
16	Address Mapping	Must provide functionality to geo-reference a PDF map	Required
17	Address Mapping	Must provide functionality to enter new lot lines using direction and distance (COGO)	Preferred
18	Address Mapping	Must provide functionality to measure between two points and draw a line perpendicular	Required

19	Address Mapping	Must maintain two sets of address ranges on the Street Centerline (i.e. generalized 100-199 and actual 112-154)	Required
20	Address Mapping	Must provide functionality to split an existing street centerline into two records and populate both of the segments with the correct to-from/left right range numbers based on distance from the segment node to split location along the line segment	Required
21	Address Mapping	Must provide functionality to enter a new street name into a street name table which is then used as a pick list (domain list) for the user to select and enter the street name attribute for centerline or address point street name fields (SDIRPRE, SFEANME, SFEATYP, SDIRSUF)	Required
22	Address Mapping	Must provide functionality to set attributes for a pending street centerline, digitize street centerline and automatically enter the attributes on completion of a segment (i.e. automatically enter municipal name, community name, ESN code, etc. from a preset entry of attributes from a domain pick list)	Required
23	Address Mapping	Must provide functionality to populate Address or Street Centerline fields automatically from attribute data stored with overlay layers (e.g. transfer postal code data from the postal code GIS layer)	Required
24	Address Mapping	Must provide functionality to quickly digitize address points on the GIS map without having to enter common attribute information for every point placed like house number or lot number which could be initially entered as a start house, lot number and iteration interval for each. Lot number is identified as required during the time of address creation.	Required
25	Address Mapping	Must provide functionality to label address and/or Street Centerline with single or combination of user-selected attributes (i.e. label address point with structure # and structure type (1234 Lift Station, 1234 House)	Required
26	Address Mapping	Must delete all connected, related Spatial Geodatabase / ORACLE records/rows associated with whatever address feature (line segment or address point) is deleted. A delete will not leave orphan records	Required
27	Address Mapping	Must provide functionality to place point features like lift station, cable box, etc. and add the feature type into a geodatabase field by domain pick list.	Required
28	Address Mapping	Must maintain and synchronize a database relationship between street centerline attributes and address point attributes. For example centerline attributes contain street name, suffix, and address points contain structure number, type, etc. When the user labels or creates reports, the information from both data layers is combined to make the address record and or label.	Required
29	Address Mapping	Functionality to track address change or correction requests	Preferred
30	Address Mapping	Must support domains (i.e. address type = fence, sign, electric service, lift station, building, other)	Required

31	Address Mapping	Must populate Address Point notes field from comments/notes stored in the CAMA database	Required
32	Address Mapping	Must contain an attribute field for Parcel ID	Preferred
33	Address Mapping	Must contain a field for Posted/Not posted attribute (if the address number is 'posted' on the structure it is considered a posted structure)	Required
34	Address Mapping	Must support IT staff adding user-defined attribute field/column to the Centerline and Address Point features	Required
35	Address Mapping	Must support street name aliases for both addresses and centerlines in accordance with NENA standards. Massaging this data into the CAD 9-1-1 data model is to be taken into account.	Required
36	Address Mapping	Must support common place names for address points	
37	Address Mapping	Must allow placement of more than one address point in a single parcel and functionality to attribute the status of the address point (i.e. pending, retired, active, etc.)	Required
38	Address Mapping	Must provide ETL or process for integrating / updating address information to an Accela 8.0 development tracking and permitting application	Preferred
39	Address Mapping	Must support Next Generation 9-1-1 data model (column names, column widths, column data types)	Required
40	Address Mapping	Must be USPS Publication 28 compliant	Required
41	Address Mapping	Must be NENA NextGen 9-1-1 standards compliant - especially GIS Data Collection and Maintenance. Standards.	Required
42	Address Mapping	Must be FGDC Addressing Standard compliant	Preferred
43	Address Mapping	Must contain a field to store Z value (Address Point only)	Required
44	Address Mapping	Must be able to support multi-story (vertical) addressing	Required
45	Address Mapping	Address Web interface that can perform address queries/searches (view only)	Required
46	Address Mapping	Must include a Municipal Address Coordinator's Portal	Preferred
47	Address Mapping	Change request system/feedback loop for addresses (list preferred)	Preferred
48	Address Mapping	Must support mailing addresses via a link to CAMA Parcels / Mailing address table	Required
49	Address Mapping	Must provide some functionality/process for storing/tracking changes and change history for addresses and centerlines	Required
50	Address Mapping	Functionality to track the edits history to GIS data	Required
51	Address Mapping	Must create and maintain a reserve street name list	Required
52	Address Mapping	Must provide Soundex capabilities on street name pick lists or searches	Required
53	Address Mapping	Must include Quality control tools or functionality for addresses point attributes and centerlines attributes and geometry	Required



54	Address Mapping	Must provide tools, functionality or method to store two street types (i.e. St, Cir are two suffixes used in address Stetson Street Circle)	Required
55	Address Mapping	Must provide functionality to support storage and analysis of address uses (i.e. residential use, commercial use, industrial use, mixed use, etc.)	Preferred
56	Address Mapping	May consider ESRI Attribute Assistant or other similar tools or comparable solutions for quality control methods, options	<b>Strongly Preferred</b>
57	Address Mapping	Must provide functionality, options for automating the attributing of Street CL or Address Points attributes from overlay layers (i.e. subdivision name, ESNs, zip codes, etc.)	Required
58	Address Mapping	Must provide functionality to performs queries against Address Point and Centerline geodatabase	Required
59	Address Mapping	Must provide functional to create one-to-many relationships between address tables (i.e. alias names, alternative street name, multiple common place names, etc.)	Required
60	Address Mapping	Must provide functionality to 'link' addresses points (attributes) with its bounding parcel	Preferred
61	Address Analysis	Must provide functionality to display / highlight address points that fail Quality Control process - i.e. street spelling mistakes, missing attributes, etc.	Required
62	Address Analysis	Must provide functionality to display / highlight Street Centerlines that fail Quality Control process - i.e. street spelling mistakes, missing attributes, topology issues	Required
63	Address Analysis	Must provide functionality to display/highlight address points by date	Preferred
64	Address Analysis	Must provide functionality to display/ highlight address points by status (prelim, final, changed, corrected), SITUS feature type (dwelling/structure/house, shed, lift station, fence, cable box, etc.))	Required
65	Address Analysis	Must provide functionality to generate a list of unique street names and suffixes	Required
66	Address Analysis	Must provide functionality to generate a list of unique street names and suffixes and municipality	Required
67	Address Analysis	Must provide functionality to generate a list of unique street names and suffixes and municipality and associated aliases	Required
68	Address Analysis	Must provide functionality to generate a list of unique addresses County wide	Required
69	Address Analysis	Must provide functionality to generate a list of unique addresses for 'posted' SITUS addresses (i.e. residential, industrial, commercial, buildings and other features with a house # posted on the structure)	Required
70	Address Analysis	Must provide functionality to generate a list of unique addresses for 'non-posted' SITUS features (i.e. lift stations, cable boxes, etc.)	Required
71	Address Analysis	Must provide functionality to generate a list of addresses = 'corrected' or 'moved' or 'changed'	Required

72	Address Analysis	Must provide functionality to generate a list of addresses = 'source' (UTILITIES, CAMA, GIS, ADDRESSING, E9-1-1/CAD)	Required
73	Address Reporting	Must provide functionality for the user to select from a pick list i.e. Status = pending and have the map display those points or street segments that match the attribute. The users is able to export the list selected to excel, text, dbf, or PDF)	Required
74	Address Reporting	Must provide users the ability to create custom queries and reports (i.e. list all features = pending and are lift stations and cable boxes)	Required
75	Address Reporting	Must provide functionality or solution to attach reports to a menu	Required
76	Address Reporting	Must provide functionality or solution to automate the notification to a group of addresses (list addresses in a emails including attaching a map, a letter or notes (address change emails)	Preferred
77	Address Reporting	Must provide functionality to create an Address Atlas (digital booklet used to find addresses) from a grid / address listing	Preferred
78	Address Reporting	Must provide functionality to produce a table compatible with the CAMA input format (iasWorld)	Preferred
79	Address Reporting	Must provide functionality to produce a table compatible with the Utilities Banner input format (iasWorld)	Preferred
80	Address Reporting	Must have support for coordinating (synchronizing) address data with MSAG and ALI data	Required
81	Address Reporting	Must provide functionality or solution to automated the notifications of address changes or corrections to address consumers (map and/or email with attachments)	Required
82	Data Management	Must adhere to the ESRI local government model (data reviewer, address data management, Address crowdsourcing)	Required
83	Data Management	Must create topologically correct Street Centerline and to ensure solution checks compliance with topology rules (i.e. no gaps, overlaps, nodes at intersections)	Required
84	Data Management	Must provide functionality or solution that enables user-specific fields to be included or additionally to the Local Government Model Street Centerline data model	Required
85	Data Management	Must allow Address points fields to be user defined (same or similar to the names in Attachment D)	Required
86		Must ensure there are no overlapping address ranges in Street Centerline	Required
87	Data Management	Must use a relational, normalized database model (RDBMS platform (not a feature class))	Required
88	Data Management	Must comply with NENA Next Gen Standards	Required

89	Data Management	Compare address data from Utilities, CAMA, ALI with GIS addresses to create a list of address matches and lists of exceptions for each input source. Outputs include GIS layer file showing points that do and don't match database sources; excel file with exceptions from the lists; a file of matches in a file format compatible with USPS; Pre-scrub source databases to filter out non-addresses (like CAMA 'property' addresses [addresses assigned to vacant property])	Required
90	Data Management	Must provide functionality to automate the comparing of Utilities, CAMA, Frontier(ALI) and categorize data according to match or no match and source with output formats being excel, standard text file structured and compatible for updating workgroup applications like Public Works Trapeze, etc.	Preferred
91	Data Management	Must NOT move existing address point or street centerline locations during the development of the initial addressing geodatabase	Required
92	Data Management	Must follow IT/GIS data management standards and procedures for moving GIS data to GISPROD	Required
93	Quality Control	Must adhere to the Quality Control Rules listed in Attachment H	Required
94	Quality Control	Quality Control process is configurable for unlimited checks	Required
95	Quality Control	Quality Control process has the ability to run checks as batch or individually	Required
96	Quality Control	Quality Control process allows user to manage corrections	Required
97	Quality Control	Quality Control process is automated consisting of spatial, attribute, geometry, and metadata checks	Required
98	Project Management	Must use qualified Project Manager either with PMP certification or equivalent experience with similar projects	Preferred
99	Project Management	Must use an integrated work plan that considers both the Proposers Address Project Work Plan and County's Address Project Work Plan	Required
100	Project Management	Must use proposal project team to execute the project	Required
101	Project Management	Must provide weekly project status reporting in ITS PMO project and portfolio management system (currently "Project.Net").	Required
102	Project Management	Must provide regular updates to the project sponsor and business leader of the project.	Required
103	Project Management	May use "Waterfall" type project approach and Must use best practices in alignment with the PMI PMBOK.	Required
104	Project Management	Must participate in ITS PMO Standing Meeting to transition the project from the Planning to Executing phase, and to review any pending change to the baseline project finish date.	Required
105	Project Management	Must use basic SharePoint project site to facilitate team collaboration on and archive of project documents and other information important to the project team.	Required

## **ATTACHMENT H**

### **List of Quality Control Rules**

<b>For Centerline and Address</b>	
QC1	SFEANME must not begin with "N", "S", "E", "W", or "NORTH", "SOUTH", "EAST", "WEST"
QC1	If SFEANME contains " AVE", it must be spelled out to " AVENUE"
QC1	If SFEANME contains " ST", it must be spelled out to " STREET"
QC1	If SFEANME contains " CIR", it must be spelled out to " CIRCLE"
QC2	CENTERLINE ZIPL is Derived from GIS Layer Postal Code
	CENTERLINE ZIPR is Derived from GIS Layer Postal Code
QC2	ADDRESS ZIPR is Derived from GIS Layer Postal Code
QC3	If ZIP (ZIPL, ZIPR) = 34219, then MUN (MUNL, MUNR) must equal "PR"
QC3	If ZIP (ZIPL, ZIPR) = 34251, then MUN (MUNL, MUNR) must equal "MY"
QC3	If ZIP (ZIPL, ZIPR) = 34201, then MUN (MUNL, MUNR) must equal "UB"
QC3	If ZIP (ZIPL, ZIPR) = 34215, then MUN (MUNL, MUNR) must equal "CZ"
QC3	If ZIP (ZIPL, ZIPR) = 34205, then MUN (MUNL, MUNR) must equal "BR"
QC3	If ZIP (ZIPL, ZIPR) = 34212, then MUN (MUNL, MUNR) must equal "UB"
QC3	If ZIP (ZIPL, ZIPR) = 34202, then MUN (MUNL, MUNR) must equal "UB"
QC3	If ZIP (ZIPL, ZIPR) = 34211, then MUN (MUNL, MUNR) must equal "UB"
QC3	If ZIP (ZIPL, ZIPR) = 34216, then MUN (MUNL, MUNR) must equal "AM"
QC3	If ZIP (ZIPL, ZIPR) = 34222, then MUN (MUNL, MUNR) must equal "EL"
QC3	If ZIP (ZIPL, ZIPR) = 34203, then MUN (MUNL, MUNR) must equal "UB"
QC3	If ZIP (ZIPL, ZIPR) = 34228, then MUN (MUNL, MUNR) must equal "LK"
QC3	If ZIP (ZIPL, ZIPR) = 34243, then MUN (MUNL, MUNR) must equal "SM"
QC4	CENTERLINE COUNTY_L is Derived from GIS Layer County
QC4	CENTERLINE COUNTY_R is Derived from GIS Layer County
QC5	CENTERLINE MUNL is Derived from GIS Layer Municipality
QC5	CENTERLINE MUNR is Derived from GIS Layer Municipality
QC6	ADDRESS FULL_ADDRESS_911 must equal ST_NUM + SDIRPRE + SFEANME + SFEATYP + SDIRSUF + MUN with only one space in between
QC6	ADDRESS FULL_ADDRESS_POSTAL must equal ST_NUM + SDIRPRE + SFEANME + SFEATYP + SDIRSUF + POSTAL_COMMUNITY with only one space in between
QC7	ADDRESS: If NEWADDRESS = "Y", then MSG must be populated
QC8	ADDRESS: ADDRESS_ID: value must be unique

**For Centerline ONLY**

- QC9 CENTERLINE ALIAS1\_NAME cannot be null if ALIAS2\_NAME or ALIAS3\_NAME are not null
- QC9 CENTERLINE ALIAS2\_NAME cannot be null if ALIAS3\_NAME is null
- QC10 CENTERLINE L\_ESN is derived from GIS Layer ESN
- QC10 CENTERLINE R\_ESN is derived from GIS Layer ESN
- QC12 CENTERLINE ADDTYP must reflect correct address range values
- QC12 CENTERLINE FRADDL and TOADDL: if one is populated, the other must be populated
- QC12 CENTERLINE FRADDR and TOADDR: if one is populated, the other must be populated
- QC12 CENTERLINE FRADDL\_ACTUAL and TOADDL\_ACTUAL: if one is populated, the other must be populated
- QC12 CENTERLINE FRADDR\_ACTUAL and TOADDR\_ACTUAL: if one is populated, the other must be populated
- QC12 CENTERLINE IPSCCLASS must be null
- QC12 If CENTERLINE ROADCLASS = "Highway", then HWY and HIGHWAYTYPE must be populated
- QC12 CENTERLINE STATE must equal "Florida"

**CENTERLINE TOPOLOGY RULES**

- CENTERLINE segments cannot overlap without an intersection
- CENTERLINE segments must be at least five feet long (no shorter dangles)
- CENTERLINE cannot have SHAPE = NULL (invalid geometry)
- CENTERLINE cannot have multipart lines (must be single part)
- CENTERLINE curves must be segments and NOT defined by curve parameters (delta angle, radius, etc.)
- CENTERLINE segments must be within Manatee County and surrounding counties (bounding box)
- CENTERLINE segments cannot have more than 8000 vertices per segment
- CENTERLINE must have no duplicate geometry segments
- CENTERLINE All intersections will have a NODE
- CENTERLINE The address range for a Block is defined as NODE to NODE. A NODE is the start or end of an Address Range (i.e. 100-199, 200-299, etc.)
- CENTERLINE SEGID: value must be unique
- CENTERLINE segments cannot have the same concatenated value of [SDIRPRE, SFEANME, SFEATYP, SDIRSUF, community and address ranges]
- CENTERLINE segments must not overlap
- CENTERLINE segments must not self-overlap
- CENTERLINE segments must not self-intersect
- CENTERLINE vertices within one foot should be merged

**ADDRESS POINT TOPOLOGY RULES**

ADDRESS cannot have SHAPE = NULL (invalid geometry)  
 ADDRESS cannot have multipart points (must be single part)  
 ADDRESS points must be within Manatee County (bounding box) and defined areas outside Manatee County  
 ADDRESS must have no duplicate geometry points  
 ADDRESS with feature = structure, dwelling, house must be within the parcel

**ADDITIONAL  
 CENTERLINE Fields Must be UPPER CASE**

SDIRPRE  
 SFEANME  
 SFEATYP  
 SDIRSUF  
 ALIAS1\_PREFIX  
 ALIAS1\_NAME  
 ALIAS1\_TYPE  
 ALIAS1\_SUFFIX  
 ALIAS2\_PREFIX  
 ALIAS2\_NAME  
 ALIAS2\_TYPE  
 ALIAS2\_SUFFIX  
 ALIAS3\_PREFIX  
 ALIAS3\_NAME  
 ALIAS3\_TYPE  
 ALIAS3\_SUFFIX  
 MUNL  
 MUNR  
 COUNTY\_L  
 COUNTY\_R  
 ONEWAY

SEGID must be unique

Address ranges for the same street (different segments) cannot overlap

Address range columns must not have the value of a single space, but, when populated, must have preceding spaces so that the total number of characters is 11



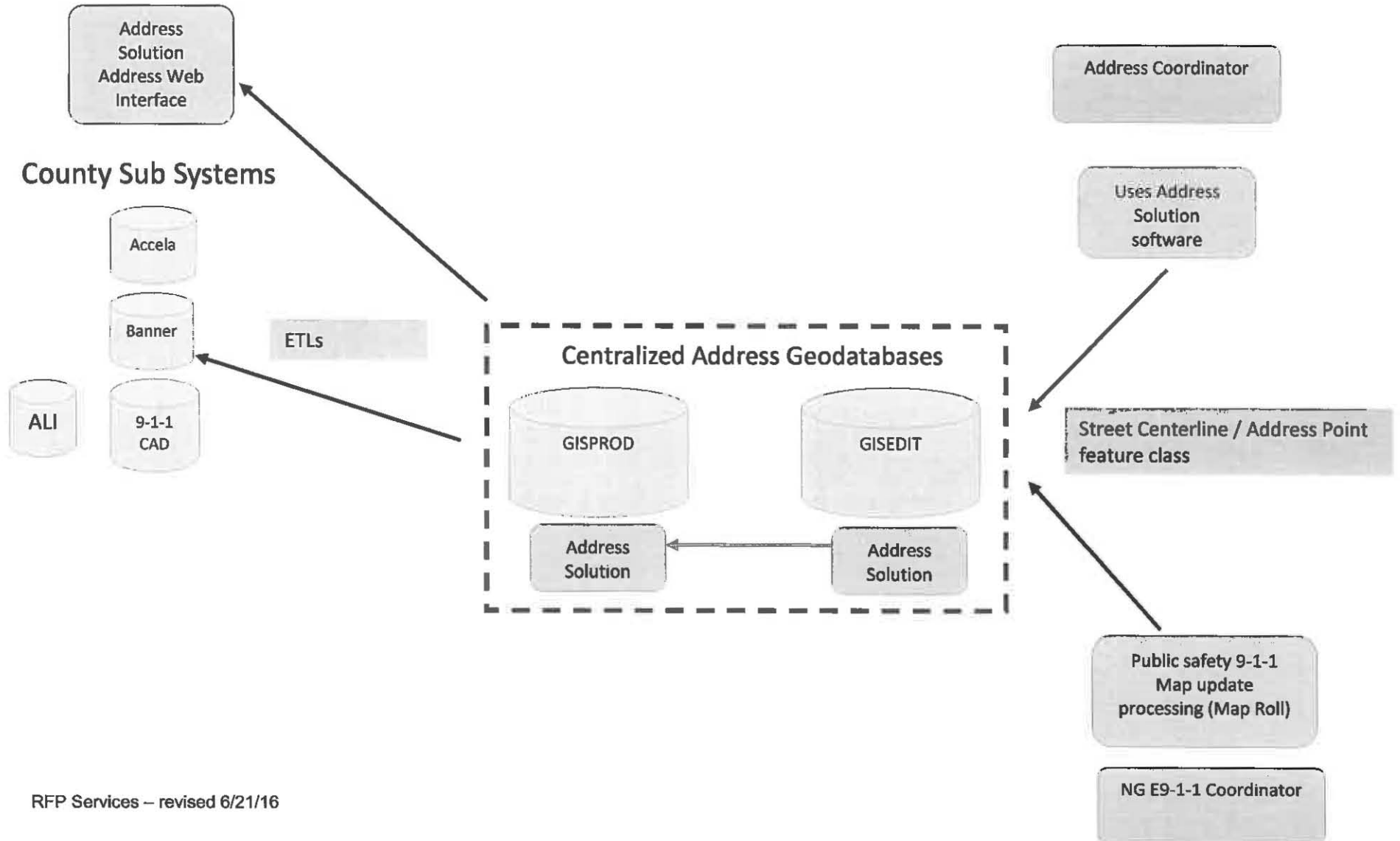
**ATTACHMENT I****List of Reports**

<b>Report Name</b>	<b>Function</b>
<b>Unique Street Names + Suffix + Municipality</b>	Report will generate a list of all unique street names (street name plus suffix plus [Municipality name] or [Postal Community Name] or [MSAG Community Name])
<b>Unique Street Names + Block Ranges</b>	Report will generate a list of unique street names plus [Actual or Block] ranges
<b>Addresses by Municipality</b>	Report will generate a list of all addresses for
	User selected jurisdiction
	Manatee All
	Manatee Unincorporated
	City of Bradenton
	City of Palmetto
	Etc.
<b>Addresses by Feature</b>	Report will generate a list of all addresses by feature type
	User selects feature type
	All
	Lift stations
	Building
	Guard towers
	Dwelling/Structure
	Etc.
<b>Map Analysis</b>	Report will generate by GIS selection
	User selects an area and generates list of addresses
	User selects a feature type and map displays/highlights feature, generates list of addresses
	User selects address status and map displays/highlights status for selected area
	User enters a date and map displays addresses created since the entered date

9-1-1	Generate a list of street names that are in Centerline but not in MSAG and vice versa.
9-1-1	Generate a list of addresses that are in ALI(ESL), but not in Address feature class.
9-1-1	Generate a list of addresses that are in PAO CAMA, but not in Address feature class (minus parcel addresses).
9-1-1	Generate a list of addresses in the Address feature class which do not fit in any address range for that street in Centerline.
9-1-1	Generate a list of addresses in the Address feature class which do not fit in any ACTUAL address range for that street in Centerline.
9-1-1	Generate a list of Centerline street names which are not in MSAG
9-1-1	Generate a list of MSAG street names which are not in Centerline
9-1-1	Generate a list of Centerline records where ESN_L (or ESN_R) does not match the MSAG ESN

## ATTACHMENT J

### Overview of GIS Solution Architecture



# ATTACHMENT K

## Current ArcGIS Streets CL / Address Pt Data Model

Address Point Fields		Centerline Fields	
Identify <input type="checkbox"/> Identify from: <input type="text" value=" &lt;Top-most layer&gt;"/> -Trailer Estates Location: 467,105.214 1,122,603.318 Feet		Field	Value
OBJECTID	9413468	OBJECTID	3308470
LV_AREA	<null>	SEGID	7059
UPDATED	<null>	STATUS	Built
LOC_FLD1	<null>	CLASS2	MAJ
LOC_FLD2	<null>	STREET_NAME	FLORIDA BLVD
LOC_FLD3	<null>	SDIRPRE	<null>
ADDRESS_ID	<null>	SFEANME	FLORIDA
STREET_ID	<null>	SFEATYP	BLVD
EMERGENCY_COMMUNITY_CODE	Bradenton - Unincorporated	SDIRSUF	<null>
POSTAL_COMMUNITY	Bradenton	ALIAS1_PREFIX	<null>
STATE	Florida	ALIAS1_NAME	<null>
FEATURE_TYPE	Building	ALIAS1_TYPE	<null>
PERMIT_TYPE	<null>	ALIAS1_SUFFIX	<null>
ADDRESS_ANOMALY_STATUS	<null>	ALIAS2_PREFIX	<null>
ADDRESS_START_DATE	<null>	ALIAS2_NAME	<null>
ADDRESS_END_DATE	<null>	ALIAS2_TYPE	<null>
DEVELOPMENT_NAME	Trailer Estates	ALIAS2_SUFFIX	<null>
DEVELOPMENT_NUMBER	<null>	ALIAS3_PREFIX	<null>
PLAT_NAME	<null>	ALIAS3_NAME	<null>
DTS_NUMBER	<null>	ALIAS3_TYPE	<null>
BUZZSAW_NUMBER	<null>	ALIAS3_SUFFIX	<null>
SEGMENT_LINK	<null>	FRADDL	2016
FULL_ADDRESS_911	<null>	TOADDL	2106
FULL_ADDRESS_POSTAL	<null>	FRADDR	2015
NOTES1	<null>	TOADDR	2105
NOTES2	<null>	NOTES	<null>
CREATION_DATE	<null>	CLASS	3
CREATION_USER	<null>	ADDTYP	Normal
MODIFY_DATE	20160216.143635	ZIPL	34207
MODIFY_USER	Ringle	ZIPR	34207
C1_EXCEPTION	<null>	PREV_SEGID	<null>
NO_MSAG	<null>	CREATION_DATE	<null>
STATUS	2	CREATION_USER	<null>
COUNTY_NAME	Manatee	MODIFY_DATE	20101208.094728
PLSS	22/35/17	MODIFY_USER	tlabarr
LOTNUMBER	<null>	C1_EXCEPTION	<null>
NEWADDRESS	<null>	NO_MSAG	<null>
ST_NUM	2106	L_ESN	719
SFEANME	ILLINOIS	R_ESN	719
SFEATYP	AVENUE	FCODE	<null>
SDIRPRE	<null>	WIDTH	<null>
SDIRSUF	<null>	MTFCC	S1200
MUN	UB	EVAC_ROUTE	No
ZIP	34207	IPSCCLASS	<null>
COM_NME	TRAILER ESTATES MHP	FIRST_IN_ROUTE	<null>
LV_APT	<null>	FIPS	12081
MSG	TRAILER ESTATES MHP: 2022	ROADCLASS	Collector
CONFIDENCE	<null>	HWY	<null>
ROLLOUTDATE	<null>	HIGHWAYTYPE	<null>
ROLLOUT_DATE	<null>		
ESN	719		
SHAPE	Point		

	Road Level	Ground Level
	CREATION_DATE1	12/8/2010 9:48:36 AM
	MODIFY_DATE1	12/8/2010 9:48:36 AM
	BLOCKAGE_MASK	<null>
	COUNTY_L	MANATEE
	COUNTY_R	MANATEE
	DATA_SOURCE	MANATEE COUNTY PUBLIC SAFETY
	EFFECT_DATE	1/1/2014
	FRADDL_ACTUAL	2010
	FRADDR_ACTUAL	<null>
	HEIGHT	<null>
	OBSTACLE_MASK	<null>
	POSTAL_COMM_L	Bradenton
	POSTAL_COMM_R	Bradenton
	TOADDL_ACTUAL	2014
	TOADDR_ACTUAL	<null>
	TURN_MASK	<null>
	WEIGHT	<null>
	MSAGCOMM_L	<null>
	MSAGCOMM_R	<null>
	PARITYLEFT	<null>
	PARITYRIGHT	<null>
	ROADCLASS911	5
	MUNL	UB
	MUNR	UB
	ONEWAY	B
	SHAPE	Polyline
	SPEEDLIMIT911	25
	SHAPE.LEN	161.826437

## **ATTACHMENT L**

### **Definitions**

Canned Reports	User defined reports using over and over
Custom Reports	User defined reports used once or twice
GIS	Geographic Information Systems
9-1-1 / CAD	9-1-1 Computer Aided Dispatch application
Posted SITUS	The location is required by regulation to have a structure/house number 'posted' on the structure (house, building, apartment, guard structure, etc.).
Non-Posted SITUS	The location is not required to 'post' a structure/house number on the structure but the SITUS address aids the locating of the feature (i.e. lift station, cable box, fence, etc.)



## ATTACHMENT M

### Deliverables Schedule

Dev #	Expected Duration	Deliverable
Dev1		Addressing Software installed
Dev2		An initial production ready 'best available' new spatial address database stored in GISPROD and GISEDIT
Dev3		Users can search and input feedback using the Address Web Interface
Dev4		Users can run Reports from the Address Web Interface
Dev5		Designated Users (10) can effectively operate the Addressing software and Address Web interface to accomplish daily work flow including creating custom reports