



## **REQUEST FOR QUALIFICATIONS**

### **ON-CALL GIS SUPPORT/ASSET MANAGEMENT SERVICES**

**SUBMITTALS DUE: AUGUST 24, 2023 AT 3:00 PM**

#### **Request for Qualifications (RFQ)**

The Town of Coupeville is seeking consultants to fulfill our needs for on-call consulting services for GIS and asset management support. Work may include, but is not limited to, developing and maintaining GIS maps, establishing an asset management program and other tasks as needed. Your firm is invited to express its interest in this opportunity to the Town.

#### **Scope of Services:**

Assist the Town in obtaining and establishing an ArcGIS online system and asset management software program with software. Develop, maintain, update and provide Quality Assurance/Control of the Town's geodatabases within the Town's new asset management software utilizing ArcGIS online services. Services also include providing General GIS support to Town staff.

#### **General Information**

Coupeville is a small coastal town situated on Whidbey Island with a Mayor-Council form of government. The Town was officially incorporated in 1910 and currently has a population of approximately 1,965. serves as the seat for Island County and employs approximately 15 people to provide general government, public works, and planning and community development services. The Town also operates a water, storm water and sewer utility.

#### **Contract Description**

These contracts are on-call in nature and will include authorization of tasks, at the sole discretion of the Town and its designees; in general support of Town operations, staff, or for the investigative and development related purposes.

#### **Technical Information**

The Town will furnish the selected consultant with all reasonably available records and information, including, maps, documents, and other pertinent data. Additionally, the Town shall provide staff support and assistance as required and agreed to in advance of the studies.

Written technical questions regarding this RFP/RFQ should be directed to Donna Keeler, Planning Director, via e-mail at [planner@townofcoupeville.org](mailto:planner@townofcoupeville.org). Please allow a minimum response time of 2 business days. All written questions and responses will be posted on the Town's website at: <https://townofcoupeville.org/legal-notices/>

**Introductions or other conversations by phone will not be accepted.** Written questions will not be accepted after August 21, 2023.

### **Available Project Funds**

- NTE \$75,000 for year 1

### **Consultant/Vendor Qualifications**

Submittals should be no longer than five (5) pages and include:

1. Name of principal contact person, including address, telephone number and email address. Include the closest office location to Coupeville and other offices in the region.
2. Brief description and history of the firm.
3. Brief description and qualifications of team members who would be assigned to work on Coupeville projects.
4. Brief description of your firms' capacity to respond to jobs in a timely manner.
5. Brief description of two projects you have worked on in the last 24 months
6. Name and contact information for two municipal or governmental references.

Each submittal will be evaluated based upon the required professional qualifications, experience with GIS mapping, asset management, past experience with municipal work, reference checks, and the ability to respond to requests for service in a timely manner.

All submittals become the property of the Town of Coupeville and become public record after the submittal deadline. The Town reserves the right to reject any and all submittals. This RFQ does not obligate the Town to accept or contract for any expressed or implied services.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252,42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the ground of race, color, national origin, or sex in consideration of an award.

***Proposals due Thursday, August 24, 2023 at 3:00 pm***  
***Proposals should be emailed to [planner@townofcoupeville.org](mailto:planner@townofcoupeville.org)***  
***Subject line: GIS MAPPING –ON CALL SERVICES***