Request for Proposals for

Dam Safety and Floodplain Management Database Services

DSFPM RFP 2015-1

Arkansas Natural Resources Commission

December 2015
A. INTRODUCTION

The Arkansas Natural Resources Commission (ANRC) is considering the employment of a technical services firm to assist in the improvement or re-design of databases used by the Dam Safety and Floodplain Management (DSFPM) section of the ANRC Division of Water Resources Management. Services will be procured according to Arkansas Code § 19-11-1001 et seq.

Current databases in use by the DSFPM section include information relative to the inspection of dams, dam owner information, National Inventory of Dams data, dam permit fee collections, floodplain manager information, and community floodplain accreditation.

B. PROJECT DESCRIPTION

Initial work (Task 1) will involve planning and improvement of the Dam Safety database. As priorities are established and best practices developed through the Dam Safety database development process, additional tasks to support data management within the DSFPM section may be assigned as needed. Future tasks may include:

- database design, with particular regard for the use of Access, SQL, and/or ArcGIS geodatabases
- data collection and mapping using mobile devices such as smart phones or tablets
- the use of remote sensing techniques to identify infrastructure and/or extract geometric data for inclusion in a database
- web-based platforms for visualizing and/or querying infrastructure data.
- web page design, graphic design, and/or content management

C. SCOPE OF WORK FOR TASK 1

a) Assess ANRC Dam Safety workflow as well as short-term and long-term needs to establish the appropriate inputs and outputs of a database/web interface

b) Select database format that lends itself well to common data formats and ANRC updating/modifying as needed without use of proprietary software

c) Coordinate regularly with ANRC staff during the data management planning process to ensure satisfaction with interim products

d) Establish a Dam Safety Data Management Plan that enables ANRC to clearly see the workflow necessary to maintain/update the dams database going forward including conceptualization of linkages, scripts, etc between field data (ie, data collected on mobile devices) and the PC-based and web-based portions of the database.
e) Upon completion of the Data Management Plan, attach preliminary estimates of work and/or materials necessary to complete plan elements.

D. TIME FRAME FOR TASK 1

Consultant selection and contract negotiations are scheduled to begin in February 2016. Work is scheduled to begin in March 2016. Completion of Task 1 (Dam Safety Data Management Plan and Preliminary Estimates) by July 15, 2016.

E. ESTIMATED BUDGET FOR TASK 1

In the respondent’s approach for Task 1 (the formulation of a Data Management Plan for the Dam Safety program) a budget of $30,000 may be assumed.

F. CONTENTS OF PROPOSAL

Each respondent must include in their Proposal the following documents, so that all respondents can be effectively and fairly evaluated.

1. Letter of Interest. A letter of interest is required and should display a clear understanding of the project, include a positive commitment to complete the work in the specified time-period, and briefly summarize why the respondent should be selected. Address and contact information for each party in a proposed joint venture must be included. (No more than 2 one-sided pages)

2. Proposal. Respondent submittals must include a proposal that includes the qualifications of the firm or firms, the proposed work plan, and the relevant qualifications of the personnel involved.

   a. Qualifications, Experience and Competence of Respondent: Information must be included summarizing and documenting the qualifications, experience and competence of the firm or firms in relation to the contractual services anticipated (Task 1 and other mentioned DSFPM items). Both a narrative of the firm’s qualifications as well as project descriptions of similar work will be helpful to the Commission. (No more than 5 one-sided pages of narrative/summary and no more than 5 one-sided pages of project descriptions; project descriptions can be included with the narrative or as an attachment/appendix)

   b. Work Plan and Schedule: The respondent should discuss at a preliminary level the work plan for completing Task 1 given the Scope of Work (see C, above) and Estimated Budget (see E, above). A draft schedule should also be included noting key milestones and deliverables in accordance with the Task 1 Time Frame (see F, above). (No more than 3 one-sided pages)
c. Fee Schedule: The respondent must include a table noting the 2016 rates for the labor classifications or personnel included in the proposal (No more than 1 one-sided pages)

d. Personnel Qualifications and Availability: Respondents must identify and summarize the relevant experience and availability of personnel that would actually provide the anticipated contractual services. The Commission will consider the qualifications of these individuals when ranking the Respondents. (No more than 5 one-sided pages of narrative/resumes; this section may be included as an attachment/appendix)

G. SELECTION PROCEDURE

The Commission’s objective is to select the highest qualified firm for the services to be rendered, at compensation determined as fair and reasonable. Respondents will be evaluated using this procedure:

1. Request Proposals from interested firms.

2. Evaluate and rank the firms based on Proposals. The ranking criteria appear below.

3. Conduct interviews with the top three ranked firms.

4. Rank the three based on interviews and submissions.
H. SELECTION CRITERIA AND WEIGHTING

Respondents will be scored on the following with a maximum total score of 100 points.

1. Knowledge/experience with database design (SQL, Access, GIS, etc)………25 Points
2. Knowledge/experience with Web & Mobile data applications………………20 Points
3. Knowledge/experience with collection & use of infrastructure data …………20 Points
4. Proposed Work Plan, Schedule, and Fee Schedule for Task 1………………..15 Points
5. Project Management Team based in Arkansas……………………………20 Points

Total………………………………………………………………………………100 Points

The Commission will enter scope of work and contract negotiations with the highest ranked Respondent. If a satisfactory contract cannot be negotiated, the Commission will enter scope of work and contract negotiations sequentially with the second and third ranked firm or team. Contracts will be in a form acceptable to the State of Arkansas.

I. RESPONSES AND CONTACT INFORMATION

1. Responses by interested firms must be received by the Commission as described below by 4:30 PM January 25, 2015.

2. Interested firms must file the information described above by postal mail (not electronic mail) or hand delivery to:

   Arkansas Natural Resources Commission
   Attention: Trevor Timberlake
   101 East Capitol Avenue, Suite 350
   Little Rock, Arkansas 72201

   Inquiries: 501-682-3981 and trevor.timberlake@arkansas.gov

   Commission website: www.anrc.arkansas.gov