

PURCHASING DEPARTMENT
101 EAST 11th STREET, STE. G-13
CHATTANOOGA, TENNESSEE 37402
CITY HALL

Request for Proposals for the City of Chattanooga, TN

Requisition No.: RFP – 105RPA
Ordering Dept.: Chattanooga Hamilton County Regional Planning Agency
Buyer: Sharon Lea / lea_sharon@chattanooga.gov
Phone No.: 423 643-7235
Fax No.: 423 643-7244

Request for Proposals for Integrated Zoning Solution

*****REQUEST FOR PROPOSALS MUST BE RECEIVED***
NO LATER THAN**

4:00 PM E.S.T. on Friday, January 30, 2015

*****ALL QUESTIONS MUST BE SUBMITTED IN WRITING**
NO LATER THAN**

4:30 PM E.S.T. on Wednesday, January 14, 2015

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

NOTE: ALL PROPOSALS MUST BE SIGNED.

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

PLEASE PROVIDE US WITH THE FOLLOWING

Company Name: _____
Mailing Address: _____
City & Zip Code: _____
Phone/Toll-Free No.: _____
Fax No.: _____
E-Mail Address: _____
Contact Person: _____
Signature: _____

REQUEST FOR PROPOSALS

CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING AGENCY

Integrated Zoning Solution

Submission deadline: JANUARY 30, 2015

PURPOSE

The Chattanooga-Hamilton County Regional Planning Agency (RPA) is responsible for maintaining the official zoning map for participating municipalities within Hamilton County, Tennessee. The RPA is requesting qualified firms to submit formal proposals for modernizing its system for maintaining the official zoning dataset. In addition to migrating data from the legacy system, the proposal should address a variety of tasks associated with zoning maintenance, such as editing spatial data, maintaining a history of spatial edits, managing non-spatial data, generating reports, and easily interacting with data within an Esri ArcGIS and Microsoft SQL Server framework. The proposed data model will need to address the data requirements presented by the RPA while providing high efficiency.

APPLICATION REVIEW

Changes to the existing zones are made through an application-review process. The RPA receives many different types of applications (see Figure 1 through Figure 6). These applications may request changing from one zone to another, the issuance of special permit, or variety of other tasks.

As a zoning application progresses through the review process (Figure 7), multiple changes may be made to the applicant's proposal. Each step of the review process (applicant's submission, RPA staff recommendation, Planning Commission review, and final governmental action) should be captured and permanently maintained. The process, however, is not purely linear in practice and the solution should capture the iterations between levels (Figure 8). The application does not always proceed through each step (Figure 9). The applicant has the right to withdraw at any point along the process which must be accounted for. The solution should also work when certain steps are omitted (Figure 10, Figure 11, and Figure 12) or when the process enters indefinite deferment (Figure 13 and Figure 14). A court ruling may overturn the entire process (Figure 15). The following illustrations provide a general overview of how the process operates but these diagrams are not exhaustive. The solution must be flexible enough to maintain a number of flows between the different review tiers.

Chattanooga-Hamilton County Regional Planning Agency
ZONING APPLICATION FORM

| | | | | | |
|---|-----------------|--|------------------------------------|--|---|
| CASE NUMBER: | | | | Date Submitted: | |
| (Sections 1-6 below to be filled out by Applicant- RPA staff will assist, if needed) | | | | | |
| 1 Applicant Request | | | | | |
| Zoning | | From: | | To: | |
| | | Total Acres in request area: | | | |
| 2 Property Information | | | | | |
| Property Address: | | | | | |
| Property Tax Map Number(s): | | | | | |
| 3 Proposed Development | | | | | |
| Reason for Request and/or Proposed Use: | | | | | |
| 4 Site Characteristics | | | | | |
| Current Zoning: | | | | | |
| Current Use: | | | | | |
| Adjacent Uses: | | | | | |
| 5 Applicant Information | | | | | |
| All communication will be with the Applicant. If the applicant is not the property owner, the RPA requires a letter from the property owner(s) confirming that the applicant has permission to file this application on his/her behalf. | | | | | |
| Name: | | | Address: | | |
| Check one: | | <input type="checkbox"/> I am the property owner | | <input type="checkbox"/> I am not the property owner | |
| City: | | State: | Zip Code: | | Email: |
| Phone 1: | | Phone 2: | | Phone 3: | Fax: |
| 6 Property Owner Information (if not applicant) | | | | | |
| Name: | | | Phone: | | |
| Address: | | | | | |
| Office Use Only: | | | | | |
| Planning District: | | | Neighborhood: | | |
| Hamilton Co. Comm. District: | | Chatt. Council District: | | Other Municipality: | |
| Staff Rec: | PC Action/Date: | | Legislative Action/Date/Ordinance: | | |
| Checklist | | | | | |
| <input type="checkbox"/> Application Complete | | <input type="checkbox"/> Ownership Verification | | <input type="checkbox"/> Map of Proposed Zoning Area with dimensions | |
| <input type="checkbox"/> Site Plan, if required | | <input type="checkbox"/> Total Acres to be considered: | | <input type="checkbox"/> Deeds | <input type="checkbox"/> Plats, if applicable |
| Deed Book(s): | | | | | |
| Plat Book/Page: | | | Notice Signs | | Number of Notice Signs: |
| Filing Fee: | | <input type="checkbox"/> Cash | | <input type="checkbox"/> Check | Check Number: |
| Planning Commission meeting date: | | | Application processed by: | | |

Figure 1. Zoning Application

SPECIAL PERMIT APPLICATION FORM

| | | | | | |
|---|---|--|---------------------------|--|-------------------------------|
| CASE NUMBER: | | | | Date Submitted: | |
| (Sections 1-6 below to be filled out by Applicant- RPA staff will assist, if needed) | | | | | |
| 1 Applicant Request | | | | | |
| Special Permit | | Type: | | | |
| 2 Property Information | | | | | |
| Property Address: | | | | | |
| Property Tax Map Number(s): | | | | | |
| 3 Proposed Development | | | | | |
| Reason for Request and/or Proposed Use: | | | | | |
| 4 Site Characteristics | | | | | |
| Current Zoning: | | | | | |
| Current Use: | | | | | |
| Adjacent Uses: | | | | | |
| 5 Applicant Information | | | | | |
| All communication will be with the Applicant. If the applicant is not the property owner, the RPA requires a letter from the property owner(s) confirming that the applicant has permission to file this application on his/her behalf. | | | | | |
| Name: | | | Address: | | |
| Check one: | | <input type="checkbox"/> I am the property owner | | <input type="checkbox"/> I am not the property owner | |
| City: | State: | Zip Code: | Email: | | |
| Phone 1: | Phone 2: | Phone 3: | Fax: | | |
| 6 Property Owner Information (if not applicant) | | | | | |
| Name: | | | Phone: | | |
| Address: | | | | | |
| Office Use Only: | | | | | |
| Planning District: | | | Neighborhood: | | |
| Hamilton Co. Comm. District: | | Chatt. Council District: | | Other Municipality: | |
| Staff Rec: | PC Action/Date: | Legislative Action/Date/Ordinance: | | | |
| Checklist | | | | | |
| <input type="checkbox"/> | Application Complete | <input type="checkbox"/> | Ownership Verification | <input type="checkbox"/> | |
| <input type="checkbox"/> | Map of Proposed Zoning Area with dimensions | <input type="checkbox"/> | Site Plan, if required | <input type="checkbox"/> | Total Acres to be considered: |
| <input type="checkbox"/> | Deeds | <input type="checkbox"/> | Plats, if applicable | | |
| Deed Book(s): | | | | | |
| Plat Book/Page: | | | Notice Signs | | Number of Notice Signs: |
| <input type="checkbox"/> | Filing Fee: | <input type="checkbox"/> | Cash | <input type="checkbox"/> | Check |
| Check Number: | | | | | |
| Planning Commission meeting date: | | | Application processed by: | | |

Figure 2. Special Permit Application

PLANNED UNIT DEVELOPMENT (PUD) APPLICATION FORM

| | | | | | |
|---|------------------------|--|-------------------------------|--|---|
| CASE NUMBER: | | | | Date Submitted: | |
| (Sections 1-6 below to be filled out by Applicant- RPA staff will assist, if needed) | | | | | |
| 1 Applicant Request | | | | | |
| PUD | | PUD Name: | | | |
| | | Acres: | Density: | Residential | Institutional |
| 2 Property Information | | | | | |
| Property Address: | | | | | |
| Property Tax Map Number(s): | | | | | |
| 3 Proposed Development | | | | | |
| Reason for Request and/or Proposed Use: | | | | | |
| 4 Site Characteristics | | | | | |
| Current Zoning: | | | | | |
| Current Use: | | | | | |
| Adjacent Uses: | | | | | |
| 5 Applicant Information | | | | | |
| All communication will be with the Applicant. If the applicant is not the property owner, the RPA requires a letter from the property owner(s) confirming that the applicant has permission to file this application on his/her behalf. | | | | | |
| Name: | | | Address: | | |
| Check one: | | <input type="checkbox"/> I am the property owner | | <input type="checkbox"/> I am not the property owner | |
| City: | State: | Zip Code: | Email: | | |
| Phone 1: | Phone 2: | Phone 3: | Fax: | | |
| 6 Property Owner Information (if not applicant) | | | | | |
| Name: | | | Phone: | | |
| Address: | | | | | |
| Office Use Only: | | | | | |
| Planning District: | | | Neighborhood: | | |
| Hamilton Co. Comm. District: | | Chatt. Council District: | | Other Municipality: | |
| Staff Rec: | PC Action/Date: | Legislative Action/Date/Ordinance: | | | |
| Checklist | | | | | |
| <input type="checkbox"/> | Application Complete | <input type="checkbox"/> | Ownership Verification | <input type="checkbox"/> | Map of Proposed Zoning Area with dimensions |
| <input type="checkbox"/> | Site Plan, if required | <input type="checkbox"/> | Total Acres to be considered: | <input type="checkbox"/> | Deeds |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | Plats, if applicable |
| Deed Book(s): | | | | | |
| Plat Book/Page: | | | Notice Signs | | Number of Notice Signs: |
| <input type="checkbox"/> | Filing Fee: | <input type="checkbox"/> | Cash | <input type="checkbox"/> | Check |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | Check Number: |
| Planning Commission meeting date: | | | Application processed by: | | |

Figure 3. Planned Unit Development (PUD) Application

LIFT/AMEND CONDITIONS APPLICATION FORM

| | | | |
|---|--|--|---|
| CASE NUMBER: | | Date Submitted: | |
| (Sections 1-6 below to be filled out by Applicant- RPA staff will assist, if needed) | | | |
| 1 Applicant Request | | | |
| Conditions | Description: | | |
| | Resolution/Ordinance Number: | | |
| | Previous Case Number: | | |
| 2 Property Information | | | |
| Property Address: | | | |
| Property Tax Map Number(s): | | | |
| 3 Proposed Development | | | |
| Reason for Request and/or Proposed Use: | | | |
| 4 Site Characteristics | | | |
| Current Zoning: | | | |
| Current Use: | | | |
| Adjacent Uses: | | | |
| 5 Applicant Information | | | |
| All communication will be with the Applicant. If the applicant is not the property owner, the RPA requires a letter from the property owner(s) confirming that the applicant has permission to file this application on his/her behalf. | | | |
| Name: | | Address: | |
| Check one: | <input type="checkbox"/> I am the property owner | <input type="checkbox"/> I am not the property owner | |
| City: | State: | Zip Code: | Email: |
| Phone 1: | Phone 2: | Phone 3: | Fax: |
| 6 Property Owner Information (if not applicant) | | | |
| Name: | | Phone: | |
| Address: | | | |
| Office Use Only: | | | |
| Planning District: | | Neighborhood: | |
| Hamilton Co. Comm. District: | Chatt. Council District: | Other Municipality: | |
| Staff Rec: | PC Action/Date: | Legislative Action/Date/Ordinance: | |
| Checklist | | | |
| <input type="checkbox"/> Application Complete | <input type="checkbox"/> Ownership Verification | <input type="checkbox"/> Map of Proposed Zoning Area with dimensions | |
| <input type="checkbox"/> Site Plan, if required | <input type="checkbox"/> Total Acres to be considered: | <input type="checkbox"/> Deeds | <input type="checkbox"/> Plats, if applicable |
| Deed Book(s): | | | |
| Plat Book/Page: | | Notice Signs | Number of Notice Signs: |
| Filing Fee: | <input type="checkbox"/> Cash | <input type="checkbox"/> Check | Check Number: |
| Planning Commission meeting date: | | Application processed by: | |

Figure 4. Lift/Amend Conditions Application

PUBLIC PROPERTY TRANSACTION APPLICATION FORM

| | | | | | |
|---|-----------------|--|------------------------------------|--|---|
| CASE NUMBER: | | | | Date Submitted: | |
| (Sections 1-6 below to be filled out by Applicant- RPA staff will assist, if needed) | | | | | |
| 1 Applicant Request (Mandatory Referral per TCA 13-4-104) | | | | | |
| Public Property | | Acquisition | | Surplus | |
| Other: | | | | | |
| 2 Property Information | | | | | |
| Property Address: | | | | | |
| Property Tax Map Number(s): | | | | | |
| 3 Proposed Development | | | | | |
| Reason for Request and/or Proposed Use: | | | | | |
| 4 Site Characteristics | | | | | |
| Current Zoning: | | | | | |
| Current Use: | | | | | |
| Adjacent Uses: | | | | | |
| 5 Applicant Information | | | | | |
| All communication will be with the Applicant. If the applicant is not the property owner, the RPA requires a letter from the property owner(s) confirming that the applicant has permission to file this application on his/her behalf. | | | | | |
| Name: | | | Address: | | |
| Check one: | | <input type="checkbox"/> I am the property owner | | <input type="checkbox"/> I am not the property owner | |
| City: | | State: | Zip Code: | | Email: |
| Phone 1: | | Phone 2: | | Phone 3: | Fax: |
| 6 Property Owner Information (if not applicant) | | | | | |
| Name: | | | Phone: | | |
| Address: | | | | | |
| Office Use Only: | | | | | |
| Planning District: | | | Neighborhood: | | |
| Hamilton Co. Comm. District: | | Chatt. Council District: | | Other Municipality: | |
| Staff Rec: | PC Action/Date: | | Legislative Action/Date/Ordinance: | | |
| Checklist | | | | | |
| <input type="checkbox"/> Application Complete | | <input type="checkbox"/> Ownership Verification | | <input type="checkbox"/> Map of Proposed Zoning Area with dimensions | |
| <input type="checkbox"/> Site Plan, if required | | <input type="checkbox"/> Total Acres to be considered: | | <input type="checkbox"/> Deeds | <input type="checkbox"/> Plats, if applicable |
| Deed Book(s): | | | | | |
| Plat Book/Page: | | | Notice Signs | | Number of Notice Signs: |
| Filing Fee: | | Cash | | Check | Check Number: |
| Planning Commission meeting date: | | | Application processed by: | | |

Figure 5. Public Property Mandatory Referral

CLOSURE/ABANDONMENT APPLICATION FORM

| | | | |
|---|--|--|--|
| CASE NUMBER: | MR 2014-098 | Date Submitted: 8-7-2014 | |
| (Sections 1-6 below to be filled out by Applicant- RPA staff will assist, if needed) | | | |
| 1 Applicant Request (Mandatory Referral per TCA 13-4-104) | | | |
| Closure/Abandonment | <input type="checkbox"/> Alley | <input checked="" type="checkbox"/> Street | <input type="checkbox"/> Sewer |
| | <input type="checkbox"/> Other | Name of Street or Right-Of-Way: McConnell Lane, McConnell Street, and N. Watkins Street. | |
| | <input checked="" type="checkbox"/> Open | <input type="checkbox"/> Unopened | Length/Width: |
| | Beginning: Ivy Street | | |
| | Ending: East 5th Street | | |
| 2 Property Information | | | |
| Property Address: | The 200 Block of McConnell Lane, McConnell Street, and N. Watkins Street | | |
| Property Tax Map Number(s): | 146K-L-002, 146K-L-013, 146K-L-020, 146K-K-027, and 146K-K-024 | | |
| 3 Proposed Development | | | |
| Reason for Request and/or Proposed Use: | ROW Abandonment requested to Consolidate Various Parcels | | |
| 4 Site Characteristics | | | |
| Current Zoning: | R-2 & R-3 | | |
| Current Use: | Vacant Land | | |
| Adjacent Uses: | Vacant Land, Residential, Hospital, and Parking Lot | | |
| 5 Applicant Information | | | |
| All communication will be with the Applicant. If the applicant is not the property owner, the RPA requires a letter from the property owner(s) confirming that the applicant has permission to file this application on his/her behalf. | | | |
| Name: | Brad Slayden, Ragan Smith Associates | Address: 315 Woodland Street | |
| Check one: | <input type="checkbox"/> I am the property owner | <input checked="" type="checkbox"/> | I am not the property owner |
| City: | Nashville | State: | TN |
| Zip Code: | 37405 | Email: | bslayden@ragansmith.com |
| Phone 1: | 615-244-8591 | Phone 2: | |
| Phone 3: | | Fax: | 615-244-6739 |
| 6 Property Owner Information (if not applicant) | | | |
| Name: | Parkridge Health System | | Phone: 423-698-6061 |
| Address: P.O. Box 1504, Nashville, Tn. 37202 | | | |
| Office Use Only: | | | |
| Planning District: | 8b | Neighborhood: | Glenwood Neighborhood |
| Hamilton Co. Comm. District: | 5 | Chatt. Council District: | 9 |
| Other Municipality: | | | |
| Staff Rec: | PC Action/Date: | Legislative Action/Date/Ordinance: | |
| Checklist | | | |
| <input checked="" type="checkbox"/> | Application Complete | <input checked="" type="checkbox"/> | Ownership Verification |
| <input checked="" type="checkbox"/> | Map of Proposed Zoning Area with dimensions | <input checked="" type="checkbox"/> | Deeds |
| <input checked="" type="checkbox"/> | Site Plan, if required | <input checked="" type="checkbox"/> | Plats, if applicable |
| Total Acres to be considered: | | | |
| Deed Book(s): | 6080-0300 | | |
| Plat Book/Page: | 12-20 & 4-25 | <input checked="" type="checkbox"/> | Notice Signs |
| Number of Notice Signs: | 6 | | |
| <input checked="" type="checkbox"/> | Filing Fee: \$350.00 | <input type="checkbox"/> | Cash |
| <input checked="" type="checkbox"/> | Check | Check Number: | 6250 |
| Planning Commission meeting date: | 9-8-2014 | | Application processed by: Trevor Slayton |

Figure 6. Closure/Abandonment Mandatory Referral

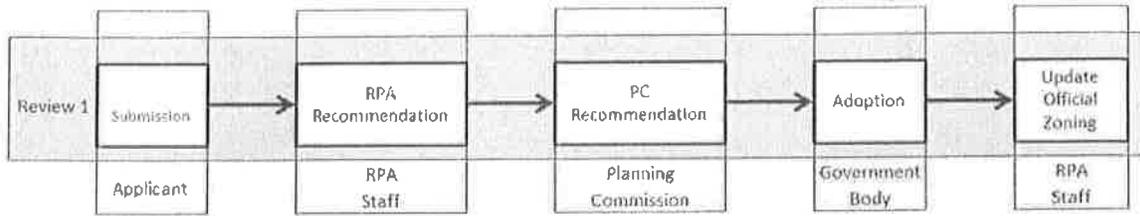


Figure 7. Application Review In Theory

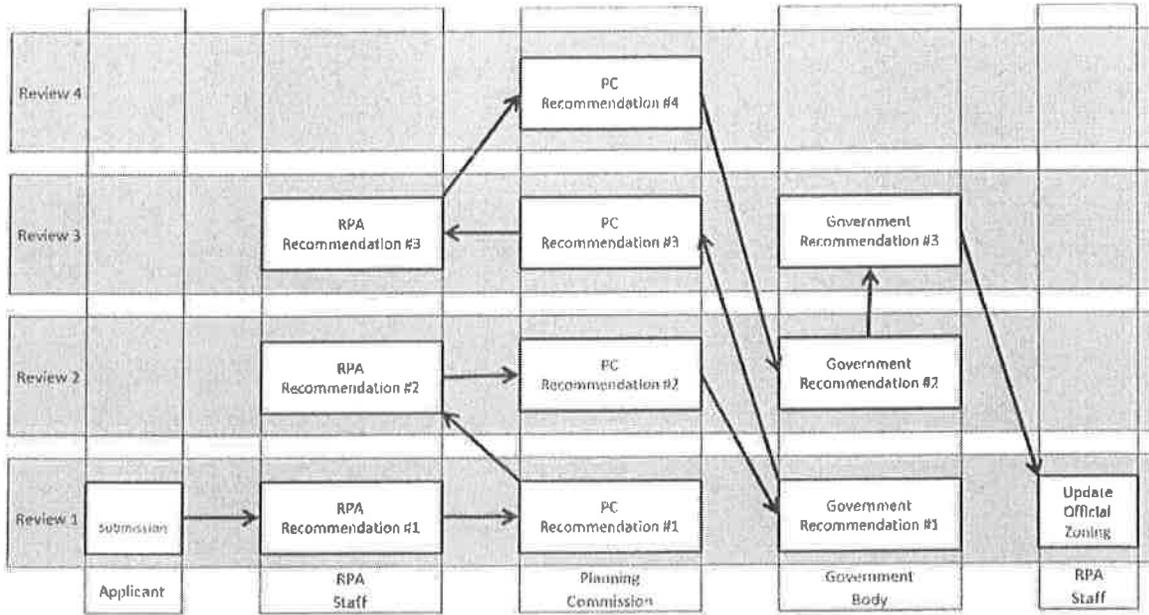


Figure 8. Application Review In Practice

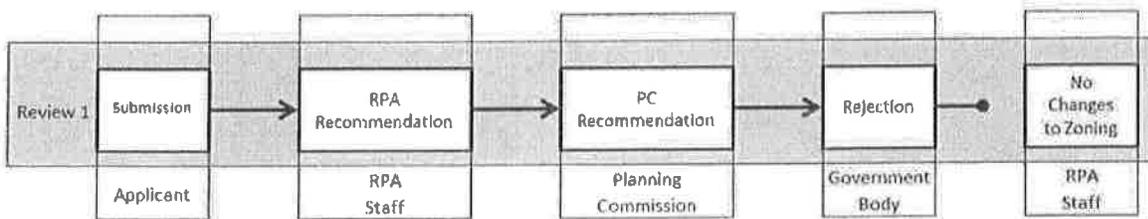


Figure 9. Application Denial

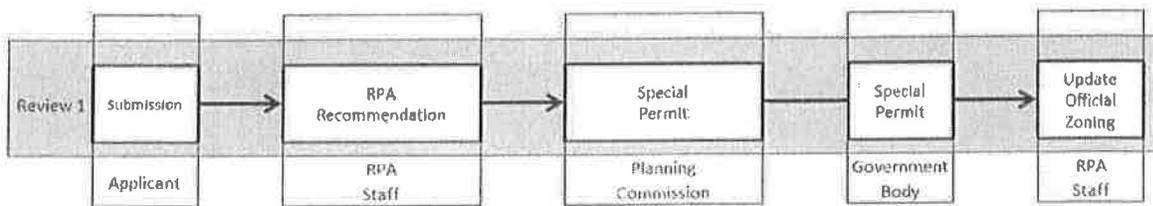


Figure 10. Special Permit - Planned Unit Development (PUD)

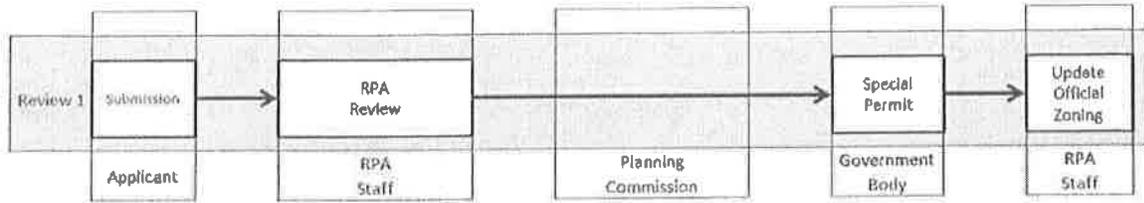


Figure 11. Special Permit – Nightclubs, Wineries, and Distilleries

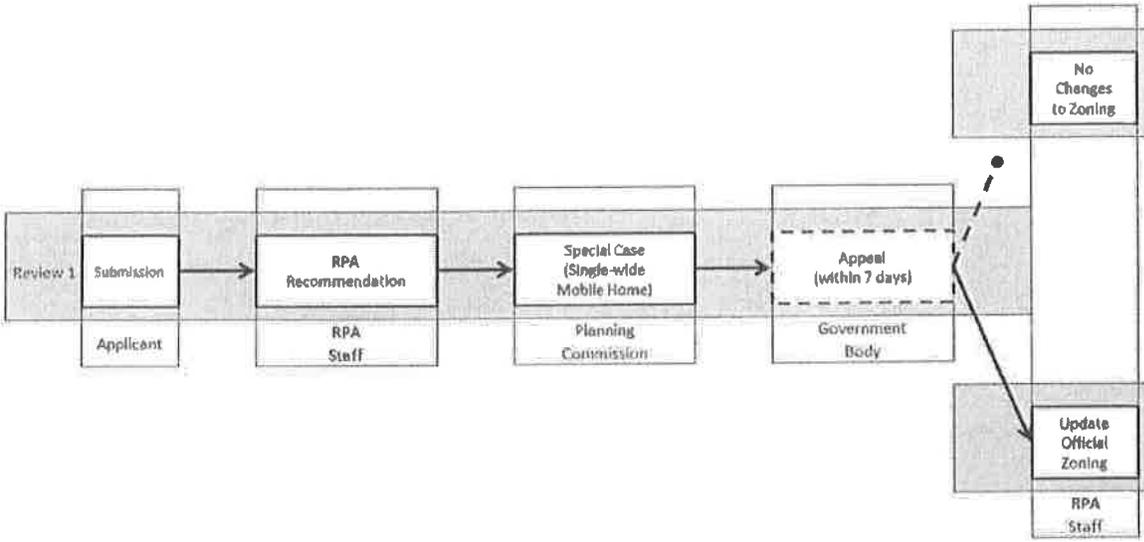


Figure 12. Special Permit - Single-wide Manufactured Homes

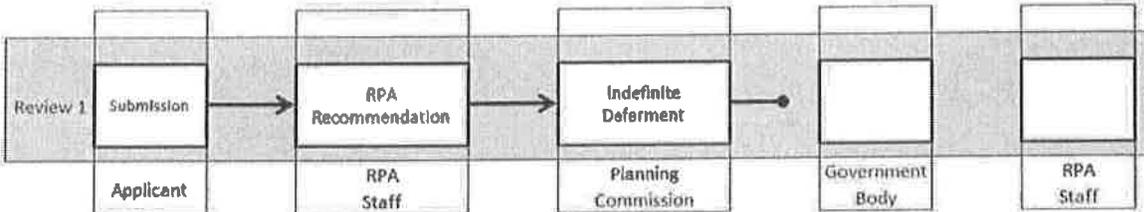


Figure 13. Indefinite Deferment by Planning Commission

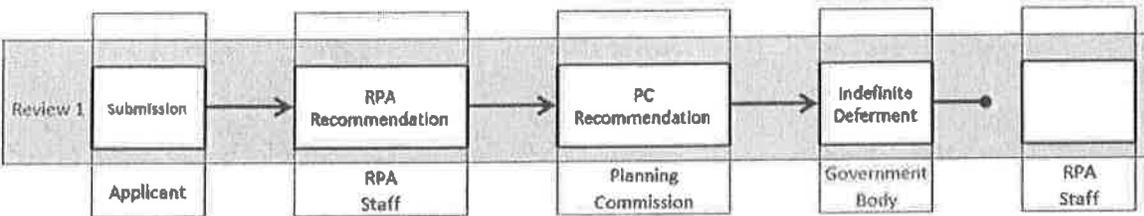


Figure 14. Indefinite Deferment by Government Body

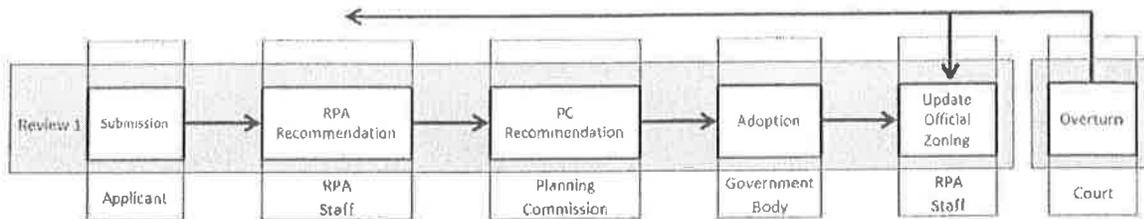


Figure 15. Court Overturns Decision

SUBMISSION OF APPLICATION

The submission of a zoning application should immediately trigger events that the workflow should handle:

- 1) Creation of a unique Case Number
- 2) Creation of appropriate directories such that RPA staff may easily navigate the directories when searching for files pertaining to a specific case.
- 3) Collection of pertinent information via input forms
 - a. To the extent possible, validate all input data while it is in the form before it is committed to the database. Ensure that proper field dependences are enforced.
 - b. Pull information from existing tables whenever possible to minimize input time and error introduction.
 - c. Applicant information:
 - i. Maintain an applicant table with necessary contact information
 - d. Impacted parcels
 - i. Search for impacted parcels by a variety of methods including but not limited to:
 1. Parcel ID
 2. Owner
 3. Address
 - ii. Dynamically alter form fields with information from selected parcel attributes. (Consider advanced methods of spatial selection, such as interior buffering, to minimize unintended errors due to *slight* misalignments.)
- 4) Retrieval of pertinent information from look-up tables
 - a. Certain types of permits are valid for a specific length of time. This information should be automatically captured based upon the application type and documented.
- 5) Generation of any required documents (maps and/or reports in PDF format and receipts)

GEOMETRIES

Impacted parcels will often serve as the basis of the applicant's proposed geometry. Note that zone boundaries, special permit boundaries, overlay boundaries, and parcel boundaries do not have to align although misalignment is the exception rather than rule.

Creating a productive editing environment:

- 1) Limit the number of snap-to features with toggle capability, such as:
 - a. Parcels
 - b. Street centerlines

- c. Existing zones or proposed zones
- 2) Set appropriate snap tolerances
- 3) Manual/automatic tracing of selected feature geometry
- 4) Freehand input
- 5) Measurement-based input
- 6) Import of external geometries from shapefiles/feature classes
- 7) Automating input of key attributes, such as case number
- 8) (Optional) Verify basic topological relationships (must not overlap, must not have gaps)

ATTACHMENTS

RPA Staff will be conducting various tasks during the processing of the application processing. New inputs, typically non-spatial, must be able to be incorporated seamlessly into the data structure at the case level.

- 1) Naming of files within the case-specific directory

At minimum, the naming convention should address the following file types:

 - a. Application
 - b. Site Map
 - c. Authorizations of Representation (when applicant is not land owner)
 - d. Images
 - e. Videos
 - f. Recommendations
 - i. RPA Staff
 - ii. Planning Commission
 - iii. Government
 - g. Resolution
- 2) Incorporation of additional non-spatial data into case via attachment capabilities of geodatabase.
 - a. Generate attachment match table (requires adherence to strong naming conventions)
 - b. Add attachments
 - c. Remove attachments (either tool or deletion of rows from attachment table)
 - d. Update attachments
 - e. Export attachments
 - f. Print attachments
- 3) Images should not only be incorporated into the case as attachments but georeferenced where possible.
 - a. Creation of point feature class using image coordinate information.
 - b. To extent supported by camera, provide advanced information such as orientation or field of view. Optionally allow for an easy method for manually configuring this information.
 - c. If images are attachments to the parcel feature class, then a method should be devised so that images are not stored twice in the database if also utilized with a point feature class.

SEARCHING / REPORTING

- Customize/streamline widely-used, popular searches, e.g., show open cases, denied cases
- Display search results
- Output maps automatically to PDF or a graphic format
- Output financial report and/or receipt

- Report on the zoning classes of adjacent parcels and/or those within a user-specified buffer distance
- Possibility of customizing the HTML pop-up of ArcMap to maximize pertinent content
- Generate reports/tables based upon possible combinations of time, geography, outcome, i.e., all denied cases within a specific neighborhood for the past two years or the monthly revenue generated from application fees
- Generate a package containing all necessary data for stand-alone use in a GIS
- Find permits based upon time-related information: expired, will expire in a month, etc.

DATABASE DESIGN

Wherever possible, the database design should follow good database design principles such as using lookup tables to reduce the amount of user input required and take steps to ensure quality control. This may be achieved through a variety of means including, but not limited to, the use of domains and the copying of select attribute information where required.

Good database design should also ensure that data or information is stored in one place and only one place as much as possible. This specifically applies to the use of attachments as a means of storing non-spatial data with a case. The attachments should be available to each tier of the review process (Applicant Proposal, RPA Staff Review, Planning Commission, and Governmental Action) yet *not* be duplicated anywhere in the database. Any change to an attachment should be propagated to each tier.

INTEGRATION / MIGRATION / DOCUMENTATION

The solution delivered for this workflow is fully expected to integrate seamlessly within the configured environments of the RPA, Hamilton County GIS (HCGIS), Hamilton County IT, and Chattanooga IT. The solution's functionality should be built around an assumption of a Basic (ArcView) license for ArcGIS. The RPA/HCGIS environment includes:

- Windows Server 2008 R2 Enterprise SP 1
- Application security and authentication should integrate with Active Directory
- Microsoft SQL Server 2012
- Esri ArcGIS for Desktop 10.2.2 or newer

Any required hardware and/or software will be purchased, set-up, and maintained by RPA and Hamilton County IT Services according to third-party specifications, if necessary.

Feature class data are currently maintained within Esri ArcSDE on Microsoft SQL Server. Non-spatial tables reside directly on SQL Server. A minimum of four themes will need to be maintained by the workflow: (1) zones, (2) special permits, (3) overlays, and (4) historic cases. A number of tables supplement the workflow, such as applicant information, while others define domains, e.g., application types, jurisdictions, actions, etc.

The application review process requires the inclusion of specific layers to provide critical information. For each layer, a symbology will need to be developed that follows good cartographic practice such as the use of advanced labeling, scale dependencies, definition queries, and/or symbology levels among other representation techniques. There are approximately 35 data layers required although this number will be subject to change (Table 1).

Any solution developed for the RPA must be thoroughly documented. Examples of expected documentation include data dictionaries, relationship diagrams, and step descriptions. Any code incorporated into the solution **must** be commented. The RPA will retain ownership of any code used in the solution.

The proposal should include how RPA staff will be properly trained on the delivered solution.

Table 1. Layers

| | Description | | Cont'd |
|----|-------------------------------|----|----------------------------|
| 1 | Cases # before 2002 | 19 | Planning Districts |
| 2 | Cases before 2002: Conditions | 20 | Schools |
| 3 | FEMA Flood Data: FLOODWAY | 21 | Daycares - state licensed |
| 4 | historic districts | 22 | Religious Facilities |
| 5 | Zoning Requests: STATUS | 23 | Rail |
| 6 | Special Permits | 24 | Streams |
| 7 | Mandatory Referrals | 25 | Pavement Edges |
| 8 | Closure before 2002 | 26 | Driveways and Parking Lots |
| 9 | Street Closures 2002 beyond | 27 | Water Center Lines |
| 10 | Highway and Interstate | 28 | County Water Bodies |
| 11 | Major Streets | 29 | 2011 All Neighborhoods |
| 12 | Road Centerlines | 30 | Zoning - Outline |
| 13 | Parcels | 31 | Zoning - Label |
| 14 | Building Footprints | 32 | Zoning - Case # |
| 15 | Jurisdiction | 33 | Hamilton County |
| 16 | 2010 Census Tracts | 34 | Hamilton County Imagery |
| 17 | Council Districts | 35 | Regional Imagery |
| 18 | County Districts | | |

DATA PROVIDED

The RPA will provide representative sample data of the zoning feature classes: (1) zones, (2) special permits, (3) overlays, and (4) historic cases. The RPA will also provide the data described in Table 1. Auxiliary tables used to collect information in the previous zoning system will also be provided in a manner suitable for SQL Server.

SUBMITTALS

To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

Submittals should include the following items, along with other material, to demonstrate the vendor's expertise and capability:

1. **DESCRIPTION OF APPROACH**

Up to ten (10) pages describing the vendor's proposed methodology. This description should also include methods the vendor proposes to use to manage the project and communicate with the RPA as to project progress and reviews.

2. **WORK PROGRAM DETAILING**

- a. Tasks to be performed
- b. When each task will be completed (timeline)

- c. Tentative allocation of person days by tasks
- d. Schedule of work products

3. TEAM EXPERTISE

Brief description of general qualifications, the multi-disciplinary nature of the team assembled for this project, specific evidence of their relevant experience (including subcontractors, if any), and a list of key personnel assigned to this project, their roles, estimated time allocated to project, and résumés for each. Team descriptions should note which members will be the direct point of contact for project management and who will be participating in the on-site visits and presentations. The qualifications of any sub-contractors must be included in the submission. During the scope of the contract, the use of sub-contractors not listed on the proposal is subject to RPA approval.

4. FEE AND HOURLY RATES

The proposed fee should include travel costs and other anticipated reimbursable expenses as well as hourly rates for assigned personnel. Fees should be broken down according to the proposed timeline.

5. AVAILABILITY TO BEGIN WORK

Provide a statement describing any existing time commitments which would impair the team's ability to proceed.

6. DATA

List any data expected to be provided by the RPA *not* described elsewhere in this document.

7. COMPARABLE PROJECTS

Applicants should provide evidence of successfully implemented solutions similar to this RFP. Include a summary of projects in progress or completed, with the following information for each project:

- a. Reference name, with current contact information
- b. Current status of the project
- c. Size and scale of geographic area

8. INQUIRIES

All inquiries must in writing to the Purchasing Division (e-mail is acceptable). Questions will not be accepted over the phone. Applicable questions will be forwarded to the RPA. During the RFP process, all competitive respondents receive answers, or clarifications, to questions posed by any particular respondent.

Send questions to:

City of Chattanooga
Purchasing Department
Attn: Sharon Lea
101 East 11th Street, Suite G13
Chattanooga, TN 37402-4247
E-Mail: lea_sharon@chattanooga.gov
Phone : (423) 643-7235

9. SUBMITTAL DEADLINE

Submittals are due by 4:00 PM (EST) on Friday, January 30, 2015 and should include seven (7) hard copies and a digital version in either PDF or Microsoft Word. Any attachments should be clearly identified.

Send to:

City of Chattanooga
Purchasing Department
Attn: Sharon Lea
101 East 11th Street, Suite G13
Chattanooga, TN 37402-4247

RFP SCHEDULE

- December 22, 2014 – RFP Release
- January 14, 2015 – Question Submittal Deadline
- January 30, 2015 – Proposal Submittal Deadline
- February 9, 2015 – Interviews
- February 13, 2015 – Selection

PROJECT SCHEDULE

A beta version of the solution is to be presented to the RPA within 3 months of the contract signing. An additional 3 months are expected to provide the remaining functionality, resolve bugs, and incorporate feedback. For 6 months after delivery of the solution, the vendor shall supply full, unqualified support as the solution is migrated to enterprise-level utilization. The cost for annual support thereafter should be included in the proposal for the RPA's consideration.

Both the vendor and the RPA shall designate points of contact for the project. The vendor's point of contact will work closely with the RPA designee to ensure the solution meets expectations, including weekly progress reports. The RPA will ensure that the vendor receives any requested information or input in a timely manner to keep the project moving forward.

GENERAL CONDITIONS

1. Nothing in this RFP shall be construed to create any legal obligation on the part of the City of Chattanooga, the RPA, or any Respondent(s). The City reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the City or the RPA be liable to Respondent(s) for any cost or damages incurred in connection with the RFP process, including, but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on the RFP. No Respondent shall be entitled to repayment from the City of Chattanooga for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to the RFP will become the property of the City and the RPA. Respondent(s) may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.
2. No person on the grounds of handicap, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or be denied benefit of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Respondent. The Respondent shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places available to all employees and applicants, notices of non-discrimination.
3. This project will be a 'fixed-fee' and 'fixed expenses' project not to exceed the total allotted funds provided by the City of Chattanooga.
4. Proposal must be signed by a representative who is authorized to contractually bind the Respondent.
5. The length of this contract between the City and the Consultant will be for one year.

DATA LICENSE AGREEMENT

Hamilton County and the Regional Planning Agency hereby grant Customer the right to install any electronic data acquired in this transaction on one computer and to make one or more archival copies for purposes of backing up the data. The data may be stored on a network computer for viewing by multiple users, but copies cannot be created for distribution or installation on multiple computers unless Customer has acquired the required site or distribution license. In the case of products acquired on physical media, such as paper, Customer is granted the right to make photocopies for his or her own use; however, distribution of those copies to others is prohibited. Distribution for profit, off-site use, or cost recovery is expressly prohibited unless granted by a distribution license, except that a single user may place the data on multiple computers (e.g., a desktop computer and a laptop computer) as long as more than one computer is not in use.

Customer hereby accepts full responsibility for the correct identification of map sheets, data sets, and/or map layers needed to fulfill the intended purpose.

Hamilton County and the Regional Planning Agency hereby declare that the data were prepared with the greatest possible care and in accordance with professional practice standards; however, Hamilton County and the Regional Planning Agency cannot be held liable for any mistakes of omission or commission. Information regarding the methods of compiling and maintaining each data product is available prior to acquisition. The Customer is hereby notified that the map sheets, data sets, and/or map layers may be considered correct only at the time of the original data collection upon which they are based. Hamilton County and the Regional Planning Agency's liability is limited to replacement of the product due to a defect in reproduction. Inspect products within three (3) days of receipt; replacement of defective products discovered at a later time may not be authorized.

All data products copyright © Hamilton County 2014 and/or Regional Planning Agency 2014; all rights reserved. Customer acknowledges by his or her receipt that he or she has read this notice and agrees to its terms.

The Licensor agrees to grant and Licensee (customer) agrees to accept nonexclusive and non-transferable license to use the digital data provided in accordance with the terms and conditions of this agreement. Licensee agrees to use **historic zoning cases, floodways, historic districts, zoning requests, special permits, mandatory referrals, street closures, roads, parcels, building footprints, administrative boundaries, schools, religious facilities, rail transportation, hydrography, neighborhoods, impervious surfaces, parking lots, driveways, and pavement edges.**

NAME OF PROJECT: Integrated Zoning Solution RFP

DATE:

Name of Licensee:

LICENSEE SIGNATURE

Sample Data is located in DropBox. The link is:

<https://www.dropbox.com/s/df2ozd4aen5hrl1/ZoningDataSample.zip?dl=0>

The sample data is a zip file containing two files:

- Zoning.mpk is an ArcMap map package that contains all the layers and underlying data (excluding imagery) used in GeoBlade (our current zoning application).
- ZAIS_SQL.bak is a back-up copy of the tables used in the GeoBlade database.

The map package includes Hamilton County GIS data. Hamilton County GIS requires a signed data release form. Please sign the release form (page 16 of RFP document) and email or fax to me at the contact information below:

Sharon Lea, Buyer

Lea_Sharon@chattanooga.gov

423-643-7244 fax

A password protected file will be sent to you upon receipt of the signed release form.

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

6. The Contractor will include the portion of the sentence immediately preceding paragraph 1 and the provisions of paragraphs 1 through 6 in every subcontract so that such provisions will be requested of each subcontractor. The Contractor agrees to notify the City of Chattanooga of any subcontractor who refuses or fails to comply with these equal opportunity provisions. Any failure or refusal to comply with these provisions the contractor and/or subcontractor shall be a breach of this contract.

(Signature of Contractor)

(Title and Name of Company)

(Date)