THERE ARE FOUR (4) PAGES TO THIS ADDENDUM.

PLEASE SEE THE RESPONSES TO QUESTIONS THAT HAVE BEEN POSED.

Questions regarding Proposals:

1. **Question:** Do all four copies require a wet signature or will electronic signatures be acceptable?

   **Response:** Electronic signatures are acceptable.

2. **Question:** Does the City require the inclusion of the City’s Attachments C, D, and E within the consultant’s submittal proposal or will addressing payment, schedule, and subconsultants be acceptable in the Consultant’s format?

   **Response:** Attachments C, D and E are specific to the draft sample agreement. The content of the proposal will inform these contract documents for the awardee.

3. **Question:** Do the four copies of the proposal need to be signed in wet ink?

   **Response:** Electronic signatures are acceptable.

4. **Question:** Per the RFP, hard copy RFP responses are required. Our team is working remotely due to the COVID-19 pandemic; would the City consider accepting emailed proposals?

   **Response:** Yes, electronic submittals are allowable. If the aggregate file size of all attachments is under 50 MBs, please email the proposal to procurement@coronado.ca.us by the submittal deadline. Otherwise, if the aggregate size of submission is larger than 50 MBs, please request a specific electronic location to upload your proposal. Requests for electronic links shall be made prior to 12 pm Pacific Time on Wednesday, July 22, 2020.

Questions regarding Scope Clarifications:

1. **Question:** Will the selected contractor be responsible for the collection of all data listed in Appendix A - Data Priorities, or will the City make staff available, such as a public works crew, for training in field data collection to fulfill all data needs?

   **Response:** A large portion of the data has been collected and centralized in a GIS folder repository. The repository consists of layers created in-house and downloaded from SanGIS. Collection of additional data not already in place will be coordinated by the GIS vendor but actual collection will most likely be performed by City staff.

2. **Question:** Is there an expected time frame to achieve all data needs listed in Appendix A?

   **Response:** The proposed work plan should include suggested time frames for development of the data/layers. Additionally, the goals outlined in “Phase 1” and “Phase 2” of the GIS Needs Assessment (page 18) should be thought of as key parts to that work plan. After Phases 1 and 2 goals are attained,
ongoing maintenance (GIS support tickets, primarily), data and layer development, and continued enterprise integration will make up the primary workload of the GIS provider. The City has no predetermined time frame for completion of the work. With the help of the provider, the City will begin building a staffing plan after the work identified in Phases 1 and 2 are complete.

3. **Question:** Is TRAKiT currently supporting any other departments besides Planning and Public Services and Engineering, such as Finance?

   **Response:** Fire Services also uses TRAKiT for inspection permits. No other departments use TRAKiT.

4. **Question:** Under Task 2 in the Scope of Services section, the RFP states “Achieve the goals outlined in the City’s GIS needs assessment documentation (Attachment A).” Does the City mean achieve all goals outlined in the GIS needs assessment document, or only the goals outlined in Phase 2?

   **Response:** The three tasks referenced on page 19 of the RFP ("Attachment A") align with Phases 1-3 of pages 18-19 of the GIS Needs Assessment (GISNA). The City expects the proposed workplan to account for all of Tasks 1 and 2 (Phases 1 and 2 in the GISNA). Suggestions for the work plan of items in Task 3 (Phase 3 in the GISNA) should take into account the City’s likely eventual development of a GIS division that handles support internally. “Evaluation of staffing,” as mentioned in Task 3, is intended to be a partnership between the City and the provider to develop a GIS staffing plan.

5. **Question:** Task 1 in the Scope of Services section is well-defined with seven concrete goals. Tasks 2 and 3 are broader and less defined. Is the City looking for the consultant to recommend new/additional goals for Tasks 2 and 3, or only address what is referenced in the RFP?

   **Response:** If the provider sees gaps in the City’s goals/categories, please include those details in the proposal/work plan. Selected provider will be considered the GIS expert and, as such, would be expected to develop and enhance the City’s GIS program through development of the City’s organizational capacity and knowledge bank, coordination of data-sharing with other agencies, interaction with staff during support calls and maintenance periods, and by interaction with internal stakeholder at the quarterly meetings.

6. **Question:** The GIS needs assessment states the format of the high priority data layers to be developed. Is there further information on the current condition of the data, updates needed, or number of records for each?

   **Response:** No. It is anticipated that the GIS Consultant will assist the City with further developing the parameters of high priority data layers.

7. **Question:** Could you please state your Vision, Goals, and Objectives for GIS?

   **Response:** Please refer to the Executive Summary of the GISNA.
8. **Question:** Would you like the selected GIS company to develop project KPIs as well as monitor and present success?

**Response:** The City is committed to continuous quality improvement. If provider believes KPIs and project performance evaluation are integral to assisting Coronado with achieving its goals, that recommendation should be included. The City is mindful of cost-efficiency, so any KPI or performance evaluation activities should add value to the project.

9. **Question:** The Needs Assessment does not address aligning GIS with the City of Coronado’s overall Vision, Goals, and Objectives – Does the City want the selected consultant to address ROI and alignment after year 1?

**Response:** The City encourages the proposer to offer the best solutions possible to assist with meeting our identified goals. Proposers are welcome to include ROI projections and alignment if your firm feels it strengthens the competitiveness of your proposal and will be of benefit to the City.

10. **Question:** Do you encourage proposers to make recommendations outside of the scope?

**Response:** The City allows and encourages proposers to put forward recommendations that best support the City achieving its GIS Technical Support goals.

11. **Question:** What is the ultimate goal of the City? Is it to grow GIS organically within the City?

**Response:** The goal of the City is to have adequate GIS capacity to support and enhance City services and operations as well as create operational efficiencies.

12. **Question:** Would you please confirm your new CAD RMS system?

**Response:** Sun Ridge RIMS.

13. **Question:** Would you please confirm the budget for year 1 and subsequent years?

**Response:** Based on original City Council authorization to advertise, a proposed budget of $200,000 was identified. To date, approximately $30,000 has been expended. The City has an annual operational budget cycle and anticipates adjusting the GIS contracting budget allocation to ensure sufficient resources are available to meet the City’s needs in each budget cycle.

**NOTE:** APPENDIX C TO GIS NEEDS ASSESSMENT – It was noted in the pre-bid conference that the original posting of the GIS Needs Assessment was missing Appendix C. It is appended to this Questions and Responses document.
Appendix C

GIS Server Specifications
This section includes information and links for further details regarding installing hardware and software for an enterprise GIS system.

System Requirements

ArcGIS Enterprise Builder
The ArcGIS Enterprise Builder assists with the deployment of ArcGIS Server for on-prem, cloud, or hybrid combinations.


ArcGIS Web Adaptor
The ArcGIS Web Adaptor allows ArcGIS Server to integrate with your existing web server.


Supported Server Operating System

<table>
<thead>
<tr>
<th>Supported operating systems</th>
<th>Latest update or service pack tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows Server 2016 Standard and Datacenter</td>
<td>Version 1607 with May 8, 2018 update</td>
</tr>
<tr>
<td>Windows Server 2012 R2 Standard and Datacenter</td>
<td>May 8, 2018</td>
</tr>
<tr>
<td>Windows Server 2012 Standard and Datacenter</td>
<td>May 8, 2018</td>
</tr>
<tr>
<td>Windows Server 2008 R2 Standard, Enterprise, and Datacenter</td>
<td>SP1 with May 8, 2018 update</td>
</tr>
</tbody>
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