Request for Qualifications
Town of Swanzey, New Hampshire
Municipal Tax Map Update Services

Proposals Due: Wednesday, November 18, 2020 at 4:00 p.m.

The Town of Swanzey, New Hampshire (the Town) is seeking Statements of Qualifications from firms to complete an update of the Town’s tax maps as outlined below. All deliverables for this project must be completed by the end of 2023.

Any questions regarding this RFQ should be submitted to the Town by November 6, 2020. The Town will issue an addendum to the RFQ on the Town’s website with a response to any questions received no later than November 10, 2020.

Background
The Town of Swanzey is located in Cheshire County in southwest New Hampshire. The Town maintains tax parcel records for approximately 3,750 parcels within the community. The last comprehensive update to the Town’s tax maps was completed in 1974. Since that time, the Town has done annual updates to its tax maps based on subdivisions and other recorded adjustments to property boundaries. Currently, the tax parcel records are maintained as hard copies at Town Hall and as electronic copies, which are available on the Town’s website. The Town recently completed a transition to the Avitar Computer Assisted Mass Appraisal (CAMA) software. At Town Meeting in March 2020, voters approved a Warrant Article authorizing the Town to appropriate funds to update the Town’s tax maps and to purchase and install GIS mapping software.

Scope of Work
The Town is seeking Statements of Qualifications from firms to complete an update of the Town’s tax maps based on current property ownership and deed records. This work will entail a thorough review of relevant property records, plans, and surveys on file at the Cheshire County Registry of Deeds and at Swanzey Town Hall. Based on this research, the selected firm would then recompile property lines for all properties in the community as needed.

The updated tax maps would be required to be provided in a geodatabase format that would be compatible with current ArcGIS software. The Town does not currently have ArcGIS software, but intends to purchase this software upon the completion of the tax map update project. In addition, updated tax maps would need to be provided in a format that would allow the maps to be produced as a paper copy and an electronic file.

In addition, the project would include conducting new aerial photography of the Town for the purpose of creating a planimetric base map compatible with ArcGIS software. The planimetric
base map will be required to include geographical object and natural and physical features, such as bodies of waters, street centerlines, and building footprints. The selected firm would also need to adjust the aerial imagery to ensure it is geometrically corrected and have a uniform scale.

Finally, the selected firm will assist the Town in purchasing and installing ArcGIS software on Town computers. The firm will also provide training for Town staff on using ArcGIS software.

To summarize, the Scope of Work for this project will include the follow specific tasks:

1. Complete new aerial photography of the entire Town of Swanzey.
2. Develop planimetric base map of the community that include geographical objects and natural and physical features, such as bodies of waters, street centerlines, and building footprints. Adjust aerial imagery so it is geometrically corrected and has a uniform scale.
3. Complete a thorough review of all relevant records, surveys, and plans for the approximately 3,750 parcels in the Town. This task will include researching records at the Cheshire County Registry of Deeds in Keene, NH and at Swanzey Town Hall. Town staff is willing to assist with some of this work to lower overall costs as agreed to with the consultant.
4. Complete recompilation of property lines as needed for all parcels in the Town based on the completed property record research.
5. Develop updated tax maps based on the completed property line recompilation.
6. Provide updated tax maps and planimetric base map in a format that is compatible with ArcGIS software. Provide updated tax maps in a format that would allow the maps to be produced as a paper copy and electronic file.
7. Assist the Town in purchasing and installing ArcGIS software on Town computers.
8. Provide training for staff on using ArcGIS software.

**Project Timeline**
The Town anticipates work on this project will begin in early 2021 and will take approximately three years to complete. All deliverables for this project must be completed by the end of 2023. Below is the anticipated schedule for project completion:

- Year One (2021): Aerial photography and property records research
- Year Two (2022): Parcel recompilation
- Year Three (2023): Tax map and planimetric base map development and final delivery

**Submission Requirements**
Interested firms are required to provide a qualifications package as described below. The qualifications package should be limited to 20 pages. Response packages can be double-sided to allow up to 40 sides of information on a 20 sheet submittal.

1. **Cover Letter and Introduction:** A brief cover letter including the following information:
   - Firm’s name and address, and primary contact person’s phone number and email.
   - Summary of firm’s background and history, in particular experience with working with municipalities on tax map update projects and completing aerial photography for planimetric base maps.
   - Statement indicating the firm’s understanding of the project’s objectives, scope of work, deliverables, and proposed timeline.
2. **Project Approach**: Provide a detailed description of the methodology, techniques, and procedures that will be used to complete each task within the Scope of Work as described above.

3. **Project Schedule**: Identify the level of effort anticipated for each task in the Scope of Work and the amount of time required to complete the task. Provide a detailed project timeline.

4. **Project Team and Qualifications**: Provide the name, role, qualifications, and experience of each team member who will be assigned to work on this project, including any sub-consultants.

5. **Work Examples**: Provide examples of similar projects your firm has completed in the past few years. In particular, please provide examples of planimetric base maps the firm has recently developed for other municipalities.

6. **References**: Provide the client name, contact person, telephone number, and email for at least three clients for whom you have completed similar projects in the past.

7. **Fee Summary**: Provide a fee table listing the total number of hours proposed for each task, the hourly rate, and the total cost basis for the entire project. The fee summary must be submitted in a separate sealed envelope, marked on the outside as “FEE”.

**Selection Process**

Upon receipt and review of all qualifications, the Town may then choose to interview firms or make a selection based solely on qualifications submittals. Selection criteria shall include, but not be limited to the following:

- Qualifications
- Experience
- Project Team
- Technical Ability
- Project Understanding
- Availability
- Quality of Proposal
- References

The Town anticipates holding interviews with finalists the weeks of November 30 and December 7, 2020 remotely using the Town’s Zoom account.

The fee proposal will only be opened after technical proposals have been reviewed and ranked. The selected consultant shall enter into an agreement with the Town for the proposed services stipulated as a “Not to Exceed” fee. Payment for services will be calculated on a basis mutually agreed to by the Town and the consultant with an upper not to exceed amount. If the Town cannot reach agreement on a scope and fee with the selected firm, the Town will begin negotiations with the second rated firm, and so on, until an agreement is reached.
Submission Information
Statements of Qualification must be received at Swanzey Town Hall, 620 Old Homestead Highway, Swanzey, NH no later than 4:00 p.m. on Wednesday, November 18, 2020 in order to be eligible for consideration. To be considered complete, submissions must include three (3) copies of the Qualifications Package plus one in PDF format on a flash drive. The proposed fee must be submitted in a separate sealed envelope, marked on the outside as “FEE”. Please address submittals to the attention of Matthew Bachler, Director of Planning & Economic Development, Town of Swanzey, P.O. Box 10009, 620 Old Homestead Highway, Swanzey, NH 03446 in a sealed envelope clearly marked: “RFQ – Town of Swanzey Municipal Tax Map Update Services.”

Any questions regarding this RFQ should be submitted to the Town by November 6, 2020. The Town will issue an addendum to the RFQ on the Town’s website with a response to any questions received no later than November 10, 2020. Questions should be directed to Matthew Bachler, Director of Planning & Economic Development at mbachler@swanzeynh.gov or (603) 352-7411, ext. 108.

The Town of Swanzey reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however the Town may award a contract based on the proposals received, without additional submissions. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by companies for its own use at its sole discretion.

Direct Mail: CAI Technologies

Posted on October 23, 2020: Town website, NH Municipal Association