

**GIS ASSET MANAGEMENT, TECHNICAL ASSISTANCE, AND  
TRAINING**

**REQUEST FOR PROPOSALS**

**WAMPANOAG TRIBE OF GAY HEAD (AQUINNAH)**

**Project NS-19-M21**

**Technical Assistance, Training, and Education for Tribal Wastewater Facilities**

**Attn: Dave Zimmerman, Housing Administrator  
Aquinnah Wampanoag Tribal Housing Authority  
PO Box 479, Chilmark MA 02535  
awtha.dave@wampanoagtribe-nsn.gov**

**Final Submission Due:**

The proposal must be received by 5:00 p.m., local time, on December 15, 2023. A duly authorized representative empowered to bind the Consultant must sign the proposal. Proposals shall be submitted to the following; email subject line must include the project name and number, "GIS Asset Management, Technical Assistance, and Training" NS-19-M21.

GIS Asset Management, Technical Assistance, and Training – Request for Proposals (RFP)

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## Project Proposal

The Wampanoag Tribe of Gay Head (Aquinnah) requests proposals to provide a cloud-based GIS platform and technical assistance to enable mapping and data collection of sanitation infrastructure that facilitates efficient community operation and maintenance. The proposed platform provided shall be user-friendly, customizable to the Tribe, and be accessible for all levels of technological familiarity.

The existing Tribal wastewater system serves thirty-three (33) homes and 2 non-residential units and consists of approximately 2,000-feet of 8-inch PVC gravity sewer main, 6 duplex grinder pump stations, 22 manholes, and one wastewater treatment plant (WWTP) that discharges to a subsurface disposal field adjacent to the plant.

### Network and Security

The platform shall be a web-based solution that operates completely independent of any IT infrastructure, thus, requires absolutely no connection to a customer's network. The contractor shall never ask for or need access to a client's network at any point.

All data and digital media added to features in the asset management tool shall be stored and backed-up on multiple cloud servers using cross-region replication and geo-redundancy. Clients shall have immediate access to their maps, data, and digital media via any connected device. All clients shall have access and the ability to export access and export their data 24/7/365 via their secure login credentials.

The platform shall encrypt all data using advanced methods that would take approximately 70 years to decrypt. The servicer shall also employ a set of highly sophisticated security techniques to guard against any level of data breach.

### Project Deliverables

- GIS / Asset Management Software
  - Unlimited concurrent software licenses for five (5) years
  - Unlimited data, digital media storage, and backup
  - Unlimited concurrent users, layers, and maps
  - Option to create user accounts with different levels of access
  - Integrated Google Street View
  - Built-in work orders for maintenance tracking and incident reporting
  - Ability to track and manage ANY asset or feature, above or underground:
    - Sanitary Sewer (collection)
    - Utility distribution network within the right of way of wastewater infrastructure
    - Buildings
    - Leaks, pipe breaks, etc.
  - Email and text notifications for work orders & preventative (future) maintenance

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- Integrated GPS tracking and compatibility with Bluetooth GPS receivers
- World-class customer support [in-house, in US] email and phone
- Unlimited access to available tutorial content
- In-field data input with real time updates
- No IT infrastructure or oversight needed by the customer
- Compatibility with ESRI ArcGIS and AutoCAD (ability to import/export shapefiles/CSV files)
- Compatibility with any connected cellular device (Android, iOS/Apple, Windows, etc.)
- Set-up and Services
  - Integrate all assets from their native sources; including hard copies
  - Importation of gathered GPS data as needed
  - 3D Laser scan of up to two facilities compatible with upload to GIS platform
  - Creation of customized attribute fields for each asset layer
- Training and Customer Support
  - Five (5) hour training day on site on how to upload and manage assets with WWTP staff
  - Five (5) years of customer support from the contractors team of highly trained technicians
  - Unlimited access to online web training courses from contractor, if available
- Equipment
  - Two (2) waterproof outdoor tablets with LTE capability (equivalent to Getac F110 Tablet 11.6")
  - One (1) sub-meter GPS receiver with Bluetooth capability
  - Deliverables, their number and frequency/schedule shall be included in the contract for services between the Consultant and the Tribe.

### **3D Laser Scanning for Facility Management**

The contractor shall create a full 3D model of the WWTP and supporting infrastructure using a 4k camera. This 3D model shall seamlessly connect with the platform software so the user can create/improve their standard operating procedures, dramatically improve their compliance with state and federal guidelines, provide instantaneous training to new or unseasoned employees and allow for vendors/contractors to see the facility without having to come on-site

### **Additional Requirements**

The Consultant shall also be available, at pre-agreed fees, for the following services during construction:

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- Additional site visits as requested by the Tribe
- For consultation on and responses to Requests for Information (RFIs) from contractors
- To generate changes/additions to the expected work if needed for unexpected site conditions, change orders etc.

## Questions and Clarifications

All inquiries relating to the RFP process *must* be directed to:

**Attn: Dave Zimmerman, Housing Administrator  
Aquinnah Wampanoag Tribal Housing Authority  
PO Box 479, Chilmark MA 02535  
Email: [awtha.dave@wampanoagtribe-nsn.gov](mailto:awtha.dave@wampanoagtribe-nsn.gov)  
(508) 645-2711**

All questions must be received no later than four (4) calendar days prior to the RFP deadline. It is the Consultant's responsibility to verify emails have been received if there is a delayed response. Substantive questions and answers will be made available to all known RFP recipients; when appropriate, revisions, substitutions, or clarifications shall be issued as official addenda to this RFP.

## Final Submission Requirements

The proposal must be received by 5:00 p.m., local time, on December 15, 2023, electronic submissions are acceptable. A duly authorized representative empowered to bind the Consultant must sign the proposal. Proposals shall be submitted to the following; email subject line must include the project name and number, "GIS Asset Management, Technical Assistance, and Training" NS-19-M21.

**Attn: Dave Zimmerman, Housing Administrator  
Aquinnah Wampanoag Tribal Housing Authority  
PO Box 479, Chilmark MA 02535  
Email: [awtha.dave@wampanoagtribe-nsn.gov](mailto:awtha.dave@wampanoagtribe-nsn.gov)  
(508) 645-2711**

***Mis-deliveries or late submittals will be considered non-responsive.***

## Public Records

Information provided in a proposal will, to the extent allowed by the law, be held in confidence and will not be revealed or discussed with competitors.

## Minimum Consultant Qualifications

The evaluation process established by this RFP is intended to enable Consultants to demonstrate their qualifications to perform the Project. At minimum, Consultants are to have the following qualifications:

- A. Must have provided GIS asset management and technical assistance for at least four similar wastewater facilities valued at \$15,000 or greater in the past ten years.
- B. Be able to assign an in-house Project Manager for the duration of the work who has the requisite, demonstrable experience to successfully lead this project and who shall be identified in the Consultant's proposal. Change of Project Manager shall occur only due to exceptional events such as employees resigning, and in those cases another equally or more qualified Project Manager shall be assigned. The Consultant's workload or preference shall not be a reason to switch Project Managers.
- C. The Consultant shall be legally qualified to do business in the Commonwealth of Massachusetts, and shall provide any relevant registration/license numbers.
- D. Minimum percentage of the work to be completed by the Consultant with in-house staff is 65%.

## Statement of Qualification Requirements

This section describes specific information that must be included in the proposal. The Tribe reserves the right to conduct an independent investigation of any information, including prior experience, identified in a proposal by contacting project references, accessing public information, contacting independent parties, or any other means.

### Letter of Submittal

Provide a Letter of Submittal on the Consultant’s letterhead identifying the official representative and point of contact for the Consultant. The letter shall identify such representative’s title, address, phone, and e-mail addresses. An authorized representative of the Consultant’s organization shall sign the letter.

### Proposed Team

Describe the proposed project team; include resumes for all key staff outlining employment history, education, relevant experience, personal references and other relevant information.

Provide an explanation of the “chain of command” with lines identifying participants who are responsible for major functions to be performed, and their reporting relationships in managing the project and post completion services during the warranty period.

The submitted information will be evaluated to determine how well the Consultant identifies and demonstrates that its key personnel meet or exceed minimum qualifications necessary for the completion of the project. The selection committee will evaluate how well the Consultant demonstrates that it has sufficiently experienced, qualified personnel within its organization to effectively manage the project, implement quality control, and perform the work in an expedited manner.

### Relevant Experience

Provide a minimum of three individual project profiles demonstrating the proposed team’s relevant experience

For each project profile, identify:

- A. The name of the project and the owner’s contract or project number.
- B. Description of the work or services provided
- C. Initial contract price and final contract price with modifications and change orders included. Include explanations for large variances.
- D. Which proposed project team members delivered services for the project.



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The Selection committee will evaluate how well the Consultant demonstrates that it has sufficient experience completion projects that are similar and comparable in scope to this Project.

### Project Approach

Describe your overall approach to delivering the project, including:

- A. Describe the services you would provide and the recommended deliverables including frequency and schedule
- B. Your approach to overall project management that promotes effective decision-making, effective communications, risk management and predictable outcomes
- C. Your approach to overall quality control including day-to-day review, reporting and follow up to assure quality construction to meet the requirements of the specifications

The Selection Committee will evaluate the strengths, weaknesses and any deficiencies in the proposed approach, and will evaluate the Consultant's understanding and capability to fulfill the project requirements.

### Timeline and Availability

Provide your estimated timeline for the work to be completed and your current and near-future availability/capacity to perform the described work.

### Cost Estimate

Submit an estimated cost range for the work as described in this proposal **excluding** costs for potential pre-agreed fee work (additional site visits, RFIs, change orders etc.) described in the Project Objective section. Provide an average per-hour fee amount for 1) technical staff and 2) professional engineering staff who would likely perform the described pre-agreed fee work.

These estimated costs and averaged fees may influence the selection of a consultant but will not be a primary driver of the selection. They will also be used to negotiate an agreed upon price for the work, services and fees.

### Selection Process

An evaluation panel designated by the Tribe, in consultation with the IHS Engineer, will review all proposals. Consideration will be given but not limited to the following criteria:

1. Professional Qualifications – Qualifications of the Consultant and staff to complete the project. Discussion of professional licensure, academic work, professional experience, and professional affiliation relative to content of this project.

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2. Relevant Experience – Specialized experience and demonstrated technical competence in the application of GIS mapping technologies, training of operators, and completion of work.
3. Past Performance - Past performance on similar contracts with Government/Tribal agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. Past performance documentation should (at minimum) include a list of comparable projects. Each listed project should include the following.
  - a. Owner
  - b. Owner contact information
  - c. Brief project description
  - d. Cost of the project
  - e. Duration of the project
4. Capacity to Accomplish Work – Consultant’s capacity to complete the project in a timely manner and current/near-future availability.
5. Project Familiarity – Familiarity with the project area and project stakeholder. Prior work of a similar nature completed with other Tribe or Tribal organizations.
6. Management Plan & Team Organization - The degree to which the anticipated management plan and team organization for this project, including degree of principle participation, production coordination, division of work, quality assurance, cost control, and prior experience of the project team as a unit will meet the overall requirements of this project.

The evaluation panel may choose a short list of qualified consultants who will be invited to make a presentation to the evaluation panel. Based on the proposals and/or interviews/presentations, the selection panel will choose the consultant which, in its opinion, best meets the requirements set forth in this Request for Qualifications. The consultant chosen will be requested to generate a contract proposal including:

- Contractual terms required by the Tribe.
- A detailed description of the proposed tasks and deliverables based on the content of this Request for Qualifications and input from the Tribe and IHS.
- An estimated cost schedule of line items consisting of tasks and deliverables (costs may be a mix of lump sum, unit cost or hourly). The costs schedule shall be conservative and list the estimated maximum number of units or hours required to complete the work. These line item quantities and costs shall not be exceeded without a written change order signed by the Tribe.

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The Tribe reserves the right to negotiate or refuse any proposed contract and to seek proposals from others if a contract proposal the Tribe concurs with cannot be reached.

### Indian Preference

The Tribe reserves the right to give first consideration to consultants that are 51% or greater Indian owned, provided the consultant is qualified, has sufficient prior experience and can offer reasonable prices for the work, services and fees.

### Reserved Rights

The Tribe reserves the right to:

- A. Amend, modify, or withdraw this Request for Qualifications;
- B. Require supplemental statements or information from consultants;
- C. Extend the deadline for responses to this RFP;
- D. Accept or reject any and all proposals pursuant to this RFP, in whole or part;
- E. Waive or correct any irregularities in proposals after prior notice to the Consultants; and
- F. Negotiate with alternative consultants if initial contract negotiations are unsuccessful.

This RFP does not obligate the Tribe to award a contract, to pay the costs incurred in preparing any proposal, or to procure the services described herein. All proposals are submitted at the sole cost and expense of the Consultant. The Tribe shall incur no liability or obligation to any Consultant except pursuant to a written contract of services, duly executed by the Consultant and an authorized signatory for the Tribe.