

Request for Proposals (RFP)

Site Suitability Tool for Island Towns

From: Adam Turner, Executive Director of Martha's Vineyard Commission

Subject: Martha's Vineyard Site Suitability Tool #2018-02 Request for Proposals – Software Development Services

PROCUREMENT SCHEDULE (*subject to change*)

RFP Release:	March 19, 2018
Deadline for questions by 10:00 AM:	April 2, 2018
RFP's due at MVC Office by 12:30 PM:	April 23, 2018
Award and Notice to Proceed:	May 9, 2018

CONTENTS

Part I Legal Notice of Project as published in COMMBUYS, GovernmentBids.com, and the Vineyard Gazette/MV Times, Cape Cod Times

Part II Description and Scope of Work

- Section I – General
- Section II – Service Area Background
- Section III – Introduction
- Section IV – Scope of Developer's Services
- Section V – MVC Responsibilities
- Section VI – Proposal Content
- Section VII - Evaluation Criteria
- Section VIII – Submitting Proposals
- Section IX - Award

Part I – Legal Ad

The Martha's Vineyard Commission (MVC) is seeking to contract with a software developer with experience working with municipalities or government entities to secure their services in the development of a user-friendly, web-based, site suitability tool to identify optimal sites for affordable housing development. This tool will: 1) be embedded with client-provided datasets, 2) enable users to customize weights of inputs prior to analyses, 3) visualize spatial distribution of high scoring sites and 4) allow for mass export of outputs.

This contract is subject to an Executive Office of Energy and Environmental Affairs funding awarded to the MVC. The performance of this contract is subject to the requirements of U.S. Government Title VI of the Civil Rights Act of 1964 and applicable equal employment requirements. Minority, Disadvantaged, and Women Owned Business Enterprises (M/D/WBE) will be afforded full opportunity to submit proposals and will not be subject to discrimination on the basis of race, color, sex, or national origin in consideration for an award.

Developers should specify their official name in the lower left hand corner of the outside of said envelope. Bid proposals will be received by the Martha's Vineyard Commission at PO Box 1447, Oak Bluffs, MA 02557 on April 23, 2018. Any proposals received before said date and time will be opened and read aloud publicly on the bid opening date unless notified otherwise, by the Director or his designee at the Commission Offices. No late, faxed or emailed proposals will be accepted.

Part II – Description and Scope of Work**Section I – General**

The Martha's Vineyard Commission and the island's towns have invested significant time and resources in the formation of Housing Production Plans (HPPs). Many of the Towns have formally adopted these Plans, with numerous goals ringing true across the Island. Identifying appropriate locations to pursue affordable housing at different densities is a widely acknowledged early step toward this effort. This inventory of sites will both serve as a resource for periodic reference as well as enable quantitative comparison of sites across towns and between individual sites. The spatial component will afford users the ability to cross reference site locations and their attendant scores paired with the larger neighborhood context, while assessing the distribution or concentration of these sites.

The MVC is committed to identifying a contractual arrangement that is practical and affordable, and will minimize costs through providing the majority of data needed for tool customization. The deliverable will come in the form of a practical and analytical tool designed to account for the regulatory and community forces that shape local development decisions.

Section II – Service Area Background

Located seven miles off the southeast coast of Massachusetts and accessible only by boat and air, the Island of Martha’s Vineyard is known as a vacation destination visited by thousands annually and is the home to tens of thousands of seasonal and year-round residents.

The island population is estimated currently at 20,000. Due to its seasonal nature, Martha’s Vineyard undergoes substantial changes in activity and population during the course of a year. The population surges to approximately 90,000 at the height of summer in August. The population density varies from about 260 persons per square mile in February to as many as 1,320 persons per square mile in August.

The island features exceptional natural and built environments, with active farmland, vast areas of significant habitat, and beautiful ponds and roadsides. Despite huge population growth since the 1970s, the Island’s environment and character have largely been retained. In 2014, of the 100 square miles comprising Martha’s Vineyard, 41% of the land was protected open space, 30% was developed, and 30% remained available or potentially available for development or preservation. Its remarkable landscape is dotted with historic towns. There are small, vibrant downtowns in Edgartown, Oak Bluffs, and Tisbury. West Tisbury has a small village center and farms. Aquinnah and Chilmark are rural in nature. Beaches and docks are all around the Island, with Tisbury (Vineyard Haven) the primary port, hosting year-round Steamship Authority ferry service for passengers, bicyclists, cars, and trucks.

Section III - Introduction

In accordance with Federal and State guidelines, the MVC is seeking proposals from qualified software developers to design an intuitive, web-based mapping interface that permits users from up to six Town Planning Boards to customize pre-defined datasets by (re)calibrating the weights these inputs have relative to one another.

There will be numerous datasets provided for tool development with an expectation that these user inputs can ultimately be weighted according to user preference (ie. from a scale of 1-10). These preferences will impact scores assigned to parcels across a given town, once an analysis is generated. Scores will reflect preliminary site suitability for various forms of affordable housing. There are two areas where user input will be essential:

- 1) Types of affordable housing for which site suitability is desired:
 - multi-family
 - senior housing
 - seasonal workforce / (assisted living) dormitory housing
 - shared living / congregate housing
 - cluster development

Each type of affordable housing will have a corresponding density – amounting to a discrete number of units or residents. Users will elect the type of affordable housing at stake for their respective analyses’.

- 2) Datasets which will be weighted to inform the analysis;
 - a. Size of parcel
 - b. Nitrogen limitations / watershed integrity
 - c. Distance from sewer area
 - d. Access/distance to public transit and bicycle paths
 - e. Tax lien / arrears status* (if available)
 - f. Vacant / developed land
 - g. Proximity of town water infrastructure
 - h. Assessed value of parcel
 - i. Access & Use Limitations (AUL)
 - j. NHESP restrictions
 - k. Zoning district
 - l. Proximity to employer hubs

Section IV – Scope of Software Developer’s Services

The responsibilities of the developers will include, but not be limited to, the following:

- Development of web-based mapping tool for online use and to inform advanced scenario analytics
- Integration of MVC-provided datasets with mapping interface that provides an accurate base map and allows users to customize relative importance of inputs
- Ensuring functionality that allows geoprocessing results to be labeled by parcel and viewed, sorted, and filtered in tabular format within the tool, and to be exported to .csv format.
- Allowing Planning Board members to test the tool in Beta version
- Incorporating user feedback (synthesized by MVC) prior to production environment

Section V – Martha’s Vineyard Commission Responsibilities

1. The MVC will provide all necessary data in an ESRI-compatible format. It will also provide updates for datasets should a substantive change occur to the underlying data. These changes include but are not limited to:

- town zoning bylaw revision
- adoption of new bus route(s)
- expansion of sewer infrastructure area(s)

2. MVC will coordinate any necessary user forums or focus groups that will assist in refining the tool once it reaches beta stage.

3. Designated staff will be available throughout the tool development process to clarify, confirm, and converse with developer(s) from the chosen respondent.

Section VI – Proposal Content

1. All proposals shall include at minimum, the following:

- a. Provide a complete summary of the respondent’s experience in development of comparable software tools for municipalities and/or other government entities
- b. Name of the developer, address, contact person, telephone numbers, email and website.
- c. Resume of the proposed software developer(s) (requirements include: a minimum of 3-5 years of experience in Software Development.
- d. Identify other support persons to be used in the discharge of the respondent’s obligations under the contract. For each support person, a description of the scope and type of service provided, together with a summary of their experience, qualifications and capabilities.
- e. Provide a list of references with names of contacts, addresses, phone numbers and email address.
- f. Submit any proposed changes or recommendations to the developer’s responsibilities.
- g. a brief description of backend workflows involved in the geoprocessing component of the tool, and indication whether algorithms can be customized in development of towns’ site suitability needs

After proposals are received, the MVC reserves the right to request additional information from any Proposer and to contact any references.

Section VII - Evaluation Criteria

1. Responses to this RFP will be evaluated by staff at the MVC. The selection process will consist of an evaluation and rating of the written proposals.
2. After the proposals are received, the MVC reserves the right to request additional information from any developer. All proposals will be ranked, in descending order of acceptability, based on the evaluation criteria.
3. The following will be used when the proposals are evaluated. The proposals should address, with detail, the criteria listed below:
 - A. Qualifications and experience with similar site suitability tool development or comparable project scenario planning tool development.
 - B. Name of proposed platform and programming language
 - C. Ability of respondent to customize background algorithms informing site scores
 - D. Technical qualifications of the respondent
 - E. Proposed total project cost
 - F. Financial integrity of developer, include references.
 - G. M/D/WBE Certification, if any.

4. All developers submitting proposals must recognize that the fees, terms, and provisions of a final agreement with the MVC will be negotiated with the selected developer. The selected developer's proposal will be the basis for these negotiations, although the MVC reserves the right to negotiate all aspects. If the MVC is unable to reach an agreement with the selected developer, the MVC reserves the right to terminate negotiations and enter into negotiations with the next highest rated developer selected.

5. The MVC reserves the right to limit negotiations.

Section VIII – Submitting Proposals

One original and two (2) hard copies and one (1) electronic copy of the proposal should be mailed or delivered to:

Mr. Adam Turner, MVC Executive Director
Martha's Vineyard Commission
PO Box 1447
Oak Bluffs, MA 02557
Email: turner@mvcommission.org

prior to 12:30 PM on April 23, 2018 at which time proposals will be publicly opened and the names of the proposers read aloud. Late proposals will not be accepted.

All proposals must include the legal name of the developer, address, name of contact person, email and phone number. All proposals must be in sealed envelopes clearly marked "RFP for Site Suitability Tool 2018-02".

Minority, Disadvantaged, and Women-Owned Business Enterprises are encouraged to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, sex, age, religion, creed, national origin, citizenship status, ancestry, marital or domestic or civil union status, familial status, affectional or sexual orientation, gender identity or expression, disability, military eligibility or veteran status in consideration of an award. Any contract entered into pursuant to this request will include provisions to ensure compliance with the applicable civil rights regulations.

Issuance of this RFP does not commit the MVC to award a contract or to pay any costs incurred in preparation of the proposals. The MVC reserves the right to reject any and all proposals, in whole or in part, to waive any formalities and to re-advertise or to discontinue this process without prejudice.

Section IX - Award

A Notice of Award will be issued to the chosen developer. All other developers will be notified of the outcome of the selection process. The MVC will attempt to have the evaluation process completed within two weeks after the opening of proposals and will strive to complete negotiations and execute a signed contract within five weeks of the opening of the proposals.