



# ESSEX COUNTY OFFICE OF THE MANAGER

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**TO:** All Bidders  
**FROM:** Linda Wolf, CPA, Purchasing Agent  
**DATE:** February 8, 2022  
**SUBJECT:** Addendum #2 RFP GIS SERVICES

**This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the GIS Services RFP Opening February 11, 2022.**

**PLEASE note the RFP opening date has been extended until February 18, 2022 and will be opened at 2:00 PM.**

**PLEASE see the following Questions and Answers:**

**Question:** What format are the zoning codes currently in (ie. ecode, pdfmap, paper map, etc.)?

**Answer:** Paper maps, pdf files and GIS files (only two municipalities have GIS files).

**Question:** What are the number and/or rough area of parcels that we should assume require data collection because boundaries are non-existent? See Task D.3

**Answer:** Three towns use the APA Land Use and Development Plan map and do not have their own zoning map. Six towns do not have any local zoning laws at all. 14,461 total parcels; 951 square miles; 608,486 acres total area with no local zoning in place.

**Question:** Is there an overall budget for the project? If so, what is the budget for this project?

**Answer:** The budget is under \$100,000.00.

**Question:** Is this a grant-funded project? If so, what grant did you receive?

**Answer:** Page 12 of the RFP indicates that it is funded through NYS DOS, see "Attachment A-1".

**Question:** Due to the hardcopy submission addendum, do you plan to extend the deadline?

**Answer:** The RFP opening is extended until February 18, 2022.

**Question:** Page 4, section D, Task #1 indicates the contractor should "gather data across all municipalities to determine the location of existing zoning boundary lines..." Can you clarify the types of zoning boundary data that currently exists and that we should expect to receive from the municipalities (e.g., GIS, CAD, other)?

**Answer:** There are two municipalities that have both paper and digital formats (GIS). All others have paper format only and have scanned their paper map to pdf format, some have made it available on their websites.

**Question:** Page 4, section D, task #2 indicates the contractor should "Obtain distance and bearing descriptions of existing zoning boundaries", please expand on this. What sources does the county have available to allow us to do this activity?

**Answer:** Measurements could be made on any existing paper maps to create a general distance and bearing (direction) of the boundaries. This is a survey description for the location of boundary lines. Deeds and surveys recorded in the Clerk's office would be another source to assist in obtaining these descriptions.

**Question:** Page 4, section E: What would you expect GPS data would be needed for?

**Answer:** GPS data could be useful in creating a GIS shapefile or feature class for the zoning boundaries. Location of the zoning boundaries captured with GPS in the field could make the creation of GIS files faster and easier. GPS data can also serve as a backup data record for the location of zoning boundaries.

**Question:** Page 4, section E: Did you mean to reference the GPS guidelines noted here: [http://gis.ny.gov/coordinationprogram/workgroups/wg\\_1/related/standards/documents/GPS\\_Guidelines\\_FINAL.pdf](http://gis.ny.gov/coordinationprogram/workgroups/wg_1/related/standards/documents/GPS_Guidelines_FINAL.pdf)

**Answer:** Yes, this is the correct link.

**Question:** If the Prime proposing entity is WBE certified, does that fulfil the 30% MWBE requirement, or is a subconsultant expected to fulfil that goal?

**Answer:** Yes, this would satisfy the 30% MWBE goal if the selected prime is a MBE or WBE.

**Question:** What values does the county want to see in their density maps? Land use? Population density?

**Answer:** Population Density.

**Question:** "Approximately fourteen (14) of those municipalities have Zoning Regulations." What deliverable is expected for the remaining six municipalities? Do they have existing zoning information that just isn't readily available, or do they have nothing at all in the way of zoning information and regulations?

**Answer:** There are also three towns who stated that they just follow the APA Zoning map, so they also do not have their own zoning. This would make it a total of nine towns who state that they do not have any of their own zoning laws/regulations at all. Since these towns do not have any zoning regulations/laws in place, zoning boundary maps would not be required. This would leave nine towns and two villages for updating, adjusting, or creating boundary lines.

**Question:** What data would need to be collected via field collection? Could missing gaps be filled using office tools instead like high accuracy aerial imagery and street level imagery?

**Answer:** A combination of sources could be used together such as aerial imagery, land use classes from assessor's parcel data, as well as using parcel lines and street lines as guidelines for the creation or adjustment of boundary lines. Collection of GPS points in the field may be too time and labor intensive.

**Question:** Will written boundary descriptions be required for this project?

**Answer:** A delineation of zoning boundary lines on zoning maps (and in GIS format) should suffice. It is not necessary to have written descriptions unless the county or towns require it.