



**CITY OF PHILADELPHIA**

**Office of Innovation and Technology  
(on behalf of the  
Office of Property Assessment)**

**REQUEST FOR INFORMATION**

**FOR**

**Data Collection: Sketches & Square Footage**

**January 14, 2022**

Deadline for questions, requests for clarification, or requests for additional information	January 21, 2022 before 5PM (Local Philadelphia Time)
City Responds to Questions	January 28, 2022
Responses to RFI Due	February 15, 2022 before 5PM (Local Philadelphia Time)

JAMES F. KENNEY, Mayor  
James Aros, Jr., Chief Assessment Officer, Office of Property Assessment  
Mark Wheeler, CIO, Office of Innovation and Technology

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**Data Collection: Sketches & Square Footage  
REQUEST FOR INFORMATION**

**I. RESPONSE CALENDAR**

Post Request for Information	January 14, 2022
Deadline for questions, requests for clarification, or requests for additional information <a href="mailto:kate.mcglinchey@phila.gov">kate.mcglinchey@phila.gov</a> , <a href="mailto:Gayle.Ruggeri@phila.gov">Gayle.Ruggeri@phila.gov</a>	January 21, 2022 before 5:00 PM (Local Philadelphia Time)
City Responds to Questions ( <a href="http://www.phila.gov/rfp">http://www.phila.gov/rfp</a> )	January 28, 2022
Responses to RFI Due (email <a href="mailto:kate.mcglinchey@phila.gov">kate.mcglinchey@phila.gov</a> and <a href="mailto:Gayle.Ruggeri@phila.gov">Gayle.Ruggeri@phila.gov</a> )	February 15, 2022 before 5:00 PM (Local Philadelphia Time)

**II. PURPOSE OF REQUEST FOR INFORMATION**

The City of Philadelphia (City) is embarking on a significant initiative to upgrade and modernize its administrative business processes and related legacy technology systems that currently support its business operations. As part of this initiative, the City intends to collect and/or update data elements for parcels or structures within City limits. The City, through its Office of Innovation and Technology (OIT), has issued this Request for Information (RFI) in order to solicit statements of interest, capabilities, and Rough Order of Magnitude (ROM) cost estimates from all Respondents interested in, and capable of, providing data collection services as part of the City’s solution.

Respondents are asked to provide OIT with information regarding their available solutions. Responses should include integration, and/or configuration services when applicable. If, the solution can be configured only by the Respondent, that must be clearly stated in the Response, including the reasons why that is the case.

Respondents may, in the City’s discretion, be invited to engage in discussions with the City’s project team and/or demonstrate their products, services and solutions.

No contract will be awarded pursuant to this RFI. Anyone who does not respond to this RFI is not precluded from responding to any future solicitation issued by the City. The City intends to procure software for this project as soon as reasonably possible, in accordance with the City’s procurement laws and practices for software purchases, which may include, but are not limited to, the use of existing City contracts or certified cooperative purchase agreements. Respondents will

not be bound by the ROM cost estimates provided in their responses to this RFI in a future procurement. The City also reserves the right to not procure any software.

### **III. RFI CONTACT INFORMATION FOR QUESTIONS, REQUESTS FOR CLARIFICATION**

All questions (see RFI Question Template Exhibit) and requests for clarification concerning this RFI must be in writing and submitted via email no later than 5:00 pm, Local Philadelphia Time, on January 21, 2022 to:

Kate McGlinchey  
Office of Property Assessment  
[Kate.mcglinchey@phila.gov](mailto:Kate.mcglinchey@phila.gov)

Gayle Ruggeri  
Office of Innovation and Technology  
[Gayle.Ruggeri@phila.gov](mailto:Gayle.Ruggeri@phila.gov)

Responses to questions and requests for additional information shall be at the sole discretion of the City. Any additional information and/or responses to questions will be posted only on the City's website at <http://www.phila.gov/rfp> ("Additional Opportunities"). No additional information and/or responses to questions will be sent by email. Nothing in this RFI shall create an obligation on the City to respond to a Respondent submitting a response.

The City may, in its sole discretion, issue addenda to this RFI containing responses to questions, clarifications of the RFI, revisions to the RFI or any other matters that the City deems appropriate. Addenda, if any, will be posted on the City's website at <http://www.phila.gov/rfp> ("Additional Opportunities"). It is the Respondent's responsibility to monitor the Additional Opportunities site for Addenda and to comply with any new information.

Oral responses made by any City employee or agent of the City in response to questions or requests for information or clarification related to this RFI are not binding and shall not in any way be considered as a commitment by the City.

If a Respondent finds any inconsistency or ambiguity in the RFI or an addendum to the RFI issued by the City, the Respondent is requested to notify the City in writing by the above deadline for questions and requests for information or clarification.

### **IV. ABOUT THE CITY OF PHILADELPHIA, OIT, and OPA**

The City of Philadelphia is the largest city in the Commonwealth of Pennsylvania and the sixth-most populous city in the United States with over 1.5 million residents. Additionally, due to its rich historic and cultural heritage, the region is visited by more than 40 million people each year.

Philadelphia is located in the southeastern section of Pennsylvania and the coterminous city/county covers 143 square miles. The City is bordered by the following counties: Bucks, Montgomery and Delaware in Pennsylvania, and Burlington, Camden and Gloucester in New Jersey.

As an operating department of the City, OIT provides technology and telecommunication services to the City, its employees, and the community. The Office of Property Assessment (OPA) provides mass assessment real property valuation for close to 600,000 parcels in the City and County of Philadelphia. There are over 25,000 city employees in Philadelphia.

## **V. RESERVED**

## **VI. DESCRIPTION OF SOLUTION REQUESTED**

The Office of Property Assessment (OPA) has recently implemented a CAMA (Computer Assisted Mass Appraisal) system. Along with this implementation, certain data elements are being collected and updated. In the past, OPA did not have a viable option to create and store property sketches. This tool is now available to us. OPA is also looking to verify and update its building square footage data. Some square footage entries have not been verified in recent years and often, they are missing an associated sketch.

There are a number of ways these types of data can be collected, and this RFI will help OPA explore these options to inform a possible request for proposal. In particular, we would like to see the following:

- Sketches
  - should include multiple floors and basements
  - can be based on data in the City's CAMA system
  - include the ability to calculate or collect the building square footage data from the sketch may be ideal as we are looking to collect both data elements
- Building Square Footage
  - The City will have 8ppm, unclassified LiDAR data available in the near future
  - It may still be necessary for some parcels to be viewed in person in order to collect accurate and complete information.
- A Pilot
  - The OPA is interested in a small pilot at no cost to the City. The pilot area can be just a couple of square blocks and would demonstrate the method and accuracy of proposed methods.
  - Note: Vendors can download open geospatial and property data for the City from the following site: <https://www.opendataphilly.org/>. If you have any question about the data, please email [maps@phila.gov](mailto:maps@phila.gov).
- Scalability
  - The City would like to see options for scaling the data collection perhaps by quantity of data collected.

## **VII. SUBMISSION GUIDELINES**

The City expects each Respondent to include in their response to this RFI the following items in the order listed:

### **Company Overview**

Include company name, physical address, phone number, fax number, and web address, a brief description of the company, its services, business size (total revenue and number of employees), and point(s) of contact, including name, address, phone and email address. Note the company's operations including the number of years the company has been supporting this solution; location of company's headquarters and all other office locations; and three years of financial data to ensure company stability.

If applicable, please describe any subcontractors or partners with which you have worked. Resumes need not be included.

### **Experience**

Describe your company/organization's relevant experience (and that of partners, when applicable) with data collection. Identify your experience with clients of similar size and scope to the City of Philadelphia, including client name, engagement title, description of engagement, the solution implemented, and the methodology used, cost, the start and completion dates of the project, as well as, the name, address and telephone number of a contact person.

### **Data Collection: Sketches & Square Footage Solution**

Identify one or more data collection solutions that meet the City's requirements. Describe the technology that will be used and outline the process for your solution. Also describe how or in what format the data would be transmitted to OPA.

Note: The City is interested in learning about solutions that involve artificial intelligence (AI) and/or machine learning that could improve the efficiency and accuracy of the capture as well as potentially lower cost of the overall effort.

### **Reporting and Key Performance Indicators (KPIs):**

Describe quality control and quality assurance measures used in your solution.

### **Pricing Model**

Include a general pricing model and costs for the solutions based upon the information provided in this RFI.

Respondents will not be bound by any cost estimates included in responses to this RFI.

## **VIII. USE OF RESPONSES**

Responses to this RFI may be used by OIT to select a software product for Data Collection. Responses may also be used to assist OIT in gathering information for planning purposes, and for purposes of identifying sufficient resources for project management and quality control and assurance.

The City does not intend to announce any further actions taken pursuant to this RFI. If any such announcements are made, at the sole discretion of the City, those announcements will be posted with the original RFI. In some cases, at the City's sole discretion, the City may issue an RFP. The City will notify Respondents to this RFI once the RFP has been posted on the City's website.

The City will notify you if additional information is required in order to evaluate your response to this RFI. Absent such follow up from the City, we respectfully request that respondents refrain from requesting additional information on the status of this RFI. In order to protect the integrity of the City procurement process, City personnel will not respond to requests for additional information on the status or outcome of this RFI, other than as described above.

## **IX. HOW TO SUBMIT RESPONSES**

Respondents should submit their responses electronically (hard copies are unacceptable) in MS Word or Adobe PDF format, as a single document (see note below), to:

Kate McGlinchey  
Office of Property Assessment  
[Kate.mcglinchey@phila.gov](mailto:Kate.mcglinchey@phila.gov)

Gayle Ruggeri  
Office of Innovation and Technology  
[Gayle.Ruggeri@phila.gov](mailto:Gayle.Ruggeri@phila.gov)

**Responses are due February 15, 2022 before 5:00 pm, Local Philadelphia Time.**

Note: Response document(s) are limited to 15 MB; if necessary, please submit multiple files or zip/compress the file(s)

## **X. CONFIDENTIALITY AND PUBLIC DISCLOSURE**

Respondents shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. Respondents shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. No other party, including any Respondent, is intended to be granted any rights hereunder.

## **XI. RIGHTS AND OPTIONS RESERVED**

In addition to the rights reserved elsewhere in this RFI, the City reserves and may, in its sole discretion, exercise any or more of the following rights and options with respect to this RFI if the City determines that doing so is in the best interest of the City:

1. Decline to consider any response to this RFI (“response”); cancel the RFI at any time; elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Respondent and with firms that do not respond to the RFI; to reissue the RFI or to issue a new RFI (with the same, similar or different terms);
2. Select a solution from a vendor that does not respond to this RFI, or elect not to proceed with any procurement;
3. Waive, for any response, any defect, deficiency or failure to comply with the RFI if, in the City’s sole judgment, such defect is not material to the response;
4. Extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFI is posted;
5. Require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to responses by some or all Respondents at any time before or after the Submission Date/Time;
6. Require, request or permit, in discussion with any Respondent, any information relating to the subject matter of this RFI that the City deems appropriate, whether it was described in the response to this RFI;
7. Discontinue, at any time determined by the City, discussions with any Respondent or all Respondents regarding the subject matter of this RFI, and/or initiate discussions with any other Respondent or with vendors that did not respond to the RFI;
8. To conduct such investigations with respect to the financial, technical, and other qualifications of the Respondent as the City, in its sole discretion, deems necessary or appropriate;
9. Do any of the foregoing without notice to Respondents or others, except such notice as the City, in its sole discretion, may elect to post on the City web page(s) where this RFI is posted.



This RFI and the process described are proprietary to the City and are for exclusive benefit of the City. Upon submission, responses to this RFI shall become the property of the City, which shall have unrestricted use thereof.

## **XII. PUBLIC DISCLOSURE**

By submitting a response to this RFI, Respondent acknowledges and agrees i) that the City is a “local agency” under and subject to the Pennsylvania Right-to-Know Law (the “Act”), 65 P.S. §§ 67.101-67.3104, as the Act may be amended from time to time; and ii) responses may be subject to public disclosure under the Act. In the event the City receives a request under the Act for information that a Respondent has marked as confidential, the City will use reasonable efforts to consult with Respondent regarding the response and, to the extent reasonably practicable, will give Respondent the opportunity to identify information that Respondent believes to be confidential proprietary information, a trade secret, or otherwise exempt from access under Section 708 of the Act.

Notwithstanding anything to the contrary contained in this RFI, nothing in this RFI shall supersede, modify, or diminish in any respect whatsoever any of the City’s rights, obligations, and defenses under the Act, nor will the City be held liable for any disclosure of records, including information that the City determines in its sole discretion is a public record and/or information required to be disclosed under the Act.

RFI Question Template Exhibit

Respondent Name:		
Question Number	RFI Section # <i>(If applicable)</i>	Question(s)
1.		
2.		
3.		
4.		
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10.		
11.		
12.		