



REQUEST FOR PROPOSALS:
the Cunningham Township (2021)

REGIONAL DIGITAL .75" ORTHO
AND 1" OBLIQUE PHOTO
IMAGES

RFP #2021-01

PROPOSALS MUST BE
RECEIVED NO LATER
THAN 2:00 P.M. CST
October 22, 2021

FOR INFORMATION
REGARDING THIS PROPOSAL
CONTACT:

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RFP also posted at <http://ctao.us/rfp/>

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Request for Proposals for Regional Digital Ortho
and Oblique Images
Date: October 11, 2021

The Request for Proposal is part of a competitive procurement process which will facilitate a fair opportunity for qualified firms to offer their plans and services for consideration. The process of competitive negotiation being used should not be confused with competitive sealed bidding where goods and services can be precisely described and both price and quality are generally the determination factors. The competitive Request for Proposal will provide the participating agencies of Cunningham Township, IL the flexibility to negotiate with firms to arrive at a mutually agreeable relationship, where price alone is not the major determination factor; however, price, quality, and meeting flight specifications will be the priority factors.

Section 1: Purpose

The Township Assessor of Cunningham Township Champaign County, Illinois seeks proposals from qualified and experienced firms to collect and produce digital ortho and oblique images at .75” ortho frames and 1” oblique frames with no exceptions.

Section 2: Award

- 2.1 The participating agencies of The Township Assessor of Cunningham Township Champaign County, Illinois reserve the right to award this contract, not necessarily to the firm with the lowest cost, but to the firm that best meets the requirements and needs of The Township Assessor of Cunningham Township Champaign County, Illinois.
- 2.2 Upon submission of the responses to this RFP, The Township Assessor of Cunningham Township Champaign County, Illinois will evaluate and score the responses of the firms. The Township Assessor of Cunningham Township Champaign County, Illinois may conduct interviews with the finalists.

Section 3: RFP Submittal

All proposals must be received electronically, mailed or hand delivered to The Township Assessor of Cunningham Township Champaign County, Illinois before the FINAL CLOSING DATE AND HOUR ON October 22, 2021 by 2:00 pm CST. Proposals received AFTER the time set for receipt of proposals WILL NOT BE CONSIDERED.

205 W. Green Urbana, IL 61801 and RFP@ctao.us

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- 3.1. Facsimile proposals will not be accepted.
- 3.2. The proposals shall be in the specific format prescribed herein. Proposals may contain promotional or display materials pertinent to displaying the quality of print publication to be expected, and all material shall pertain to the requirements set forth in this document. Proposals shall be straightforward, providing a concise description of the respondent's ability to meet the requirements of this RFP. Emphasis should be on completeness and clarity of intent.
- 3.3. Failure to provide required data to allow for evaluation, failure to complete the RFP

form(s) or failure to follow all directions within this RFP may be grounds for rejecting the RFP.

3.4. Schedule of Events

Proposal Issued	10/11/2021
Inquiries Due	10/20/2021 – 5:00pm CST
Proposal(s) Due	10/22/2021 – 2:00pm CST
Evaluation Completed	10/25/2021 - Approximate
Anticipated Date of Award	10/25/2021 - Approximate

Section 4: Terms & Conditions

- 4.1 Terms and conditions below will govern the submission and evaluation of proposals and the award. Respondents are requested to carefully review the following (4.2-4.9):
- 4.2 Award Status: After the award of the winning bid to The Township Assessor of Cunningham Township Champaign County, Illinois will negotiate and execute a legal and binding contract.
- 4.3 Contract Modification: All modifications and/or changes to the contract must be agreed to in writing by both parties prior to executing any change.
- 4.4 Conflict of Interest: In the event there is a potential or actual conflict of interest, the respondent(s) shall provide full disclosure to the participating agencies of Cunningham Township. Cunningham Township, IL shall determine if the conflict, whether potential or actual, is material. Cunningham Township has the right to determine if there is a conflict and reserves the right to disqualify the respondent if the conflict is material.
- 4.5 Liens: The contractor shall keep the participating agencies of Cunningham Township free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the contractor.
- 4.6 Indemnification: The contractor shall indemnify and hold the participating agencies of Cunningham Township, IL harmless from all claims and related expenses arising out of the contractor's performance or failure of performance under the resulting contract.
- 4.7 Disclosure of Proposal Content: All proposals become a matter of public record once opened. By submitting a proposal, a respondent specifically assumes any and all risks and liabilities associated with the information contained in the proposal and the release of that information. If a respondent does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The participating agencies of Cunningham Township, IL will, to the extent allowed by law, endeavor to protect such information from disclosure. If the respondent fails to identify proprietary information, he agrees that by submission of his proposal those sections shall be deemed non-proprietary and available upon public request.
- 4.8 Choice of Law and Venue: The resulting contract shall be construed under the laws of the State of Illinois and venue in any action and/or litigation commenced to enforce the contract shall be instituted in the appropriate courts in Urbana, IL or Champaign County, IL.
- 4.9 Federal, State and Local Laws and Regulations: The contractor will comply with all

laws and regulations including taxes, licenses and permits.

Section 5: RFP Status

5.1. The Township Assessor of Cunningham Township Champaign County, Illinois Rights:

- The Township Assessor of Cunningham Township Champaign County, Illinois reserves the right to determine whether a proposal is responsive and has the ability and resources to perform the contract in full and comply with the specifications.
- The Township Assessor of Cunningham Township Champaign County, Illinois reserves the right to reject proposals that incorporate counter proposals and conditions in the form of vendor's pre-printed clauses.
- The Township Assessor of Cunningham Township Champaign County, Illinois reserves the right to accept or reject all or part of any proposal, waive informalities, minor irregularities or substitute items as desired if deemed in the best interest of Cunningham Township, IL, therefore selecting the optimum proposal or issue a new RFP.
- The Township Assessor of Cunningham Township Champaign County, Illinois reserves the right to reject proposals when procedures stated within are not followed.
- Should the proposal include any work of a subcontract nature, The Township Assessor of Cunningham Township Champaign County, Illinois reserves the right to approve or disapprove the engagement or use of the subcontractor as it relates to services provided to The Township Assessor of Cunningham Township Champaign County, Illinois as described in this RFP. The Township Assessor of Cunningham Township Champaign County, Illinois reserves the right to reject any subcontractor.

5.2. Withdrawal of Proposals: Proposals may be withdrawn at any time prior to the closing date; however, The Township Assessor of Cunningham Township Champaign County, Illinois reserves the right to withdraw respondents(s) from future RFPs who have withdrawn a proposal after the closing date and prior to the effective period of the RFP without Cunningham Township's approval.

5.3. Changes: It shall be the respondent's responsibility to bring to the attention of The Township Assessor of Cunningham Township Champaign County, Illinois any discrepancies in, omissions from or errors in the documents, or enhancements which would be in the best interest of Cunningham Township, IL, or if they are in doubt as to the meaning of any part of the RFP.

5.4. Examinations: Before submitting a proposal, contractor shall thoroughly examine the RFP as well as location and otherwise be fully informed as to all existing conditions and limitations.

5.5. Modifications of RFP: Oral modifications will not be considered.

5.6. Sales Tax Exemption: All proposals must be submitted exclusive of Federal Excise Tax and Illinois State Tax. The participating agencies of The Township Assessor of Cunningham Township Champaign County, Illinois are exempt from Federal Excise Tax and Illinois State Tax. When proof of a tax exemption status is required, a notation should be made in the proposal and an Exemption Letter shall be furnished.

5.7. Clarification: The Township Assessor of Cunningham Township Champaign County, Illinois reserves the right to request clarification of information submitted and to request

additional information from any or all of the respondents.

Section 6: Exceptions, Omissions, and Alternatives

6.1 Exceptions: No exceptions to the above ortho and oblique specifications will be considered.

Section 7: Proposal Format and Contents

7.1 Contents: All proposals shall include the following information at a minimum:

- Cover Letter
- Project Overview
- Project Approach
- Management Proposal
- Exceptions to the RFP
- Additional Pertinent Information
- Fee Proposal

7.2 Cover Letter: The Cover Letter shall identify the persons in the respondent's organization who will respond to questions or additional requests by The Township Assessor of Cunningham Township Champaign County, Illinois.

7.3 Project Overview: The Project Overview should highlight the major features of the respondent's company and proposal. It should also include information about the firm and any proposed subcontractors. A summary of the project approach should be presented in this section.

7.4 Project Approach: This section is intended to be the core of the proposal. This section shall clearly show the respondent understands the scope of work (8.2) as presented in the Technical Specifications (8.3). A detailed explanation of the process methodology to be used on this project shall be thoroughly defined.

- Respondents shall develop and present in their proposals a technical plan of operations for providing aerial photography for use in the production of digital ortho and oblique photography. The respondent's proposed plan shall clearly demonstrate a complete understanding of the project.
- The technical plan of operations shall detail the methodology, equipment, and proposed techniques to be used to capture the aerial photography and the production of digital ortho and oblique imagery. It shall also clearly indicate any additional information pertinent to this project.
 - All proposed equipment to be used by the respondent shall be specified. The contractor is required to deliver products in a format as stated in the specifications in this RFP. The contractor shall be able to deliver Digital Ortho and oblique imagery in ECW, TIFF and MrSID formats.

7.5 Management Proposal: This section should include available resources for completing this project. Include relevant experience of the company and project team.

7.6 Coordination with the participating members of Cunningham Township, IL: Communication between the participating members of Cunningham Township, IL and the contractor is critical. A designated staff person from each participating member of Cunningham Township, IL will be responsible for the coordination of each agency with the vendor for the duration of the contract. The respondents shall indicate how they will arrange and monitor communication and document ensuing decisions and resolutions. A

description shall be provided of the proposed questions and resolution procedures to be used for this project

- 7.7 Overview of Proposed Schedule: Indicate the schedule for completing the deliverables indicated in the RFP. THE CUNNINGHAM TOWNSHIP reserves the right to negotiate a different schedule from that proposed.
- 7.8 Project Tracking and Reporting: The Contractor shall maintain procedures throughout the project for tracking and reporting progress of the flight.
- 7.9 Staffing: The respondent will identify the essential staff resources assigned to this project and will provide their resumes. Essential staff includes at a minimum the project manager and the quality assurance specialist assigned to this project. The respondent shall indicate the role of these individuals in this project.
- 7.10 Exceptions to the RFP: List any exceptions to the RFP. Elaborate on the reasons for the exceptions and proposed alternatives.
- 7.11 Additional Pertinent Information: Add descriptions of any possible omissions from the RFP.
- 7.12 Fee Proposal: THE CUNNINGHAM TOWNSHIP is seeking firm fixed prices for the performance and delivery of regional digital ortho and oblique imagery.

Section 8: Specifications

- 8.1 Project Background: The RFP is being coordinated by THE CUNNINGHAM TOWNSHIP to support the data acquisition needs related to digital ortho and oblique imagery. **The total area of the base project is approximately 23 square miles.**
- 8.2 Scope of Work: The contractor shall produce and deliver digital ortho and oblique imagery.
- 8.3 All work required by the contract will be performed in conformance with these specifications and any contractual modifications to these specifications. Any deviation from the specifications, unless specifically authorized in writing by the Technical Project Manager overseeing the part of the project in question, shall be sufficient cause for rejecting any part or all of the work performed.

The technical specifications in the main body of the RFP apply to all of the work completed as a part of the project unless waived in writing by the committee administering the project. The additional specifications in each of the appendices will be administered by the Technical Project Manager designated by that agency in the final contract/s.
- 8.4 Technical Specifications: The imagery shall be flown in color. The ortho frames shall be a .75" GSD and the oblique frames shall be a 1" GSD.
- 8.5 Project Area: Aerials shall be taken to obtain complete coverage of the designated flight areas.
- 8.6 Conditions During Imagery: The aerial photography must be obtained when ground features are free of snow and ice. Further, all deciduous trees must be in a leaf off state to ensure minimum ground obstruction from the existing tree canopy.
- 8.7 Additional Considerations: The Oblique Aerial Imagery must currently integrate with the districts existing CAMA system Assessor IMS by JRM Consulting. Complete full county surrounding imagery provided when available. Disaster coverage and mobile applications (Both Apple and Android) to do work in a remote type work setting due to Coronavirus concerns.

- 8.8 Acceptance Procedures: The participating agencies of Cunningham Township, IL will report any problems encountered in a timely manner, and in a standard format agreed to with the contractor.
- 8.9 Ownership of Deliverables: Cunningham Township, IL would like joint ownership of ortho imagery.

Section 9: Cost Proposal Forms

Cunningham Township is seeking firm fixed prices for the performance and delivery of digital ortho and oblique imagery. Prices shall cover all necessary work, materials, supplies, data preparation, entry, translation and quality control, etc. Reproduction, travel and other direct and indirect costs should also be included.

It is the responsibility of the respondent to verify any count information used in estimating the cost of conversion. These estimates are based on the most current information available.

The following firm fixed cost worksheet should be filled out as a minimum.

9.1 Firm Fixed Unit Costs: _____

Cunningham Township (23 miles @ 1") _____

In addition, the Respondent may propose alternative pricing methods per Section 7.12. The participating agencies of THE CUNNINGHAM TOWNSHIP reserve the right to limit the scope of the project.