

**IROQUOIS COUNTY
REQUEST FOR PROPOSALS**

AERIAL PHOTOGRAPHY AND DIGITAL ORTHOIMAGERY

FOR

IROQUOIS COUNTY, ILLINOIS

PROPOSALS MUST BE RETURNED BY:

4:00 p.m. CST
November 27, 2023

TO

IROQUOIS COUNTY CLERKS OFFICE
ADMINISTRATIVE CENTER
1001 E GRANT ST, ROOM 104
WATSEKA, IL 60970

IROQUOIS COUNTY, ILLINOIS AERIAL PHOTOGRAPHY AND DIGITAL ORTHOIMAGERY

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1.0 General Information and Project Goals

1.1 Introduction

This Request for Proposals (RFP) announces the Iroquois County, Illinois, Assessor's intent to purchase aerial photography and digital orthoimagery of Iroquois County. The purpose of this RFP is to solicit proposals from vendors who can provide aerial photography and digital orthoimagery.

1.2 Background Information

Iroquois County is 1,117 square miles in size and has an estimated population of 27,077. The county exceeds 28,000 parcels.

1.3 Project Goals

Iroquois County intends to purchase a new aerial photography flyover for the Iroquois County Assessor that will automate the office, be user-friendly and potentially integrate with other related county government offices. The aerial photography flyover must be able to communicate with other software currently being used in order to eliminate double entry.

One of the long-term goals of the County is to position itself to achieve greater efficiencies in the work place and provide the public greater availability to information. The aerial photography flyover will be used to facilitate the daily activity of the Assessor's Office.

2.0 Events/ Key Dates

| <u>Events</u> | <u>Data / Time</u> |
|---|--------------------|
| RFP Posted on County Website | November 7, 2023 |
| RFP mailed/emailed to prospective vendors | November 7, 2023 |
| RFP responses from vendors | November 27, 2023 |

3.0 Vendor Communications

After the RFP issue date and thereafter, all communications between vendors and Iroquois County must be in writing. No oral questions will be acknowledged or answered. Any questions must be submitted in writing or email by November 15, 2023 to Mia McCammon at the Iroquois County Assessor's Office, 1001 E Grant St, Rm 106, Watseka, IL 60970

4.0 Vendor Experience and Capability

It is mandatory that the vendor shall provide a minimum of five (5) references. The top vendors will have references evaluated either by questionnaires sent to the referenced party or by telephone interviews. Where possible, the assessor and staff may visit operating systems in other counties or cities.

5.0 Requirements

5.1 Color Orthophotography and Color Oblique Imagery

- 2 flights over 6 years.
- Individual Oblique Color Images at Nominal GSD 3-inch and 6-inch.
- Individual Ortho Color Images at Nominal GSD 3-inch and 6-inch
- Ortho and Oblique imagery integration into Central Square CAD software.
- Oblique imagery integration into Bruce Harris GIS website.

5.2 Internal Custom Application with Analysis Tools

- Measure length, width, and height of any feature in an image.
- Annotate images with text, lines, circles, etc.
- Click on any feature in an image and get geo-coordinates and/or elevation.
- Change Detection software for viewing changes in structures between 2 years of imagery. Results should include a building outline deliverable in a standard GIS format.

6.0 Flying Conditions

Flying conditions should be clear, no snow cover and leaf-off imagery is required with minimized shadows from structures.

7.0 Flying Coverage

List disaster flight coverage provided at no cost or reduced rate.

8.0 Implementation & Questions: Please complete the following questionnaire, and submit it along with your response to the RFP:

1. Please describe your overall project plan with critical points and proposed overall timeline.
2. Describe Iroquois County's responsibilities and required resources in support of system implementation and the implementation process to include: Consider offering information pertaining to the number of County's subject matter experts that will be working on the project and the percentage of time available to the project.
3. How many clients have you collected color orthophotography and color oblique imagery for? Include a list of similar size county customers as a reference with contacts and phone numbers.
4. Are there any legal issues such as intellectual property or patent infringement issues, we should be aware of?
5. List the resolution of your color orthophotography and color oblique imagery?
6. Describe the software that you provide for view images.
7. Annual maintenance cost and what is included in maintenance?

8. Upgrades and technical support? Please describe each.
9. Describe the camera calibration you use on your oblique imagery equipment?
10. Describe the aircraft you use in the oblique flying mission.
11. Describe the flight plan you will use for this project.
12. Software add-ons or additional products. Please list costs, details, and benefits.

9.0 Proposal Evaluation

Sealed bids must arrive to Iroquois County Clerks Office at 1001 E Grant St, Room 104, Watseka, IL 60970 no later than 4:00 pm CST on November 27, 2023. Sealed bids shall be enclosed in an envelope marked "Iroquois County Aerial Photography". Failure to follow bid time frame and specifications may void your bid. All bids are final.

- A. The following information must be tabbed to identify the required information. Failure to submit this information will render your Proposal non-responsive.
 1. Technical Approach: Provide a description of the Proposer's approach to the project, to include startup procedures/requirements, methodology, operations and management of billing/invoices reporting procedures to the County. Provide a copy of Proposer's schedule of services. Provide information on the managing of data collected during the contract and the systems and reporting capabilities.
 2. Qualifications of the Firm: Provide a description and history of the firm along with information related to previous experience of providing services similar in nature, size and scope to those outlined in section 7.0 of this document. Provide at least three (3) references for which the firm has performed services within the past five years that are similar to the requirements in the Scope of Services outlined in section 7.0 of this document.
 3. Qualifications of Staff: Provide an organization chart, resumes, and summary of staff qualifications; along with key project staff pertaining to the contract. Key staff's experience demonstration current capacity and current expertise in the scope of the work outlined in section 7.0 of this document. Provide education, certifications, or special training of key staff members who would be assigned to the contract.
 4. Cost Proposal: Each Proposer must complete and submit the Cost Proposal. The Cost Proposal will be evaluated on the rates that will be billed to the County with any addition of overhead, administrative cost or price increases applied over a 5-year term.
 5. Functional Requirements: Extent to which the proposed interface, integration, hardware, annual support, data conversion, and software solutions satisfy the RFP's functional requirements. Compliance with the RFP's technical requirements Extent of modifications required to meet requirements. Noncompliance with significant instructions may be grounds for RFP disqualification.
- B. Information must be received at the Iroquois County Clerks Office, located at 1001 E. Grant St, Room 104, Watseka, IL 60970. Faxed information is not acceptable. Proposals received after specified time and date will be rejected as non-responsive.

- C. The Offerors will be evaluated by a committee comprised of county officials and key personnel with experience and knowledge of services and contracts of this scope and nature.
- D. The Offerors past performance, personnel experience/project team, experience in the services outlined in section 7.0 in addition to the merits of the Proposal and costs are the general Evaluation Criteria. These criteria are clarified in more detail in Section 10.0.
- E. Iroquois County reserves the right to reject any and all Proposals at any time prior to award; and to waive informalities and minor irregularities, and request additional information or clarifications in the evaluation of responses received. Iroquois County shall select the offer that best serves the interest of Iroquois County; Offerors are advised to provide all pertinent information required by the Proposal in their written response.

10.0 Evaluation Criteria

Suitability: The suitability of the Offeror's proposed services to meet Iroquois County's requirements and needs – 25%

Organizational Qualifications: Offeror's experience in providing services as requested in the specifications outlined in section 7.0 of this document – 25%

Key Personnel: Individuals representing Offeror's organization who will be assigned to the contract along with credentials and roles of those individuals – 20%

Price and Cost Containment: Offeror's pricing strategy and Proposal for containment of future costs and financing arrangements – 10%

Functional Requirements: Offeror's ability to service the county efficiently based on proximity of workforce to service location(s) in Iroquois County – 20%

10.1 Proposal Preparation

A. All Proposals should be complete and carefully worded and must convey ALL information requested by Iroquois County. If errors are found in the Offeror's Proposal, or if the Proposal fails to conform to the requirements of this solicitation, Iroquois County will be the sole judge as to whether that variance is significant enough to reject the Offer.

B. Proposal should be prepared simply and economically. All data, materials and documentation shall be available in a clear, concise form. If additional information is required, Offerors shall supply additional materials as needed for the evaluating committee's internal use. Iroquois County reserves the right to reproduce Proposals for internal use in the evaluation process.

C. All Proposals shall provide a straight-forward, concise description of Offeror's ability to satisfy the requirements of this Solicitation.

D. The copy of the Proposal should be BOUND in a single volume. All documentation submitted with the Proposal should be bound in that single volume and not stapled, paper clipped or other similar means.

E. If Proposal includes any documents or comment(s) over and above the specific information requested in this Solicitation, such material must be included as an appendix to the Offer.

F. Proposal must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting an Offer.

**COUNTY ASSESSOR HAS THE RIGHT TO REJECT ANY OR
ALL PROPOSALS AT OUR SOLE DESCRETION.**

11.0 REQUIRED SIGNATURE PAGE – VENDOR PROPOSAL

IN WITNESS WHEREOF, the undersigned have caused their duly authorized officers to submit this Request for Proposal, all as of the _____ day of _____, 20____

Company: _____

Signature: _____

Title: _____

12.0 Mandatory References

Name a minimum of five references where the specific system software application you propose is installed and currently running. Although only two references are required, you are encouraged to give additional references.

Application References

Reference 1: (Mandatory requirement)

Name: _____
Address: _____
Contact: _____
Phone: _____
No. of parcels in jurisdiction: _____
Hardware platform: _____
Date of Acquisition: _____

Reference 2: (Mandatory requirement)

Name: _____
Address: _____
Contact: _____
Phone: _____
No. of parcels in jurisdiction: _____
Hardware platform: _____
Date of Acquisition: _____

Reference 3: (Mandatory requirement)

Name: _____
Address: _____
Contact: _____
Phone: _____
No. of parcels in jurisdiction: _____
Hardware platform: _____
Date of Acquisition: _____

Reference 4: (Mandatory requirement)

Name: _____
Address: _____
Contact: _____
Phone: _____
No. of parcels in jurisdiction: _____
Hardware platform: _____
Date of Acquisition: _____

Reference 5: (Mandatory requirement)

Name: _____
Address: _____
Contact: _____
Phone: _____
No. of parcels in jurisdiction: _____
Hardware platform: _____
Date of Acquisition: _____