

**REQUEST FOR INFORMATION
TO
Collect Digital Aerial Photography during the Spring of 2019
for the Cheyenne and Laramie County GIS Cooperative**

Closing Date: November 30th, 2017

Purpose of RFI

The purpose of this Request for Information (RFI) is to gather cost information of a variety of flight options to collect Aerial Photography for mapping purposes.

Table of Contents

Sections

- 1.0 Purpose & Overview
- 2.0 Scope of Services
- 3.0 General Terms & Conditions
- 4.0 Submittal Requirements
- 5.0 Disclosures

Attachments

- Proposal Page
- Conflict of Interest Form
- Officers & Significant Stakeholders Form

1.0 PURPOSE & OVERVIEW

These products are needed to augment the GIS Program needs and the needs of various departments at the Cooperative and County. The intention of this document is to research the price of this project so as to put appropriate funding into place. This is a Request for Information only and the CLCGISC does not intend to award reward a contract to any participant. At such time, with the consent of our Executives, we will issue a formal request for proposals.

The GIS Program is a resource for data and imagery for numerous agencies within the Cooperative of Cheyenne and Laramie County, which includes the following: Board of Public Utilities, County Assessor, Cheyenne Metropolitan Planning Organization, County Planning, Cooperative Engineering, County Clerk, Cooperative Public Works, Combined Dispatch Center, County Sheriff, Cooperative Fire Department, County Fire Districts, Cooperative Police Department, County Public Works, Cheyenne and Laramie County Health, School District #1. Data can also be obtained by other departments, agencies, or organizations outside of the COOP, through request and approval process.

2.0 SCOPE OF SERVICES

The GIS Program members obtained orthophotography in Spring 2014 and are interested in updating and expanding the area of high resolution imagery currently on hand. This project is subject to the availability of funds. The desired project completion date is September 30, 2019

We would like pricing for two options:

Option 1: The Cooperative would like an estimate of the price of a project that would deliver a 6-inch spatial resolution product for a 550 square mile area as well as 1-foot spatial resolution product for all of Laramie County.

Option 2: The Cooperative would like an estimate of the price of a project that would deliver a 6-inch spatial resolution product for all of Laramie County.

Exhibit “A” represents the proposed 550 square mile area of Cheyenne and Laramie County to be flown in Option 1.

Digital Imagery Requirements- 6-inch option

- The project includes the collection of new imagery for the described area as described in Exhibit A. The final product shall exceed or meet the following criteria: Digitally orthorectified natural color image with a 6-inch pixel Ground Sample Distance (GSD) at a 1”=100’ scale.
- At a minimum, National Map Accuracy Standards for the production of the orthoimagery must be adhered to. The project shall include a fully controlled set of aerial imagery suitable for all future mapping applications (at the scale noted in this request) with a single geodetic solution.
- The image files shall be geoprocessed and delivered in Wyoming State Plane East Zone, NAD83 (CORS96) U.S. survey feet.

- The camera shall meet or exceed the most recent USGS specifications for aerial camera systems. We would appreciate the inclusion of a recent calibration report for your sensor.
- Aerotriangulation adjustment shall be performed by current state-of-the-art analysis software to maximize accuracy of the data. A copy of the aerotriangulation report for our records is requested.
- Imagery used for the development of orthoimagery shall be acquired during the spring of 2018 only on clear days, leaf-off conditions, with little-to-no snow presence and minimal ponding of rainwater or other weather related effects obscuring the visibility of the ground surface.
- Tilt will not exceed four (4) degrees for any photographic frame and will average not more than two (2) degrees for any ten consecutive frames. Relative tilt exceeding six (6) degrees between any two successive frames may be cause for rejecting that portion of the flight lines.
- Crab angle as measured from the average line of flight will not exceed five (5) degrees. The course-heading differential between any two successive exposures will not exceed five (5) degrees. Forward overlap will be at least 60 percent between consecutive exposures. The average sidelap will be at least 30 percent.
- The project area will be collected when the sun angle is not less than 40°. In mountainous areas with steep terrain, tall trees, significant urban development or with buildings three (3) stories or taller the minimum sun-to-horizon angle will increase to acquire the photography during the times of minimal shadow.
- The minimum visibility at the time of exposure must be 10 miles or greater.
- Clouds or shadows from clouds must not appear on the imagery. High, thin overcast is permitted above the flying altitude if it does not cause ground mottling or a discernible reduction in light levels and/or ground object shadows. Do not attempt imagery acquisition where the ground is obscured by haze, smoke, smog, dust, or falling snow, sleet, rain, or other obscuring phenomena.
- The orthoimagery shall be tiled by quarter section (tiling scheme to be provided by GIS Coop) and quarter section centered orthorectified to the elevation model generated for this project.
- Quarter section image files shall then be extracted and provided in JPG compressed GeoTIFF format and named according to the GIS Coop specifications (i.e. TTRRSQ, e.g. 1466101.tif).
- The orthoimagery shall be carefully edge matched and tone balanced with brightness and contrast normalized among the images so that image edge lines (mosaic lines) are not apparent.
- The consultant shall submit documentation of the aerial imagery processing. A final list of all ground control used shall also be submitted.

Digital Imagery Requirements – 1-foot Option

Consider additional imagery to include true color orthorectified imagery at a scale meeting horizontal accuracy requirements of U.S. National Mapping Accuracy Standards for 1"=200' mapping. Imagery will be output at 1-foot pixel resolution and include all of Laramie County, Wyoming.

Image Quality/Radiometry

- There shall be no areas of an orthophoto where the process was incomplete due to image gaps or lack of data.
- All digital orthophotos shall be radiometrically adjusted as necessary so that adjacent digital orthophotos can be displayed simultaneously without an obvious visual edge seam between

them. Localized adjustment of the brightness values shall be performed to minimize tonal differences between the join areas. For this adjustment, the orthophoto judged by visual inspection to have the better contrast shall be used as the reference orthophoto. Localized brightness values of the adjacent orthophoto shall be adjusted to that of the reference orthophoto. When possible and feasible, the area adjusted should be bounded by a tonal break ground feature such as a road, field line, shadow line, etc. The radiometric adjustment should not compromise the accuracy, clarity, or resolution of the orthophoto.

·Prior to undertaking full digital orthophoto production, the consultant shall furnish the Cooperative with sample digital images to evaluate and accept as examples of overall image quality. The Cooperative will select one image, which will become the standard to which all subsequent digital orthophotos will be compared for acceptance/rejection relative to image quality.

3.0 GENERAL TERMS & CONDITIONS

3.1 RFI Closing Date

Proposals must be received by the CLCGISC at 310 W. 19th Street, Suite 410, Cheyenne, Wyoming 82001 no later than **2:00 p.m., local time, on November 30th, 2017.**

3.2 Proposed Schedule

November 1, 2017	Release date for Request for Information
November 30, 2017	Closing Date, 2:00 PM
January 11, 2018	Put Funding in Place for 2019 Flight
January 1st, 2019	Open Request for Proposals
January 31st, 2019	Close Proposal Period.

3.3 Delivery of Information

All information shall be sealed and delivered or mailed to (faxes will not be accepted):

Jordan Evans
Cheyenne & Laramie County GIS Cooperative Coordinator
310 W. 19th Street, Suite 410
Cheyenne, WY 82001
307-633-4314
jevans@clcgisc.com

Mark package(s) “RFI Aerial Photography”

3.4 Pre-proposal Information

No specific pre-proposal meeting will be held. Each respondent shall contact the Cooperative Coordinator to discuss the proposal with the Cooperative if needed.

3.5. Proposal Form

- A. See **Submittal Requirements** for complete details.
- B. Each respondent shall submit FIVE (5) complete sets of the proposal form, one marked “ORIGINAL” and FOUR (4) marked “COPY”. The proposal shall be submitted on an exact copy of the attached proposal form
- C. The proposal form must be signed by an official authorized to legally represent the respondent to all RFI provisions contained herein.

3.6 Questions Concerning RFI

Questions concerning any portion of this RFI should be directed in writing to the Cooperative Coordinator named below, who shall be the official point of contact for this RFI. Mark cover page or envelope(s) "Questions on Aerial Photography."

Submit questions to:

Jordan Evans
Cheyenne and Laramie County GIS Cooperative Coordinator
310 W. 19th Street, Suite 410
Cheyenne, WY 82001
307-633-4314
jevans@clcgisc.com

3.7 Clarification and Addenda

It is incumbent upon each respondent to carefully examine all specifications, terms, and conditions contained herein. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, (facsimile transmissions acceptable) through the Coordinator named above. The CLCGISC will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

If it becomes necessary to revise or amend any part of this RFI, notice may be obtained by accessing the County web site. Respondents in their proposal must acknowledge receipts of amendments. **Each respondent should ensure that they have received all addenda and amendments to this RFI before submitting their proposal. Please check the Laramie County web site at <http://www.laramiecounty.com> for any addenda.**

3.8 Disclosure of RFI Content

All material submitted becomes the property of the CLCGISC and may be returned only at the Cooperative's option. The Cooperative has the right to use any or all ideas presented in any reply to this RFI. Selection or rejection of any proposal does not affect this right.

3.9 Respondent's Responsibility

A respondent, by submitting a proposal represents that:

- A. The respondent has read and understands the RFI in its entirety that and the information provided is made in accordance therewith, and
- B. The respondent possesses the capabilities, resources, and personnel necessary to provide efficient and successful service to the Cooperative.

3.10 Conflict of Interest Disclosure Form

All respondents shall complete and have notarized the attached disclosure form of any potential conflict of interest that the respondent may have due to ownership, other clients, contracts, or interest associated with this project.

3.11 Minor Irregularities

The Cooperative reserves the right to waive minor irregularities in proposals, providing such action is in the best interest of the Cooperative. Minor irregularities are defined as those that have no adverse effect on the Cooperative's best interests.

3.12 Deviations

All proposals must clearly and with specific detail, note all deviations to the exact requirements imposed upon the respondent by the General Terms & Conditions. Such deviations must be stated upon the Proposal Form; otherwise CLCGISC will consider the subject proposals as being made in strict compliance with said General Terms & Conditions to respondents; the respondent being held therefore accountable and responsible; except, however, at the sole discretion of the Cooperative, the stated deviation is considered to be equal or better than the imposed requirement.

3.13 Incurred Expenses

This RFI does not commit the Cooperative to award a contract. Nor shall the Cooperative be responsible for any cost or expense which may be incurred by the respondent in preparing and

submitting the proposal called for in this RFI, or any cost or expense incurred by the respondent unrelated to the execution of a contract agreement.

3.14 Presentations by Respondents

CLCGISC, at its sole discretion, may ask individual respondents to make oral presentations and/or demonstrations without charge to the Cooperative.

The Cooperative reserves the right to require any respondent to demonstrate to the satisfaction of the Cooperative that the respondent has the fiscal and managerial abilities to properly furnish the services proposed. The demonstration must satisfy the Cooperative and the Cooperative shall be the sole judge of compliance.

Respondents are cautioned not to assume that presentations will be required and should include all pertinent and required information in their original proposal package.

3.15 Minimum Specifications

The specifications listed in the Scope of Service are the minimum required performance specifications for this RFI. They are not intended to limit competition nor specify any particular respondent, but to ensure that the Cooperative receives quality services.

4.0 SUBMITTAL REQUIREMENTS

Proposals shall include all of the information solicited in this RFI, and any additional data that the respondent deems pertinent to the understanding and evaluating of the proposal. Proposals shall be organized and sections tabbed in the following order. The respondent should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. All proposals shall include at minimum:

Tab 1 – Respondent’s Profile

A brief profile of the firm, including:

1. A brief history of the company
2. Organizational structure
3. Ownership interests
4. Active business venue (counties, states, etc.)
5. Present status and projected corporate direction
6. The firm’s overall qualifications to provide a summary of equivalent services as the Scope of Work.

Tab 2 - Completed Proposal Form (use attached form)

Tab 3 – References

List at least three (3) recent references where the equivalent proposed service has been sold within the past three years.

Tab 4 – Conflict of Interest Disclosure Form

All respondents shall properly complete, have notarized and attach with their proposal the attached notarized disclosure statement. The Officers and Significant Stakeholders form shall also be completed and be submitted behind this tab.

Tab 5 - Other Information

Include any additional information you believe will assist the Cooperative in the selection process of qualified respondents. Please be succinct.

5.0 Disclosures

The laws of Wyoming require that the contents of all proposals shall be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. The entire proposal cannot be designated as proprietary or a trade secret. If a request is received to examine portions designated as proprietary or a trade secret, Laramie Cooperative will notify the vendor to permit the vendor to defend the proprietary nature of the information.

If a respondent discovers any ambiguity, conflict, discrepancy, exclusionary specifications, omission, or other error in this document, the respondent shall immediately notify the issuing office. If a respondent fails to notify the issuing office of any error, ambiguity, conflict, discrepancy, exclusionary specifications, or omission, the respondent shall submit a response at its own risk and under such conditions.

If a respondent believes that parts of a proposal are confidential then the respondent must so specify. The respondent must mark in bold red letters the term “**CONFIDENTIAL**” on that part of the response, which the respondent believes to be confidential. The respondent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the respondent believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. CLCGISC will be the sole judge as to whether a claim is general and/or vague in nature.

Proposals must be signed by a person authorized to commit the respondent to provide the services requested in this RFI. Submission of a signed proposal will be interpreted to mean the respondent has agreed to all terms and conditions set forth in all of the sheets which make up this RFI.

CLCGISC accepts no obligations for the costs incurred in responding to this RFI in anticipation of being awarded a contract. CLCGISC reserves the right to reject any and all submitted proposals. It is understood that all proposals become the property of CLCGISC and will be available for public inspection. No obligation is made by retention of these proposals, nor is CLCGISC committed to awarding a contract as a result of this RFI.

Each respondent must disclose any existing or potential conflict of interest relative to the performance of the requirements of this proposal. Examples of potential conflicts may include an existing business or personal relationship between the respondent, its principal or any affiliate or subcontractor, with CLCGISC or any other entity or person involved in any way in the project that is the subject of this RFI. Similarly, any personal or business relationship between the respondent, the principals, or an affiliate or subcontractor, with any employee of CLCGISC or its suppliers must be disclosed. Any such relationship that might be perceived or represented as a conflict should be disclosed. CLCGISC will decide if an actual or perceived conflict should result in proposal disqualification. By submitting a response to this RFI, all respondents affirm that they have not given, nor intend to give, any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, tip, favor, or service to a CLCGISC employee or representative in connection with the procurement.

Sovereign Immunity

Members of CLCGISC do not waive their Governmental/Sovereign Immunity, as provided by any applicable law including W.S. 1-39-101 *et seq.*, by issuing this RFI or by entering into any subsequent agreement. Further, members of the Cooperative fully retain all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this RFI or any subsequent agreement.

Indemnification

To the fullest extent permitted by law, the successful respondent agrees to indemnify and hold harmless CLCGISC, its appointed officials, elected officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with any work performed by or on behalf of respondent for CLCGISC pursuant to any agreement with CLCGISC.

Termination

The selection may be terminated (a) by either party at any time for failure of the other party to comply with the terms and conditions of the RFI or any subsequent agreement; (b) by either party, with thirty days' prior written notice to the other party; or (c) upon mutual written agreement by both parties.

Force Majeure

Neither the respondent nor CLCGISC shall be liable to perform under this RFI or subsequent

agreement if such failure arises out of causes beyond control, and without the fault or the negligence of said party. Such causes may include, but are not restricted to, Act of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes and unusually severe weather. In every case, however, a failure to perform must be beyond the control and without the fault or the negligence of said party.

The submission of a proposal shall be considered acceptance to all the terms and conditions provided herein and in the various proposal documents, unless specifically noted otherwise in the proposal.

PROPOSAL FORM

TO:

Jordan Evans,
Coordinator
Cheyenne and Laramie County GIS Cooperative
310 W. 19th Street, Suite 410
Cheyenne, WY 82001
(307)633-4314

The undersigned hereby declares that _____ have carefully examined the specifications to furnish: RFI Aerial Photography Collection in the Spring of 2019 for which proposals were advertised to be received **no later than 2:00 p.m., local time, Thursday, November 30, 2017** and further declare that _____ will furnish the said work according to specifications.

Proposed Cost

Total Estimated Cost for Project:

Option 1 (Separate 6-inch and 1-foot products): \$ _____

Option 2 (One 6-inch product for the entire county): \$ _____

The above estimates are all inclusive.

Have you supplied the Submittal Requirements outlined above? _____ YES _____ NO

CLCGISC reserves the right to reject any or all proposals, to waive informalities, and to accept all or any part of any proposal as they may deem to be in the best interest of the Cooperative.

I hereby certify that I have read and understand the requirements of this Request for Information and, that I as the respondent, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any contract(s) and/or other transactions required by award of this RFI.

Company _____

By(Print Name) _____

Signature _____

Address _____

Cooperative _____ State _____ ZIP _____

Telephone _____ Fax _____

E-Mail Address: _____

DUNS# _____ Fed. I.D. # _____

CONFLICT OF INTEREST & DISCLOSURE FORM

I HEREBY CERTIFY that

I (*printed name*) _____
am the (*title*) _____
and the duly authorized representative of the firm of (*Firm Name*) _____

whose address is _____

And I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,

Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

Neither the business nor any authorized representative or significant stakeholder of the business has been determined by judicial or administrative board action to be in noncompliance with or in violation of any provision of the Building Code Regulations of Laramie County, nor has any outstanding past due debt to Laramie County; and,

This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: _____

Printed Name: _____

Firm Name: _____

Date: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public - State of _____

My Commission expires _____

(Printed, typed or stamped commissioned name of Notary Public)