

REQUEST FOR PROPOSAL
FOR
PERRY COUNTY GIS OFFICE AND PERRY COUNTY TAX ASSESSMENT OFFICE
FOR
AERIAL PHOTOGRAPHY

I. INTRODUCTION

Perry County, Pennsylvania is requesting proposals for their aerial photography project. Your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified below.

II. OBJECTIVES OF RFP

The objective and ultimate goal for this project is for countywide aerial photography to be flown of Perry County in the spring of 2025. We require both orthophotography and oblique imagery as well as follow up flights in the spring of 2026 and spring of 2027. The flights must meet the requirements as follows:

- A. 6-inch countywide leaf off ortho and oblique imagery for 2025 only. Perry County consists of 550 square miles. Deliverables to be provided to Perry County in an acceptable format no later than by September 1, 2025
- B. 3-inch leaf off ortho and oblique imagery of Perry County's 6 largest boroughs consisting of 30 square miles for 2025 only. Deliverables to be provided to Perry County in an acceptable format no later than by September 1, 2025.
- C. 3-inch countywide leaf off ortho flights for 2026 and 2027 only. Deliverables to be provided to Perry County in an acceptable format no later than by September 1 of the year flown.
- D. All deliverables must be compatible with Perry County's current ESRI software and Perry County's CAMA software which is both EST and Vision 8.

III. PROPOSAL PROCESS/TIMELINE

Distribution of RFP	10/14/2024
Submission deadline	11/1/2024 by 4:00 p.m.
Public Opening	11/4/2024
Notification of Award	11/18/2024

A completed original proposal must be submitted to:
Perry County Commissioners
P.O. Box 37
New Bloomfield, PA 17068

Proposals must be submitted no later than by 4:00 p.m. 11/1/2024 at the address set forth above. Proposals received after 4:00 p.m. 11/1/2024 will not be considered.

All communications other than the formal submission of the proposal should be directed

to: David Unger, GIS Coordinator,
PO Box 37
New Bloomfield, PA 17068
Phone: 717 582-2131 ext. 2281
Fax: 717-582-5189
E-mail: dunger@perryco.org

Mr. Unger will serve as the Project Manager.

IV. QUALIFICATIONS OF BIDDERS

To be considered for award of this contact, the Contractor must meet the minimum qualifications:

- A. The Contractor must have a proven ability for a contract startup by the spring of 2025.
- B. The Contractor must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements.
- C. The Contractor must submit a certified copy of a current financial report of the company. If the company is a subsidiary or a division of a corporation, the relationship of the Contractor must be clearly delineated in the proposal.
- D. The Contractor must submit no less than five (5) references, including the name of the company that hired the contractor, address, contact person and phone number.
- E. Bid security in an amount no less than 10% of the amount of the bid will be required in the form of cash, certified or cashier's check (drawn on a bank authorized to do business in Pennsylvania), or satisfactory bid bond issued by a corporate surety authorized to do business in the Commonwealth of Pennsylvania, made payable to or naming as obligee Perry County.
- F. The Contractor shall submit a performance bond in the amount of 100% of the total bid after award but prior to start up. All proposals must be accompanied by an agreement of surety (Consent of Surety) for 100% of the awarded amount if the contract is awarded to the principal. The Consent of Surety must not contain any conditions or reservations other than the condition that the contract is to be awarded to the proposing Contractor. Failure to submit the Consent of Surety will result in immediate rejection of a Contractor's proposal.

V. SELECTION CRITERIA-CRITERIA FOR EVALUATIONS

Mandatory requirements include:

1. Compliance with Bid instructions.
2. Compliance with general requirements for all contracts entered into by county government.

The Contractor will be selected based on the bidder's written proposal and any requested presentations. The Chief Assessor/Deputy Chief Assessor and the GIS Coordinator will review all proposals and make their recommendations for selection. The primary criteria used in making a selection will be as follows:

- A. The Contractor's demonstrated experience and expertise in aerial photography.
- B. Past history and references. Contractor shall include a listing of references with their proposals, indicating Pennsylvania counties for which they have performed similar aerial photography.
- C. The Contractor's financial stability and condition.
- D. The award will be made to the vendor whose proposal is determined to be professionally and technically complete. The County reserves the right to award this contract not necessarily to the vendor with the lowest price but to the bidder that demonstrates the best ability to fulfill the requirements of the RFP.

Procedure - Submitted proposals will be reviewed by the Perry County Chief Assessor/Deputy Chief Assessor and GIS Coordinator. Contractors who are deemed based on the selection criteria fully qualified and best suited among those submitting proposals may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods of operation, and all other relevant factors.

VI. METHOD OF AWARD

The award will be made to the Contractor whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal. The price proposal will be considered firm and cannot be altered after receipt per the terms of this proposal.

The County reserves the right to award this contract not necessarily to the Contractor with the lowest price, but to the bidder that demonstrates the best ability, or value, to fulfill the requirements of the RFP. The successful Contractor will be chosen based on the qualifications and selection criteria discussed in Sections IV and V of this proposal.

The successful Contractor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from Perry County. The successful bidder will perform all services indicated in the proposal in compliance with the negotiated contract.

Perry County reserves the right to reject any or all proposals for any reason, in whole or in part, received in response to this RFP. Perry County will not pay for any information herein requested, nor is it liable for any costs incurred by the proposer.

Contractors whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposals and selection of the successful Contractor, all Contractors will be notified in writing of the selected firm.

After the Award is announced, periodic meetings will be held either in person or virtually by the GIS Coordinator and/or the Perry County Tax Assessment staff to implement the contract.

VII. PROPOSAL SUBMISSION FORMAT

All proposals must be submitted utilizing the attached proposal submission form.

VIII. PAYMENT SCHEDULE

The total contract price will be divided into three equal parts, hereinafter referred to as annual payments.

Ten (10%) of the first annual payment will be paid within thirty (30) days of execution of the contract.

The remaining balance of the first annual payment will be made within thirty (30) days of receipt of the deliverables due no later than by September 1, 2025.

The second annual payment will be made within thirty (30) days of receipt of the deliverables due no later than by September 1, 2026.

The third annual payment will be made within thirty (30) days of receipt of the deliverables due no later than by September 1, 2027.

BID PROPOSAL SUBMISSION FORM

BIDDER'S NAME:

BIDDER'S ADDRESS:

BIDDER'S CONTACT INFORMATION AND PREFERRED METHOD OF COMMUNICATION:

BIDDER'S TOTAL CONTRACT PRICE: