

**Request for Proposal (RFP)**  
**For Consulting Services for Request For Proposals (RFP) Development, Vendor Selection**  
**For the Acquisition of Aerial Mapping Products (Spring 2024)**  
**For a Consortium of Local Governments in Rock Island County, Illinois and Muscatine and Scott Counties,**  
**Iowa**  
**June 2, 2023**

Bi-State Regional Commission (Bi-State), located in Rock Island, Illinois, is seeking proposals from qualified professional firms to provide technical assistance to a consortium of local governments within Rock Island County, Illinois and Muscatine and Scott Counties, Iowa in developing an RFP for vendor selection for regional aerial photography/digital base mapping updates in 2024. Bi-State has coordinated four regional photogrammetry projects (2005, 2009, 2014, 2019) for a consortium of city and county governments located in eastern Iowa and western Illinois. Past projects have been managed in conjunction with technical support from a knowledgeable expert (consultant) in the field of photogrammetry and digital base mapping. This Request for Proposals (RFP) is being released to select a technical consultant to assist with the acquisition of aerial imagery lidar and digital base mapping through an RFP process. Consortium representatives will review and select a qualified consultant for these services as part of a project Steering Committee.

The Steering Committee will work with the selected Consultant to identify the geographic coverage area and aerial mapping products desired by Consortium participants.

**A. Scope of Services:**

- 1.) Consultant shall submit a proposal for developing an RFP for aerial mapping products and services. The RFP will be reviewed by the Steering Committee prior to release to Vendors by September 1, 2023 (see detailed schedule in Section C below). The Consultant will be expected to demonstrate knowledge of core photogrammetric products, technologies, and best practices, including an understanding of new and emerging technology and products. At least one (1) preliminary meeting will be held to determine the geographical coverage and potential aerial mapping products of interest to the Consortium. Consultant will assist in educating Consortium members on current photogrammetric technology, services, products, and uses.
- 2.) Consultant shall assist with Vendor selection, both in the shortlisting process and the final Vendor selection. The process should be based on measurable attributes. Consultant shall develop a threshold guide for shortlisting Vendors and a scoring guide for final selection of a Vendor. Consultant shall then review proposals and recommend an initial short list of Vendors for the Steering Committee to discuss and review. Decision on final short list of Vendors shall be made by the Steering Committee.

**The Consultant is ineligible to respond to the Acquisition of Aerial Mapping Products RFP that the Consultant will write as this represents a conflict of interest. Furthermore, the Consultant agrees to arrive at a technical review and scoring of responses in an impartial, independent manner without collusion, consultation, unapproved communication, or agreement with respondents, for the purposes of favoring or restricting any response to the Acquisition of Aerial Mapping Products RFP. Any required communication with vendors for the purpose of clarifying the RFP response shall be shared with and approved by the Steering Committee prior to distribution to each vendor via email.**

- 3.) Consultant shall be present for on-site interviews with shortlisted Vendors. Following the interviews, Consultant shall then recommend a final Vendor to the Steering Committee for review and discussion based on

the Consultant's scoring guide. Consultant shall be available during the Consortium Steering Committee meeting in which the final Vendor is selected, either in person or remotely via web/phone conference.

4.) Consultant shall be present on the day of a project 'Kick Off' meeting with the selected Vendor to facilitate the process of defining/finalizing deliverables for each Consortium participant and to assist the Steering Committee in resolving technical issues that may arise.

## **B. Response Components**

Consultant shall prepare and submit their Response in the order outlined below and include all components. The Steering Committee reserves the right to reject information Consultants submit that varies from these instructions and components. The following components shall be clearly identified and addressed in Consultant Responses:

### **1.) Transmittal Letter**

Consultant shall provide a transmittal letter describing the response package. The letter should provide the name, title, address, and telephone number(s) of the official contact and an alternate, if available. These individuals have the authority to bind the responder and must be available by telephone or to attend meetings, as appropriate, regarding this solicitation.

### **2.) Background and history of consultant**

Consultant shall provide a company history including organizational structure, any subcontractors to be used, office location(s), years in operation, years involved in work related to the services described herein, and comparable work to the services described herein.

### **3.) Project Approach for each item listed in Section A, Scope of Basic Services, above.**

Consultant shall provide detailed description of the firm's approach to each of the items listed in Section A, Scope of Basic Services, above

### **4.) Cost**

Consultant shall provide the cost for performing each of the items listed in Section A, Scope of Basic Services, above, including optional additional meetings if necessary.

### **5.) References and Past Performance**

The Consultant shall provide at least three (3) references that reflect RFP development and services of a similar scale, nature, and complexity described in this RFP. Include the name of the contact person, name of the organization, address, telephone number, and email address and a general description of the work performed, including a copy of the deliverables if available.

## **C. Schedule\***

June 2, 2023 – Release of RFP

5:00 p.m., June 12, 2023 – RFP question deadline. All questions must be sent in writing via email to Kassie Keeney-McGurk [kkeeney-mcgurk@bistateonline.org](mailto:kkeeney-mcgurk@bistateonline.org) AND Denise Bulat [dbulat@bistateonline.org](mailto:dbulat@bistateonline.org) by this date.

Answers will be placed in writing on the front page of the Bi-State Regional Commission website at [www.bistateonline.org](http://www.bistateonline.org) by June 14, 2023 at 5:00 p.m. No questions will be answered before June 14<sup>th</sup>.

5:00 p.m., June 19, 2023 – Proposal Deadline. Proposals shall be submitted in PDF format via email to Kassie Keeney-McGurk [kkeeney-mcgurk@bistateonline.org](mailto:kkeeney-mcgurk@bistateonline.org) AND Denise Bulat [dbulat@bistateonline.org](mailto:dbulat@bistateonline.org)

June 23, 2023 – Consultant Selection Completed.

June 27, 2023 – Contract Approved by Bi-State Regional Commission.

July 26, 2023 – Draft aerial photography/digital base mapping RFP due to Consortium from selected Consultant.

August 10, 2023 – Final aerial photography/digital base mapping RFP due to Consortium from selected Consultant.

August 15, 2023 – Aerial photography/digital base mapping RFP Released.

September 12, 2023 – Aerial photography/digital base mapping Vendor responses due.

September 26, 2023 – Aerial photography/digital base mapping Review of Vendor proposals complete.

October 17-19, 2023 – Aerial photography/digital base mapping Vendor interviews, **if needed**.

October 31, 2023 – Aerial photography/digital base mapping Vendor selection.

November 3, 2023 – Aerial photography/digital base mapping Vendors notified of selection.

November 3, 2023 – December 29, 2023 – Contract development/approval with selected Vendor.

\*Note: Schedule is subject to change.

#### **D. Technical Consultant Ranking Criteria**

Below is the criteria/evaluation form on which the proposal will be ranked. The Steering Committee reserves the right reject any or all proposals and or to extend the proposal deadline.

Vender Name:							
Submitted by:							
Please provide a score for each proposal element, 1 being the worst, 10 being the best.							
<b>Proposal Element</b>	<b>A transmittal letter was provided with sufficient detail.</b>	<b>The background and history for the consultant is provided as requested and aligns with the qualities required to successfully complete this project.</b>	<b>The project approach is clearly defined and aligns with the Scope of Basic Services provided in the RFP/Q.</b>	<b>The costs provided are reasonable for the work to be completed.</b>	<b>References and past performance are addressed and indicate positive outcomes.</b>		<b>Total Score</b>
Score (1-10)							0