

Pima Association of Governments

REQUEST FOR QUALIFICATIONS - 2021 PAG Regional Orthophotography -

The Pima Association of Governments (PAG), in order to better synchronize and coordinate available imagery and elevation datasets for our regional partners, seeks submittals from qualified professional firms or individuals, either singly or through a joint venture with others, to obtain 4-band orthophotography in 2021 for Pima County as well as the entirety of the Tohono O'odham Nation (9,814 mi² - see map in Appendix A). PAG is requesting statement of qualifications for ortho-imagery at both 30cm ground sample distance (GSD) and 15cm or greater GSD that can be acquired and stored on premise under ownership by PAG. The project will be managed by the Pima Association of Governments (PAG).

Questions regarding this Request for Qualifications are to be submitted to PAG in writing by e-mail to the attention of Robert Samuelsen at RSamuelsen@pagregion.com. Questions will be accepted until 2:00 P.M. MST on January 22nd, 2021. Submitters are encouraged to submit their questions as early as possible to allow PAG adequate time to prepare accurate and comprehensive responses.

All responses must be received by PAG on or before 3:00 p.m. Friday January 29, 2021. Responses will be opened at 3:15 p.m. AZ MST on this date. PAG reserves the right to disqualify any responses which are not in accordance with the prescribed requirements of this RFQ.

All questions regarding this RFQ should be directed to Robert Samuelsen, Director of Finance, at (520) 495-1468, e-mail rsamuelsen@pagregion.com.

INTRODUCTION

The Pima Association of Governments (PAG) is a non-profit, regional planning organization comprised of a voluntary association of local governments including Pima County, the Cities of Tucson and South Tucson, the Towns of Marana, Oro Valley, and Sahuarita, the Pascua Yaqui Tribe, and the Tohono O'odham Nation. A Regional Council that consists of elected officials from each of these jurisdictions and a representative from the Arizona State Transportation Board governs PAG. PAG also functions as the Metropolitan Planning Organization (MPO) for the greater Tucson metropolitan area.

This RFQ describes a scope of work to be performed that is intended to be representative of desired activities, products, and outcomes.

Potential respondents should carefully review all requirements contained in this document and prepare a written response addressing those requirements.

SCOPE OF WORK

All work performed on this project must comply with Federal requirements associated with the fund source(s) being used for this project. PAG and PAG authorized partners involved in the project will serve to coordinate this with the selected consultant. The scope of work is in Appendix A.

INSTRUCTIONS TO SUBMITTERS

PAG reserves the right to cancel this solicitation in part or in whole at any time and reserves the right to reject all submissions. Additionally, PAG reserves the right to disqualify any responses which do not satisfy minimum acquisition and/or data requirements.

Respondents are cautioned to be concise and straightforward in the presentation of their submittal using the following format in 11pt font.

1. Letter of Transmittal

- Provide a letter of transmittal to PAG Director of Finance, Robert Samuelsen, that briefly states the respondents understanding of the work to be done and a positive commitment to perform the work within the scheduled time period.
- Identify the fixed amount of all work to be performed and generally describe the level of effort required to perform the work.
- Provide a statement that the submission, including Product Cost Sheet, will remain valid and irrevocable for at least ninety (90) days.
- List the name, title, address and phone number of the project manager.
- List the name and title of the officer authorized to make representations for the submitter.
- Provide an original signature by the officer authorized to sign, date, and submit the response.

2. Title Page

- Provide a Title Page that indicates the project title, names and addresses of the primary consultant firm and each sub-consultant, if any.
- Provide the name, title, address, and phone number of the project manager.

3. Table of Contents

- Provide a Table of Contents that clearly indicates the organization of the material by section heading and page number.

4. Contents

- Describe the extent to which the submittal will meet or exceed the stated objectives of the work and discuss how the submitter would modify the project scope, schedule, and/or cost to better meet project objectives.
- Discuss any difficulties expected or anticipated in performing the work together with a discussion of how the submitter proposes to overcome or mitigate against those difficulties.
- Detail the technical approach and methods to be employed in performing each of the tasks identified in this scope of work.
- Provide a detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and other significant events.

- Explain what quality control and administrative processes will be used to ensure appropriate attention will be given to successful execution of the work.

5. Qualifications of Primary Consultant and Sub-Consultants

- Describe the qualifications of the primary consultant firm and each sub-consultant, if any.
- Describe relevant, recent experience for the primary consultant firm and each sub-consultant in delivering a project of this scope and size.
- Provide a description and location of the facilities to be used where data processing, production and quality control will occur. Briefly describe the facilities, equipment, and technical and business services that will be available to support the work.
- Identify the key project individuals who will perform the work, including officers, and the project manager.
- Identify the time commitment of each of the key project individuals and include their resumes and qualifications.
- Provide a statement disclosing whether any likely source of significant financial or other conflict of interest might arise in the conduct of performing the work.

6. Administrative Requirements

- Include a Submitter's Information Form. (Appendix B)
- Include a Product Cost Sheet (Appendix C). This will be a fixed fee contract for either one, or a combination of, the three data products request.
- All invoices for this contract shall be delivered in person or sent by mail to PAG, attention Robert Samuelson, Director of Finance.
- The firm that is selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The contractor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41CFR Part 60).
- The firm selected will be required to comply with PAG insurance requirements, which may include: Workmen's Compensation, Comprehensive General Liability Insurance, Business Automobile Liability Insurance, Valuable Papers Insurance, and Professional Liability Insurance.
- The Prime Contractor will pay Subcontractors for satisfactory performance of contracts no later than fourteen (14) calendar days from the date that the Prime Contractor receives payment from PAG.

7. References

- Provide a list of at least three clients, with contact names, addresses, phone numbers, and brief descriptions and dates for projects where similar, recent work was performed.

CONFIDENTIAL INFORMATION

- If an offerer believes any portion of its submission contains confidential information, state what portion is considered confidential and request PAG make a determination.
- All submissions become the property of PAG upon submittal and a matter of public record subsequent to award of a contract, including any confidential information.

NONDISCRIMINATION

PAG, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, the Civil Rights Restoration Act of 1987 (Public Law 100.259), Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this solicitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, religion, gender, age, or disability in consideration for an award.

SMALL AND MINORITY BUSINESS AND WOMEN'S BUISNESS ENTERPRISES

It is PAG's policy, as a federally assisted agency, to encourage small and minority businesses and women's business enterprises to submit responses.

State whether the primary consultant firm or any sub-consultants are a small or minority business or a woman-owned business enterprise.

SUBMISSION

A signed copy of the proposal and supporting data shall be delivered in a single compressed ZIP File via e-mail to PAG Director of Finance as an attachment or accessible through download link. Responses will be accepted until **3pm MST on January 29th, 2021**. Submissions must be received not later than the above deadline. Submissions arriving after this time will be rejected.

rsamuelsen@pagregion.com
Rob Samuelsen, PAG Director of Finance
Pima Association of Governments

OPENING OF RESPONSES

- All responses received by the above deadline will be opened by the Director of Finance during a virtual meeting beginning at 3:15pm on January 29th, 2021.
- Only the names of respondents will be read aloud when responses are opened.
- Respondents are welcome to attend the opening of the responses. Please contact the PAG Director of Finance in advance if you wish to attend openings.

SELECTION PROCESS

- PAG will form an advisory evaluation committee consisting of persons individually and collectively knowledgeable of ortho-imagery to review and rank the proposals received in accordance with the criteria described below.
- PAG may seek additional information, conduct interviews, or request best and final offers from individual respondents.
- PAG will begin contract negotiations with the firm determined to be the most qualified as per the evaluation methodology. In the event that a contract cannot be negotiated with the first firm, PAG reserves the right to negotiate with the next qualified firm(s) as per the evaluation methodology until a contract can be reached.

EVALUATION OF RESPONSES

- All responses will be evaluated according to Appendix D.

- The evaluation committee's ranking and recommendation will be forwarded to the PAG Executive Director who will make a recommendation to the PAG Regional Council for final action. The recommendation and award of a contract, if any, will be to the Offeror whose response is most advantageous to PAG based on the evaluation methodology set forth below.
- PAG reserves the right to reject any and all responses submitted or to conclude that none of the responses are advantageous to PAG.

FUNDING AVAILABILITY

- PAG may request additional work if additional funding is made available prior to contract approval by Regional Council, or during the term of the contract.
- Funding for this project is contingent upon availability at time of award. Potential respondents should understand clearly that the scope of work described herein is tentative.
- There is no expressed or implied obligation for PAG to reimburse responding firms for any expenses incurred in preparing submissions in response to this request.

CONTRACT TERMS AND CONDITIONS

- The type of contract to be used, if any is awarded, will be a fixed fee contract.
- Any award of a contract will be subject to terms and conditions as enumerated in PAG's Procurement Guidelines, including presentation of certificates of insurance and assurance of compliance with pertinent federal regulations, including audits and non-discrimination.
- Upon submittal of all deliverables, PAG will retain full ownership of all data products. Full copyrights to the data will be assigned to PAG, meaning that PAG is free to redistribute the data to its member jurisdictions, other agencies, the private sector, and the general public. This includes the display and distribution of the data through web services.
- Responses to this Request for Qualifications must include a completed version of the Product Cost Sheet (Appendix C). Responses must include a copy of the license agreement. Response packet should not be larger than 20 pages in total.
- Response must also include a digital sample section of imagery for the proposed orthophotography data product on a thumb drive. Any additional content on electronic media besides sample sections will not be considered as part of the review materials.
- Professional Designation: All Bidders must have registered professional land surveyors in the State of Arizona and/or Certified Photogrammetrist or be able to demonstrate an equivalent of these registration with their Bid submission. Failure to do so at the time of the Bid opening will disqualify the Bidder.

INQUIRIES

Questions regarding the scope of work should be directed to Robert Samuelson, PAG Director of Finance at (520) 495-1468, e-mail rsamuelsen@pagregion.com.

Appendix A

Scope of Work

PROJECT OBJECTIVES

The intent of this Request for Qualifications is to obtain ortho-imagery of Pima County and the Tohono O’odham Nation in late-spring or early summer of 2021. Two estimates for 15cm resolution, 4-band (RGB & NIR) products are requested for both the 9,814 mi² of Pima County and the Tohono O’odham Nation and also for the Urban Greater Tucson area and Tohono O’odham Nation, combined (5,850 mi²). A third product estimate is requested for 30cm resolution 4-band ortho-imagery in rural areas not covered by the Tohono O’odham Nation and Urban Greater Tucson area. The bidder shall be responsible for all material, labor, and services and any other associated services and materials necessary to completely provide the required data for acceptance to Pima Association of Governments. Prices quoted shall be all-inclusive.

PRODUCT OWNERSHIP AND LICENSING

All deliverable products and all information or data gathered as a part of this project shall be delivered to the Pima Association of Governments prior to final close out of the contract and shall be solely owned by the Pima Association of Governments.

ACQUISITION DATES

Imagery should ideally be taken between April 1st, 2021 and June 15th, 2021.

- In the event that weather conditions are such as to prohibit aerial imagery acquisition, upon written request extensions may be granted by PAG if flying conditions were adverse to aerial imagery acquisition and prevented the completion of final product on the scheduled dates.

- All aerial images which do not meet the quality of accuracy of the specifications, shall be returned to the contractor at which time the contractor shall have thirty (30) days to provide PAG with a satisfactory replacement.

SCHEDULE FOR DELIVERY AND PENALTIES

- All work shall be completed within 270 calendar days. The calendar days count from the notice to proceed of the first flight date.

- Penalties for missing the schedule will be assessed as follows:
 - 2% penalty per tile for up to 1 week late
 - 5% penalty per tile for up to 2 weeks late
 - 7% penalty per tile for up to 3 weeks late
 - 10% penalty per tile for up to 4 weeks late or more.

PRODUCT DELIVERABLES

1. Process Report

A narrative report shall be prepared describing equipment, procedures, and programs used for the aerial triangulation. Root-mean-square error summaries will be given for bundle adjustment photographic measurement residuals or strip tie point residuals and misclosures at control/check points. In addition, significant misfits encountered at control points, and steps taken to analyze such misfits and to rectify the discrepancies, will be described

2. Orthophotography

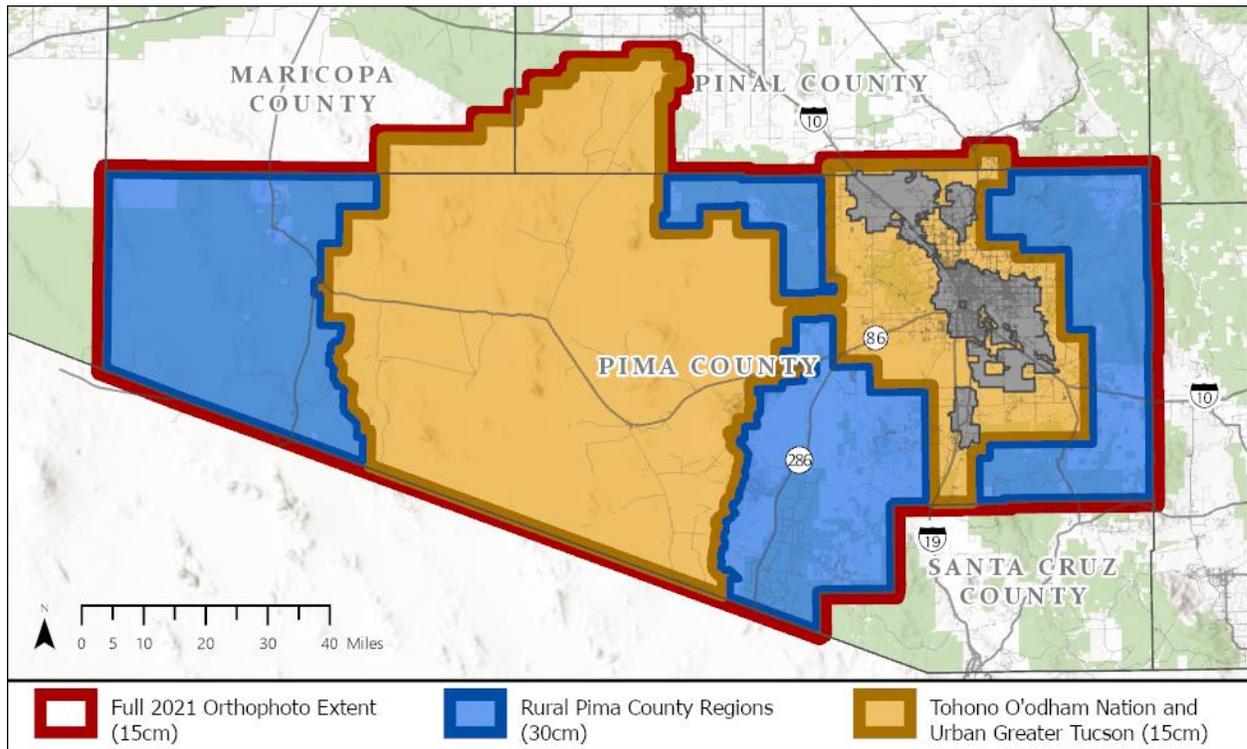
- Acquisition and Imagery Requirements
 - i. Cloud cover: less than 5% per square mile image
 - ii. Smoke/fire: less than 5% per square mile image
 - iii. Maximum allowable image shear: less than 3 pixels
 - iv. Sidelap: 20% or greater
 - v. Acceptable image blemishes and artifacts: Imagery should be blemish and artifact free
 - vi. Occlusions: Smearing from DEM inaccuracies or occlusions that exceed 3% of a 3x3 mile area are not acceptable.
 - vii. Contrast and color balance: should be consistent across the block
 - viii. Bridge smear: bridge or roadway warp is not acceptable
- Accuracy
 - i. 15cm imagery should be of sufficient quality and horizontal accuracy to support the potential future development of ASPRS Class 1 planimetric products if our partners so desire.
 - ii. 30cm imagery should meet ASPRS Class 3 accuracy standards.
- Coordinate Reference System
 - i. Obtained orthophoto imagery must be provided in State Plane, Arizona Central Zone (FIPS Zone 0202), NAD83 (2011) International Feet (EPSG #2868) and include ancillary vector file of photo-points with date and time stamps.
- Labeling and Tiling
 - i. Data shall be delivered on hard drives or appropriate media as agreed with PAG.
 - ii. The delivery media will become property of PAG after completion of the project.
 - iii. Format shall be TIFF uncompressed with world files (.tfw). All imagery data sets will be tiled in the Arizona PLSS with also a 300-foot buffer on all sides.
 - iv. TIFF files shall be named as follows: TxxSyyEzz_C06Y15.tif where xx is the PLSS Township number, yy is the PLSS Range number, and zz is the PLSS section number, and the last six characters represent the resolution and year.

3. Photopoints

- A vector dataset containing photopoints with date and time stamps for each imagery tile. Dataset can be delivered in a ESRI GeoDatabase feature class, Shapefile, or GeoPackage format.

PROJECT EXTENTS

These requested extents can be provided by the Pima Association of Governments as GIS files on request.



- Product 1: 4-band, minimum 15cm GSD 2021 orthophotography covering full extent of Pima County and the Tohono O'odham Nation (9,814 mi²) outlined in red the exhibit above.
- Product 2: 4-band, minimum 15cm GSD 2021 orthophotography covering Greater Urban Tucson and Tohono O'odham Nation (5,850 mi²) outlined in brown the exhibit above.
- Product 3: 4-band, 30cm GSD 2021 orthophotography covering rural areas in Pima County not covered by Tohono O'odham Nation and Urban Greater Tucson (product 2) (3,964 mi²) outlined in blue in the exhibit above.

Appendix B

Proposers Information Sheet

Please complete this form and return it with your response.

If you have any questions about this form, please contact
Robert Samuelson, Director of Finance, (520) 495-1468.

All firms proposing as prime contractors or subcontractors on Pima Association of Governments (PAG) projects are required to submit this form.

1. GENERAL INFORMATION

Name of Firm: _____

Street Address: _____

City, State, ZIP _____

Mailing Address: _____

City, State, Zip _____

Telephone Number: _____

Fax Number: _____

E-mail address: _____

Web Address: _____

Year Firm was established: _____

Check all that apply:

Is this firm a prime consultant? _____

Is this firm a sub-consultant? _____

Is this firm a certified DBE? _____

Is this firm currently debarred? _____

Is this firm currently the subject of debarment proceedings? _____

Identify specialty: _____

If so, by whom? _____

2. FINANCIAL INFORMATION

Firm's annual gross receipts (average of last 3 years):

_____ <\$500,000

_____ \$500,000 - 1,500,000

_____ \$1,500,000 - \$5,000,000

_____ >\$5,000,000

Information will be maintained as confidential to the extent allowed by federal and state law.

The undersigned swears that the above information is correct. Any material misrepresentation may be grounds for terminating any Contract which may be awarded.

Name, Title

Date

Appendix C

Product Cost Sheet

Responses must complete and include the following product cost sheet:

| Product # | Product Description | Square Miles | Cost per mi ² | Total Product Cost |
|-----------|---|--------------|--------------------------|--------------------|
| Product 1 | Minimum 15cm 4-band 2021 orthophotography covering full extent of Pima County and the Tohono O'odham Nation | 9,814 | | |
| Product 2 | Minimum 15cm 4-band 2021 orthophotography covering Urban Greater Tucson & Tohono O'odham Nation | 5,850 | | |
| Product 3 | 30cm 4-band 2021 orthophotography covering rural areas in Pima County | 3,964 | | |

Appendix D

Evaluation Methodology*

| | |
|--|-----|
| Firm Qualification | 30% |
| Ability to acquire imagery within idealized date range | 15% |
| Project Understanding and Approach | 25% |
| Budget | 30% |

*Interview (s) and/or Best and Final Offers (if warranted, may cause re-evaluation)