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Request for Qualifications/Proposal (RFQ/P)

For Consulting Services for Request For Proposals (RFP) Development, Vendor Selection

For the Acquisition of Aerial Mapping Products (Spring 2019)

For a Consortium of Local Governments

Coordinated by

Bi-State Regional Commission

July 16, 2018

Bi-State Regional Commission (Bi-State), located in Rock Island, Illinois, is seeking proposals from qualified professional firms to provide technical assistance to Bi-State and a consortium of local governments with RFP Development and Vendor selection for regional aerial photography/digital base mapping updates in 2019. Bi-State has coordinated three regional photogrammetry projects (2005, 2009, 2014) 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 Qualifications and Proposals (RFQ/P) is being released to select a consultant to assist Bi-State and its partner governments with securing a Vendor for the acquisition of aerial imagery and digital base mapping. Bi-State staff and consortium representatives will review and select a qualified consultant for these services as part of a project Task Force.

The Task Force 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 Task Force prior to release to Vendors in fall 2018 (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.

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- 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 Task Force to discuss and review. Decision on final short list of Vendors shall be made by the Task Force.

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 via email and approved by and shared with the Task Force.

- 3.) Consultant shall be present for on-site interviews with shortlisted Vendors. Following the interviews, Consultant shall then recommend a final Vendor to Bi-State for review and discussion based on the Consultant's scoring guide. Consultant shall be available during the Consortium Task Force 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 Task Force 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 Task Force 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 RFQ/P. 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*

5:00 p.m., August 3, 2018 – Consultants shall submit proposals in PDF format via email to: Brandon Melton, Senior Planner, Bi-State Regional Commission, bmelton@bistateonline.org. Please direct any questions to Mr. Melton.

August 10, 2018 – Consultant selected

August 13, 2018 – Consultants notified of selection

August 17, 2018 – Contract in place with awarded Consultant, work commences

September 21, 2018 – Draft RFP due to Consortium

October 5, 2018 – Final RFP due to Consortium

October 12, 2018 – RFP published

October 26, 2018 – Vendor responses due

November 2, 2018 – Review of Vendor proposals complete

November 14-15, 2018 – Vendor interviews

November 30, 2018 – Vendor selection

December 3, 2018 – Vendors notified of selection

December 3, 2018 – January 31, 2019 – Contract development/approval with
selected Vendor

*Note: Schedule is subject to change.