

# Request for Proposals #1545P

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Street Level Imagery/LiDAR Data



Request for Proposals to provide cost of all labor, support, and training to complete the Service in accordance with the attached Statement of Service.

# REQUEST FOR PROPOSAL

## Geographic Information System (GIS)

### Introduction and Overview

This Request for Proposals is issued by the Alexandria Utility System (AUS) and the City of Alexandria (COA) to obtain proposals from parties wishing to provide various professional services related to high resolution street-level imagery tightly integrated with street-level LiDAR data.

COA has approximately 577 lane miles of roadway within the boundaries of the city (bodies of water are not in-scope). AUS provides Electric, Gas, Water, and Wastewater service to approximately 24,000 customers in and around the corporate limits of Alexandria. AUS has in excess of 65,000 meter endpoints currently in service.

The project envisions the capture of image/LIDAR data by instrumented vehicles driving a pre-determined list of publicly accessible roads, streets, highways, managed lanes, and parks as well as some private or restricted roadways and other areas of interest. Image capture shall be 360 degrees to sky surrounding every acquisition point (maximum twenty (20) linear feet between acquisition points). The data acquisition vehicles will be equipped to accurately and precisely record vehicle position in three dimensions. LIDAR data will be acquired simultaneously and integrated with the high-resolution photography in a manner that allows precise x, y, z, and sigma measurements to be extracted and recorded by selecting a relevant measurement point (pixel) on a photograph of structures within the study area.

AUS and COA, during the process of creating, developing, and updating the street-level imagery and LiDAR, has identified a number of tasks for which it anticipates the need for professional support and training services. This Request for Proposal (RFP) requests a response for services to include but are not limited to the following:

- Integration of street-level imagery and LiDAR data into Autodesk® and ESRI® products and services.
- Street-level imagery and LiDAR support capable of assisting and training end-user and administrator modules.
- Integrating and troubleshooting integrated CAD, GIS and database tools.
- Configuration and maintenance of street-level imagery and LiDAR.
- Customer support services for periodic software updates and upgrades and other activities to support and maintain proper operation for the street-level imagery and LiDAR.

## 1.0 PROPOSAL INSTRUCTIONS

- 1.1) **Questions Prior to Opening:** All questions must be in writing and directed solely to the issuing office. Questions may be emailed to the AUS Director or his/her designee. Questions that may be answered by directing the bidder to a specific section of the RFP may be answered by phone or email. Other questions may be more complex and require a written amendment to the RFP. A summary of all pertinent questions and answers will be sent to participating vendors.
- 1.2) **Preparation Costs:** AUS will not pay any cost(s) associated with the preparation, submittal, presentation, or evaluation of any proposal.
- 1.3) **Preparation of Proposals:** Each offer must be legible and signed. All proposals must also be submitted in the following order:
- Section 1: Executive Summary
  - Section 2: Technology Solution Overview
  - Section 3: Project Overview
  - Section 4: Service Pricing
  - Section 5: Vendor' Information
    - Vendor's financial information
    - Detailed company ownership – last 10 years (include any Bankruptcy information, pending litigation, or material contingent liabilities.)
    - Company size – number of employees and location(s)
  - Section 6: Client Reference List
- 1.4) **Addenda:** All vendors shall acknowledge receipt of any addenda to a Request. Failure to acknowledge receipt of any addenda may render the bid non-responsive. Changes to a Request shall be made solely by a written addendum issued by the AUS. Suppliers are asked to promptly notify AUS of any ambiguity, inconsistency, or error that maybe discovered after examining the Bid Documents.
- 1.5) **Marking and Mailing Offers:** Proposals should be emailed, faxed, hand-delivered or mailed to:

Michael Marcotte, Director of AUS  
City of Alexandria  
P.O. Box 71  
Alexandria, LA 71309  
[michael.marcotte@cityofalex.com](mailto:michael.marcotte@cityofalex.com)  
Office: 318-449-5008  
Fax: 318-449-5080

- 1.6) **Closing Date for Offers:** All Proposals shall be received promptly at 12:00 PM Central Standard Time on, November 30, 2020 at the following location via email, fax, hand-delivery or mail:

Michael Marcotte, Director of Utilities  
City of Alexandria  
P.O. Box 71  
Alexandria, LA 71309  
[michael.marcotte@cityofalex.com](mailto:michael.marcotte@cityofalex.com)  
Office: 318-449-5008  
Fax: 318-449-5080

- 1.7) **Inquiries and Questions:** Any explanation desired by a Proposer regarding the meaning or interpretation of this RFP and any attachments must be emailed to [michael.marcotte@cityofalex.com](mailto:michael.marcotte@cityofalex.com) or [curtis.fogleman@cityofalex.com](mailto:curtis.fogleman@cityofalex.com). All communications must include in the subject line “**City of Alexandria-RFP #- Proposal for Street Level Imagery/LiDAR Data**”. All inquiries and questions must be submitted by 5:00 PM Central Standard Time, on November 16, 2020.

Michael Marcotte  
Director of Utilities  
City of Alexandria  
P.O. Box 71  
Alexandria, LA 71309  
[michael.marcotte@cityofalex.com](mailto:michael.marcotte@cityofalex.com)

Curtis Fogleman  
GIS Manager  
City of Alexandria  
P.O. Box 71  
Alexandria, LA 71309  
[curtis.fogleman@cityofalex.com](mailto:curtis.fogleman@cityofalex.com)

- 1.8) **Modification of Offers:** A vendor may modify a submitted proposal by letter at any time prior to the deadline for the receipt of bids. Modifications must be received in a sealed envelope or container with the Company’s Name, Proposal Name, Proposal Number, and the Closing Date and Time clearly marked.
- 1.9) **Withdrawal of Offers:** A proposal may be withdrawn upon written request from the vendor to the Director of AUS prior to the Closing Date.
- 1.10) **Disclosure:** At the time of closing, all proposals and other material(s) submitted become the property of AUS and may be returned only at AUS’s option. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time of notice of Intent to Award is issued.
- 1.11) **Insurance:** Respondent shall furnish, attached to the bid document, a current copy of his Certificate of Insurance indicating limits of General Liability, Automobile Liability and Worker’s Compensation in force at the time of the bidding. Evidence of reliable insurance to fully indemnify against long-term liabilities shall be part of

the evaluation criteria for award of this bid. Certificate of Insurance shall have a General Liability Aggregate of Four Million (\$4,000,000) Dollars and a per person/per occurrence of Two Million (\$2,000,000) Dollars. Automobile Liability will have a Combined Single Limit of Two Million (2,000,000) Dollars. Also on the Certificate, the City shall be named as an “additional insured” and a waiver of subrogation in favor of the City of Alexandria. On the Certificate of Insurance under Worker’s Compensation, it shall state that “This is a standard Worker’s Compensation Policy”, with statutory limits. Cancellation of any Certificate of Insurance should require sixty (60) days notice to the City of Alexandria, but under no circumstances less than thirty (30) days notice. Also, the following wording must be removed before acceptance of the Certificate: “Endeavor to” or “But failure to mail such notice shall impose no obligation of liability of any kind upon the company, its agents or representatives.” Certificate holder shall be the City of Alexandria, P.O. Box 71, Alexandria, LA 71309-0071, Attention: Purchasing Manager.

## 2.0 General Provisions – Please Read Carefully

- 2.1) Pursuant to LA R.S 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
- 2.2) Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
- 2.3) Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
- 2.4) Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
- 2.5) Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.
- 2.6) In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
- 2.7) Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
- 2.8) Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.

- 2.9) The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
- 2.10) All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
- 2.11) The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.
- 2.12) Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
- 2.13) Responses will not be publicly opened.
- 2.14) Cash discounts may be accepted, but SHALL NOT be considered in making award.
- 2.15) Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
- 2.16) When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
- 2.17) The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
- 2.18) The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.

- 2.19) Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
- 2.20) Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
- a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
  - b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
  - c) By satisfactory completion of all services and obligations described in the contract.
  - d) If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.
- 2.21) Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this



directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

2.22) All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendams listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

2.23) In-State preferences shall not apply to procurements involving federal funds.

- 2.24) Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website ([www.cityofalexandria.com](http://www.cityofalexandria.com)) and posted on Central Bidding's website ([www.centralauctionhouse.com](http://www.centralauctionhouse.com)) if applicable.
- 2.25) All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the Master Agreement, to include all applicable federal clauses.
- a) Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at [www.sam.gov/portal/sam](http://www.sam.gov/portal/sam), under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.
- 2.26) Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the *AFEAT Program* should be directed to the Division of Finance. As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's *AFEAT* goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

## Alexandria Fairness, Equality, Accessibility and Teamwork Program (AFEAT)

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. *Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. *Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. *Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. *Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. *Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

Sincerely,

City of Alexandria

## 3.0 STATEMENT OF SERVICES

### **SERVICE SPECIFICATIONS**

***The contractor will need to support and train the City of Alexandria’s staff to extend the capability of their street-level imagery and LiDAR. AUS and COA staff will apply the captured data in several use cases. The following represents contractor deliverables resulting from this RFP. This RFP is not intended to be a comprehensive list, instead, its intent is to provide additional insight into the nature of the desired services to include but not be limited to the below mentioned deliverables:***

#### **3.1) Technical Requirements:**

##### **Street-Level Imagery and LiDAR:**

- 360 Degree by 180 Degree, panoramic, parallax-free imagery (Street to Sky).
- Individual images shall be captured at 100-megapixel resolution (Minimum).
- Sub-inch pixel resolution to meet International Association of Assessing Officers (IAAO0 desktop review requirements.
- Imagery shall provide global positioning system (GPS) location and azimuth of photo direction.
- Embedded LiDAR data for measurements
- Imagery and supporting systems shall allow for accurate dimension, area, and point measurement (x, y, and z).
  - 3.9 inch location accuracy
  - 4 inch absolute accuracy
  - 0.8 inch measurement accuracy
- A privacy filter shall be applied to all applicable photographs to blur both human faces and vehicle license plates.
- LiDAR capture for use in future extraction needs.
- LiDAR vertical datum shall be North American Vertical Datum (DAVD) 88. Horizontal datum shall be North American Datum (NAD) 83 Louisiana North (US Feet).
- Final Collection mileage to be +/- 5% of contracted amount, any overage +5% will be invoiced according to per mile price sheet.

##### **Street-Level Imagery and LiDAR Access:**

- Cloud hosted software solution shall provide access to captured street-level imagery and LiDAR.
- Provide a web-based client that includes measuring tools for use by non-geographic information system (GIS)/non-technical staff.

- Pan and zoom controls.
- Editable and accurate measuring tools for length, area, and height of features.
- Calculate heights from observable street and/or sidewalk elevations within the image.
- Measurement shall be reported in multiple units of measure (feet, meters, etc.).
- Editable text and report formatting.
- GIS integration for viewing imagery (ArcGIS Desktop, ArcGIS Pro, Arc GIS Server, ArcGIS Online, Widgets for ArcGIS Web App Builder, AutoDesk products and services, etc.).
- The solution shall include an Application Programming Interface (API) or widget to access imagery from internal web-based applications.
- Imagery services shall allow for direct editing of geodatabase or feature services within the imagery via desktop or web application.
- Unlimited user logins for web-based client and unlimited licenses for GIS integrations shall be granted to all city staff for a duration of a minimum two (2) year license term.
- After two (2) license term unlimited user logins for web-based client and unlimited licenses for GIS integrations shall be granted to all city staff at a per year basis (Annual Hosting Fee).

**Street-Level Imagery/LiDAR Licensing (Data & Apps/APIs):**

- Cloud hosting storage and access for duration of license term include contract renewal options.
- Following the expiration of the initial twenty-four (24) month contract term, contractor shall indicate fee per mile of storage and access to historical image/LiDAR data to compensate for cloud hosting fee.
- Any cut out or screen scraped images may be stored by the City and shared with the public or any other agency perpetually.
- City staff (both employees and contractors) reserve the right to use licensed, Web-based Applications and APIs for its benefit, not to extend to third parties for their separate use.

**3.2) Areas of Interest:**

The City of Alexandria and the Alexandria Utility System wish to acquire data in the following general areas:

- Single-Family Residential
- Highways
- Gated Communities/Private Streets

- Multi-family Residential
- Commercial Properties
- Government/School Properties
- Mobile Home Parks

\*\*Note: The above list is not intended to be a comprehensive list.

The City of Alexandria and the Alexandria Utility System does not consider RESTRICTED ACCESS PROPERTIES in-scope. Such properties include:

- Industrial Properties
- Non-drivable Bike and Walking Paths
- Commercial Gated Properties

### 3.4) **Acquisition:**

#### **Street-Level Imagery/LiDAR:**

- All imagery/LiDAR data shall be captured in February 2021, (or a negotiated alternative), incremental deliveries of completely processed data are expected from the vendor, the “Go Live” data for the system to be on or before May 2021 (or negotiated alternative).
- Delivery of initial imagery shall begin no later than one (1) month after official start date.
- Capture every street, its associated buildings and infrastructure as described in provided shape file.
- Access to gated areas will be coordinated with the Project Partners.
- Any in-scope street segment not captured shall require an explanation as to why street image data was not acquired.

### 3.5) **Customer Support:**

#### **Customer Support:**

The vendor must offer eight (8) hours per day customer support, five (5) days a week. Specify details of the vendor’s support package.

## 4.0 DELIVERABLES AND PRICING

- Imagery/LiDAR Capture @ \$\_\_\_\_\_Per Mile
- Software/App/API Support @ \$\_\_\_\_\_Hr.
- System integration, updating, testing and reloading (per update)
  - Autodesk® Products and Services @ \$\_\_\_\_\_(Lump Sum)
  - ESRI® Products and Support @ \$\_\_\_\_\_(Lump Sum)
- On-site training
  - Software/App/API @ \$\_\_\_\_\_(Lump Sum)
- Annual maintenance or support fee @ \$\_\_\_\_\_(Lump Sum)

Please describe in detail any assumptions or conditions incorporated in the proposed solution and pricing.