



The Rio Grande Council of Governments

REQUEST FOR PROPOSALS (RFP)

For

Rio Grande Council of Governments Ortho & Oblique Imagery Project 2024

Proposals Due by 11 am MST on December 1, 2023

Proposals will be evaluated at 11:30 am on December 1, 2023



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I. Summary

The Rio Grande Council of Governments (RIOCOG) hereby issues this **Request for Proposals (RFP)** in order to solicit proposals from individuals, firms, or teams comprised of multiple firms, who can provide approximately 21,000 sq. miles of aerial imagery encompassing the following five (5) counties: **Hudspeth, Culberson, Jeff Davis, Presidio, and Brewster** and six (6) municipalities which include: **City of Dell City, Town of Van Horn, City of Valentine, City of Marfa, City of Presidio, and City of Alpine**. RIOCOG has received grant funding from the State Commission on Emergency Communications to perform this function. As per required by the funding agency, RIOCOG will compensate the top proposer once all images are received and deemed satisfactory.

II. Desired Deliverables

1. Oblique and Ortho aerial imagery of all counties referenced above.
 - a. On premise deliver of 6" resolution for Public Safety Answering Point map integration and display.
2. Oblique and Ortho aerial imagery of all cities referenced above.
 - b. On premise deliver of 3" resolution for Public Safety Answering Point map integration and display.
3. The aerial imagery must be geo-referenced to the Texas State Plan Coordinate System NAD83 Texas Central Zone adjusted horizontal and NAVD88 vertical data.
4. Off-line access to imagery provided in JPE2000 or MrSID format.
5. All flight operations must occur between January 2024 through May 2024. If the weather will not permit this flight schedule, RIOCOG will extend the flight window as necessary only if the weather does not permit the scheduled flight time to occur.
6. Ortho and Oblique imagery must be compatible with GeoComm mapping application through Web Map Tile Services (WMTS) or Web Map Services (WMS) for use in Public Safety Answering Points (PSAPs).
7. At the end of the contract term, all on premise Ortho and Oblique imagery shall then become property of RIOCOG.

III. All proposals must be submitted to RIOCOG via email to Marisaq@riocog.org no later than 11 am MST on December 1, 2023.

IV. Required Elements in Response/Response Format

Individuals, firms, and teams responding to this solicitation shall provide the following information in their proposals in the order listed below. Only complete submittals will be evaluated.



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1. Cover letter

Respondents should submit a cover letter expressing their interest in the project. The letter must contain, at a minimum, the following:

- a. Statement of interest;
- b. Certification that the information and data submitted are true and complete to the best knowledge of the individual signing the letter;
- c. Respondent's name, address, telephone number, fax number and email address of the individual to contact regarding the submittal;
- d. Provide insurance and bond information for individual, firm or teams of firms and
- e. An authorized principal or partner of a firm shall sign the letter.

2. Qualifications and Experience of the Respondent(s)

Respondents shall describe projects and their experience of the past three years relevant to the scope of services. Respondents should place particular emphasis on projects for which key staff to be assigned to this project have either been primarily responsible or have performed substantial work. If subcontractors are to be used, the means by which these firms will participate must be specified and their experience and credentials presented in this section.

3. Qualifications and Experience for Key Staff

Respondents shall identify the key individuals to be assigned to this project (by name and position) and describe the work tasks assigned to each individual. The respondent must also provide experience summaries of these key individuals, describing for each individual their previous experience on similar projects in similar roles, their educational background, and their length of tenure with the consulting firm. Resumes of these key individuals may also be included. Respondents shall also list any professional affiliations, licensures, and certifications that are pertinent to the project.

4. References

Respondents shall submit names, addresses, and phone numbers of references familiar with the Respondent's ability, experience, and reliability in the performance and management of projects of a similar nature. Respondents must submit a minimum of three references.

5. Cost Information

Respondents shall also include a breakout of general operating expenses, the costs associated with any materials or services that may be required, travel expenses (must not exceed maximum state rates) or any other miscellaneous costs that are anticipated in the course of performing the tasks. Overhead costs, including, without limitation, faxing, cellular phone air time, and computer processing time, must be borne exclusively by the selected respondent(s) as a cost of doing business.



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6. Project Management and Scheduling Expertise

Respondents shall identify the management techniques that they are using to ensure the completion of project deliverables in accordance with contractual and quality control requirements and within schedule and budget. Respondents should include any additional information or services that sets their proposal apart from others.

7. Selection Process

RIOCOG will establish a proposal review team to review the responses to this solicitation using the weighted criteria listed below for evaluation. The total points available will be 100. After the review of responses, oral interviews of the most qualified respondent(s) may be conducted at the discretion of the review team. The proposal review team will then make a recommendation to the RIOCOG Board of Directors for approval to proceed with contract negotiations with the selected respondent. Upon approval, the selected respondent(s) will be notified and negotiations for a contract to provide services will commence. **Proposers may not contact the board or anyone in the evaluation team. All questions must be directed to Marisa Quintanilla, Regional Services Director, 915-533-0998, ext. 119 or marisaq@riocog.org.**

40%	Qualifications and Experience of Respondent & Key Staff that will be involved in project
10%	References
30%	Cost Information
20%	Project Management and Scheduling Expertise

V. Procurement Grievance Procedures

1. Definitions

- a. A grievance is defined as limited to an alleged improper interpretation, application, or violation of an individual's terms and conditions regarding the Request For Proposal process.
- b. A "party of interest" is the person or persons making the appeal and any person who might be required to take action or against whom action might be taken to resolve the claim.
- c. Failure by the aggrieved at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be acceptance of the decision rendered at that step.

VI. Procedure

1. General

- a. Failure by the Administration at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.



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- b. The time limits specified may be extended by mutual agreement and shall be exclusive of discretionary leave and scheduled vacation.
- c. Failure by the aggrieved at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be acceptance of the decision rendered at that step.

VII. Action and Appeal

1. *Level 1*

The grievance must be discussed with the Regional Services Director within ten (10) calendar workdays after the individual(s) first knew or should have known of the event or series of events causing the complaint. If the matter is not resolved by the Regional Services Director within ten (10) calendar workdays, then the aggrieved shall present the grievance in writing proceeding to Level 2.

2. *Level 2*

If the outcome of the resolution at Level 1 is not to the individual's satisfaction, the individual(s) must submit a grievance in writing with a request to meet with the Executive Director within ten (10) calendar workdays. The grievance shall specify:

- The matter at issue or in dispute;
- The reason for grieving; and
- The remedy sought.

3. *Level 3*

If the grievance is not resolved to the individual's satisfaction at Level 2, then the individual may appeal to the Rio Grande Council of Governments Board of Directors' Officers in writing within ten (10) calendar workdays after receipt of the final decision made by the Executive Director. The RIOCOG Board Officers will determine only whether the decision was reasonable on the basis of record and not capricious or irresponsible. The RIOCOG Board Officers will give its report to the Board of Directors for the final decision. The RIOCOG Board's final decision shall be rendered, in writing, to the parties involved.

VIII. Special Conditions

1. Rejection Rights

All respondents are notified that the execution of a contract pursuant to this solicitation is dependent upon approval by RIOCOG. RIOCOG reserves the right to reject all responses and re-solicit if deemed by RIOCOG to be in its best interest, and to abandon the project and this RFP at any time for any or no reason. The selection of a respondent or respondents is also conditioned on the negotiation of an acceptable contract.



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2. Other Conditions; Reservation of Rights

This is a solicitation and not an offer to contract. The provisions in this solicitation and any procurement or purchasing policies or procedures of RIOCOG are solely for the fiscal responsibility of RIOCOG and confer no rights, duties, or entitlements to any party submitting responses to this solicitation. RIOCOG reserves the right to issue clarifications and other directives concerning this solicitation; to require clarification or further information with respect to any response or proposal received; to waive any informalities or irregularities; and to determine the final scope and terms of any contract, and whether to enter any contract. The provisions herein confer no rights, duties or entitlements to any respondent.

3. Cost of Response Preparation and Other Charges

Respondents are solely responsible for all costs of preparing their proposals and participation in this solicitation and RIOCOG assumes no responsibility for payment of any expenses incurred by a respondent as part of this process. For the selected firm, no reimbursement will be made by RIOCOG for any costs incurred prior to full execution of a contract and issuance of written notice by RIOCOG to commence project services.

4. Conflict of Interest

Respondents shall not engage in any business or personal activities or practices or maintain any relationships that conflict in any way with the full performance of respondents' obligations in this project. Respondents shall acknowledge that with respect to any subsequent contract, even the appearance of a conflict of interest is harmful to RIOCOG's interests. Absent RIOCOG's prior written approval, respondents shall refrain from any practices, activities or relationships that reasonably appear to be in conflict with the full performance of the respondent's obligations to RIOCOG. If a conflict or appearance exists, or if the respondent is uncertain whether a conflict or the appearance of a conflict of interest exists, the respondent shall submit to RIOCOG a disclosure statement setting forth the relevant details for RIOCOG's consideration. Failure to promptly submit a disclosure statement or to follow RIOCOG's direction in regard to the apparent conflict constitutes a breach of contract. All proposals will be checked against the Excluded Parties List System, which is maintained by the General Services Administration. If an authorized principal or firm is listed, the proposal will be disqualified.

5. Texas Public Information Act Requirement

1. All proposals and their accompanying attachments become the property of RIOCOG upon submission and are subject to the Texas Open Records Act.
 - a. If the respondent considers any portion of its proposal to be privileged or confidential by statute or judicial decision, including trade secrets and commercial or financial information, clearly identify those portions.
 - b. Proposals will be opened in a manner that avoids disclosure of the contents to competing proposers and keeps the proposals secret during negotiations. All



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proposals are open for public inspection after the contract is awarded, but trade secrets and confidential information in the proposals are not open for public inspection.

RIOCOG will honor the respondent's notation of trade secrets and confidential information and decline to release such information initially. The final determination of whether a particular portion of the proposal is in fact a trade secret or commercial or financial information that may be withheld from public inspection will be made by the Texas attorney General.

- c. In the event a public information request is received for a portion of the proposal that has been noted as being confidential information, the respondent will be notified of the request and the respondent will be required to justify its legal position in writing to the Texas Attorney General pursuant to Section 552.305 of the Government Code. In the event that it is determined by opinion or order of the Texas Attorney General that such information is in fact not privileged and confidential, then such information will be made available to the requester.
 - d. Marking the entire proposal CONFIDENTIAL/PROPRIETARY is not in conformance with the Texas Open Records Act.
6. Certification regarding drug-free workplace requirements
The proposer must submit a completed form certifying that it complies with the drug-free workplace requirements.

The proposer certifies that it will provide a drug-free workplace by: (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (b) Establishing a drug-free awareness program to inform employees about— (1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation and employee assistance programs, and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will— (1) Abide by the terms of the statement; and (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction; (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction; (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted— (1) Taking appropriate personnel action against such an employee, up to and including termination; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; (g) Making a good faith



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effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Typed Name and Title of Certification Official

Signature

Date

- IX. RIOCOG Contact Information**
Marisa Quintanilla
Regional Services Director
Rio Grande Council of Governments
8037 Lockheed, Ste. 100
El Paso, Texas 79925
Office phone: 915-533-0998 x 119
Cell phone: 915-588-0593
Email address: Marisaq@riocog.org