

**COUNTY OF BOONE - MISSOURI**



**REQUEST FOR PROPOSAL  
FOR  
TOPOGRAPHIC AND PLANIMETRIC MAPPING**

**RFP #38-19AUG08  
Release Date: July 18, 2008**

**Submittal Deadline:  
August 19, 2008  
not later than 10:30 a.m. CST**

**Boone County Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201**

**Melinda Bobbitt, CPPB, Director  
Phone: (573) 886-4391 Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)**



**NOTICE OF REQUEST FOR PROPOSAL**

Boone County is accepting Request for Proposals for the following:

**PROPOSAL #: 38-19AUG08 – Topographic and Planimetric Mapping**

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, August 19, 2008** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org).

Vendors may obtain further information on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB  
Director of Purchasing

Insertion: July 23, 2008  
COLUMBIA DAILY TRIBUNE



## 1. INTRUCTIONS AND GENERAL CONDITIONS

1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 10:30 A.M.**, Central Time, on Tuesday, August 19, 2008 to:

Boone County Purchasing Department  
Melinda Bobbitt, CPPB, Director  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 10:30 A.M. and will return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and seven (7) copies of the proposal (total of eight). Proposals will be opened publicly at 10:30 a.m. on August 19, 2008, but only names of Offerors will be read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person or firm who requests it.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.



## **2. INTRODUCTION AND GENERAL INFORMATION**

### **2.1 Introduction:**

**2.1.1** This document constitutes a request for sealed proposals for **Topographic and Planimetric Mapping** as set forth herein.

**2.1.2** Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Services
- 4) Proposal Submission Information
- 5) Response/Pricing Page
- 6) Debarment Certificate
- 7) No Bid Response Form
- 8) Attachments
  - a. Topographic / Planimetric Contract Map
  - b. Geographic Reference System Diagram
  - c. ArcGIS 9.0 Topographic GeoDatabase - Data Dictionary
  - d. ArcGIS 9.0 Planimetric GeoDatabase - Data Dictionary

### **2.2. Guideline for Written Questions:**

**2.2.1** All questions regarding this Request for Proposal shall be submitted in writing, prior to the pre-proposal conference and no later than 5:00 p.m., Thursday, August 14, 2008. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at [www.showmeboone.com](http://www.showmeboone.com) (Select Purchasing, then Current Bid Opportunities). Submit questions to:

- e. Melinda Bobbitt, CPPB  
Director of Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

**2.2.2** In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.

**2.3. Delivery Date** – The delivery date(s) or when work will start, shall be stated in definite terms, as they will be taken into consideration in making the award.

**2.4. Pricing** – Prices must be stated in units of quantity specified on the Response/Pricing Page, and must be firm. Pricing qualified by escalator clauses may not be considered.



## SCOPE OF SERVICES

### **3.1. Project Description:**

The County of Boone – Missouri, hereafter referred to as the *County*, seeks a qualified firm to provide the County of Boone, Missouri with a complete set of digital topographic and planimetric mapping.

### **3.2. Background Information:**

Boone County is situated in Central Missouri and is dissected by Interstate 70 and US Highway 63. It is a fast-growing county known for its highly educated work force, low cost of living, award-winning schools, and unique blend of rural and urban lifestyles. Boone County includes eleven communities: six cities (Columbia, Centralia, Ashland, Rocheport, Sturgeon, Hallsville) and five other communities (Harrisburg, Hartsburg, Pierpont, Huntsdale, and McBaine). The County has a population of approximately 143,000 and contains 691 square miles.

Boone County carried out its most recent county-wide digital aerial photography project in 2007. The submitted proposal response for Aerial Photos for Boone County is currently posted on the Boone County web site. Among the products delivered were natural color orthorectified digital photos. All photos were acquired at 1"=100' scale to support the creation of 2' topographic and planimetric products through a joint RFP with the City of Columbia.

Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>.

Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

### **3.3. Scope of Work:**

- 3.3.1. Purpose** – The purpose of the Scope of Work is to provide the County of Boone, Missouri with a complete set of digital topographic and possibly select planimetric mapping for the areas shown on the Topographic / Planimetric Contract Map. The contractor shall furnish the materials, supervision, labor, equipment, and transportation, and shall execute and complete all of the work required by the contract in conformance with these specifications.
- 3.3.2.** The following is a description of the various tasks that will define the Scope of Work. Within the Scope of Work, there are a number of identified OPTIONS. The County will only award one OPTION. The County will expect the Contractor to perform the services noted below. Please respond to this listing in your proposal.

**3.3.3. TECHNICAL SPECIFICATIONS FOR PHASE I: DIGITAL TOPOGRAPHIC AND PLANIMETRIC MAPPING**

**3.3.3.1. WORK STATEMENT**

Boone County would like 2-foot topographic contour and planimetric datasets for the approximate 466 square mile area outside of the City of Columbia Metropolitan Planning Boundary as shown on the Topographic / Planimetric Contract Map. For dataset consistency and cost effectiveness, the use of the imagery and DEM developed during the 2007 Boone County orthophotography project to generate the topographic/planimetric data in these areas is preferred. Samples of the 2007 datasets are available for download on the Boone County Purchasing website.

**3.3.3.2. BOONE COUNTY REFERENCE DATA**

Boone County will provide the following datasets in ESRI 9.x format. All datasets will be provided in Missouri State Plane Central Zone Coordinate System, NAD83, US Feet.

- Project area tiles
- HARN control points
- Surface water, road centerline, bridge locations (if required) – Note: Boone County's existing datasets are 2-D only, they do not have elevation attributes.

Additional datasets may be requested from Boone County for the enforcement of contours, but the additional layers requested may not be available at the time of contour processing. All datasets provided by Boone County are only to be used for the duration of this project solely for the purpose of preparing the deliverables outlined in this RFP and the Contractor will be required to sign a Boone County GIS License Agreement.

**3.3.3.3. MAP ACCURACY**

- a. The accuracy of all base maps shall be measured and reported in accordance with the National Standard For Spatial Data Accuracy FGDC-STD-007.3-1998.
- b. All base maps shall meet the accuracy requirements for Class 2 or better of the Missouri Mapping Standards 10 CSR 6.020 or the American Society for Photogrammetry and Remote Sensing (ASPRS) Accuracy Standards for Large Scale Maps.

Horizontal Accuracy (95% confidence level)

Map Scale	Class 1	Class 2
1"=100'	2.4 ft.	4.9 ft.
1"=200'	4.9 ft.	9.8 ft.
1"=400'	9.8 ft.	19.6 ft.
1"=1000'	24.5 ft.	48.9 ft.

Note: Accuracy = 2.447\* RMSE for large samples.

#### **3.3.3.4. AERIAL PHOTOGRAPHY**

It is the goal of the County to use imagery (DiMAC stereo-orthophoto pairs) and 100' DEM developed during the 2007 Boone County aerial photography project to generate the topographic/planimetric datasets delivered as part of this contract. In the event the imagery and/or DEM are either incompatible, not available, or unusable, the County will consider additional OPTIONS such as a new orthophoto and/or LiDAR flight suitable for the creation of 2-foot contours and planimetrics in the most time and cost effective manner.

#### **3.3.3.5. ANALYTICAL TRIANGULATION**

In the event new orthophotos are proposed, fully analytical aerial triangulation shall be utilized to establish precise relationships between the individual aerial photo systems and the defined datum and projection. The results of this process shall be used to densify existing ground control sets and providing a method of checking the horizontal and vertical control provided.

#### **3.3.3.6. TOPOGRAPHIC MAPPING**

##### **(MULTIPLE RETURN LiDAR TECHNOLOGY MAY BE USED AT VENDOR'S DISCRETION)**

Cartographically complete and topologically correct 2-foot contours and spot elevations to Class 2 - ASPRS Accuracies for Large Scale Maps are to be developed by the photogrammetric contractor. All contours are to be mapped regardless of topography. In densely wooded areas where heavy brush or tree cover obscures the ground, the contours should be shown as dashed lines, developed from the stereoscopic model, while making full use of the spot elevations measured photogrammetrically in places where the ground is visible. Index contours shall be labeled on a 10-foot interval.

Spot elevations should be shown in their proper positions to show lake and pond water levels; on hilltops and ground depressions; at the sags, crests, and intersections of well traveled roads; on bridge decks and dams; and similar locations. Spot elevations should also be used to better define the topographic surface when the terrain is flat and contours are widely spaced.

#### **3.3.3.7. PLANIMETRIC MAPPING**

Position of planimetric features shall comply with Class 2 - ASPRS Accuracy Standards for Large Scale Maps as described in 3.3.3.3. Annotation and titling will be optimized for 1"=100' topographic maps. Planimetric mapping should be in accordance with standard topographic mapping procedures and should show general planimetric and cultural features including, but not limited to the following list as documented in attachments C and D depending on which OPTION the County selects:

- a. Edge of Paved & Unpaved Roads, Railroads and Runways.
- b. Retaining Walls and Bridges.
- c. Hydrography, including intermittent streams defined by contours.
- d. Building footprints over 20' on one side.
- e. Parking lots classified by type (paved or gravel).
- f. Property fence lines not parallel to highways or streets.



g. Sidewalks will **NOT** be delineated.

### 3.3.3.8. DELIVERABLES

- a. Any DEM/DTM developed to produce the topographic maps in ESRI 9.x compatible formats.
- b. Any LiDAR data products such as raw data, DTM (bare earth), DSM (Reflective Surface), and intensity images.
- c. AutoCAD 2004 files of the Topographic/Planimetric maps tiled into individual DWG files. Paneling of drawing files should be based on the grid system that will be provided and edge matched with no overlap buffer. Butt-matching may be used. Contours are to be produced in 3D with proper elevations assigned to each polyline.
- d. Seamless Topographic/Planimetric map of the entire proposed area shown on the Topographic/Planimetric Contract Map, in an ESRI 9.x File Geodatabase. Feature Classes of the planimetric features identified in Section 3.3.3.7 should be provided for the proposed area shown on PHASE I Topographic/Planimetric Contract Map. Contours in an ESRI Personal Geodatabase shall be assigned proper elevation attribute data.
- e. FGDC compliant metadata in XML format, compatible with ESRI 9.x format, for each product delivered.
- f. All digital files will be delivered on DVD-ROMs.

**Sample GIS datasets of similar type and quality of those listed above must be supplied with the proposal.**

Alternative delivery formats may be proposed to support Boone County's business objectives. However, any proposed alternative formats must be fully supported by ESRI's 9.x products.

### 3.3.3.9. PROJECT TIMETABLE

The proposed project timeline will not specify actual delivery dates as the schedule will be relative to the availability of the 2007 orthophoto pairs or new orthophoto and/or LiDAR acquisition/processing completion dates. Alternate activity lengths may be proposed for consideration and approval by Boone County. The following table identifies the relative timelines for the delivery schedule:

Activity	Date
Project Kick Off	October, 2008
Part 1: Supply vendor 2007 orthophoto pairs or new aerial photo and/or LiDAR acquisition.	Fall-Winter 2008 (During 'leaf-off conditions')
Part 1a: Orthophoto production complete*	To be determined

(120 days from acquisition)	
Delivery of Pilot area products (30 days from completion of Part 1(a))**	To be determined
Delivery of first half of Countywide products (60 days from completion of Part 1(a))***	To be determined
Delivery of remaining Countywide products (120 days from completion of Part 1(a))****	To be determined
Project complete	To be determined

\* If required.

**3.3.3.10. PENALTY PAYMENTS FOR NON-PERFORMANCE:** The following penalties will apply for non-performance in regard to the timeline performance requirements specified in 3.3.3.9.

\*\* There will be a 10% penalty imposed on remaining amount due if timeline item is not met.

\*\*\* There will be a 7% penalty imposed on remaining amount due if timeline item is not met.

\*\*\*\* There will be a 5% penalty imposed on remaining amount due if timeline item is not met.

**3.4. Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

**3.4.1. Compensation Insurance -** The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

**3.4.2. Comprehensive General Liability Insurance -** The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property

damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.

**3.4.3. COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

**3.4.4. Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

**3.5. Indemnity Agreement:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

**3.6. Contract Terms and Conditions:**

**3.6.1.** The successful Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

**3.6.2.** Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

**3.6.3.** Boone County reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor **MUST** notify the County.

**3.6.4.** In case of any default by the Contractor, the County may procure the product or service from other sources and hold the Contractor responsible for any damages incurred including, but not limited to, excess cost or handling charge. The County shall have the right to remove any Contractor who defaults on any contract with the County from all Bidders' lists.

**3.6.5.** In performing all services under the resulting contract agreement, the Contractor will comply with all local, state and federal laws.



#### 4. PROPOSAL SUBMISSION INFORMATION

##### 4.1. RESPONSE TO PROPOSAL

###### 4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and seven (7) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Melinda Bobbitt, CPPB, Director of Purchasing  
601 E. Walnut Street, Room 208  
Columbia, MO 65201

b. The proposals must be delivered no later than **10:30 a.m. on August 19, 2008**. Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.1.2. **Competitive Negotiation of Proposals:** The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.

4.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.

4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.1.3. **Evaluation and Award Process:**

4.1.3.1. Boone County has selected an evaluation team to review responses and to make a formal recommendation for award to the County Commission. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluation team will use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

**a. Method of Performance**

**b. Experience/Expertise of Offeror**

**c. Cost**

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation and demonstration of their proposed system at a designated Boone County location or other site. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

**4.1.4. Evaluation:**

4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

4.1.4.2. **Qualifications Statement/References:** The Offeror shall provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP.

- a. **Offeror Qualifications:** Attach supporting documentation for the following:
  - i. Offeror Identification and Information
  - ii. Office Location
  - iii. When Organized / When Incorporated
  - iv. Offeror's Qualifications and Experience
  - v. Staff Qualifications
  - vi. Subcontracts/Subcontractors
- b. **References:** Name other entities (government agencies/municipalities preferred) for which you have provided similar services in the last five (5) years and provide a current contact name, email address and phone number for each account. Include a minimum of four references.

4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.1.4.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of

the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

- 4.1.4.5. Where the words “shall” or “must” are used, they signify a required minimum function of system capacity that will heavily impact the Offeror’s final response rating.
- 4.1.4.6. Where the words “should”, “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Offeror’s final response rating.
- 4.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

**4.1.5. Rejection / Withdrawal of Proposals Response:**

Rejection of Proposals The right is reserved by the County at its discretion to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with Offeror’s and to accept the proposal deemed to be in the best interest of the County.

Withdrawal of Proposals Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

**4.1.6. Validity of Proposal Response:**

Offeror agrees that proposal response shall remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.





**5. Response/Pricing Page**

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**RESPOND TO ALL ITEMS LISTED ON VENDOR RESPONSE SHEET  
THE COUNTY WILL ONLY AWARD ONE OPTION**

**5.1. Base Bid:**

**Topographics / Planimetrics Mapping**

Total square miles = 466. Please bid all work as domestic labor. Off-shore labor may be bid as an alternative.

**5.1.1. County Topographic / Planimetric**

A. OPTION 1 – 2' contours and full planimetrics per Attachment C and D using 2007 stereo-orthophoto pairs.

1. Cost for 466 sqmi – 2' Contours	\$ _____
2. Cost for 466 sqmi – Planimetrics	\$ _____
	Total \$ _____
Cost per sqmi – 2' Contours and planimetrics < 10 sqmi	\$ _____
	11-50 sqmi \$ _____
	51-150 sqmi \$ _____
	151-+ sqmi \$ _____

B. OPTION 2 – 2’ contours and minimum planimetrics using 2007 stereo-orthophoto pairs.

1. Cost for 466 sqmi – 2’ Contours	\$ _____
2. Cost for 466 sqmi – Planimetrics	\$ _____
	Total \$ _____
Cost per sqmi –2’ Contours and planimetrics < 10 sqmi	\$ _____
	11-50 sqmi \$ _____
	51-150 sqmi \$ _____
	151-+ sqmi \$ _____

C. OPTION 3 – 2’ contours and full planimetrics per Attachment C and D with new LiDAR and/or ortho flight.

1. Cost for 466 sqmi – 2’ Contours	\$ _____
2. Cost for 466 sqmi – Planimetrics	\$ _____
3. Cost for 466 sqmi – LiDAR Flight	\$ _____
4. Cost for 466 sqmi – Orthophoto Flight	\$ _____
	Total \$ _____
Cost per sqmi –2’ Contours and planimetrics < 10 sqmi	\$ _____
	11-50 sqmi \$ _____
	51-150 sqmi \$ _____
	151-+ sqmi \$ _____

D. OPTION 4 – 2’ contours and minimum planimetrics with new LiDAR and/or ortho flight.

1. Cost for 466 sqmi – 2’ Contours	\$ _____
2. Cost for 466 sqmi – Planimetrics	\$ _____
3. Cost for 466 sqmi – LiDAR Flight	\$ _____
4. Cost for 466 sqmi – Orthophoto Flight	\$ _____
	Total \$ _____
Cost per sqmi –2’ Contours and planimetrics < 10 sqmi	\$ _____
	11-50 sqmi \$ _____
	51-150 sqmi \$ _____
	151-+ sqmi \$ _____

E. OPTION 5 – LiDAR only flight and 2’ contours developed with reference datasets provided by Boone County.

1. Cost for 466 sqmi – LiDAR flight	\$ _____
2. Cost for 466 sqmi – 2’ Contours	\$ _____
	Total \$ _____
Cost per sqmi –2’ Contours < 10 sqmi	\$ _____
	11-50 sqmi \$ _____
	51-150 sqmi \$ _____
	151-+ sqmi \$ _____

**5.2. Alternate Bids:**

**5.2.1. Optional digital file format**

Option 1 – MrSID photomosaic of new orthophotos (if flown) \$ \_\_\_\_\_

**5.2.2. Optional 466 sqmi LiDAR flight (if not proposed in 5.1.1.)** \$ \_\_\_\_\_

**5.2.3. Optional County-wide 691 sqmi LiDAR flight (if not proposed in 5.1.1.)**  
\$ \_\_\_\_\_

**5.3. Additional Charges (if any) – List any additional charges below – Attach supporting documentation, if necessary.**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

**5.4. Delivery Dates**

a. Estimated date of Aerial and/or LiDAR flight (if proposed): \_\_\_\_\_

b. Estimated delivery date (County Topographic / Planimetric): \_\_\_\_\_

c. Estimated days to complete the Optional file 1 - MrSID photomosaic of new orthophotos (if proposed): \_\_\_\_\_

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

**(Please complete and return with Response Page)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR  
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**"No Bid" Response Form**

**Boone County Purchasing**  
601 E. Walnut, Room 208  
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director  
(573) 886-4391 – Fax: (573) 886-4390

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**"NO BID RESPONSE FORM"**

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO  
SUBMIT A BID**

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

**Bid: 38-19AUG08 – Topographic and Planimetric Mapping**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

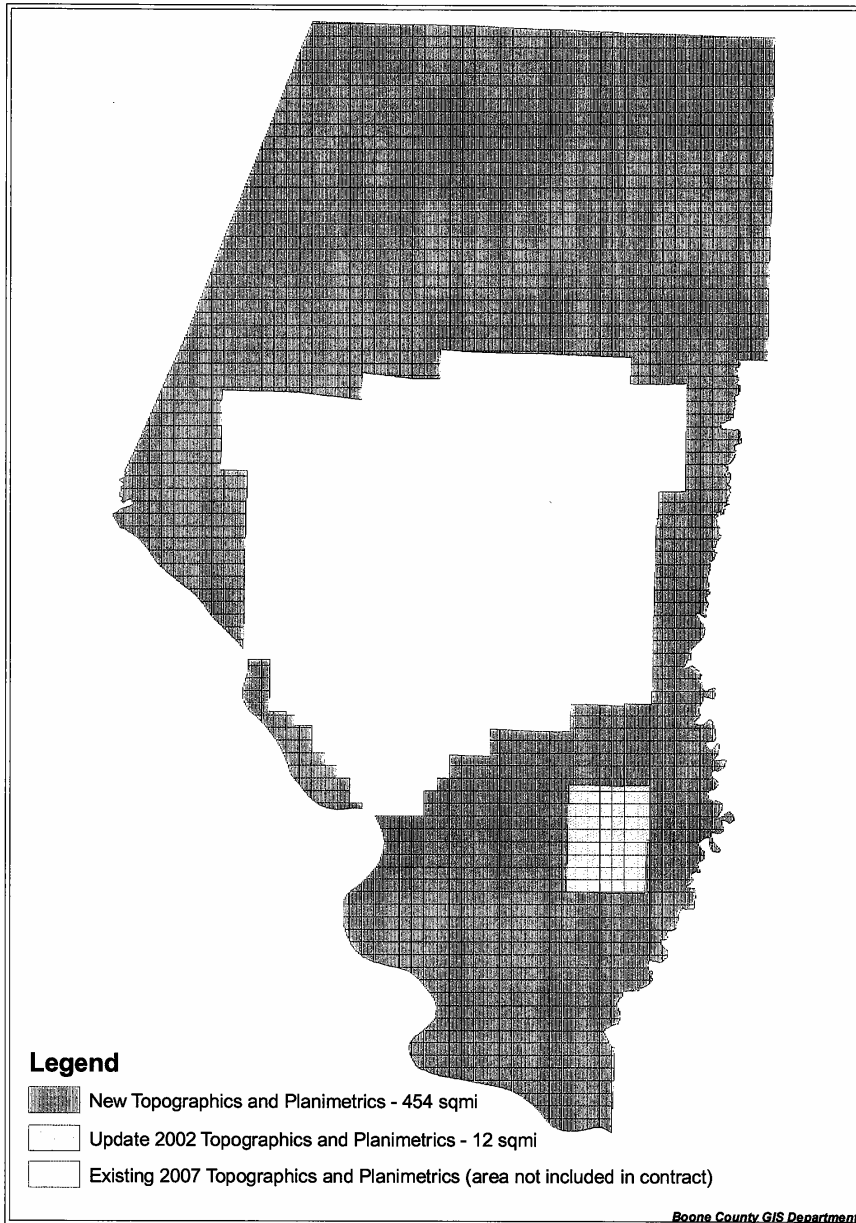
Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for Not Submitting Proposal Response :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Topographic / Planimetric Contract Map**



**GEOGRAPHIC REFERENCE SYSTEM DIAGRAM**  
**(The monuments shown are Missouri Department of**  
**Natural Resources first order monuments)**

