

Scott County
Agricultural Land Use Mapping Project



REQUEST FOR PROPOSALS FOR MAPPING SERVICES TO
DEVELOP AGRICULTURAL, NON-CROPLAND LAND USE LAYER

Release Date: 9/5/2013 • Response Deadline: 9/13/2013

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1. General Requirements and Background

1.1 Background

Scott County is located in eastern Iowa along the Mississippi River. It is approximately 180 miles east of Des Moines and 180 miles southwest of Chicago. The county is 467 square miles of which 8.5 sq. miles is covered by the waters of the Mississippi. Scott County is currently the third largest county in Iowa and is home to 168,799 people according to the U.S. Census Bureau's 2012 population estimate. There are 17 incorporated cities within the county. Davenport is the largest, with 101,363 residents (2012 estimate) and is the designated county seat. Bettendorf is the second largest community with 34,255 residents (2012 estimate). Countywide there are approximately 78,000 parcels of which roughly 7,700 are agricultural.

The Iowa Department of Revenue in §701-71.3 of the Iowa Administrative Code has established a new requirement for valuing agricultural real estate which adjusts for non-cropland land use. This adjustment process requires that all Iowa counties and city assessors delineate non-crop areas within their agricultural parcels to meet the state ag adjustment requirements.

1.2 Introduction

Scott County is soliciting proposals for the creation of a non-crop land use layer in ESRI GIS format. The land use layer shall identify areas of non-cropland (also referred to as non-tillable) within agricultural parcels across Scott County including incorporated areas. The completed deliverables will support adjustment requirements as defined in Section 4, Scope of Services and be compliant with applicable state code and all processes and recommendations set forth by the Iowa AgRule Adjustment Committee.

This project requires that the successful Consultant demonstrate capabilities in the areas of Geographic Information System (GIS), spatial data development, project management, and communication. The Consultant must also be very knowledgeable of Iowa assessment practices (specifically as they relate to §701-71.3 of the state administrative code and the Iowa Department of Revenue's agricultural valuation process).

Notwithstanding the details presented in this RFP, it is the responsibility of the Consultant to verify the completeness of the materials and the suitability of the requirements to meet the intent of the specifications defined within this RFP. Exceptions to any part of the requirements stated in this request must be clearly identified as such. Alternatives should also be clearly stated at that point in the response, if applicable.

1.3 Proposed Response Schedule

It is the intention of Scott County to provide Consultants with sufficient time and opportunity to provide a complete and comprehensive response to this RFP. The following project schedule is intended to provide a guideline for the procurement process. Scott County reserves the right to adjust the schedule as necessary.

Response Schedule:

RFP Release	Thursday, September 5 th , 2013
Final Date for Questions	Monday, September, 9 th , 2013
Answers Distributed	Tuesday, September 10 th , 2013
Proposals Due	Friday September 13th, 2013 (4:30 PM CST)
RFP Opening	Monday, September 16 th , 2013
Selection	Tuesday, September 17 th , 2013

1.4 Proposal Submission Guidelines

Proposals shall be sealed and include one bound, printed copy and one electronic copy in Adobe PDF file format. All bids should be clearly marked "Scott County Agricultural Land Use Mapping Project Proposal" and received by the Scott County Purchasing Agent prior to the Friday, September 13th, 2013 4:30 p.m. CST deadline.

Send responses to: Scott County Purchasing
Facility and Support Services Department
600 W 4th St.
Davenport, IA 52801-1030

It will be the sole responsibility of the Consultant to have their bids delivered to Scott County before the closing hour and date. Late bids will not be considered and will be returned unopened to the sender. Bids having any erasures or corrections must be initialed in ink by the Consultant. The proposal must contain the signature of the duly authorized officer of the Consultant and must be signed in ink.

1.5 RFP Preparation Costs

All costs incurred by the Consultant in preparing the proposal, or costs incurred in any other manner by the Consultant in responding to this proposal will be wholly the responsibility of the Consultant. All materials and documents submitted in response to this specification become the property of Scott County and will not be returned to the Consultant.

1.6 Single Point of Contact

All Consultants are advised that the Scott County Assessor, Dale Denklau will serve as the sole point of contact during the response process. The process includes the initial posting for this RFP, clarifications and addendums, review of all responses, and contract negotiations. Response evaluation and selection recommendations will be conducted by internal committee.

Contact Information: Dale Denklau, Scott County Assessor
Scott County Administrative Center
600 W 4th St
Davenport, IA 52801
Dale.Denklau@scottcountyiowa.com
Office: (563) 326-8635

1.7 Modification and Addendums

Any substantive interpretation, correction or change of the RFP shall be made by addendum. Because the RFP is being posted to the Scott County Facilities and Support Services' bid section of the website (<http://www.scottcountyiowa.com/fss/bids.php>), addendums shall also be posted there.

Interpretations, corrections or changes of the original documents made in any other manner shall not be binding and the Consultant shall not rely upon such information. Any addendum(s) shall be issued within a reasonable time prior to the proposal deadline.

1.8 Questions and Answers

Questions regarding the RFP or Agricultural Land Use Project shall be submitted to the Scott County Assessor, Dale Denklau via email no later than 12:00 PM CST Monday, September 9th, 2013. Questions submitted by Consultants will be answered as received. A compilation of all questions and answers will be posted to the Scott County website (<http://www.scottcountyiowa.com/fss/bids.php>) by 4:30 PM Tuesday, September 10th, 2013.

1.9 Proprietary Statement

Iowa open records laws require that at the conclusion of the selection process, the contents of all proposals shall be placed in the public domain and open to inspection by interested parties. Proprietary information that is recognized as such and protected by law may be withheld if clearly identified in the proposal.

1.10 Postponement and Rejection of Bids

Scott County shall have the right to postpone the bid opening for its own convenience, or to reject any or all bids not accompanied by the required data. Scott County reserves the right to reject a bid which is in any way incomplete or irregular.

1.11 Contract Increase or Decrease

Scott County reserves the right to increase or decrease the scope of services, revise the anticipated working agreement or otherwise modify the working arrangement during the course of the agricultural land use mapping project. Modification of work to be accomplished after a contract is signed with the successful Consultant will be addressed on addenda to the original contract and will become effective only when agreed upon and signed by both parties.

1.12 Objective Evaluation Criteria

The Selection Committee will review the RFP Response and may also perform additional investigations as deemed necessary to determine the ability of the Consultant to perform the work. The committee reserves the right to recommend or reject any bid, if, in the judgment of the committee, the Consultant is found to be deficient in any of the evaluation criteria. The following areas will be evaluated and scored:

Project Scope (§ 4) Response	30%
Price	30%
Project Experience	20%
Implementation schedule	20%

1.13 Successful Vendor Selection

Proposals will be studied by an evaluation committee. Selection of the successful vendor will be followed by contract negotiations. The evaluation committee's recommendation will be based upon an analysis of the offering, not just lowest price as indicated.

1.14 Terms and Conditions of Award

The terms and conditions for contract award imposed herein shall govern in all cases and conflicting terms or conditions submitted by the Consultant may constitute sufficient grounds for rejection of the bid.

1.15 Scott County Standard Terms and Conditions

The Consultant must abide by Scott County's general terms and conditions as detailed in "Attachment A – Scott County Requirements".

1.16 Contract Award

The contract for this entire project will be to the Consultant deemed most advantageous as determined by the evaluation criteria as a lump-sum award. Scott County reserves the following rights (in addition to those accorded the County by policy and statutory laws).

- The right to negotiate with one or more Consultants to arrive at a final selection.
- The right to negotiate all proposal elements to ensure the best possible consideration be afforded to all parties concerned (this includes the right to approve or disapprove subcontractors proposed after award).
- The right to reject any and all proposals, to consider alternatives, to waive any minor irregularities and technicalities, and to re-solicit proposals.
- The right to award the contract to a Consultant who is not the lowest cost Consultant.

2. Proposal Contents

2.1 Letter of Transmittal

A one page letter entitled “Letter of Transmittal” briefly stating the Consultant’s understanding of the scope of services to be provided, under the signature of the appropriate corporate authority.

2.2 Scope of Work Response

In this area, please provide response to scope items listed in the RFP. For clarity, the response should be organized in outline format corresponding to the main scope sections of the RFP (§ 4).

2.3 Project Fee Schedule

2.3.1 Provide a lump sum cost associated with the project proposal. In addition to a lump sum, please also indicate a per-parcel cost should there be additional parcels beyond those included in the initial count.

2.3.2 Provide a separate detailed description of optional products which shall include additional costs, if applicable, for the non-cropland category field attribute option identified in §4.4. The Consultant may also include other optional services and associated costs for the county’s consideration.

2.4 Project Schedule

Scott County is interested in completing the non-cropland layer as soon as possible. Define in detail your project schedule. Incorporate all aspects of the project and estimates of time for all necessary tasks. The Project Schedule should identify all major milestones and indicate primary responsibilities as determined by the Consultant.

2.4.1 Please indicate in your response, the estimated total time required to complete the project.

2.4.2 Please indicate in your response, the soonest calendar date that the project could be completed, assuming a 10/3/2013 project start date.

2.5 Personnel Overview/Subcontractor Disclosure

The Consultant must provide a complete summary of all personnel to be utilized in the Scott County Agricultural Land Use Project. Details regarding the use of subcontractors must be clearly stated.

2.6 Work Experience

The Consultant is required to provide a list of all agricultural land use projects they have completed in the last three years including client name, year and state in which the project was completed. Projects which are substantially similar may also be included at the Consultant’s discretion but should be identified separately.

2.7 References

The Consultant is required to provide a list of three (3) similar agricultural land use or related mapping projects completed by the Consultant. Briefly describe the similarities and explain some of the specific challenges and significant accomplishments related to the project. Also provide the name and telephone number of a supervisory contact person employed by the agency responsible for the original contract.

2.8 Proposal Checklist

In order to assist respondents and the county in verifying that RFP responses are complete, Scott County has included "Attachment B – Proposal Checklist". Please be sure to include all checklist items in your proposal, and have the person preparing your proposal initial each item as it is verified. Include a copy of the initialed checklist with your response.

2.8 RFP Response Format & Copies

The Consultant will provide one printed copy and one PDF file of their RFP response.

3. Existing Data Summary

We will provide the Consultant with pertinent reference data developed by us or others as required to meet the specifications and develop product deliverables defined within this RFP. Using existing GIS parcel data and attributes extracted from the county Auditor's tax system **we have identified 7,718 agricultural parcels within Scott County covering a combined area of 225,780 acres (~353 sq miles).**

We anticipate the following GIS data layers may be useful or necessary for completion of the project:

- Scott County GIS parcel layers in ESRI GIS format (current).
- Scott County orthophotography, GSD 0.4 ft (4/2009).
- USDA (NAIP) orthophotography, GSD 2 ft – 1 m (2009, 2010, 2011).
- Farm Service Agency (FSA) CLU layer (2008).
- Water line and polygon features, LIDAR derived (2005).
- NRCS gSSURGO Soils data layers (2006).

The parcel and hydrology data layers are available for download at the Iowa GIS Data Repository accessed here: <https://www.iowagisdata.org/>. The CLU layer will be made available at the repository as well but you will need to contact Scott County for access as it is a restricted layer. The aerial photos will be made available via vendor provided external hard drive as the contents are too large for traditional remote transfer methods.

Should you require additional GIS layers or other information please contact us to determine availability and provide a brief description of the requested data in your request.

4. Scope of Services

4.1 Purpose

The purpose of this section is to provide respondents with sufficient base information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude specific services or capabilities of responding firms. The section covers all elements of the Scott County Agricultural Land Use Mapping scope items.

4.2 Coordination/Project Management

The Consultant will provide coordination to ensure the success of the project. The Consultant will maintain regular contact with the county and prepare periodic progress reports throughout the project and at major milestones. The Consultant will assign a single point of contact to serve as the primary project manager and coordinate all aspects of the project. In your response, please identify your point of contact for this project.

4.3 Agricultural non-crop land use features

The Consultant will develop a non-cropland land use layer in ESRI geodatabase format for all agricultural parcels within Scott County and incorporated cities therein. Based on our understanding of the current Ag Adjustment Committee's directives, non-crop features shall include:

- Forested land.
- Dedicated ponds and dam area (not occasional ponding water in a field area).
- Land that is under permanent easements that precludes any type of crop production.
- Permanent pasture.
- Building sites which include driveways or maintained access roads.
- Other land which cannot be cropped due to access limitations, or land cover which would limit the ability to be cropped.

Please explain fully how you intend to create the non-cropland features. Any special methodology or experience that exemplifies your services or approach should be described. If your approach varies according to the non-cropland feature categories above, please indicate that in your response.

Notably absent in the non-crop categories is a streams feature, crossable or not. While Scott County's understanding is that the Ag Rule Committee does not currently anticipate an adjustment for streams, rules can and have changed before. In the event it becomes necessary to produce a land use polygon for streams (or a linear stream layer capable of being buffered), we would like you to briefly address this in your response including how you would create that layer. Our existing stream layer is fairly accurate and complete but lacks attributes defining the features as crossable.

4.4 Non-cropland Feature Attributes

Attributes for the non-cropland GIS features shall include:

Unique key (integer):	Non-repeating ID used to uniquely identify each feature in the database.
Category (text):	Non-cropland feature category (e.g. forest, pasture, etc).
Acres (float):	Calculated acreage of feature.
Flag (Text):	Flag field used to store standard errors encountered during development.
Notes (Text):	Notes field use to provide additional information when necessary.

Categories will comply with current Ag Committee rules which currently includes the non-cropland features described in § 4.3.

If there are additional costs associated with creating the Category field attributes for the non-cropland features, we require that the cost be listed as an optional component in the fee schedule (§2.3.2).

4.5 Quality Assurance/Quality Control Procedures

The Consultant will implement effective QA/QC procedures to ensure consistent and reliable non-cropland feature data development and verification. Please describe your particular QA/QC methods with regard to non-cropland feature/attribute development in the RFP response.

QA/QC processes will be used including the addition of flag fields to capture information about standard errors encountered during non-cropland layer development. A notes field will be used as needed to capture any additional descriptive information about the feature.

4.6 Additional Products and Services

Optional/additional project related services or products that the Consultant would like to submit for consideration may be included in this section of your response. Costs associated with additional products and services should be noted in §2.3.2.

Attachment A - Scott County Requirements

A. SCOTT COUNTY INSURANCE REQUIREMENTS:

- a. The CONSULTANT shall have in force during the period of this contract, insurance as listed below:
 - i. Workers Compensation and Employers Liability Insurance meeting the requirements of the Iowa Workers Compensation Law covering all the CONSULTANT's employees carrying out the work involved in this contract.
 - ii. General Liability Insurance with limits of at least \$1,000,000 per occurrence for Bodily Injury and Property Damage. Coverage for Premises, Operations, Products and Completed Operations shall be included. This coverage shall protect the public or any person from injury or property damages sustained by reason of the CONSULTANT or its employees carrying out the work involved in this contract.
 - iii. Professional Liability Insurance with 1,000,000 per claim limits is required to cover Consultant's Professional Liability.
 - iv. Subcontractors: In the case of any work sublet, the CONSULTANT shall require subcontractors and independent contractors working under the direction of either the CONSULTANT or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the CONSULTANT and name Scott County as additional insured under the General Liability.
 - v. Qualifying Insurance: Policies shall be issued by insurers authorized to do business in the State of Iowa and currently having an A.M. Best Rating of "A" or better. All policies shall be occurrence form. If Professional Liability coverage is written on a claims made policy form, the certificate of insurance must clearly state coverage is claims made and coverage must remain in effect for at least two years after final payment with the CONSULTANT continuing to furnish the COUNTY certificates of insurance. The CONSULTANT shall be responsible for deductibles and self-insured retentions in the CONSULTANT's insurance policies.
 - vi. Additional Insured: The County of Scott County, its officers and employees shall be named as additional insured on the CONSULTANT's, subcontractor's, and independent contractor's general liability insurance policies. This provision does not apply to workers compensation insurance and professional liability insurance.
- b. Certificate of Insurance Requirements
 - i. The Description area of the certificate should state: Scott County, its officers and employees are named as additional insured. List the (Project of Benefit Consultant) as the scope of services the certificate covers.
 - ii. The minimum liability limits required by the COUNTY are: (\$1,000,000).
 - iii. The following address must appear in the Certificate Holder section:

Scott County
Risk Management Department
600 W. 4th Street
Davenport, IA 52801

iv. Certificates may be sent by e-mail, fax (563-328-3285), mail or delivery to the attention of Rhonda Oostenryk. A certificate of insurance must be provided to the COUNTY prior to selection.

c. Indemnification

i. Vendor will indemnify and hold harmless Scott County against claims, liabilities, injury or damage expenses arising from any negligence or errors or omissions of Vendor.

B. OWNERSHIP OF DATA:

a. All data and other records supplied to the Consultant for this project shall remain the sole property of the County. The Consultant shall not, without written consent, copy or use such records, except to carry out contracted work, and will not transfer such records to any other party not involved in the performance of the Contract pursuant to this RFP.

C. LATE COMPLETION:

a. Should the Consultant selected as a result of this RFP fail to perform the work within the period of time stipulated in the contract, the Contractor shall pay to Scott County \$100.00 as liquidated damages per calendar day from the day of default, unless extensions of time granted by the County specifically provide for the waiving of late completion charges. The liquidated damages represent the amount estimated to be lost as a result of untimely completion.

b. Scott County shall have the right to deduct the late completion charges from any monies in its hands, otherwise due, or to become due, to the Consultant, or to sue for and recover compensation for damages for nonperformance of this contract within the time stipulated.

D. SUBCONTRACTOR:

a. The County reserves the right to approve any subcontractor utilized by the prime Consultant and inclusion of any subcontractor in your proposal shall not be misconstrued as implied consent by the county to use that subcontractor.

If it is your firm's intent to abide by the Scott County project requirements as described, please have an authorized representative sign below.

Consultant Company Name

Authorized Signature

Title

Date

Attachment B – Proposal Checklist

Please be sure to include all checklist items in your proposal and have the person preparing your proposal initial each item as it is verified. Include a copy of the initialed checklist with your response.

- _____ Letter of Transmittal
- _____ Scope of Work Response
- _____ Project Fees
- _____ Project Schedule
- _____ Personnel Overview/Subcontractor Disclosure
- _____ Work Experience
- _____ References
- _____ Attachment A – Scott County Requirements (signed)
- _____ Attachment B – Proposal Checklist (initialed)
- _____ One printed copy and one PDF file of your RFP response