

Request for Proposals for Woodford County Digital Orthophotography Acquisition

Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, Illinois 61602

Procurement # 2025-13
Issued Date: Wednesday, May 14, 2025
Question Deadline: Wednesday, May 28, 2025, at 3:30 p.m.
Response Deadline: Friday, May 30, 2025, at noon

Notice to Consulting Firms

Tri-County Regional Planning Commission (TCRPC or Tri-County), a regional planning agency serving Peoria, Tazewell, and Woodford counties in Illinois, seeks to collaborate with a qualified firm to provide professional services to acquire and provide digital orthophotography of Woodford County, Illinois. Tri-County seeks a Statement of Proposal from interested and qualified firms to provide these services.

Qualified firms shall provide services based on the project description and requirements outlined in *Section 2.0 Project Description*. To submit questions related to this procurement opportunity, contact Tri-County staff in writing at gis@tricountyrpc.org; or 456 Fulton Street, Suite 401, Peoria, IL 61602.

Sealed submissions identified as *Woodford County Digital Orthophotography Acquisition* are due to the Tri-County Regional Planning Commission office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, **no later than noon on Friday, May 30, 2025**. Submissions received after that date and time will not be considered. Submissions should be no more than 10 pages in length, excluding the exceptions as outlined in *Section 4.0 Submittal Format*, and include two hard copies and one digital copy.

Tri-County reserves the right to reject any or all submissions, waive informality and irregularities in the submissions, and select the firm that is in the best interest of Woodford County and in compliance with the terms set forth herein. Tri-County is an Equal Opportunity Employer and invites Minority and Women-Owned Firms to submit.

1.0 Project Background

Tri-County Regional Planning Commission (TCRPC or Tri-County) of Peoria, Illinois proudly serves Peoria, Tazewell, and Woodford counties as the “Steward of the Regional Vision.” TCRPC studies the needs and conditions of the region and develops strategies that enhance the area's communities. Tri-County offers a forum for leaders of area government to define regional issues, set regional goals, and cooperatively implement plans.

Tri-County provides Geographic Information System (GIS) database administration and support to the Woodford County Assessor’s Office with the primary responsibility being cadastral data updates and administration. Additionally, TCRPC provides support to other Woodford County departments for their mapping needs and develops and maintains GIS web maps and applications. Woodford County is 543 square miles in size and has an estimated population of 38,285. The county has approximately 26,119 parcels.

2.0 Project Description

The Tri-County Regional Planning Commission, on behalf of our local government partner (Woodford County) hereby requests proposals for a contractual commitment to a digital orthophotography acquisition project. Woodford County intends to purchase a new aerial photography flyover for the Woodford County Assessor that will improve office capabilities, be user-friendly and potentially integrate with other related county government offices. The aerial photography flyover must be able to communicate with other software currently being used to eliminate double entry.

One of the long-term goals of the Assessor’s Office is to position itself to achieve greater efficiencies in the workplace and provide the public with advanced technological information. The aerial photography flyover will be used to facilitate the daily activity of the Assessor’s Office.

Woodford County seeks a contract for two project flights over 6 years, with annual equal payments. Project 1 (3” ortho and oblique color images) is defined in Section 2.0 and Section 2.1, and Project 2 is defined as the following variation options:

- Option 1: The project would be the same as Project 1.
- Option 2: The project would include all components of Project 1, sans oblique imagery.
- Option 3: The project would include all components of Project 1, with oblique imagery for Woodford County-designated municipalities only.

Respondents must outline manual and automated processes used to meet project requirements, document any outsourced processes and clearly identified those outside the U.S., and propose a strategy for producing high-quality digital orthophotography.

- Resolution and Accuracy
 - Imagery must have a ground pixel resolution of 0.25 feet.
- Acquisition Window and Conditions
 - Imagery must be collected during the Fall 2025-Spring 2026 leaf-off period, with all acquisition completed within this window.
 - Imagery must be collected under leaf-off, non-flood, cloud-free conditions, with a sun angle of 30+ degrees.
- Ground Sample Distance
 - Ground sample distance required: 0.0762m (3 inches).
- Project Coverage
 - Imagery must include the defined project area (Woodford County, IL) and a 2,500-foot buffer.
 - Tiling scheme should approximate the Public Land Survey System (PLSS), with flexibility for mutually agreed alternatives.
- Orthorectification
 - Orthophotos must be distortion-free, spatially accurate, and free of artifacts or "ghosting."
 - Detailed processes for orthorectification and quality control must be provided.
- Data Voids
 - Image collection voids or gaps between flight lines are unacceptable.
- Flight Diagram
 - A flight diagram detailing project boundaries, flight lines, and image locations must be provided.
- Non-Image Data
 - Orthoimagery must exclude non-image data (e.g., borders, artifacts).
- Building Lean
 - Imagery should minimize building tilt and ensure road networks are visible in urban areas.
- Sensor Calibration
 - Sensors/cameras must have current USGS certification or equivalent documentation.
- Image Radiometry
 - Orthophotos must be free from defects, with consistent color, tone, and brightness throughout the project.
- Elevation Data
 - Elevation data used for orthorectification must be submitted in a non-proprietary format.
- Pre-Production Review
 - Sample orthophotos must be reviewed and mutually agreed upon before final production begins.

- Quality Assurance
 - The respondent must finalize the project collaboratively between TCRPC and the local government partner and correct unacceptable aerial photography at no additional cost.
- Planimetric Data
 - The respondent must capture building footprints in the entire project area, share a consistent schema and spatial reference, and stored in a File Geodatabase as a feature class.
 - The respondent would preferably submit a software package for change detection in planimetrics between two sets of orthophotography as input by the end user.
- Coordinate System
 - All deliverables must be delivered in the Illinois State Plane West Coordinate System referenced to the North American Datum 1983 (NAD83) with 1986 adjustment and the North American Vertical Datum 1988 (NAVD88) with units expressed in U.S. survey feet.
- Application Integration
 - All deliverables must be able to integrate with programs used in Woodford County departments, to include but not limited to, ESRI ArcGIS, DevNet, and Zetron 911.
- Disaster Flight Coverage
 - Provide disaster flight coverage at no cost or a reduced rate for significant disasters, such as EF4+ tornados or FEMA designated disasters.

2.1 Project Deliverables

Core Deliverables

- Color Digital Orthophotography (1" = 100' / 0.25-foot resolution)
 - County-wide imagery at 0.25-foot resolution (scale: 1" = 100')
- Color Oblique Imagery (1" = 100' / 0.25-foot resolution)
- Planimetric Data
 - Building Footprints, county-wide coverage
- Preferable: Change detection software for planimetric data to view changes in structures between two sets of imagery.

Deliverable Details

- Calibration Reports
 - Include Camera Calibration Reports or Product Characterization Reports for digital sensors.
- Aerotriangulation Report
 - Provide a comprehensive report if aerotriangulation is performed.
- Flight Diagram
 - Deliver a project outline showing flight lines and image centers, in both digital and printed formats.

- Orthophoto Format
 - Supply digital orthorectified images in TIFF format and preferably as a hosted feature class via ArcGIS Online or ArcGIS Server.
- Metadata
 - Ensure FGDC-compliant metadata at both project and tile levels.

3.0 Submittal Procedure

All submittals shall be sealed and identified as **Woodford County Digital Orthophotography Acquisition** and submitted to:

Isaiah Hageman, GIS Specialist II
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, IL 61602

Statements of Proposals are due no later than noon on Friday, May 30, 2025. No submissions received after that date and time are eligible for consideration by TCRPC. Please include two hard copies and one digital copy.

4.0 Submittal Format

The submittal should be as concise as possible, include all elements outlined in *Section 5.0 Submittal Contents*, and when printed, shall be limited to a maximum of 10 pages, **not** including the following:

- Cover page, provided no substantive content is incorporated;
- Table of Contents, provided no substantive content is incorporated;
- Divider/Section Headers, provided no substantive content is incorporated;
- Back covers, provided no substantive content is incorporated;
- Resumes of Key Team Member;
- Attachment I: Identification of Projects Table; and
- Attachment II: Supplemental Questionnaire.

To ensure all submittals are formatted similarly, submittals shall use standard 8.5 by 11 inch page size and font no smaller than 10-point, unless otherwise specified. The format of the electronic copy shall be searchable .pdf and preferably include a searchable bookmark for each subsection of the submittal. The submittal shall be organized in accordance with *Section 5.0 Submittal Contents*.

Tri-County and its partners reserve the right to reject submittals that exceed the page limit or to remove pages from the sections of any non-conforming submittal to bring it within the required page count. A "page" is defined as one single-sided piece of paper that has words, charts, tables, pictures, or graphics.

5.0 Submittal Contents

Tri-County requests that interested respondents submit Responses discussing the scope of services as described in *Section 2.0 Project Description*. Tri-County reserves the right to reject any or all submissions or portions of submissions, if it is deemed to be in the best interest of TCRPC or its partners.

The submittal should include the following content:

5.1 Transmittal Letter

The transmittal letter should be placed on the firm's letterhead and signed by a signatory that is authorized to contractually obligate the respondent. The letter shall describe the submission's contents, provide a point of contact for questions, and any other information deemed appropriate. Lastly, please supply the location, telephone number, email address, and website of the respondent's office(s) providing professional services and their federal tax identification number.

5.2 Project Work Program (Approach)

This section should be devoted to discussing the respondent's project understanding of *Section 2.0 Project Description*. Clearly describe your unique approach, methodologies, knowledge, and capabilities to be employed in the performance of the proposed Scope of Services. The respondent should provide a list of anticipated obstacles, a statement of their understanding of the required work, and confirmation that they and, if applicable, their subconsultant are licensed to practice in Illinois.

To aid in the evaluation process, please complete *Attachment II: Supplemental Questionnaire* as part of your submission. While many questions may be addressed elsewhere in the submission, Woodford County requests direct responses for clarity and ease of evaluation.

5.3 Project Capacity and Schedule

The submission should provide evidence that the recommended team is committed to and has the capacity to complete the proposed project. Please include a general project schedule and estimated completion date with the understanding that the clients require the imagery acquisition window be the Fall 2025 - Spring 2026, leaf-off season, and the conditions be non-flood, no snow cover, clear sky and cloud free, with a sun angle of 30+ degrees.

This is a time-specific project, and if the selected firm cannot meet set timeframes for the project, then Woodford County has the right to negotiate with a subsequent firm. The selected consultant must complete all project work by July 1, 2026.

5.4 Background and Prior Experience

This section should describe the respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, brief history, any business current ownership structure, and any recent or materially significant proposed change in ownership. Please include any business certifications, such as Minority Business Enterprise (MBE), Women

Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), etc., with the certifying grantor information. Additionally, this section should describe a minimum of five work experiences that are similar to *Section 2.0 Project Description*. Respondents should provide the names and roles of the individuals who worked on each identified project and distinguish those individuals who would also be assigned to work on this proposed project.

A minimum of five references from projects outlined above are required. Respondent should provide contact information, including names, phone numbers, and emails of all references. The respondent is responsible for ensuring that contact information for all references is current and correct. The inability to contact a reference and receive feedback may have a detrimental impact on the evaluating background and prior experience. The work experience and references should be listed in the same order, or references should be included on their associated project page. Please describe any relevant specialized knowledge or any issue the characteristics of which would be uniquely applicable in evaluating the experience of the respondent's firm to oversee the proposed project. Lastly, identify any proposed subconsultant, provide their firm's information (i.e., full legal name, date of establishment, type of entity, brief history, business certification with grantor information, and ownership structure), and outline their background, experiences, proposed project role(s), and their percentage of the total grant award.

The respondent must submit an Identification of Projects Table in the form attached as *Attachment I* with the required information set forth herein for each project cited or mentioned in the body of the submission. Although it is not necessary to include the projects listed in the resumes if not mentioned in the body of the submission. The Identification of Projects Table may be submitted on an 11 by 17 inch page size. The respondent is responsible for ensuring the contact information contained in their submission is complete and correct. Tri-County and its partners reserve the right to contact any person, client, and/or organization listed in the body of the submission, Identification of Projects Table, or resumes. The identification of Projects Table shall include the following:

- Name of Project
- Name of client
- Client point of contact
- Point of contact job title
- Point of contact current phone number
- Point of contact current email address

- Project location
- Identify project type or provide concise description.
- Key team members involved in the project.
- Identify who completed the project: Consultant, Sub-Consultant, or Key Team Members Prior Experience.

5.5 Project Management and Team

Respondents should identify staff members, including those of any proposed subconsultant, who would be assigned to act for the respondent's firm in key positions. Provide project roles and functions to be performed by each individual and indicate if they worked on any of the projects detailed under the Background and Prior Experience section.

This section should also include the resumes of each staff member assigned to the project team identified above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each such person, the relevant planning projects on which they have worked. If using a subconsultant, include this information for each subconsultant. Lastly, provide confirmation that the respondent and assigned project staff have not had a record of substandard work or engaged in any unethical practices within the last five years.

5.6 Additional Strategies (Optional)

Additional services, ideas, innovation, or products, such as graphic design, cost-saving measures, safety measures, outreach methods, accessibility, DBE/WBE/MBE usage, etc. will be considered in the evaluation process. Up to five extra points are available to respondents that deploy strategies that exceed the established requirements detailed in this procurement opportunity that positively benefit TCRPC and its partners. This section is not required for successful completion of this procurement opportunity.

6.0 Anticipated Schedule

RFP Issued:	Wednesday, May 14, 2025
Question Deadline for RFP:	Wednesday, May 28, 2025, at 3:30pm
Response Deadline for RFP:	Friday, May 30, 2025, at noon
Subcommittee reviews submissions:	June 2025
Contract Negotiations:	July 2025

7.0 Communication

In order to ensure the integrity of the procurement process and prevent undue influence prior to contract award, all communication and questions should be addressed in writing to TCRPC by email, mail, or in-person to the individual

identified in *Section 3.0 Submittal Procedure* or through the method identified in *Section 8.0 Questions*.

No other TCRPC or its partners officials, personnel, or consultants, and Selection Committee members should be engaged regarding this procurement process. Violations of this will result in the disqualification and/or rejection of the submission.

8.0 Questions

Inquiries may be submitted via email to gis@tricountyrpc.org no later than 3:30 p.m. on Wednesday, May 28, 2025. Questions should be addressed in writing to the above email address; telephone calls will not be accepted. All questions and answers are posted publicly at <https://tricountyrpc.org/rfp-rfq/>.

9.0 Selection Criteria

Tri-County and its partner (Woodford County) reserve the right to accept or reject any or all submissions. All submittals become the property of TCRPC and its partner upon receipt. A Project Review Subcommittee comprised of representatives from Tri-County and its partners will evaluate each submittal according to the following factors and 100-point scale:

Criteria	Weights	Max Points
Project Work Program	30%	30
Project Capacity and Schedule	15%	15
Background and Prior Experience	20%	20
Project Management and Team	25%	25
Past Performance	10%	10
Additional Strategies (Optional)	0%	5
Total	100%	100*

*Please note that 100-points is the maximum allowable.

10.0 Selection Process

Tri-County and its partner (Woodford County) will form a Project Review Subcommittee with a minimum of three members to review, score, and rank all submissions received by the deadline. Before holding the Selection Committee meeting, each member will provide their scores for each submittal using the above criteria. The subcommittee will then average their scores and rank the submissions. If necessary, the top two or three scoring respondents will be placed on a shortlist and invited to participate in an interview. Based on the interviews, the committee will adjust the average score to reflect the group's consensus and information gained from the presentations.

Tri-County and its partner retain the right to select from the consultants responding to this procurement opportunity. Any or all submittals may be rejected if they do not meet the Project Review Subcommittee's criteria or fail to comply with procurement specifications. Tri-County and its partner ARE NOT bound to select the highest-scoring submittal. Tri-County and its partner reserve the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit. Tri-County also retains the right to withdraw this procurement opportunity at any time.

Contract negotiations will follow with the selected respondent to establish a detailed scope of services, budget, and schedule. If a mutually agreeable contract is not reached, Woodford County will terminate negotiations with that respondent and open negotiations with the second-choice firm. This process will continue until a firm that meets the basic qualifications has entered into an acceptable contract with Woodford County.

11.0 Contract Negotiations

Contract negotiations will follow award selection. As part of the selection process, Tri-County will invite the selected respondent to submit a written Scope of Work with a fee proposal and, if accepted, ask them to enter into contract negotiations. Respondents must be amenable to inclusion, in a contract, of any information provided, whether herein or in response to this RFP or developed subsequently during the selection process. Woodford County expects to use a fixed-price contract with negotiated payment terms. The contract shall not be considered executed unless signed by the authorizing representative(s) of Woodford County.

12.0 Compliance with Laws

The selected firm agrees to be bound by all applicable federal, state, and local laws, regulations, and directives as they pertain to the performance of the contract.

13.0 Posting

This procurement opportunity is advertised in local newspapers (Woodford County Journal, Woodford County Chronicle), the American Planning Association National Website, and the American Planning Association Illinois State Chapter Website. Additionally, this RFP will be sent to consultants that subscribe to Tri-County's procurement email list. The procurement packet, along with any questions received regarding this procurement opportunity, is available on the TCRPC website:

<https://tricountyrpc.org/rfp-rfq/>

A Respondent who chooses to download a procurement solicitation will be responsible for checking TCRPC's website for clarifications and/or addenda. Failure to obtain clarification and/or addenda from the aforementioned website shall not relieve Respondent from being bound by any additional terms and conditions in the

clarifications and/or addenda, or from considering additional information contained therein in preparing a submission.

Please note there may be multiple clarifications and/or addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest against award(s) made under the solicitation. All Respondents are responsible for obtaining all procurement materials.

14.0 Attachments

The following pages are the attachments identified in this procurement document. Please include these as they are titled in your final submission.

Attachment I: Identification of Projects Table – Page 12

Attachment II: Supplemental Questionnaire – Page 13

Name of Project	Client Name	Client Contact	Contact Title	Contact Number	Contact Email	Project Location	Project Type/Description	Key Team Members Involved	Experience for Consultant, Sub-Consultant, or Key Team Member

To aid in the evaluation process, please complete *Attachment II: Supplemental Questionnaire* as part of your submission.

Many of the questions in the attachment may overlap with requirements or narrative already included in the primary proposal sections; however, the County requests that all questions in the attachment be answered directly for clarity and quick reference.

Respondents may reference other sections of their proposal in their responses but should still provide a concise summary or restatement of the relevant information where applicable. For question three, ensure that all reference contact information is included in *Attachment I: Identification of Projects Table* and refer to that attachment in your response.

1. Please describe your overall project plan, highlighting critical milestones and the proposed timeline.
2. Describe Woodford County's responsibilities and required resources to support the system implementation, including:
 - a. Number of subject matter experts anticipated to be involved
 - b. Estimated percentage of time they will dedicate to the project
3. How many clients have you collected color orthophotography and color oblique imagery for? Please include a list of similar-sized county clients with contact names and phone numbers for reference.
4. Are there any legal issues, such as intellectual property or patent infringement concerns, that Woodford County should be aware of?
5. What is the resolution of your color orthophotography and color oblique imagery?
6. Describe the software you provide for viewing imagery.
7. What is the annual maintenance cost, and what does it include?
8. Describe the upgrade process and the technical support you provide.
9. Describe the camera calibration process used with your oblique imagery equipment.
10. Describe the aircraft you use for oblique imagery flying mission.
11. Outline the flight plan you would use for this project.
12. List any software add-ons or additional products you offer. Please include associated costs, product details, and their benefits.