



**Rusk County  
Land Conservation and Development Department**

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**Rusk County  
Request for Proposal  
Acquisition of Digital Orthophotography  
Due By: October 7, 2019 at 4:30 p.m.**

**1.0 Introduction and Background**

Rusk County, Wisconsin is seeking proposals to obtain true color digital orthophotography with a spring 2020 flight of the entire county.

**2.0 Project Specifications**

Six-inch resolution, true color orthophotography, countywide (approximately 936 square miles) with a minimum 400 foot buffer around the outside of the county boundary. The aerial photography shall be captured in the spring of 2020 during leaf off conditions, after all the snow and ice has melted with the sun angle not less than 30 degrees above the horizon and ground. The photography shall not be obscured by snow, haze, smoke, dust, cloud shadows or other ground cover.

All imagery must be ortho-rectified using the Rusk County LIDAR terrain model developed in 2011. Rectification shall seek to minimize feature displacement and loss of features along mosaic lines. The 2011 DEM shall be reviewed and updated where needed to meet the horizontal accuracies. The six inch orthophotography shall meet or exceed American Society for Photogrammetry and Remote Sensing Class 1 accuracy standards.

Photo control and targeting must be provided by contractor.

**3.0 Proposal Requirements**

Proposals must have the following information to be considered. Incomplete or failure to respond to each area below may be the basis for rejecting the proposal.

- a. A copy of this Request for Proposal, completed and signed.
- b. A Scope of Work which includes a description of all project phases to complete the items specified in Section 2.0, along with other information the vendor deems relevant to the county's selection process.
- c. Organizational Capabilities and Technical Requirements - describe your experience and capabilities in providing similar services to those required in the scope of services. Be specific and identify projects, dates, and results.
- d. Length of time in business and staff qualifications
- e. Location of principal office that will be responsible for implementation of this contract and location of other offices from which resources may be drawn.
- f. References – provide contact information for at least three clients where your firm has provided similar services.

#### 4.0 Project Deliverables

- a. Digital Ortho GeoTIFF format images tiled by current Rusk County grid system of 6900' x 6900'.
- b. MrSID format images tiled by current Rusk County grid system of 6900' x 6900'.
- c. County-wide MrSID format image
- d. County-wide .ecw format image
- e. Project report on Horizontal and Vertical control.
- f. Metadata in Federal Geographic Data Committee compliant format
- g. Deliverables shall be completed within 6 months of the flight.

#### 5.0 Insurance Requirements

The contractor shall provide a Certificate of Insurance to the County. The limits of coverage shall meet or exceed the following requirements:

- Workers Compensation
  - State Statutory
  - Applicable Federal Statutory
  - Employers Liability \$1,000,000
  - Benefits as required by Union or State As Applicable
- Commercial General Liability
  - Bodily Injury & Property Damage
    - Combined single limit \$1,000,000 Each Occurrence  
\$1,000,000 Aggregate
  - Contractual Liability (hold harmless Coverage) for bodily injury and Property damage combined single limit \$1,000,000 Each Occurrence
  - Personal injury with Employment Exclusion deleted \$2,000,000 Aggregate
- Commercial automobile liability; owned, Non - owned, hired
  - Bodily injury & Property Damage \$1,000,000 Accident  
Combined Single Limit \$2,000,000 Aggregate
- Umbrella \$2,000,000
- Professional Liability(E & O) \$1,000,000

The County shall be given thirty (30) days advance notice of cancellation, modification or non-renewal of any such policy during the term of this agreement.

#### 6.0 Hold Harmless and Indemnification Clause

To the fullest extent permitted by law, the contractor shall protect, defend, and save Rusk County, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, liabilities, demands, causes of action, and judgments (including the cost of defense and reasonable attorney fees) arising in favor of or asserted by third parties on account of damage to property, personal injury, or death which injury, death, or damage, arises out of services performed or omissions of services or in any way results from the negligent acts or omissions of the

contractor, its agents, agents, or subcontractors, except the sole negligence of Rusk County.

## **7.0 Award and Acceptance**

Rusk County openly solicits the best possible value on all requests for proposal. Bids will be opened at a meeting open to the public. Results will be compiled and available to the public. Rusk County reserves the right to accept or reject any or all proposals in whole or in part. The County will review the information presented to it by the contractors. If an award is made, it will be based upon price, ability, qualifications and experience of the contractor.

- i) This proposal request does not commit Rusk County to make an award or to pay costs incurred in the preparation of a proposal in response to this request.
- ii) The proposals will become part of Rusk County's files without any obligation on Rusk County's part.
- iii) Rusk County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and/or irregularities, or to re-advertise with either an identical or revised specification.
- iv) Rusk County reserves the right to request clarifications of any proposal.
- v) If contract negotiations cannot be concluded successfully with the best qualified contractor, the County may negotiate a contract with the next best qualified contractor.

## **8.0 Contacts**

All requests for further information should be directed as follows:

John Fitzl LIO (Land Information Officer)

715-532-2165 [john@ruskcountywi.us](mailto:john@ruskcountywi.us)

## **9.0 Closing Date**

Rusk County, Wisconsin will receive sealed proposals up to 4:30 p.m., October 7, 2019. Proposals must be hand delivered or mailed to the Land Conservation and Development Office. Facsimile or E-mail of proposals are **not acceptable** means of delivery.

### **Mailing Address:**

Land Conservation and Development Department

Attention: John Fitzl

PROPOSAL FOR DIGITAL ORTHOPHOTOGRAPHY

311 E Miner Avenue, Suite N110

Ladysmith WI 54848

## **10.0 Cost Proposal Portions and Payments**

Payment to Contractor for services rendered will be completed following receipt of any deliverables and approval by the Rusk County Land Information Office of work completed. Rusk County is requesting a lump sum bid for the scope of services detailed in this request for proposal.

## **11.0 Equal Opportunity, Affirmative Action Employer**

Rusk County is an Equal Opportunity, Affirmative Action Employer.

**Request for Proposal (RFP)**  
**Acquisition of Digital Orthophotography**  
**Date of RFP: August 20, 2019**

**Contact:** John Fitzl LIO (Land Information Officer)  
(715)532-2165 [john@ruskcountywi.us](mailto:john@ruskcountywi.us)

**Bidder's Name of Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone and Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

The bidder, having examined the Request for Proposal and referenced specifications and documents, and the site of the proposed work, and being familiar with all conditions surrounding the proposed project, including the availability of material and labor, hereby propose to furnish all labor, equipment, material and supplies, and to complete the project in accordance with the Request for Proposal within the time set forth therein and at the price set forth below. The bidder understands that the County reserves the right to reject any and all bids, to waive informalities in the bidding process and to accept the bid most advantageous to the County. It is agreed that this bid may not be withdrawn for a period of forty-five (45) days from the date of bidding.

**Proposed Cost:**

The bidder proposes to complete the work described in the Request for Proposal for a lump sum

of: \_\_\_\_\_ (\$ \_\_\_\_\_)

Authorized Agent

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_