



Department of Tax Administration

REQUEST FOR PROPOSAL 20-084

Real Property Street Level Imaging Services

Published: September 24, 2020

Proposal Due October 15, 2020 by 4:00pm

1. Introduction

1.1 Introduction

The Wake County Department of Tax Administration, herein referred to as “Client”, is seeking proposals from qualified mobile imagery providers, herein referred to as “Vendor”, to provide services for the capture of street level photographic images of real properties for the purpose of retrieval of these images within the Client’s existing computer assisted mass appraisal (CAMA) system.

The County intends to award a three-year contract with an initial term of November 1, 2020 through June 30, 2023 with an option of two one-year renewals, not to exceed a total of five years. During each calendar year of the agreement, the Client shall have the option of terminating the agreement upon sixty (60) day written notice.

2. General Conditions

2.1 General Conditions

This request for proposal (RFP) is not an offer of contract. The Client reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP or if determined to be in the best interest of the County. The Client reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information.

The pricing, terms, and conditions stated in the proposals will remain valid for sixty (60) days from the date of delivery of the proposal to the Client.

Failure to answer any questions in this request may subject the proposal to disqualification. Failure to meet a qualification or requirement will not necessarily subject a proposal to disqualification.

2.2 Proposer Expenses

The Client will not be responsible for any expense incurred by any proposer in the development of a response to this RFP. The Client shall reserve the right to cancel the work described herein prior to the issuance and acceptance of any contractual agreement by the recommended proposer.

2.3 Confidential Information/Public Records Law

Wake County is subject to North Carolina’s Public Records Act located in Chapter 132 of the North Carolina General Statutes. As a result, information submitted to and received by Wake County in response to a Request for Proposal/Request For Bid/Request For Quote/Request for Qualifications, etc., or any other like document or process, is considered public record and may be released for public inspection after the contract award, or as otherwise permitted under NCGS § 143, without further notice to the proposer. The County does not intend to elicit confidential or trade secret information in response to an RFP and assumes no responsibility for the submission of such information. Wake County reserves the right to share any information submitted in response to this RFP or process with any person(s) or firm(s) involved in the review and evaluation process.

CONFIDENTIAL OR TRADE SECRET INFORMATION

If a proposer nonetheless submits information in a bid proposal it considers to be confidential, then all four requirements of NCGS 132-1.2 “Confidential Information” must be met for the County to consider withholding such information from public inspection in response to a public records request. Among other legal requirements, information deemed to be “confidential” or “trade secret” by proposer must be clearly marked as such on the face of the document(s) at the time of the initial disclosure/submittal of RFP. In addition, although not required by law, Wake County requests that any proposer who submits a bid proposal containing any such designation of confidentiality also submit a second copy of the proposal with the respective page(s) or section(s) redacted. The County will not agree to withhold an entire proposal from public inspection, thus proposers should refrain from including blanket restrictions on disclosure or all-encompassing claims of confidentiality in their proposals.

When a public records request is made for information contained in or attached to a proposal that has been clearly marked as “trade secret” or “confidential” upon its submission, Wake County may, in its discretion and without further notice, release the redacted copy of the proposal to the requester if one has been previously submitted. Otherwise, the proposer will be notified of the request and given an opportunity to provide within a reasonable period a written explanation of the basis for claiming protection under N.C.G.S. 66-152 and N.C.G.S. 132-1 and/or a redacted proposal. The County shall make the final determination on release of the information. Should any civil action be brought against the County in an effort to compel or prevent the disclosure of information contained in a proposal that is deemed confidential by a proposer, the proposer may participate at its own expense; and further agrees to indemnify and hold harmless the County for and against any costs incurred by the County as a result of such litigation, including but not limited to fees or expenses arising out of N.C.G.S. 66-153 and N.C.G.S. 132-9.

2.4 E-Verify

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

2.5 Iran Divestment

By signing this agreement or acceptance of this contract/purchase order or by submission of any bid, proposal, etc., vendors, contractors certifies that as of the date of execution of this agreement or date of receipt of the purchase order, contractor/vendor and/or subcontractors affirm they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4, Iran Divestment Act Certification. Contractor/vendor shall not utilize any subcontractor that is identified on the list.

3. Submittal Requirements

3.1 Proposal Contact

Proposal responses should be directed as outlined below. Vendor shall make no contact, either written or verbal, with any Wake County staff member about this request during the period beginning with the issuance of this document through approval of award apart from written requests outlined in section 3.3 below. Any attempt by the Vendor to contact or influence a staff member will result in the immediate disqualification of the proposer.

3.2 Proposal Submittal Requirements

Proposers are required to prepare their proposals in accordance with the instructions outlined in this section and elsewhere within this document.

Submit one (1) signed original, one (1) complete copy, and one electronic copy on CD or flash drive, of the proposal in a sealed envelope to the address shown below. The sealed package shall have the Company Name, Project Name and Bid Number clearly marked on the front of the sealed envelope.

Deliver responses to: Wake County Finance – Procurement Services
Wake County Justice Center – 2nd Floor, Suite 2900
301 S. McDowell Street,
Raleigh, NC 27601

Special Note: Procurement Services is now located in the Wake County Justice Center. All visitors are required to go through security and metal detection. Please factor this into your proposal delivery plans, as late proposals will not be accepted.

Sealed bids are due at the above address before 4:00 p.m. on October 15, 2020. Proposals will not be accepted by electronic and/or facsimile means. Late responses, regardless of delivery means, will not be accepted.

3.3 Interpretations, Discrepancies, and Omissions

Submit written questions about this request to Marcus Kinrade at **kinrade@wakegov.com by 5:00 p.m., September 29, 2020.**

Responses to questions will be sent via e-mail to all participating firms and placed on the Wake County Government website, www.wakegov.com.

The issuance of such written responses is the only official method by which interpretation, clarification or additional information will be given by the Client. Only requests answered by formal written responses will be binding. Oral and other interpretations or clarifications will be without legal effect.

4. Evaluation and Acceptance

4.1 Evaluation Criteria

The Client shall evaluate and select proposers to provide the required services based on the completed responses. The Client shall be the sole judge in determining how the evaluation process shall be conducted and what proposer shall be considered for award as deemed to be in the best interest of the Client.

The Client may conduct such investigations as the Client considers necessary to assist in the evaluation of any bid to establish responsibility, qualifications, and financial ability of any potential Vendor to perform the services specified under this bid.

4.2 Acceptance

The Client is not bound to accept a proposal on the basis of lowest price. The Client reserves the right to accept or reject any and all proposals, any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual proposers if it is deemed in the Client's

best interest. Moreover, the Client reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the Client.

4.3 Contract Award

The selected proposer shall be required to enter into a written agreement, which must be approved by Wake County’s procurement and legal departments. In addition, the award may require approval by the Wake County Board of Commissioners.

5. Project Requirements

5.1 Image Delivery – New Construction

- a) The selected Vendor will supply the Client with photographic images of new construction on parcels located throughout Wake County.
- b) The new construction project will require a total of approximately 55,500 photographs during the initial term of November 1, 2020 through June 30, 2023.
- c) The estimated photograph count for new construction is 18,500 for FY21, 18,500 for FY22 and 18,500 for FY23.
- d) The required schedule and expected volume for image delivery is as follows:

FY21

Minimum Percentage of Project Delivered	Estimated Parcels	Due No Later Than	Accumulated Percentage	Estimated Parcels
10.0%	1,850	1/28/2021	10.0%	1,850
20.0%	3,700	2/28/2021	30.0%	5,550
20.0%	3,700	3/28/2021	50.0%	9,250
20.0%	3,700	4/28/2021	70.0%	12,950
30.0%	5,550	5/15/2021	100.0%	18,500

FY22

Minimum Percentage of Project Delivered	Estimated Parcels	Due No Later Than	Accumulated Percentage	Estimated Parcels
10.0%	1,850	1/28/2022	10.0%	1,850
20.0%	3,700	2/28/2022	30.0%	5,550
20.0%	3,700	3/28/2022	50.0%	9,250
20.0%	3,700	4/28/2022	70.0%	12,950
30.0%	5,500	5/15/2022	100.0%	18,500

FY23

Minimum Percentage of Project Delivered	Estimated Parcels	Due No Later Than	Accumulated Percentage	Estimated Parcels
10.0%	1,850	1/28/2023	10.0%	1,850
20.0%	3,700	2/28/2023	30.0%	5,550
20.0%	3,700	3/28/2023	50.0%	9,250
20.0%	3,700	4/28/2023	70.0%	12,950
30.0%	5,500	5/15/2023	100.0%	18,500

5.2 Image Delivery – Existing Improvements*

* *The request for imaging of existing improvements is contingent upon fund appropriation. Proposal submissions will be required to bid pricing for this service apart from proposals for new construction images only. See Section 6 for pricing submission requirements.*

- a) The selected Vendor will supply the Client with photographic images of existing improvements, located throughout Wake County, identified within the Client’s (CAMA) system as having an image date of ten years or greater.
- b) The existing improvement project will require a total of approximately 105,000 photographs during the initial term of November 1, 2020 through June 30, 2023.
- c) The estimated photograph count for existing improvements is 35,000 for FY21, 35,000 for FY22 and 35,000 for FY23.
- d) The required schedule and expected volume for image delivery is as follows:

FY21

Minimum Percentage of Project Delivered	Estimated Parcels	Due No Later Than	Accumulated Percentage	Estimated Parcels
10.0%	3,500	1/28/2021	10.0%	3,500
20.0%	7,000	2/28/2021	30.0%	10,500
20.0%	7,000	3/28/2021	50.0%	17,500
20.0%	7,000	4/28/2021	70.0%	24,500
30.0%	10,500	5/15/2021	100.0%	35,000

FY22

Minimum Percentage of Project Delivered	Estimated Parcels	Due No Later Than	Accumulated Percentage	Estimated Parcels
10.0%	3,500	1/28/2022	10.0%	3,500
20.0%	7,000	2/28/2022	30.0%	10,500
20.0%	7,000	3/28/2022	50.0%	17,500
20.0%	7,000	4/28/2022	70.0%	24,500
30.0%	10,500	5/15/2022	100.0%	35,000

FY23

Minimum Percentage of Project Delivered	Estimated Parcels	Due No Later Than	Accumulated Percentage	Estimated Parcels
10.0%	3,500	1/28/2023	10.0%	3,500
20.0%	7,000	2/28/2023	30.0%	10,500
20.0%	7,000	3/28/2023	50.0%	17,500
20.0%	7,000	4/28/2023	70.0%	24,500
30.0%	10,500	5/15/2023	100.0%	35,000

5.3 Specification by Property Type

- a) Residential Properties – One, two, three and four family residential buildings, townhouses, mobile homes, and condominiums require photographs of building front elevations only. Agricultural residences and major outbuildings will also require photographs of building front elevations. Images of mobile home parks need only capture from the public right-of-way without need to capture images of individual mobile homes.
- b) Commercial/Industrial Properties – Images of retail, office, warehouse, manufacturing, apartments and other related property uses shall be captured from front elevations. Properties that have mixed use shall have at least one image captured for each use. Strip malls may also require more than one image.
- c) Exempt Properties – All exempt buildings shall be photographed from the front elevation.

To assist in bidding and proposal, shape files indicating the location of the majority of the new construction and existing improvement parcels to be imaged, is published on the Client’s FTP site at:

<ftp://wakeftp.co.wake.nc.us/REVENUE/> **File Name:** RealPropertyStreetLevelImagingServices.zip

This information is also available as web maps at:

<https://wake.maps.arcgis.com/home/webmap/viewer.html?webmap=5a5197c6048540bbb50dcb0350fd0abc> **Content Tab:** To select New Construction or Collection Older Than 2014

5.4 Image Specifications

- a) **A stop and shoot process for all imagery is preferred.** If an alternative method is proposed, it should be explained fully.
- b) All imagery shall be taken in a leaf off, no snow environment.
- c) Images shall be clearly focused, with proper centering and adequate tint, brightness and contrast.
- d) Photographs should be taken from an unobstructed curbside public right-of-way when possible.
- e) Images should meet all IAAO street level imagery specifications.
- f) Images must be provided in jpeg format and labeled with a unique 7-digit County real estate identification number (REID).
- g) All images must be compatible with the Client’s existing CAMA photograph management application and include the text file details currently utilized. The minimum text detail/performance accepted is as follows:
 - Parcel Number
 - Image Name
 - Image Directory
 - Date Image Created
 - Primary Image
 - Vacant
 - Not Accessible
 - Questionable
 - Under Construction
 - Foliage
 - Unrecorded Structure
 - No Map Record
 - No Tax Record
 - Corrected Address
 - Unverified Address
 - Sequence
 - Notes

See Attachment #1 for image samples and Attachment #2 for a text file input example.

5.5 Address Corrections

- a) Client will be supplied with a spreadsheet containing all new or incorrect physical addresses located by the Vendor during the image capture process.

5.6 Staffing and Vehicles

- a) All vehicles used for the image capture process must be clearly marked with the contracted company's name and telephone number.
- b) The Client is to be provided with a list of vehicle descriptions and license plate numbers at least one week prior to the vehicle being used for image capture.
- c) Vendor's staff shall carry Wake County identification badges, issued by the County, while capturing images.

5.7 Insurance

- a) Professional liability insurance is not required as a part of the contract for the services identified in this request for proposal.
- b) Commercial automobile coverage will be required of all contractors, including any subcontractors employed by the contractor(s), awarded a contract based on this request for proposal.

6. Proposal Requirements

Proposal to describe in detail:

- Company profile, qualifications, and experience
- Technology to be used
- Method of image capture
- Policy for handling errors with images and/or labeling
- Method of data storage and retention
- Methods in place to ensure professional and courteous interaction with the taxpayers of Wake County is maintained at all times
- Any exceptions to this RFP

Proposal to include:

- Project timeline
- **Pricing on a per parcel basis for images** (See Attachment #3, Pricing Submittal Page, which is to be completed and returned as part of your proposal).
- Listing of any additional fees to be charged
- Average file size per image
- Client references for both completed and current projects
- Any other information the firm believes will be essential to the Client in evaluation of the proposal.
- A Letter of Transmittal executed by a person authorized to bind the submitter to the proposal should it be accepted.