



# **Request for Proposal Digital Planimetric Data Creation/ Acquisition**

February 2018

RESPONSES WILL BE RECEIVED  
BY EMAIL UNTIL  
3 PM (EST)  
ON  
**Friday, March 9, 2018**

Joseph Sloop, Ph.D., CGCIO, GISP  
[sloopjb@mapforsyth.org](mailto:sloopjb@mapforsyth.org)  
*Geographic Information Officer*  
MapForsyth| City-County Geographic Information Office  
P.O. Box 757  
Winston-Salem, NC 27102  
P (336) 703-2303

Dear Vendor:

Forsyth County (MapForsyth), located in the State of North Carolina, is requesting proposals from vendors with the capability of providing three dimensional (3D) digital planimetrics and topography for all of **Forsyth and a portion of Guilford, Davie, and Davidson Counties**, North Carolina.

The requirements for proposal submission are stated in the attached Request for Proposal (the "RFP"). Please review them carefully.

Responses are due at MapForsyth no later than **March 9, 2018 at 3:00 p.m.** An electronic version of the entire original Response in Adobe PDF format shall be emailed to Joseph Sloop (sloopjb@forsyth.cc) with GIS RFP # 01-01192018 in the subject line of the email.

Please refer to Section 2, paragraph 2.3 for specific submission Responses to this RFP.

Sincerely,

A handwritten signature in black ink, appearing to read 'JS', is positioned above the typed name of the sender.

Joseph Sloop, CGCIO, GISP  
*Geographic Information Officer*  
**MapForsyth** | City-MapForsyth Geographic Information Office

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## 1. INTRODUCTION

This Request for Proposal (RFP) is for the creation of three dimensional (3D) planimetrics for all of Forsyth County, North Carolina. The purpose of this RFP is to gather proposal details for the completion of a three dimensional (3D) planimetric feature collection project using the stereo exploitation imagery and existing aero-triangulation from the North Carolina Northern Piedmont and Mountains Orthoimagery 2018 (NPM18) Project.

<https://nconemap.maps.arcgis.com/apps/MapSeries/index.html?appid=c503fa08ae9744b3b3c307457a231db2>).

MapForsyth in conjunction with various City and County Departments along with other Municipalities as stakeholders found the need to invest in new 3D planimetric features compared to an update of existing outdated planimetrics. The last update to the Forsyth County planimetric database was in 2005. MapForsyth and these various stakeholders met and discussed issues relating to improving and updating our current planimetric dataset. Some of the issues identified with the current dataset are:

- Existing planimetric feature layers are incomplete.
- Existing planimetric feature layers are of unknown accuracy or quality.
- Existing planimetric feature layers are outdated, last updated in 2005.
- Existing planimetric features layers are two dimensional (2D) and do not provide a solid foundation for Digital Terrain Model (DTM) development, subsequent contour generation or future updates.
- Improvements in digital airborne imagery and 3D planimetric feature collection.

MapForsyth seeks 3D planimetric features that includes, but not limited to the following broad Implementation Tasks:

- Creation of a new 3D planimetric database using the NPM18 stereo exploitation imagery and aero-triangulation.
- Project metadata.
- 3D Planimetric database delivery.

### 1.1. Background

MapForsyth is an enterprise geographic information systems (GIS) department that serves the City of Winston-Salem and Forsyth County and its other municipalities. Historically the County would purchase planimetrics, or updates in conjunction with digital orthoimagery projects procured by the County. However in 2010, the North Carolina State E911 Board took on the task of providing digital orthoimagery to all of the counties in NC at no cost. Within these projects other services such as planimetric feature collection, DTMs and or contours, near infra-red or 4-band orthoimagery were left up to each County or City to purchase as an upgrade.

MapFosyth's current planimetrics were last updated in 2005, with the original project being from 1997.

For information regarding obtaining the NPM18 stereo exploitation imagery and aero-triangulation data for Forsyth, Davie, Yadkin and Stokes Counties you can contact the State selected Vendor for Study Area-3:

**Sanborn Map Company (Charlotte, NC)**

1935 Jamboree Dr. Suite 100  
Colorado Springs, CO 80920  
Contact: Luiz Cortez  
Phone: (704) 347-4552  
Email: lcortes@sanborn.com

For information regarding obtaining the NPM18 stereo exploitation imagery and aero-triangulation data for Guilford County you can contact the State selected Vendor for Study Area-4:

**Spatial Data Consultants, Inc.**

1008 Hutton Lane, Suite 109  
High Point, NC 27262  
Contact: Mark S. Schall, PLS, CP  
Phone: (336) 841-1247  
Email: mschall@spatialdc.com

If interested in pursuing this project your response is required by **March 9, 2018 at 3:00 p.m.** to assist with understanding and determining current market.

**1.2 General Information**

Section 1.2 contains information, which shall govern the general terms and conditions for this RFP and any subsequent Response submissions.

**1.2.1. Definitions**

As used in this RFP, the following terms shall have the meanings set forth below:

<i>MapForsyth:</i>	Refers to Forsyth County, North Carolina and MapForsyth, a department of Forsyth County and the City of Winston-Salem Government.
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<i>Response:</i>	Refers to a Vendor document received by MapForsyth in response to this RFP.
<i>Vendor:</i>	Refers to any company responding to this RFP.

### 1.2.2. Accuracy of RFP and Related Documents

MapForsyth assumes no responsibility for conclusions or interpretations derived from functional, technical and background information presented in this RFP, or otherwise distributed or made available during the procurement process. In addition, MapForsyth will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFP or any document provided by MapForsyth other than those given in writing by MapForsyth through the issuance of addenda. In no event may a Vendor rely on any oral statement by MapForsyth or its agents, advisors or consultants.

### 1.2.3. MapForsyth Rights and Options

MapForsyth, at its sole discretion, reserves the following rights:

- 1.2.3.1. To supplement, amend, substitute or otherwise modify this RFP at any time;
- 1.2.3.2. To cancel this RFI with or without the substitution of another RFP;
- 1.2.3.3. To take any action affecting this RFP, this RFP process, or other services subject to this RFP that would be in the best interests of MapForsyth;
- 1.2.3.4. To issue additional requests for proposals;
- 1.2.3.5. To require one or more Vendors to supplement, clarify or provide additional information in order for MapForsyth to evaluate the responses submitted.: and/or
- 1.2.3.6. To negotiate a contract with a Vendor based on the information provided in response to this RFP.

### 1.2.4. Expense of Submittal Preparation

MapForsyth accepts no liability for the costs and expenses incurred by the Vendor in responding to this RFP, or in preparing Responses for clarification. Each Vendor that prepares a Response shall do so at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from MapForsyth for the costs and expenses associated with the Response. **Please do not submit marketing materials.**

### 1.2.5. RFP – Not an Offer

This RFP does not constitute an offer by MapForsyth. No binding contract obligation to negotiate or any other obligation shall be created on the part of MapForsyth. No recommendations or conclusions from this RFP process concerning the Vendor shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.

### 1.2.6. Trade Secrets/Confidentiality

Upon receipt at MapForsyth, your Response is considered a public record except for material which qualifies as a “Trade Secret” information under North Carolina General Statutes 66-152 et. Seq. Your Response will be reviewed by MapForsyth staff and members of the general public who submit public records requests. To properly designate material as a trade secret under these circumstances, each Vendor must take the following precautions: (a) any trade secrets submitted by a Vendor should be submitted in a separate, sealed envelope marked “**Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Response,**” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a Response, each Vendor agrees that MapForsyth may reveal any trade secret materials contained in such Response to all MapForsyth staff and officials involved in the selection process, and to any outside consultant or other third parties who serve on an Evaluation Committee or who are hired by MapForsyth to assist in development of specifications. Furthermore, each Vendor agrees to indemnify and hold harmless MapForsyth and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material, which the Vendor has designated as a trade secret. **Please do not mark your entire Response as a trade secret.**

### 1.2.7. Equal Opportunity

MapForsyth has an equal opportunity purchasing policy. MapForsyth seeks to ensure that all segments of the business community have access to supplying the goods and services needed by MapForsyth programs. MapForsyth affirmatively works to encourage utilization of small and minority business enterprises in our procurement activities. MapForsyth provides equal opportunity for all businesses and does not discriminate against any Vendor regardless of race, color, religion, age, sex, national origin, or disability.



### **1.2.8. Clarification of Ambiguities**

Any Vendor believing that there is any ambiguity, inconsistency or error in this RFP shall promptly notify MapForsyth as outlined in Section 2.3, in writing of such apparent discrepancy. Failure to notify will constitute a waiver of claim or ambiguity, inconsistency or error.

Any clarification or supplemental information provided by MapForsyth will be made available to all Vendors via the methods described in this document.

### **1.2.9. Evaluation Criteria**

An evaluation committee will be convened to evaluate and score proposals received. The following criteria shall be used by the committee. Proposals will be evaluated and scored based upon the following factors:

1. Compliance with RFP Requirements
2. Project Approach, including Technical Expertise
3. Firm Background and Financial Stability
4. Staff Qualifications
5. Similar Project Experience, include previous experience on Forsyth County projects
6. Price or Cost

This decision shall be the sole judgment of MapForsyth. MapForsyth will determine the most advantageous proposal based upon these criteria and recommend the selected firm. MapForsyth may request additional information from one or more interested parties after the submission of the initial proposals in order to clarify, confirm, or properly evaluate any proposals. MapForsyth also reserves the right to negotiate terms of the contract with the intended firm pursuant to Forsyth County's Procurement Regulation.

## 2. DESCRIPTION OF PROCESS

This section 2.0 contains information which shall govern the procurement process for this project.

### 2.1. Schedule and Process

The following chart shows the schedule of events to prepare your organization's Response. The key events and deadlines for this process are as follows, some of which are set forth in more detail in the Sections that follow:

Date	Event
<b>February 12, 2018</b>	<i>Issuance of RFP.</i> The MapForsyth issues the RFP to the public.
<b>February 19, 2018</b>	<i>Submission of Written Questions.</i> Vendors are permitted to submit to the MapForsyth written questions, but only for purposes of clarifying this RFP. All submissions shall be submitted as outlined in Section 2.3.
<b>February 23, 2018</b>	<i>Response of Written Questions.</i> MapForsyth will respond by email to all Vendor questions by <b>February 23, 2018 at 5:00 p.m.</b>
<b>March 9, 2018</b>	<i>Response Submission.</i> Responses are due by 3:00 p.m. on this date.

### 2.2. Interpretations and Addenda

No significant interpretation or clarification of the meaning of any part of this RFP will be made orally to any Vendor. Vendors must request such in writing from the MapForsyth. Request for information or clarification of this RFP must be made in writing and addressed to Joseph Sloop at the mailing address, fax number or email address listed below, with email being the preferred method of communication. Questions should reference the RFP page and topic number.

Joseph Sloop, Ph.D., CGCIO, GISP  
Geographic Information Officer

**MapForsyth** | City-MapForsyth Geographic Information Office  
GIS RFP # 01-01192018  
P.O. Box 757  
Winston-Salem, NC 27102

Phone: (336) 703-2303  
Email: [sloopjb@mapforsyth.org](mailto:sloopjb@mapforsyth.org)

Please submit your written questions via email by **February 19, 2018**. Any written responses issued by the MapForsyth to the written questions and requests for information will be sent to all Vendors via email. Any and all interpretations and supplemental instructions will be made in the form of a written addendum, which will be available via email to all Vendors and shall become part of this RFP. It is the responsibility of the Vendor to look for emails from the MapForsyth with any responses and addendums.

When completed, email the response to [sloopjb@forsyth.cc](mailto:sloopjb@forsyth.cc) (10 MB limit). If the file is larger than 10MB please post your response to our FTP site at the following address: [ftp://ftp.forsyth.cc/pub/Uploads/MapForsyth/Addressing\\_RFP\\_Responses/](ftp://ftp.forsyth.cc/pub/Uploads/MapForsyth/Addressing_RFP_Responses/). If your document contains any information that you would like to remain confidential, please encrypt your file by downloading a free version of AxCrypt and sending an email to our office with the password and the file name. **DO NOT** include the password in the same email.

### **2.3. Submission of Responses**

An electronic version of the entire original Response in Adobe text-searchable PDF format shall be emailed to the email address in Section 2.2 with Response signed in ink or digital by an authorized company official. If the file is larger than 10MB please post your response to our FTP site at the following address:

[ftp://ftp.co.forsyth.nc.us/Uploads/MapForsyth/Planimetrics\\_RFP\\_Responses/](ftp://ftp.co.forsyth.nc.us/Uploads/MapForsyth/Planimetrics_RFP_Responses/).

In addition, the Response should also include a copy of the documents in their native format, such as Microsoft Word ® or Excel ®. When received, all Responses and supporting materials, as well as correspondence relating to this RFP, shall become the property of the MapForsyth. **Responses sent by facsimile (fax) or mail will not be accepted.**

In fairness to all Vendors, Responses or any part thereof, received after the Response Submission date/time may not be considered.

### **3. SCOPE OF WORK**

#### **3.1 Objective and Scope**

**3.1.1** Creation of a new 3-D planimetric database using the stereo exploitation imagery and existing aero-triangulation from the North Carolina Northern Piedmont and Mountains Orthoimagery 2018 (NPM18) Project. To receive datasets in an ArcGIS and CAD formats with the associated attribute information and subsequent metadata.

**3.1.2** Creation of a new 3-D planimetric database for Forsyth County (including the part of Kernersville in Guilford County), NC using the NPM18 stereo exploitation imagery and aero-triangulation.

**3.1.3** 3-D planimetric dataset will include attribute information within the dataset itself for each format (ArcGIS File Geodatabase and CAD DWG).

**3.1.4** Metadata for each dataset based on the adopted North Carolina Metadata Standards.

**3.1.5** Create an additional database that would include the areas within the Winston-Salem Metropolitan Area Boundary for MPO purposes (See Appendix F).

#### **3.2 Project Goals**

The goal of the Three Dimensional (3D) Digital Planimetrics Creation/ Acquisition Project is to create a new 3-D planimetric database that replacing the previous database (2005) and provide a solid foundation for future updates, fostering reuse of existing data thus saving MapForsyth future costs and eliminating the need for a total redo project in the foreseeable future. Numerous government departments and organizations will use this new database. The inventory and accuracy of this new 3-D database will allow more precise evaluation, analysis and calculations of all existing improvements which will ultimately benefit the constituents of Forsyth County and its stakeholders.

#### **3.3 Goals for This RFP**

The specific objectives the MapForsyth intends to accomplish through this RFP are as follows:

- Understand the market for the creation of a new 3-D planimetrics dataset for all of Forsyth County, NC (Appendix E) and the Winston-Salem Metropolitan Area Boundary (Appendix F).
- Obtain a financial estimate for what a project of this type would cost, for planning and budgeting purposes.
- Understanding the current market for 3-D planimetrics.

### 3.4 Questions for the Vendor

1. What is the Vendor's company history and experience with 3-D planimetric feature collection projects?
2. Please explain your methodology for quality assurance and quality control (QA/QC) and the expected accuracy level you will achieve.
3. Who are the Vendor's first tier key Team Members / Sub-Consultants, if any, that will be included in the production processes?
  - a. Identify first-tier Team Members or Sub-Consultants, provide points of contact, location / address of the facility / office, where the work shall be performed and percentage of work to be assigned.
  - b. Note: The use of second-tier Sub-Consultants by first tier Team Members or Sub-Consultants, any Sub-Consultant who has not been identified in the Vendor's response is not permitted
4. What project delivery model does the Vendor use? Include an example of a high-level project plan.
5. What is the typical "price range" for a creation of a new planimetric dataset?
6. Is there any additional information you want to provide to help MapForsyth understand your company and the process you use to create 3-D planimetric databases?
7. Provide three references that have used your company for planimetric data creation (Appendix B) Also include performance appraisals supplied from these customers.
8. Explain your methodology for determining public and private features.
9. How do you determine buildings sharing a common way in downtown areas?

### 3.5. Requirements

MapForsyth seeks a Planimetric dataset that includes, but not limited to the following broad Implementation Task:

- Creation Tasks
- Metadata
- Delivery

#### 3.5.1 Creation Tasks

- Data collected based on Federal Geographic Data Committee, National Map Accuracy and American Society for Photogrammetry and Remote Sensing Standards for Class-1 Large Scale Mapping
- Planimetrics Dataset are to include the following:

##### 3.5.1.1 Datasets

(Forsyth County with Kernersville – Appendix E, MPO- Appendix F)

<b>3.5.1.1.0 PLANIMETRIC LAYER</b>			
<i>Feature</i>	<i>Feature Description</i>	<i>Point, Line, or Polygon</i>	<i>Notes</i>
Paved Road – Edge of Pavement	Line representing the edge of pavement.	Line	
Paved Road Under Bridge	Line representing the edge of pavement hidden by a bridge or overpass	Line	
Interstate Highway Shield	Text font representing the Interstate Highway road shield	Polygon	
US Highway Shield	Text font representing the US Highway road shield	Polygon	
NC Highway Shield	Text font representing the NC Highway road shield	Polygon	
Unpaved Road	Unimproved gravel or dirt road at least 10 feet wide	Polygon	
Unpaved Road Under Bridge	Unimproved gravel or dirt road at least 10 feet wide and hidden under a bridge or overpass	Polygon	
Residential Driveway	Edge of residential driveway	Line	
Residential Driveway Polygon	Label point used to generate driveway polygons	Polygon	
Paved Parking Area	Edge of paved parking area	Line	
Unpaved Parking	Edge of gravel or dirt parking area	Polygon	

Paved Public Sidewalk	Edge of paved public sidewalk	Line	
Greenways	Line representing the edge of the greenway	Line	
Building	Closed feature representing Residential, commercial, industrial, and institutional buildings which are larger than 10' x 10'.	Polygon	All near orthogonal corner will be squared. All contour lines inside buildings will be clipped and turned transparent.
Commercial Canopy	Closed feature representing an area under roof, without walls, larger than 10' x 10'.	Polygon	
Commercial Canopy Polygon	Label point used to generate commercial canopy polygons	Polygon	
Public In-ground Pool	Closed feature representing a public or community in-ground pool	Polygon	
Concrete Pool Apron	Closed feature representing the edge of a concrete apron, which is larger than 10' x 10', surrounding a public or community in-ground pool	Polygon	
Concrete Patio	Closed feature representing the edge of a concrete patio which is larger than 10' x 10'	Polygon	
Concrete Pad	Closed feature representing the edge of a concrete pad which is larger than 10' x 10'	Polygon	
Tennis Court Boundary	Closed feature representing the edge of a paved tennis court.	Polygon	

Bridge or Overpass	A closed feature representing an elevated bridge or overpass for roads and railroads	Polygon	
Road Under Construction	Edge of road under construction	Line	
Railroad Centerline	Single line captured down the center of the railroad	Line	
Railroad Centerline Under Bridge	Railroad centerline hidden by bridge or overpass	Line	
Abandoned Railroad Centerline	Line representing the centerline of a railroad no longer in use, but the rails remain	Line	
Paved Airport Runway or Taxiway	Line representing the edge of a paved airport runway or taxiway	Line	

#### 3.5.1.1.1 MISCELLANEOUS LAYER

<i>Feature</i>	<i>Feature Description</i>	<i>Point, Line, or Polygon</i>	<i>Notes</i>
Junkyard, Debris Boundary	Closed feature representing the boundary around a junkyard debris area	Polygon	
Quarry Boundary	Closed feature outlining the edge of a quarry	Polygon	
Landfill Boundary	Closed feature outlining the area of a landfill	Polygon	
Cemetery Boundary	Closed feature representing the boundary around a cemetery	Polygon	



Athletic Field Boundary	Closed feature representing the boundary around an athletic field	Polygon	
Ruins	Closed feature representing building ruins	Polygon	
Pier/Dock	Closed feature extending into a water body	Polygon	
Wall	Line representing the location of a free standing masonry, concrete, or wooden wall	Polygon	Individual wall less than 40 feet in length will not be captured
Retaining Wall	Line representing the location of a wall which holds back higher ground on one side	Line	Individual walls less than 40 feet in length will not be captured
Major Fence	Line representing the location of a major fence, greater than 200 feet in length	Line	

<b>3.5.1.1.2 HYDROGRAPHY LAYER</b>			
<i>Feature</i>	<i>Feature Description</i>	<i>Point, Line, or Polygon</i>	<i>Notes</i>
River	Line representing the shoreline of both banks of a river, stream, or canal greater than 20 feet wide	Line	
River Under Bridge	Line representing the shoreline of both banks of a river, stream, or canal greater than 20 feet wide and obscured by a bridge or overpass	Line	
Lake/Reservoir	Closed feature representing the boundary around a lake or reservoir, generally	Polygon	

Shoreline	defined as larger, named water bodies		
Lake/Reservoir Shoreline Under Bridge	Line representing the lake or reservoir shoreline obscured by a bridge or overpass	Line	
Pond Shoreline	Closed feature representing the boundary around a pond, generally defined as a smaller water body feature than the lake and usually without a name	Polygon	
Pond Shoreline Under Bridge	Line representing the shoreline of a pond obscured by a bridge or overpass	Line	
Concrete Ditch	Closed feature representing a major paved ditch greater than 10 feet wide and 200 feet long	Polygon	
Riprap Boundary Line	Closed feature outlining an area of riprap used for erosion control	Polygon	
Stream Centerline	Line representing the centerline of a stream 20 feet wide or less	Line	
Stream Centerline Under Bridge	Line representing the centerline of a stream 20 feet wide or less and obscured by a bridge or overpass	Line	
Concrete Dam	Closed feature representing the top edge of a concrete dam	Polygon	
Swamp Boundary	Closed feature outlining the boundary of a swamp	Polygon	Characterized by patchy vegetation and may be interspersed with pools of water. May close on a stream, river, or lake.
Headwall/Floodwall 1	Line representing a retaining wall channeling a stream or river into a culvert	Line	

Major Culvert	Line representing a major drainage pipe under a road	Line	
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<b>3.5.1.1.3 UTILITIES LAYER</b>			
<i>Feature</i>	<i>Feature Description</i>	<i>Point, Line, or Polygon</i>	<i>Notes</i>
Major Cross Country Power Transmission Line	A cross country Electrical transmission line which connects transmission towers and poles	Line	
Major Cross Country Pole	Large power poles transporting high voltage power lines across country	Polygon	
CCTL Tower Base Outline	Closed feature representing the base of a large power transmission tower	Polygon	
Substation Boundary	Closed feature representing the boundary around a substation	Polygon	Individual transformers and electrical equipment will not be captured
Water Tower/Tank Outline	Closed feature representing the outline of a major, above ground, water storage tank	Polygon	
Chemical Tank Outline	Closed feature representing the outline of a major, above ground, chemical storage tank	Polygon	
Communication Tower Base	Closed feature representing the base of a large radio or television tower	Polygon	

<b>3.5.1.1.4 VEGETATION LAYER</b>			
<i>Feature</i>	<i>Feature Description</i>	<i>Point, Line, or Polygon</i>	<i>Notes</i>
Woodland Boundary	Closed feature representing the treeline or boundary around a consistently wooded/forested area	Polygon	
Orchard/Vineyard Boundary	Closed feature represents the boundary around an orchard, nursery, or vineyard area	Polygon	

### **3.5.2 Metadata**

- NC Metadata Standard
  - <http://www.nconemap.com/DiscoverGetData/Metadata.aspx>

### **3.5.3 Delivery**

- ArcGIS File Geodatabase format
- DTM (bare earth surface) - Mass point file(s) and breakline files(s) in AutoCAD format, capable of generating 1 foot countours in all areas.
- Topographic countour lines and spots - AutoCAD file of 1 foot contour lines in all areas with every index contour labeled with elevation value and spot elevations (displayed to a tenth of a foot).
- Planimetric features - AutoCAD file at 1" = 100' scale.

## 4. RESPONSE FORMAT

The MapForsyth desires all responses to be identical in format in order to facilitate comparison. While the MapForsyth's format may represent departure from the Vendor's preference, the MapForsyth requests adherence to the format. All Responses are required to be in a PDF format including the following information:

- a) Cover Letter;
- b) Company Profile;
- d) References

All responses shall be in Adobe Acrobat PDF format with all standard text no smaller than 11 points. All submissions are to be emailed to Joseph Sloop (sloopjb@mapforsyth.org) by **March 5, 2018 at 3:00 p.m.** to be considered. In the event a response is too large for emailing, a secure FTP site will be set-up for Vendors to place their responses. These responses are also due by **March 5, 2018 at 3:00 p.m.** to be considered.

**Vendors are asked to organize the information requested in this RFP in accordance with the format outlined. The Vendors may reduce the repetition of identical information within several sections of the Response by marking the appropriate cross-references to other sections of their Response. Appendices for Certain Technical information may be used to facilitate Response preparation.**

### 4.1. Response Content

#### 4.1.1. Cover Letter

The cover letter shall provide the name, address, telephone and facsimile numbers of the Vendor along with the name, title, address, telephone and facsimile numbers of the representative that the MapForsyth should contact with further questions about the response. The cover letter shall present the Vendor's understanding of:

- This Request for Proposal (RFP);
- A summary of the approach to be undertaken to provide the desired product;
- A summary of the total cost to MapForsyth for budgetary purposes.

#### 4.1.2. Company Profile

Provide the following information (See Also Appendix A):

- Provide the main headquarters address of the firm;

- Federal Tax Identification Number (FEID);
- Date of registration and registration number with the North Carolina Secretary of State's Office;
- Date of license and license number of Professional Land Surveyors with the Board of Examiners for Engineers and Land Surveyors;
- Vendor's authorized officer, signature, date, Vendor's name, address, telephone number, FAX number, and email address;
- Indicate the legal form of the business; identify parent corporations, subsidiaries,
- Indicate the age of the business;
- State the total number of employees of the corporation and their primary responsibility for each the Vendor and any Team Members/Sub-Consultants;
- Identify other major products or services the firm offers;
- Firm's M/WBE status;

**Please do not substitute printed brochures in response to specific questions.**

#### **4.1.3 References**

Provide the following information (see Appendix B):

- The organization
  - Name
  - Address
- Primary contact
  - Name
  - Title
  - Phone number
  - Email

#### **4.1.4 Cost**

Provide the following information (see Appendix D):

- Hourly Rate
- Number of Hours Projected

**5. APPENDIXES**

**Appendix A: Company Profile**

- 1. Name of Firm: \_\_\_\_\_
- 2. Headquarter Address: \_\_\_\_\_
- 3. City, State, ZIP Code: \_\_\_\_\_
- 4. Business Organization: \_\_\_\_\_

<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation; State of Incorporation

- 5. Number of Years in Business: \_\_\_\_\_
- 6. Total Number of Employees: \_\_\_\_\_
- 7. Number of Clients:    Public Sector \_\_\_\_\_    Private Sector \_\_\_\_\_
- 8. Other Major Products and/or Services: \_\_\_\_\_

\* Answer questions from section **4.1.2. Company Profile** below:

**Appendix B: Lead Consultant / Sub-Consultant Profile**  
***Lead Consultant Profile***

1. Name of Firm: \_\_\_\_\_
2. Headquarter Address: \_\_\_\_\_
3. City, State, ZIP Code: \_\_\_\_\_
4. Business Organization: \_\_\_\_\_

<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation; State of Incorporation

5. Number of Years in Business: \_\_\_\_\_
6. Total Number of Employees: \_\_\_\_\_
7. Number of Clients:    Public Sector \_\_\_\_\_    Private Sector \_\_\_\_\_
8. Other Major Products and/or Services: \_\_\_\_\_

***Sub-Consultant Profile (If not using a sub-Consultant leave blank)***

1. Name of Firm: \_\_\_\_\_
2. Headquarter Address: \_\_\_\_\_
3. City, State, ZIP Code: \_\_\_\_\_
4. Business Organization: \_\_\_\_\_

<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation; State of Incorporation

5. Number of Years in Business: \_\_\_\_\_
6. Total Number of Employees: \_\_\_\_\_
7. Number of Clients:    Public Sector \_\_\_\_\_    Private Sector \_\_\_\_\_
8. Other Major Products and/or Services: \_\_\_\_\_



**Appendix C: References**

***Reference 1***

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

***Reference 2***

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

***Reference 3***

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

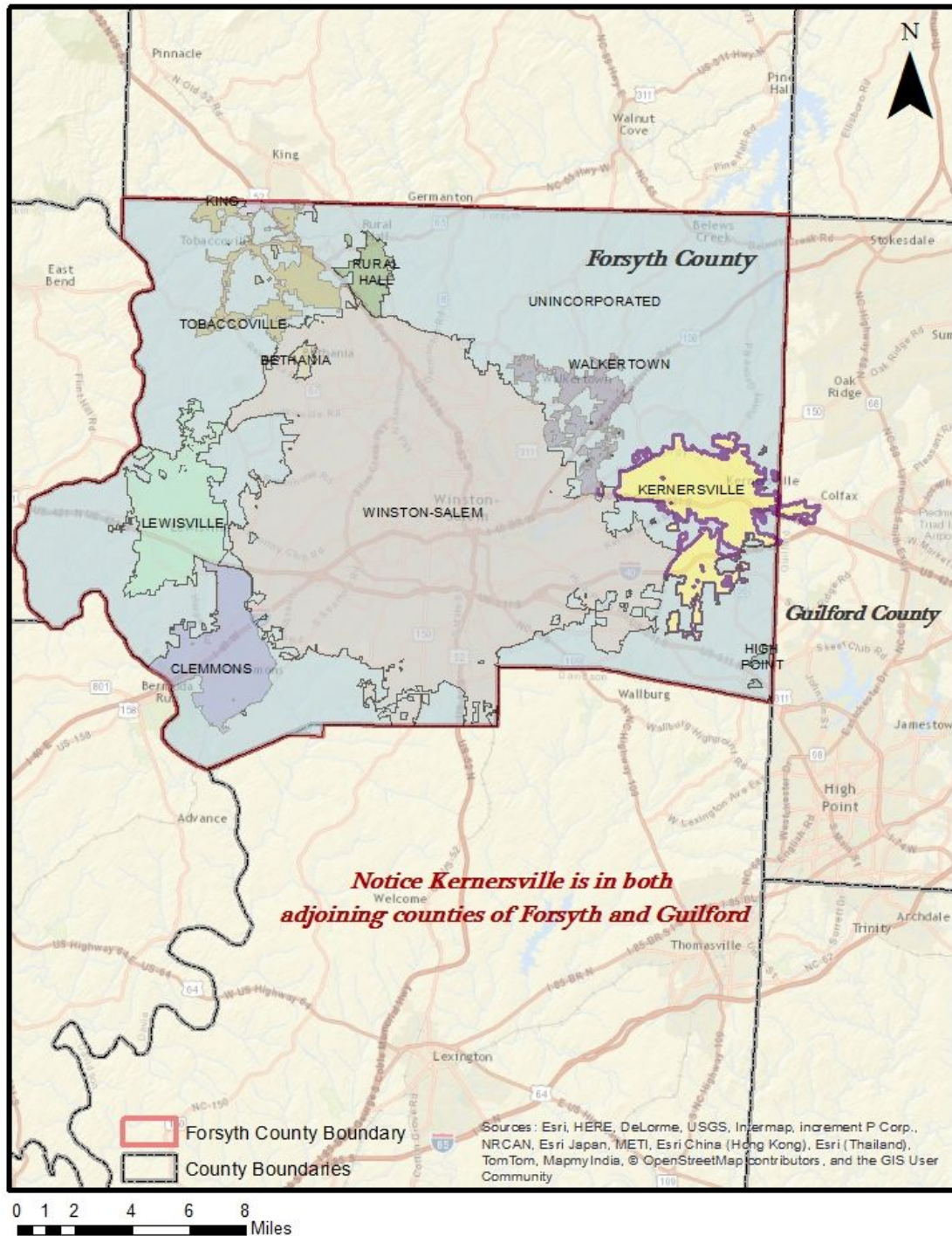
**Appendix D: Cost Worksheet**

<b>Forsyth County with Kernersville (Appendix E)</b>		
<i>Datasets</i>	<i>Hours</i>	<i>Cost</i>
Planimetric Layer		\$
Miscellaneous Layer		\$
Hydrography Layer		\$
Utilities Layer		\$
Vegetation Layer		\$
<b>TOTAL COST</b>		<b>\$</b>
<b>Winston-Salem Metropolitan Area Boundary (Appendix F)</b>		
<i>Datasets</i>	<i>Hours</i>	<i>Cost</i>
Planimetric Layer		\$
Miscellaneous Layer		\$
Hydrography Layer		\$
Utilities Layer		\$
Vegetation Layer		\$
<b>TOTAL COST</b>		<b>\$</b>

<b>Total Cost</b>		
<i>Datasets</i>	<i>Hours</i>	<i>Cost</i>
Forsyth County with Kernersville		\$
Winston-Salem Metropolitan Area Boundary		\$
<b>TOTAL COST</b>		<b>\$</b>

Appendix E: Forsyth County with Kernersville

Forsyth County with Kernersville



Appendix F: Winston-Salem Metropolitan Area Boundary MPO

### Winston-Salem Metropolitan Area Boundaries

