

REQUEST FOR PROPOSAL

2024SLI-1

2024 STREET-LEVEL IMAGERY

Due: May 13th, 2024

HAYS CENTRAL APPRAISAL DISTRICT



Submit To:

Laura Raven

Chief Appraiser

21001 N. I-35

Kyle, Texas 78640

HAYS CENTRAL APPRAISAL DISTRICT
REQUEST FOR PROPOSALS 2024SLI-1
2024 STREET-LEVEL IMAGERY

Date: 4/23/2024
Issued by: Hays Central Appraisal District
Contact: Laura Raven, Chief Appraiser

Proposals addressed to the Hays Central Appraisal District, to provide color street-level imagery and associated metadata, will be received by Laura Raven, Chief Appraiser at 21001 N. I-35, Kyle, Texas 78640 or lraven@hayscad.com by **3:00 P.M., Monday, May 13th, 2024**. No proposals will be accepted after that time.

RECEIPT AND HANDLING OF PROPOSALS

The proposer assumes full responsibility for the timely delivery of the proposal to the District. Proposals delivered to the District via FAX will not be considered. Postal or shipping delays beyond designated deadline will result in a rejection of proposal.

Proposals will not be publicly opened or otherwise handled. Proposals, except for information identified as proprietary, shall be open for public inspection after the contract is awarded.

If deemed appropriate proposals will be reviewed at a scheduled meeting of the Hays Central Appraisal District Board of Directors. Details of the meeting will be shared with the contracted party if deemed appropriate.

PROPOSAL DOCUMENTS

The Request for Proposal document is available:

1. By download from the District's website at <https://hayscad.com/rfp-request-for-proposal/>.
2. By email request to lraven@hayscad.com.

SUBMITTAL OF QUESTIONS

Proposers are requested to submit questions, via email only, no later than Monday, May 6th, 2024 at 5:00pm to Laura Raven at lraven@hayscad.com. The District reserves the right to include questions and responses in the form of written Addendums, as it deems necessary.

W-9 FORM REQUIRED

The selected provider will be required to complete and submit a W-9 tax form. The W-9 form can be accessed at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. It is the responsibility of the selected respondent to act upon this instruction and submit a completed form to Laura Raven, Chief Appraiser.

FORM 1295 CERTIFICATE OF INTERESTED PARTIES

The selected Proposer must comply with 2252.908(d) of the Government Code which states in part that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Commission. The form can be accessed at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. It is the successful respondent's responsibility to act upon this instruction for filing form 1295.

INTRODUCTION

Hays Central Appraisal District (the District) is accepting proposals from a qualified contractor (the Respondent) to acquire color street-level imagery and associated metadata. This Request for Proposals (RFP) is issued to determine the availability and interest of prospective companies.

The District reserves the right to consider proposals or modifications received at any time before the award is made. The District also reserves the right to reject any and all bids received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the District.

OBJECTIVE

The District is seeking competitive proposals from qualified companies to provide color street-level imagery and the corresponding metadata. The District has captured and digitally stored street-level imagery for many years, however, with a significant increase in growth appraisal methodologies have evolved, and images are not being updated as frequently. The District's goal is to use an updated set of imagery to focus on residentially improved properties for a quality of construction audit, as well as general reappraisal purposes.

Respondents shall work closely with the District in planning the drive route given the scope and focus of the District's goals. General estimations of the required miles range between 1,200 and 1,500 miles.

GENERAL PROVISIONS

- Hays Central Appraisal District is a government agency and a political subdivision of the State of Texas, organized and existing under the Constitution and Laws of the State as set forth in the Texas Property Tax Code.
- The District is governed by a Board of Directors in compliance with Texas State laws.
- The District operates on a calendar year budget cycle.
- Services will be used for governmental purposes and will be exempt from taxes.
- Proposal must include a statement that it is valid for a minimum period of ninety (90) days after the closing date of the request.
- Any and all costs associated with proposal process will be at vendor's expense.
- Proposals may be modified, substituted, or withdrawn by written notice if received by the Chief Appraiser prior to the hour and date specified for receipt of proposals.
- The District reserves the right to:
 - Cancel this or any Request for Proposals;
 - Re-issue a Request for Proposals;
 - Reject any or all Proposals;
 - Procure services by other means if necessary; and/or
 - Contact vendor for clarification of information submitted.

- The District’s Board of Directors may evaluate proposals by any criteria they deem appropriate to determine the best option for the District.
- Vendor must state all fees, expenses, travel charges, odd hour charges or other costs associated with providing services to the District.

Proposal Format and Components

Proposal Format

All proposals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the proposal format must address all required components in order.

The aim of the required format is to simplify the proposal preparation and evaluation processes and to ensure that all proposals receive the same orderly review.

All proposals must include the following components:

Section	Topic
	Cover Letter
1	Company Overview
2	Technical Approach
3	Exceptions to Requirements
4	Project Team
5	Related Experience
6	Proposed Schedule
7	Fee
8	Sample Image
9	Required Forms
10	Additional Information

Proposal Components

Cover Letter: Provide a one or two-page cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal.

The cover letter should provide the following:

A brief statement of the Respondent’s understanding of the project.

The name, title, phone number, fax number, email address, and street address of the person in the Respondent’s organization who will respond to questions about the proposal.

Highlights of the Respondent's qualifications and ability to perform the project services.

Section 1: Company Overview

Provide the following information about the Respondent's firm:

The firm's name, business address, phone number, and fax number.

The year the firm was established.

Former names of the firm, if applicable.

The type of ownership and parent company, if applicable.

The location of the office or offices that would provide the project services.

A brief statement of the firm's background, demonstrating longevity and financial stability.

Section 2: Technical Approach, Methodology, and Deliverables Provided

In succinct terms, state the Respondent's understanding of the scope of work presented by this RFP. Include a narrative, describing how the Respondent proposes to complete the tasks listed in the "Scope of Work" section of this RFP and deliver the required products.

Section 3: List any exceptions taken to this RFP.

Although the specifications in the requirements represent the District's anticipated needs, there may be instances in which it is in the District's best interest to permit exceptions to specifications and accept alternatives.

It is important that Respondents make very clear where an exception is taken to the specifications and how alternatives will be provided. Therefore, exceptions, conditions, or qualifications to the provisions stated in this RFP must be clearly identified along with a description of the rationale for the exception.

Section 4: Project Team

Start the section by introducing the designated project manager and the project team. Provide a project team organization chart, including subcontractors.

For each member of the project team managing any part of this project, include a one or two- page resumé that includes a summary of professional qualifications, relevant project experience, education, and professional licensure or registration. The maximum number of resúés is 10.

Section 5: Related Experience

Proposals should include, in this section, three (3) examples of previous qualifying experience. This section should include project descriptions, (including population and size of area), costs, and starting and completion dates of projects successfully completed. Also, the name, address, and phone number of the responsible official of the client organization who may be contacted. Include information on the experience of sub-contractors as it relates to their role in meeting the requirements of this RFP. This section shall include a statement regarding the status and outcome of any lawsuits brought against the Respondent in the past five years.

Section 6: Proposed Schedule

Include a brief schedule for the completion of the project services and the deliverables identified in Section 2 of the Respondent's proposal. Proposed progress reporting should be included along with a schedule of key milestones. Include the proposed start and end dates. Describe the Respondent's projected resource availability for the anticipated duration of the project.

Section 7: Fee Proposal

Please detail the cost for the items identified in the Scope of Work section of this proposal. The Respondent shall detail any payment plans or payment schedules to satisfy the Scope of Work section of the proposal.

Section 8: Sample Image

Provide two sample digital photos. Each sample should be from a different past project. The samples should have been created by the Respondent's company with the same type of camera system and processes the Respondent is proposing for this project. The digital samples may be in TIFF or JPG format. The District will assume the samples are representative of the images the Respondent will provide to the District for this project. The District's acceptance of the samples does not relieve the Respondent from meeting any part of this specification.

Section 9: Required Forms

Respondent must review, sign, date, and send in the W-9 and Form 1295 described previously.

Section 10: Additional Information

Information Supplied by the District

The District has maps and mapping components available for download at the request of the Respondent.

THE DISTRICT WILL FURNISH THIS DIGITAL DATA ON AN "AS IS" BASIS, WITHOUT ANY SUPPORT WHATSOEVER, AND WITHOUT REPRESENTATION OR WARRANTY, INCLUDING BUT NOT IN ANY MANNER LIMITED TO FITNESS, MERCHANTABILITY AND COMPLETENESS OF THE DIGITAL DATA.

SCOPE OF WORK

Purpose

The Respondent will furnish all labor, materials, transportation, tools, supplies, equipment, etc. necessary for the following work.

The proposed project involves the capture, storage, and indexing of front elevation high quality images for a portion of residentially improved properties within Hays County.

The proposed project involves the following components: high quality street-level photography of single family structures. Most will require at least one image of the front and garage doors visible. If the garage is detached an attempt should be made to include it in the image.

Metadata to include: image categorization and GPS location and azimuth (photo direction).

Overview & Background

The purpose of and intended use of the appraisal performed by Hays Central Appraisal District is to estimate market value as established by the Texas Property Tax Code for ad valorem tax purposes for the taxing entities located within the boundaries of the District. The effective date of appraisals is January 1, except for inventory.

Project Services & Deliverables

All products and services produced for this project become the sole property of the District and cannot be used or reproduced without written permission. The District has the right to grant or deny any request for use or reproduction.

Image Quality

All delivered images shall be of “high quality” so as to be acceptable to the District. Unacceptable images will be re-imaged at no expense to the District. Image resolution will be discussed with the selected Respondent.

- Adequate tint, brightness, and contrast so that an individual can adequately distinguish color and property detail
- Ability to be viewed on a high definition monitor and reproducible as black and white or color prints
- A level clearly focused image
- Image Detail
- The image should be taken such that it reflects the best overall value of the property.
- All images where possible should be taken at a slight angle to capture dimensionality of the property
- Unobstructed curbside, public right-of-way views of each improved parcel
- Properties that are difficult to view from public access will be imaged from the point near its access that best shows the structure location. These should be flagged as “not accessible”
- A minimum of obstructing foliage and snow cover
- Images should be free of sun spots and glare with no shadow effect

- Image Restrictions
- Images must conform to the following:
- The front elevation of each structure should comprise of at least 75 percent of the image whenever possible
- Proper horizontal and vertical centering of each improvement
- An appropriate distance should be utilized such that the image is adequately captured but detail properly distinguished
- Garage doors must be closed
- People must not be captured in image
- All license plates of vehicles must be blurred if captured in the image

Acceptance

The District shall identify any image which does not meet the specifications for quality described herein and shall notify the selected Respondent within 30 business days of the District's receipt of the data that the image is being rejected. The Respondent shall make any and all corrections necessary to guarantee that all images meet the described project standards prior to the project deadline. The acceptance of any item by the District shall not preclude subsequent rejection if such an item is later found to be defective. Any defects detected in any of the deliverables after completion of the project shall be corrected by the Respondent at no additional cost to the District.

PROPOSAL PREPARATION

FEES

Proposal must fully disclose all fees based on the specifications provided in this document. If a specification cannot be met, include an explanation. Proposer shall provide a clearly defined fee structure and explain the criteria on which it is based.

PREPARATION COSTS

All costs incurred during, or in any way associated with Proposal preparation, response, submission, presentation, or oral interview shall be the sole responsibility of the proposer and will not be reimbursed.

TERM OF CONTRACT

The District is not bound by any oral or written information released prior to the issuance of the Request for Proposals specification document. Any material and/or documents developed during the engagement will become property of the district.

The District has exclusive ownership and unlimited rights to use, disclose, or duplicate for any purpose whatsoever, all information, data, and materials developed by the provider under contract.

The District reserves the right to refuse to do business with any proposer found to be non-responsive by the District. The District reserves the right to postpone or cancel this Request for Proposals and to reject all proposals at any time.

The final award will be subject to the execution of a service contract acceptable to the District.

No elected or appointed member, agent, or employee of the District and/or the District shall benefit financially or materially from any contract resulting from this Request for Proposals. The District may terminate any contract if gratuities were offered or given by the Respondent or his agent to any member, agent, or employee of the District.

PAYMENT

Payment options shall be listed in proposal. Final terms will be negotiated after proposal has been awarded.

FUNDING OUT CLAUSE

The final awarded contract must contain a funding out clause.

PROPOSAL DUE DATE

All proposals are due, in a sealed envelope addressed to the Hays Central Appraisal District office, attention Laura Raven, Chief Appraiser, at 21001 N. I-35, Kyle, Texas 78640 or in PDF format to lraven@hayscad.com by Monday, May 13th, 2024 by 3:00 P.M. Any proposals received after this appointed time will be considered late and will be returned to the Proposer.

DELIVERY REQUIREMENTS

It is the sole responsibility of the proposer to have their proposal delivered to the District for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, the proposer is responsible for its timely delivery to the District office.

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, the District hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

OWNERSHIP OF MATERIAL

Documents, correspondence, or any other items or specific materials used in the preparation of fulfillment of the agreement shall become property of the District.

CONFIDENTIALITY

Proposers should specifically identify those sections of the proposal deemed to be confidential, proprietary information or trade secrets and provide justification why the District should not disclose

such material upon request. Such confidentiality/proprietary information must be clearly marked and easily separable from the non-confidential provisions and prohibitions against disclosure of all applicable Federal and State laws and regulations related to the confidentiality of records and information gathered, obtained, reviewed, or developed in the performance of the resulting agreement; and further agrees to require each of its employees, partners and agents assigned to the performance of this agreement to observe said provisions. The provider must comply with the requirements of State of Texas Law for safeguarding confidential information, the prohibition against disclosure of confidential information and the civil and criminal consequences of non-compliance.