

# PROPOSAL 19-061P

MATANUSKA-SUSITNA BOROUGH  
PURCHASING DIVISION

PALMER, ALASKA



PROPOSAL AND CONTRACT DOCUMENTS FOR

**MATANUSKA-SUSITNA BOROUGH AERIAL IMAGERY**

**CLOSING DATE & TIME: February 13, 2019 @ 4:00 PM**

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The material herein must be printed in its entirety on the dates shown above. Affidavit of publication is required prior to payment.

**MATANUSKA-SUSITNA BOROUGH**  
**#19-061P**  
**Matanuska-Susitna Borough Aerial Imagery**

The Matanuska-Susitna Borough (MSB) is requesting proposals from qualified firms for the collection of 3,000 square-miles of aerial imagery. This effort will occur over a three-year period, with roughly 1,100 square miles of imagery collected per year.

Proposal documents are available online beginning **Wednesday, January 23, 2019**. This proposal is available for free at the MSB Purchasing Website: [www.matsugov.us/contractopportunities](http://www.matsugov.us/contractopportunities)

For additional info, contact MSB Purchasing at (907) 861-8601, or e-mail [purchasing@matsugov.us](mailto:purchasing@matsugov.us).

**Proposal closing: Wednesday, February 13, 2019 @ 4:00 PM in the Purchasing Section**

Proposals must be received in the Purchasing Division prior to the time fixed for closing of the RFP to be considered. Time of receipt will be determined by the time stamp in the Purchasing Division.

Persons needing accommodation in order to participate should contact the borough ADA coordinator at (907) 861-8404.

The Matanuska-Susitna Borough reserves the right to accept or reject any or all proposals, waive any and all technicalities or informalities it deems appropriate. Award of this project is subject to the availability of funding.

Page 1 of 1	Approved by: Signature on File
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DEPARTMENT ACCOUNT NO.: 100.100.128.422.000

**SECTION I**  
**INSTRUCTIONS TO PROPOSERS**

## GENERAL INSTRUCTIONS TO PROPOSERS PROFESSIONAL SERVICES

### 01. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a proposal, the Proposer is encouraged to:

- Carefully examine and acquaint themselves with all portions of the proposal and specifications.
- Fully inform themselves of existing conditions and limitations.
- If material required for proposal purposes by these documents is absent, the Proposer is required to notify the Purchasing Officer.
- Any interested party submitting a proposal on Matanuska-Susitna Borough (MSB) projects should first review the MSB Debarment/Suspension List. This listing is available off of the MSB Purchasing Division web page. Any submission of a proposal, with participation or involvement of an individual, company, firm or corporation on this list will render the proposal as non-responsible.

### 02. INTERPRETATION

Should a Proposer find discrepancies in, or omissions from, the drawings or specifications, or be in doubt as to their meaning, they should at once notify the Purchasing Officer who will send written instructions or addenda to all known plan holders. The Purchasing Officer will not be responsible for oral interpretations. **Questions must be received in writing.** Questions received less than five (5) days before proposal close may not be answered. All addenda issued during the time of proposals shall become part of the Agreement Documents. **Questions or requests for clarifications shall be directed to the Borough's Purchasing Officer. Questions or requests for clarification directed to any other member of the Borough staff, or consultants may be grounds for rejection of proposal as being irregular.** E-mail questions to [purchasing@matsugov.us](mailto:purchasing@matsugov.us) or fax questions to the Purchasing Officer at (907) 861-8617.

### 03. FORM OF PROPOSAL

Proposals should be submitted in accordance with the Section entitled *Proposal Submission & Evaluation Criteria*.

### 04. ALTERNATES

Alternate proposals, other than those called for in this solicitation, shall not be considered. The failure of a Proposer to propose upon all alternates called for may cause the rejection of the proposal as irregular.

### 05. SIGNATURE

The Proposer shall sign the original proposal in longhand, preferably in **blue** ink.

## **06. SUBMISSION OF PROPOSAL**

One (1) paper copy of proposal, clearly marked "**ORIGINAL**", with an originally signed submittal page, and one electronic copy on portable USB drive of the submitted proposal documents, in PDF format; both shall be enclosed in a sealed envelope, addressed, marked, and delivered to the following address:

Matanuska-Susitna Borough  
Purchasing Division  
350 E. Dahlia Avenue  
Palmer, Alaska 99645

Sealed envelope should reflect the following in the lower left corner of the envelope: Proposal number, title, date and time of closing.

If more than one Proposal is offered by any one party, by or in the name of their clerk, partner, or other person, all such Proposals will be rejected. A party who has quoted prices to a Proposer is not thereby disqualified from quoting prices to other Proposers, or from submitting a Proposal directly for the work.

## **07. SUBMITTAL PAGE**

The submittal page must be completed, signed and returned with the proposal. Proposers should acknowledge addenda, if any, on the submittal page. The bottom of the submittal page contains a list of documents that should be included as a part of the proposal. Unless otherwise stated elsewhere in this solicitation, the submittal page and any required licensing is not counted toward any stipulated page limitation(s).

## **08. MODIFICATIONS**

No oral or telephone modifications of any proposal submitted will be considered.

## **09. WITHDRAWAL OF PROPOSAL**

Proposers may withdraw their proposal either personally or by written request at any time prior to the time set for the proposal closing. No proposal may be withdrawn after the time set for the closing thereof. Proposals may be modified after proposal closing only as a result of negotiations.

## **10. EVIDENCE OF QUALIFICATIONS**

Upon request of the Borough, a Proposer, whose proposal is under consideration for the award of the Agreement, shall submit promptly to the Borough satisfactory evidence of the Proposer's financial resources, their experience, their performance in completing other projects of a similar nature and the organization and equipment they have available for the performance of the Agreement.

## **11. AWARD**

Award Shall be made in accordance with MSB 3.08

## **12. BOROUGH'S RIGHT TO REJECT PROPOSAL**

The right is reserved to reject any or all proposals and to waive any informalities. Informalities that cannot be waived (MSB Code 3.08.250) are timeliness and manual signature requirements.

## **13. PROTEST OF AWARD OF PROPOSAL**

Within two (2) days of service of the Purchasing Officer's determination of the apparent successful proposal, a proposer who wishes to protest the determination shall lodge a protest with the Purchasing Officer. The protest shall be in writing on a form provided by the Purchasing Officer. The protest shall describe with particularity the alleged errors in the award recommendation. The Purchasing Officer shall conduct a review and, within three working days of receipt of the protest, issue a determination. Full text of the protest and appeal procedures, as well as the protest form, can be downloaded from the Borough's web site at [www.matsugov.us](http://www.matsugov.us), selecting "Services", then selecting "Forms" under Forms and Documents, then selecting "Purchasing Forms". A copy can also be obtained by contacting the Purchasing Division at (907) 861-8601.

In order to receive notice of the apparent successful proposal, the proposer must provide the Borough with a fax number and an email. It is the responsibility of the proposer to follow the selection process and stay apprised of the bid or proposal due date, the date notice of apparent successful proposer is issued and the period in which protests can be filed.

## **14. MATANUSKA-SUSITNA BOROUGH BUSINESS LICENSE**

Matanuska-Susitna Borough Code, Chapter 3.36, requires that all entities conducting business within the Borough boundaries have a current business license issued by the Matanuska-Susitna Borough. Prior to any award as a result of this solicitation, the Contractor may be required to provide proof that they have a current Matanuska-Susitna Business License or proof that they have applied for one. Copies of this borough code and instructions on obtaining a business license may be obtained at the Collection Counter, Finance Department, or by calling 907-861-8632. MSB §3.36.040.

## **15. EXECUTION OF AGREEMENT**

The Proposer whose proposal is accepted shall execute the Agreement and furnish the required insurance within five (5) working days after notice of Intent to Award is issued. The Agreement shall be considered executed by the successful Proposer when an authorized representative of the company or firm signs the Agreement and the insurance certificate(s) are received by the Purchasing Officer. Failure or neglect of the proposer to execute the Agreement within the time specified may result in the award of the Agreement to the next highest rated proposer.

The Borough will execute the Agreement within ten (10) working days after execution by the Contractor as set forth above. The date the Agreement is executed by the Borough is the Agreement Date. The rights of the obligations provided for in the Agreement shall become effective and binding upon the parties of the Agreement Date.

## **16. QUALIFIED AND RESPONSIBLE PROPOSER**

The Borough reserves the right to require the Proposer to submit information pertaining to its products, service, reputation, or experience, in order to determine, at the Borough's sole discretion, if the

Proposer is qualified. Past dealings with the Borough and other government agencies will be considered in determining if the Proposer is responsible.

## **17. CONSULTANT'S VIOLATION OF TAX OBLIGATIONS**

- A. No agreement shall be awarded to any individual, firm, corporation or business who is found to be delinquent in any area of taxation, lease or rental agreement with the Borough which has not been remedied within ten (10) calendar days of receipt of written notice.
- B. This Agreement can be terminated for cause if it is determined that the individual, firm, corporation or business is in arrears of any taxation, lease or rental agreement that is due to the Borough that is not remedied within ten (10) calendar days of notification by regular mail.
- C. The Borough reserves any right it may have to offset amounts owed by an individual, firm, corporation or business for delinquent Borough taxes against any amount owing to the same under a contract between the Borough and the same.

## **18. INSURANCE**

See Insurance Requirements in Sample Agreement, Section 27.

## **19. FLOW DOWN PROVISIONS**

This Agreement may include flow down provisions. This Agreement may be issued in connection with another government agency and may include flow down or contract provisions required by that agency. In the event of a conflict between the terms and conditions of the agreement and any flow down terms and conditions, the flow down terms and conditions shall govern. The Contractor and any sub-contractors agree to comply with any and all flow down or contract provisions required by the Borough or another government agency that are included in the Agreement. In the event that flow down or contract provisions required by other agencies or by law are inadvertently omitted from this Agreement, both parties agree to negotiate in good faith for inclusion of those provisions into the Agreement.

## **20. STATUTORY REQUIREMENTS**

Proposers and proposed subcontractors shall be in compliance with the statutory requirements for Alaska licensing included in the certification statement in this RFP package. Non-compliance shall result in rejection of proposal.

## **21. ACCEPTANCE OF CONTRACT/AGREEMENT TERMS AND CONDITIONS**

By signing the Proposal Form/Proposal Submittal Form, the proposer certifies that they have examined and accept the terms and conditions of the Agreement contained in this solicitation. The acceptance is inclusive of, but not limited to, all AGREEMENT REQUIREMENTS, TERMS AND CONDITIONS, GENERAL PROVISIONS, AND SUPPLEMENTAL CONDITIONS along with any and all conditions contained in the INSTRUCTIONS TO PROPOSERS associated with this solicitation. Submission of a proposal in response to this solicitation certifies that the proposer is willing to accept these terms and understands that

failure to accept these terms will subject the proposer to forfeiture of the contract/agreement and loss of any bid guarantee as liquidated damages.

Proposers are encouraged to carefully examine the insurance requirements, any bonding requirements, and any Defense and Indemnification clause contained in the sample contract/agreement.

## **22. MILEAGE AND PER DIEM**

The Matanuska-Susitna Borough will not allow charges for mileage and/or per diem for projects deemed to be in the core area of Borough. The core area is defined as the area north of Knik River Bridge and south of Chickaloon Road on the Glenn Highway and all areas on Parks Highway south of the Willow Creek Bridge. Mileage and per diem outside the core area will be paid at the rates published by the State of Alaska, AAM 60 - Travel.

**SECTION II**  
**SCOPE OF SERVICES**

## SCOPE OF SERVICES

### 19-061P, MATANUSKA-SUSITNA BOROUGH AERIAL IMAGERY

#### **AERIAL IMAGERY PROGRAM OVERVIEW**

The Matanuska-Susitna Borough is implementing a recurring aerial imagery program. The intent of the program is to collect aerial imagery using recurrent three-year contracts.

During each three-year cycle, the Borough aims to collect approximately 3,000 square-miles of imagery, roughly 1,000 square-miles per year. The first two years of each three-year cycle will be used to collect imagery in the most developed areas, which will provide updated imagery for those regions every three years. A third roaming area will provide imagery for more remote regions and will change with each three-year contract.

#### **PROJECT OVERVIEW & PROJECT DELIVERABLES**

This solicitation is focused the Aerial Imagery Program's first three-year cycle (2019-2021).

The attached map and *Table 1* provides an overview of the areas of interest and project deliverables. A shapefile, provided by the Borough as part of this solicitation packet, provides exact project boundaries.

For this project, each area shall be flown, processed, and delivered during the year indicated in *Table 1*. Square-miles listed are approximate and may shrink or expand slightly (within a few square-miles).

<b>Year</b>	<b>Region (<i>General Description</i>)</b>	<b>Size</b>	<b>Imagery Type &amp; Pixel Resolution</b>
2019	Area 1 - <i>Core Area, Port MacKenzie, Glenn Hwy corridor, plus two natural resource management units</i>	1,152 sq mi	4-band orthoimagery (RGB-NIR) 6-in pixel resolution (or less) for 367 sq mi 1-ft pixel resolution (or less) for 785 sq mi
2020	Area 2 - <i>Parks Hwy Corridor</i>	1,036 sq mi	4-band orthoimagery (RGB-NIR) 6-in pixel resolution (or less) for 22 sq mi 1-ft pixel resolution (or less) for 1,014 sq mi
2021	Area 3 - <i>Petersville Rd, Oilwell Rd, Susitna River, plus Central Landfill</i>	1,159 sq mi	4-band orthoimagery (RGB-NIR) 6-in pixel resolution (or less) for 1 sq mi 1-ft pixel resolution (or less) for 1,158 sq mi

*Table 1*

## **PROJECT SCOPE**

### Digital Orthoimagery Specifications

All delivered digital orthoimagery shall meet or exceed the specifications outlined in [USGS Digital Orthoimagery Base Specification V1.0, Chapter 5, Section B, Book 11, 2014](#), **except for the following changes and clarifications** (*page numbers reference the USGS spec*):

- *Geographic Extent (pg. 1-2)* - The tiling schema will be based on Borough tax map grid.
- *Use and Distribution Rights (pg. 2)* – All imagery and data delivered shall be free from restrictions regarding use and distribution. Data and documentation provided as part of this acquisition shall be freely distributable in the public domain.
- *Acquisition and Processing (pg. 2)* – Acquisitions shall be digital images, not film.
- *Acquisitions Conditions, Acceptable Window (pg. 2; #1)* – Imagery shall be collected in the spring, during a period of time that meets the other acquisitions requirement needs.
- *Acquisitions Conditions, Vegetation Conditions (pg. 2; #6)* – Imagery shall be leaf-off.
- *Acquisitions Conditions, Tide Coordination (pg. 2; #7)* – Tide phases below mean sea level in coastal and tidally influenced areas.
- *Acquisitions Conditions, Image Coverage (pg. 2; #8)* – It is understood that the tile schema and zone boundaries may not align perfectly, as a result, partial tiles are acceptable if a portion of the tile falls outside of a zone boundary. The vendor and Borough project manager will determine a plan for how to deal with the no-data portions of the tiles so those areas can be displayed as transparent without affecting other valid data pixel values.
- *Acquisitions Conditions (pg. 2)* – As outlined in the USGS specification and this SOW, the imagery shall ideally be leaf-off, ground snow-free (with some high elevation leniency), lakes ice-free, and tide below mean sea level. If conflicts arise, these factors should be prioritized as follows: #1 - Leaf-off; #2 - Snow free; #3 - Ice off; #4 - Tide below mean sea level. Furthermore, upper canopy leaf-off is a higher priority than lower canopy leaf-off. If the need for prioritizing acquisition conditions arises, the Borough project manager should be contacted immediately for discussion and approval of a prioritization plan.
- *Aerotriangulation (pg. 3)* – Standards for aerial triangulation shall meet or exceed the standards outlined in sections 7.7 and 7.8 on page A8 of the [ASPRS Positional Accuracy Standards for Digital Geospatial Data Edition 1, Ver. 1, Nov 2014](#).
- *Datums and Coordinates (pg. 3)* – NAD 83; Alaska State Plane Zone 4 Feet; NAVD88 shall be used. The Borough will provide the projection file that should be used so that our mapping system correctly recognizes the information.
- *Digital Orthorectified Image Color (pg. 4)* – Imagery shall be 4-band (RGB-NIR).
- *Spatial Resolution (pg. 4)* – The ground pixel resolution shall meet or exceed the resolutions identified in the provided shapefile.

- *Horizontal Accuracy (pg. 4)* – Horizontal accuracy shall meet or exceed the *Standard High Accuracy* class outlined in the [USACE Photogrammetric and LiDAR Mapping, EM 1110-1-1000, April 2015](#) manual, found in Chapter 3, page 3-7, Table 3-5. A portion of the table can be seen in **Table 2**. Computed accuracy shall meet or exceed the 95 percent National Standard for Spatial Data Accuracy (NSSDA) Confidence Interval.

6 inch	≤6	≤1-pixel	Highest accuracy
	12	2-pixels	Standard high accuracy
	≥18	≥3-pixels	Lower accuracy - visualization
9 inch	≤9	≤1-pixel	Highest accuracy
	18	2-pixels	Standard high accuracy
	≥27	≥3-pixels	Lower accuracy - visualization
12 inch	≤12	≤1-pixel	Highest accuracy
	24	2-pixels	Standard high accuracy
	≥36	≥3-pixels	Lower accuracy - visualization

**Table 2**

- *Photo Check Points (pg. 4 & 5)* – The number of check points shall meet or exceed those outlined in the USACE Photogrammetric and LiDAR Mapping, EM 1110-1-1000, April 2015 manual. Chapter 3, page 3-13, Table 3-12. A portion of the table can be seen in **Table 3**.
- *Digital Orthorectified Image Format (pg. 4)* – The Borough will not consider a loss-less compression.
- *Edge Matching (pg. 5)* – The maximum allowable mis-join between transportation features or other well-defined linear features is two (2) product Ground Sample Distance (GSD) pixels.
- *File Naming Convention (pg. 5)* – The Borough will supply the file naming convention.
- *Quality Assessment and Testing (pg. 7)* – All quality control items listed on page 7 of the USGS Digital Orthoimagery Base Specification V1.0 shall be checked by the vendor prior to delivery. A report outlining the process and results of those checks shall be delivered with the data. Once the data is delivered to the MSB, a secondary check will be coordinated and performed by MSB staff. The vendor will be asked to correct any tiles that do not meet the specifications outlined in the scope of work.

Project Area (Square Kilometers)	Horizontal Accuracy Testing of Orthoimagery and Planimetrics
	Total Number of Static 2D/3D Check Points (clearly-defined points)
≤500	20
501-750	25
751-1000	30
1001-1250	35
1251-1500	40
1501-1750	45
1751-2000	50
2001-2250	55
2251-2500	60

**Table 3**

The following additional specification must also be met:

- *Flight overlap* – At a bare minimum, the images shall be acquired with 60% along-track overlap, and 30% sidelap. Tall objects (such as tall buildings, towers and trees) shall have minimal tilt. If necessary, flight line density and overlap shall be increased to prevent the final products from having significantly tilted features, like the trees shown in *Figure 1*.



**Figure 1**

### **PROJECT SCHEDULE:**

Responses to this solicitation should include a proposed timeline that includes project meetings with Borough staff (*see the Project Management section below for more detail*), key acquisition and post processing steps, and deliverable dates.

Regarding the deliverable dates, imagery shall be delivered within 6 weeks of collection flights. Processing of lower elevation data should not wait for the collection of higher elevation data (which can often push into June or July due to snow conditions, particularly in Hatcher Pass). The Borough will review the data based on the specifications outlined in this scope of work and respond with any correction requests within 2-weeks. The vendor shall make corrections and redeliver within 2-weeks. The Borough will perform a second review and accept the data if the identified errors have been adequately corrected. Ideally, the review and correction cycle should only need to occur once.

### **PROJECT MANAGEMENT:**

The selected vendor is responsible for the following project management items:

- *Permits* - The vendor shall be responsible for applying for, and obtaining, any required permit for access, overflight, or intrusion into restricted or otherwise limited ground access and/or airspace.
- *Project Status Reports & Meetings* – The vendor shall provide weekly written project status reports. The vendor shall coordinate face-to-face or teleconference meeting(s) for the following:
  - 1-hour project kick-off and closeout meetings (one each).
  - ½-hour project update meetings including the vendor project manager and Borough project manager (every two weeks from May to September (or until final products are delivered) each year).

- 1-hour project overview meetings including the vendor project manager, Borough project manager, and project sponsor (IT director) (two per collection year).
- *Preliminary Data Review Coordination* – After data collection but prior to full data delivery, the Borough project manager shall be provided access to preliminary data for review. The simplest method for achieving this objective can be determined between the selected vendor and the Borough project manager.

## **OPTIONAL – OBLIQUE IMAGERY RESPONSE:**

Response to this portion of the proposal is not required and will not be graded. If responding to this section, separate the cost for this deliverable from all of the orthoimagery costs.

Interest in oblique imagery is on the rise at the Borough

If responding to this portion of the proposal, please address each of the following topics:

- Cost to also provide 6-inch (or better) oblique imagery for 367 sq mi in Area 1. This area coincides with the area of 6-inch orthoimagery in Area A. Provide the additional cost beyond what was already proposed in the orthoimagery portion of the proposal.
- Data quality details; e.g. pixel resolution, horizontal accuracy, and vertical accuracy. If a specification can be provided, please do so.
- Outline the collection and post-processing quality control process.
- Data restrictions/options and associated costs; e.g. can the data be considered public domain, licensing options, options for sharing with the public, etc.
- Potential additional products and associated costs; e.g. building footprints, change detection, etc.
- Identify the standalone application(s) that can be used to view the oblique imagery and the cost(s) (please clearly outline one-time vs. annual costs). Identify key application capabilities; e.g. viewing only, measuring capabilities, adding other GIS data (including allowable formats), etc.
- Identify which of the following software programs the oblique imagery can be integrated with and the cost for each (please clearly outline one-time vs. annual costs). Identify key capabilities of each integration; e.g. viewing only, measuring capabilities, etc.:
  - ArcMap 10.x
  - ArcGIS Pro 2.x
  - ArcServer 10.6.1
  - AutoCAD Civil 3D 2017
  - GeoCortex 4.10.0
  - WebApp Builder 10.6.1 (on premises Portal)
  - WebApp Builder AGO
  - Cartegraph (desktop) 17.7.18278.11
  - Cartegraph (mobile)
  - Mobile Assessor (Data Cloud Solutions)
  - Govern Open Forms 6.x
  - Tiburon Command CAD version 2.9.1 (this system is also leveraging Maverick Integrated Mapping version 5.3.2.122)
  - Spillmen Flex CAD 6.3.517
- Oblique imagery capture capabilities and experience (particularly in Alaska) and information regarding any sub-contractor support.
- Additional project team members who would be required.
- Cameras and equipment that would be used for such a collect. Include information about whether or not the cameras are USGS certified.

**SECTION III**

**PROPOSAL SUBMISSION & EVALUATION CRITERIA**

**MATANUSKA-SUSITNA BOROUGH**  
**REQUEST FOR PROPOSALS 19-061P, MATANUSKA-SUSITNA BOROUGH AERIAL IMAGERY**

**PROPOSAL SUBMISSION & EVALUATION CRITERIA**

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**PROPOSAL SUBMISSION**

1. Each proposer shall submit one clearly marked original proposal, to include the signed "Submittal Page", preferably in blue ink and One (1) complete electronic copy on Portable USB. Electronic copy should be merged into one complete file and provided in PDF format. Offerors should also include with their proposal, ONE SIGNED ORIGINAL cost proposal for providing the services.

The cost proposal must be in a separate sealed envelope enclosed with the proposal and must be clearly marked "COST PROPOSAL" and identify the firm's name.

\*If responding to the oblique imagery section please place all requested information separate from your firm's proposal.

2. The proposals shall be organized in sections as indicated within the evaluation criteria below. The proposal should be limited to twenty (20) single-sided, single spaced pages in length. It is requested that a minimum font size of 10 be used wherever practical.

The use of photos and graphics within the 20-page proposal limit, should be kept to a minimum. Photos and/or graphics can be used to demonstrate a process/method but should be limited to generic photos or tied to projects contained in the Relevant Project Experience section.

\*The 20 page proposal limit does not include a firm's response to oblique imagery.

3. The Contracting Agency expressly reserves the right to waive minor informalities, negotiate changes or reject any and all proposals and to not award the proposed contract, if in its best interest of the Borough. "Minor Informalities" means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected without prejudice to other Offerors.
4. The selected proposal shall be open for inspection after recommendation of award is issued. All scored proposals submitted shall be open for inspection upon execution of an agreement resulting from this solicitation. Offerors should not include proprietary information in proposals if such information should not be disclosed to the public. Any language within a submittal purporting to render all or portions of a proposal confidential will be disregarded.

Proprietary information which may be provided after selection for contract negotiations will be confidential if expressly agreed to by the Contracting Agency.

5. Responses to this Request for Proposals should follow the following order:

1. Objective & Services
2. Relevant Project Experience
3. Proposed Project Staff
4. Methods
5. Management
6. Fee Proposal (information should not be included in proposal response)
7. Geographic Location
8. Registration

Points for Items 6, 7 and 8 will be awarded as indicated by the Purchasing section based on information provided by each proposer. Maximum points equal 100.

6. Award of this proposal shall be made in accordance with MSB 3.08.

## EVALUATION CRITERIA

### SECTION I - TECHNICAL PROPOSAL

#### 1. Objectives and Services

Weight: 11

Response must **demonstrate your comprehension of the objectives and services** for the proposed contract. Do not merely duplicate the Statement of Services provided with this RFP. Also, consider if the scope is sufficiently explicit; are expressed or implied schedules attainable/economically feasible, etcetera? Explain. **Define any assumptions made** in formulating Criteria Response.

#### 2. Relevant Project Experience

Weight: 11

Response must describe vendor's experience and qualifications for collecting and processing imagery, especially in Alaska. Response must describe recent similar projects, if project is not completed, please indicate the percentage of completion. Describe the dollar amount of the projects and a brief narrative of the successes and adversities of the projects. Provide the scope of services and deliverables, adherence to fees for the work. Include project schedule performance. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. The Borough reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

### 3. Proposed Project Staff

Weight: 8

Response must name the individuals to perform the professional/technical functions you deem essential to perform the services (including sub-contractors if applicable).

Describe the work to be performed by the individuals you name to perform essential function and detail their specific qualifications and substantive **experience directly related to the proposed contract**. A response prepared specifically for this proposal is required.

Marketing resumes often include non-relevant information which may detract from the evaluation of your response and should NOT be included. Lists of projects are not useful.

Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract. For each person named, identify their employer, professional discipline or job classification and state of residency. List three professional references (contact persons, phone numbers, and email addresses) for each person.

### 4. Methods

Weight: 8

Describe your approach and describe what, when, where, how and in what sequences the imagery will be collected and processed. Please include information about aircraft, cameras, control methods, aerial triangulation, and other pertinent information. Address how *particular* geographic familiarity, experience, and capabilities of your firm (offeror and proposed subcontractors) and project staff might *specifically* contribute to the proposed methods. Identify the amount and type work to be performed by any subcontractor.

### 5. Management & Schedule

Weight: 5

Briefly describe your proposed management structure. Response should demonstrate a management structure appropriate for this project. Describe the administrative and operational structure that will be used to guide the development of the project. What will the lines of authority be? A graphic depiction is preferred in response to this criterion. Additionally, the Borough may want to inspect work products in progress and have a close working relationship with your Project Staff. Accordingly, your response should also identify where the services will be performed, *in proximity* to the Borough's offices, and how communications will be maintained between your Project Staff, the Contracting Agency, and (as applicable) any other government agencies or the public. Describe your procedure for problem solving and claim avoidance/resolution.

Provide proposed timeline that includes project meetings (see the Project Management section in scope of services for more detail), key acquisition and post processing steps, and deliverable dates.

**6. Fee Proposal****Weight: 50**

Proposers must respond to this section by completing the proposal fee form and submitting it with their proposal. In addition, proposers must show their costs broken down by each year.

The proposal fee form must be separate from the firm's proposal.

**Apparent low fee / by proposed fee = percentage x points possible = score**

Example:

Contractor A's fee - \$100.00 **Contractor A ~ \$90 / \$100 = 0.9 x 50 = 45 points**

Contractor B's fee - \$150.00 **Contractor B ~ \$90 / \$150 = 0.6 x 50 = 30 points**

Contractor C's fee - \$ 90.00 **Contractor C ~ \$90 / \$ 90 = 1.0 x 50 = 50 points**

**7. Geographic Location****Weight: 5**

At the time the proposal was submitted did the firm have

- a) A current State of Alaska Business License;
- b) Holds a valid Matanuska-Susitna Borough Business License;
- c) Submits a proposal under the name and address as it appears on the person's current state and Matanuska-Susitna Borough Business License; and
- d) Has maintained a place of business within the Matanuska-Susitna Borough staffed by the proposer or the employee of the proposer for a period of 12 months immediately preceding the date of the proposal.

**8. Registration****Weight: 2**

Proposers who download this solicitation and register with the Purchasing Division as plan holders will be awarded these points automatically. Registration should be made by e-mailing the company name, address, telephone and fax numbers, contact individual name and their email address to [Purchasing@matsugov.us](mailto:Purchasing@matsugov.us).

**SECTION IV**  
**SUBMITTAL PAGE**

**PROPOSAL SUBMITTAL PAGE**  
**PROPOSAL #19-061P**  
**MATANUSKA-SUSITNA BOROUGH AERIAL IMAGERY**

By signing below, the Proposer hereby certifies to the following –

1. The individual signing below, or the firm associated or corporation of which they are a member, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of a free competitive process in connection with this solicitation.
2. The individual signed below is authorized by the firm association or corporation to bind such association or corporation to a legal contract.
3. The individual signing below, or the firm association or corporation of which they are a member, is not debarred or suspended from doing business with the Matanuska-Susitna Borough.
4. They are acknowledging receipt of the following Addenda Numbers (if no addenda have been issued, either leave blank or write "N/A" or "None").

\_\_\_\_\_

(List Addenda numbers that you are acknowledging receipt of)

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 City, State and Zip Code

\_\_\_\_\_  
 Printed (or typed) Name

\_\_\_\_\_  
 Contact Person (printed or typed)

\_\_\_\_\_  
 Title (printed or typed)

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Email Address (optional)

\_\_\_\_\_  
 Facsimile Number

\_\_\_\_\_  
 State and Professional License Numbers

It shall be the responsibility of the Proposer to that their proposal is received at or before the date and time fixed for closing.	Proposers should include the following with their proposal. <ul style="list-style-type: none"> <li>✓ Signed Submittal Page (acknowledging Addenda if applicable)</li> <li>✓ One (1) original signed proposal and one (1) electronic copy on portable USB Drive</li> <li>✓ Any other items required within the Instructions to Proposers &amp; Specifications/Scope of Services</li> </ul>
---	---

**FEE PROPOSAL FORM**  
**PROPOSAL #19-061P**  
**MATANUSKA-SUSITNA BOROUGH AERIAL IMAGERY**

Provide all personnel, material, supplies, equipment, transportation and all other items as may be required to complete the services identified within the Scope of Services and Solicitation Documents entitled *19-061P, MATANUSKA-SUSITNA BOROUGH AERIAL IMAGERY*.

Line Item	Description	Line Item Amount
1	Aerial imagery collection in accordance with solicitation documents issued under 19-061P – Year 1	\$
2	Aerial imagery collection in accordance with solicitation documents issued under 19-061P – Year 2	\$
3	Aerial imagery collection in accordance with solicitation documents issued under 19-061P – Year 3	\$
<b>TOTAL FEE AMOUNT</b> (SUM OF LINE ITEMS 1-3)		\$

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name (printed or typed)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title (printed or typed)

**SECTION V**  
**SAMPLE CONTRACT**

**PROFESSIONAL SERVICES AGREEMENT**

**FOR**

**#19-061P MATANUSKA-SUSITNA BOROUGH AER**

**SAMPLE**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, by and between the **MATANUSKA-SUSITNA BOROUGH** and *INSERT NAME OF CONSULTANT HERE*.

**Section 01 Definitions**

In this Agreement:

- A. The term "Borough" means the Matanuska-Susitna Borough.
- B. The term "Consultant" means insert name of Consultant firm here.
- C. The term "Manager" means the manager of the Matanuska-Susitna Borough or his authorized representative.

**Section 02 Employment of Consultant**

The Borough hereby agrees to engage the Consultant and the Consultant hereby agrees to perform the services hereafter set forth.

**Section 03 Scope of Services**

The Consultant shall perform all the services provided for by this Agreement which are described with particularity in Exhibit "C", entitled Scope of Services, attached hereto and incorporated by reference as if fully set forth herein.

**Section 04 Personnel**

Personnel shall be limited to employees of insert name of Consultant firm here and any Sub-Consultants.

**Section 05 Time of Performance**

The services of the Consultant shall commence upon execution of this Agreement by both parties and shall be completed by \_\_\_\_\_, 20\_\_. The period of performance may be extended for additional periods only by the mutual written agreement of the parties.

**Section 06 Compensation**

A. Subject to the provisions of this Agreement, the Borough shall pay the Consultant a total sum for all services and expenses for the term of this Agreement not exceeding the sum as set forth in Exhibit "B", attached hereto and incorporated herein by reference, for services required by this Agreement.

B. Travel or per diem required for the performance of services pursuant to this Agreement shall be subject to Exhibit "B".

C. Except as otherwise provided in this Agreement, the Borough shall not provide any additional compensation, payment, use of facilities, service or other thing of value to the Consultant in connection with performance of Agreement duties. The parties understand and agree that, except as otherwise provided in this section, administrative overhead and other indirect or direct costs the Consultant may incur in the performance of its obligations under this Agreement have already been included in computation of the Consultant's fee and may not be charged to the Borough.

#### **Section 07 Method and Time of Payment**

A. The Borough will pay to the Consultant the amount set forth in Exhibit "B" which shall constitute the full and complete compensation for the Consultant's professional services. That sum will be paid on approval of billings submitted pursuant to a schedule set forth in Exhibit "B". If not identified within Schedule "B", normal billing cycle is 30 calendar days from receipt of an approved invoice. A billing is a summary of expenditures to date by line item categories (e.g., Personal Services, Travel, Contractual, Commodities and Equipment). Documentation of expenditures need not be submitted with billings but must be retained by the Consultant in the event the Borough requests said documentation.

B. No payment will be disbursed until the completed task and associated expenditures have been approved by the Borough.

C. All invoices must be submitted in duplicate and addressed as follows:

Matanuska-Susitna Borough  
Attention: Accounts Payable  
350 East Dahlia Avenue  
Palmer, Alaska 99645

D. It is expressly understood and agreed that in no event shall the total compensation due the Consultant exceed **INSERT DOLLAR AMOUNT IN WORDS (\$00.00)**

#### **Section 08 Termination of Agreement for Cause**

If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner the obligations under this Agreement or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Agreement, the Borough shall thereupon have the right to terminate this Agreement by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. All finished or unfinished documents, data, studies, surveys and reports or other material prepared by the Consultant under this Agreement are the property of the Borough and shall be delivered to the Borough by or upon the effective date of termination. The Consultant shall be entitled to receive compensation in accordance with the payment provisions of Exhibit "B" of this Agreement only for work completed to the Borough's satisfaction in accordance with Exhibit "C" of this Agreement and the other terms of this Agreement.

## **Section 09 Termination for Convenience of Borough**

The Borough may terminate this contract at any time by giving written notice to the Consultant of such termination and specifying the effective date of such termination. All finished or unfinished documents and other materials as described in Section 8 above are the property of the Borough and shall be delivered to the Borough by or upon the effective date of execution of this section. The Consultant shall be entitled to receive compensation in accordance with the payment provisions of Exhibit "B" of this Agreement only for work completed to the Borough's satisfaction in accordance with Exhibit "C" of this Agreement and the other terms of this Agreement. If this Agreement is terminated due to the fault of the Consultant, Section 8 of this Agreement shall govern the rights and liabilities of the parties.

## **Section 10 Causes Beyond Control**

In the event the Consultant is prevented by a cause or causes beyond control of the Consultant from performing any obligation of this Agreement, non-performance resulting from such cause or causes shall not be deemed to be a breach of this Agreement which will render the Consultant liable for damages or give rights to the cancellation of the Agreement for cause. However, if and when such cause or causes cease to prevent performance, the Consultant shall exercise all reasonable diligence to resume and complete performance of the obligation with the least possible delay. The phrase "cause or causes beyond control," as used in this section, means any one or more of the following causes which are not attributable to the fault or negligence of the Consultant and which prevent the performance of the Consultant: fire, explosions, acts of God, war, orders or law of duly constituted public authorities, and other major uncontrollable and unavoidable events, all of the foregoing which must actually prevent the Consultant from performing the terms of the Agreement as set forth herein. Events which are peculiar to the Consultant and would not prevent another Consultant from performing, including, but not limited to financial difficulties, are not causes beyond the control of the Consultant. The Borough will determine whether the event preventing the Consultant from performing is a cause beyond the Consultant's control.

## **Section 11 Modifications**

A. The parties may mutually agree to modify the terms of the Agreement. Modifications to the Agreement shall be incorporated into the Agreement by written amendments.

B. It is expressly understood that the Borough may require changes in the scope of services and an unreasonable refusal by the Consultant to agree to modification in the scope of services will be the basis for termination of the Agreement for cause. It is expressly understood that the total amount of compensation for successful performance of the Agreement will not be modified, under any circumstances, without prior written approval of the Borough.

## **Section 12 Equal Employment Opportunity**

A. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical handicap, age, status as a disabled veteran, or veteran of the Vietnam war era. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, physical handicap, age, status as a disabled veteran, or veteran of the Vietnam war era. Such actions shall include, but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or

terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The Consultant agrees to post in conspicuous places available for employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, physical handicap, age, or status as a disabled veteran, or veteran of the Vietnam war era. The Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement.

B. The Consultant shall keep such records and submit such reports concerning the equal opportunity employment provisions set forth in subsection 12 (A) for applicants for employment and employees as the Borough may require.

### **Section 13 Interest of Members of Borough and Others**

No officer, member or employee of the Borough and no member of its governing body, and no other public official of the governing body shall participate in any decision relating to this Agreement which affects their personal interest or the interest of any corporation, partnership or association in which they are, directly or indirectly, interested or having any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

### **Section 14 Assignability**

Because of additional administrative and accounting time required of borough departments/divisions when third party financing agreement and/or assignments of payment are permitted, they will not be allowed under any agreement resulting from this Invitation to Bid.

### **Section 15 Interest of Consultant**

The Consultant covenants, that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Consultant further covenants that in the performance of this Agreement no person having any such interest shall be employed.

### **Section 16 Findings Confidential**

To the extent permitted or required by law any reports, information, data, etc., given to or prepared or assembled by the Consultant under this Agreement which the Borough requests to be kept confidential shall not be made available to any individual or organization by the Consultant without the prior written approval of the Borough.

### **Section 17 Publication, Reproduction and Use of Materials**

No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. The Borough shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.

## **Section 18 Audits and Inspections**

At any time during normal business hours and as often as the Borough or the Comptroller General of the United States may deem necessary, the consultant and any sub-consultants shall make available for examination all of its records with respect to all matters covered by this Agreement and will permit representatives of the Borough or the Comptroller General to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

## **Section 19 Jurisdiction; Choice of Law**

Any civil action arising from this Agreement shall be brought in the superior court for the third judicial district of the state of Alaska at Palmer. The law of the state of Alaska shall govern the rights and obligations of the parties.

## **Section 20 Non-Waiver**

The failure of the Borough at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of this Agreement or any part thereof, or the right of the Borough thereafter to enforce each and every protection hereof.

## **Section 21 Permits, Laws and Taxes**

The Consultant shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to the performance under this Agreement. All actions taken by the Consultant under this Agreement shall comply with all applicable statutes, ordinances, rules and regulations. The Consultant shall pay all taxes pertaining to its performance under this Agreement.

## **Section 22 Relationship of the Parties**

The Consultant shall perform its obligations hereunder as an independent Consultant of the Borough. The Borough may administer this Agreement and monitor the Consultant's compliance with this Agreement but shall not supervise or otherwise direct the Consultant except to provide recommendations and to provide approvals pursuant to this Agreement.

## **Section 23 Agreement Administration**

- A. The Borough Manager, or their designee, will be the representative of the Borough administering this Agreement.
- B. The services to be furnished by the Consultant shall be administered, supervised, and directed by \_\_\_\_\_. In the event that the individual named above or any of the individuals identified in the proposal to perform work under the Agreement is unable to serve for any reason, the Consultant shall appoint a successor in interest subject to a written approval of the Matanuska-Susitna Borough.

**Section 24 Integration**

- A. This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either oral or written, between the parties. To the extent they are not inconsistent with the terms of this Agreement, the following documents are incorporated by reference into this Agreement as if fully set forth herein:
  
- B. The following documents are incorporated in full text or by reference into this Agreement:

<b>FULL TEXT</b>	<b>REFERENCE</b>
Exhibit "A" – Proposal & Submittal Page	Matanuska-Susitna Borough Business License
Exhibit "B" – Fee Schedule	State of Alaska Business License
Exhibit "C" – Scope of Services	Professional License
Exhibit "D" – Addendum(a)	
Exhibit "E" – Certificate of Insurance	

**Section 25 Defense and Indemnification**

- A. The consultant shall indemnify, defend, and hold harmless the contracting agency from and against any claim of, or liability for, negligent acts, errors, and omissions of the consultant under this agreement. The consultant is not required to indemnify, defend, or hold harmless the contracting agency for a claim of, or liability for, the independent negligent acts, errors, and omissions of the contracting agency. If there is a claim of, or liability for, a joint negligent act, error, or omission of the consultant and the contracting agency, the indemnification, defense, and hold harmless obligation of this provision shall be apportioned on a comparative fault basis. In this provision, "consultant" and "contracting agency" include the employees, agents, and contractors who are directly responsible, respectively, to each. In this provision, "independent negligent acts, errors, and omissions" means negligence other than in the contracting agency's selection, administration, monitoring, or controlling of the consultant, or in approving or accepting the consultant's work.
  
- B. If any portion of this clause is voided by law or court of competent jurisdiction, the remainder of the clause shall remain enforceable.

**Section 26 Interpretation and Enforcement**

This Agreement is being executed by the parties following negotiations between them. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The titles of sections in this Agreement are not to be construed as limitations or definitions but are for identification purposes only.

## **Section 27 Consultant Insurance**

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of the Agreement to create in the public or any member thereof a third party benefit hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

It is highly recommended that the Contractor confer with their respective insurance companies or brokers to determine if their insurance program complies with the Borough's Insurance requirements.

The Contractor shall procure and maintain the following insurances:

### **A. Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. Insurance Services office form number CG 0001 (Edition 10/01) covering Commercial General Liability.
2. Insurance Services office form number CA 0001 (Edition 10/99) covering Automobile Liability, symbol 1 "any auto".
3. Worker's Compensation insurance as required by the State of Alaska and Employers Liability Insurance.
4. Professional Liability insurance against liability arising out of the rendering or failure to render professional services under this agreement on a form acceptable to the Borough.

### **B. Minimum Limits of Insurance**

Contractor shall maintain limits no less than:

#### **1. General Liability**

\$500,000 combined single limit per occurrence for bodily injury, property damage, personal injury and advertising injury.

\$500,000 Products/Completed Operations

\$1,000,000 General Aggregate Limit. The general aggregate limits shall apply separately to each project.

If the general liability insurance is written on a claims made form, the Contractor shall provide insurance for a period of two years after final payment of this agreement. The policy(s) shall evidence a retroactive date, no later than the beginning of this Agreement.

#### **2. Auto Liability:**

\$250,000 Bodily Injury/Death per Person

\$500,000 Bodily Injury Total

\$100,000 Property Damage

3. Worker's Compensation and Employers Liability:

Worker's Compensation shall be statutory as required by the State of Alaska. Employers liability shall be endorsed to the following minimum limits:

Bodily Injury - \$100,000 Per Occurrence  
Bodily Injury - \$100,000 Per Employee  
Bodily Injury by Disease - \$500,000 Policy Limit

4. Excess Liability:

In order to meet the required minimum limits of insurance it is permissible for the Contractor to combine an excess liability or umbrella policy with the general liability, auto liability or employers liability. In the instance where the Contractor purchases an excess liability or umbrella policy the occurrence limit and the aggregate limit may be of the same amount.

5. Professional Liability:

\$1,000,000.00 combined single limit per occurrence. The professional liability insurance shall be maintained in effect until final acceptance by the Borough of the completed project.

If the professional liability insurance is written on a claims made form, the Consultant shall provide insurance for a period of two years after final repayment of this agreement. The policy(s) shall evidence a retroactive date, no later than the beginning of this agreement.

C. Deductibles and Self-Insured Retention

Prior to work commencing any deductible or self-insured retention must be declared and approved by the Borough. The Contractor may be requested to demonstrate how the deductible or self-insured retention will be funded in the event of a claim. At the option of the Borough, the Contractor shall reduce or eliminate such deductibles or self-insured retention as respects the Borough, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability, Automobile Liability

a. The Borough, its Administrator, officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor premises owned, occupied or used by the Contractor or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitation on the scope of protection afforded to the Borough, its Administrator, officers, officials, employees and volunteers.

- b. The Contractor's insurance coverage shall be primary insurance as respects the Borough, its Administrator, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Borough, its Administrator, officers, officials, employees and volunteers shall be excess of the Contractor insurance and shall not contribute to it.
- c. The Contractor insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

## 2. Worker's Compensation and Employer's Liability

The insurer shall agree to waive all rights of subrogation against the Borough, its Administrator, officers, officials, employees and volunteers for losses arising from work performed by the Contractor or any subcontractor for the Borough.

## 3. All Insurance

Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after 30 days prior written notice for nonpayment of premium or fraud on the part of the Contractor or 60 days prior written notice for any other reason by certified mail, return receipt requested, has been given to the Borough. Such notice shall be mailed by the Contractor to the attention of the Borough's Purchasing Officer.

## E. Acceptability of Insurers

Insurance is to be placed with insurers with a minimum A.M. Best rating of A-VII.

## F. Verification of Coverage

Contractor shall furnish the Borough with certificates of insurance and with certified copies of all endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms acceptable to the Borough. All certificates are to be received and approved by the Borough before work commences. The Borough reserves the right to require complete, certified copies of all required insurance policies, at any time.

## G. Subcontractors

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all requirements stated herein.

## H. Lapse in Coverage

A lapse in insurance coverage is a material breach of this agreement which may result in immediate termination of the agreement, pursuant to the appropriate Section within the contract.

**Section 28 Severability**

If any section or clause of this Agreement is held invalid by a court of competent jurisdiction, or is otherwise invalid under the law, the remainder of this Agreement shall remain in full force and effect.

**Section 29 Understanding**

The Consultant acknowledges that the Consultant has read and understands the terms of this Agreement, has had the opportunity to review the same with counsel of their choice, and is executing this Agreement of their own free will.

**Section 30 Notices**

Any notice required pertaining to the subject matter of the Agreement shall be personally delivered or mailed by prepaid first-class, registered or certified mail to the following address:

Borough: 350 East Dahlia Avenue, Palmer, Alaska 99645

Consultant: **INSERT VENDOR'S ADDRESS HERE**

**Section 31 Consultants' Violations of Tax Obligations**

A. Any consultant in arrears on a Borough obligation, including, but not limited to tax, assessment, lease, sale, or rental payments, whether as an individual, or as a representative of a business, organization, firm, corporation, or partnership, shall not be awarded the Agreement if the delinquency is not cured within ten calendar days of receipt of written notice sent by the Borough of the delinquency.

B. This Agreement can be terminated for cause, pursuant to Section 8, if it is determined that a Consultant whether the amounts owed are in the name of the Consultant as an individual or as a representative of a firm, business, corporation, or partnership, is in arrears of any taxation, lease or rental agreement that is due to the Borough that is not remedied within 10 calendar days of notification by regular mail.

C. The Borough reserves any right it may have to offset amounts owed by an individual, firm, corporation or business for delinquent Borough taxes, moneys owed on sales, assessments, leases and rental agreements, against any amount owing to the same under an Agreement between the Borough and the same.

**Section 32 Flow Down Provisions**

This Contract may include flow down provisions. This Contract may be issued in connection with another government agency and may include flow down or contract provisions required by that agency. In the event of a conflict between the terms and conditions of the general agreement and any flow down terms and conditions, the flow down terms and conditions shall govern. The Consultant and any sub-consultants agree to comply with any and all flow down or contract provisions required by the Borough or another government agency that are included in the Contract. In the event that flow down

or contract provisions required by other agencies or by Law are inadvertently omitted from this Contract, both parties agree to negotiate in good faith for that provisions inclusion into the Contract.

**Section 33 Contracts Enforceable Against the Borough (MSB Code 3.08.120)**

A contract for supplies, services, professional services or construction, or any amendment to the contract, may not be enforced against the borough unless its terms have been approved in accordance with this chapter, and unless the contract or amendment to the contract has been set forth in writing, executed in accordance with this chapter.

**Section 34 Publication, Reproduction and Use of Materials**

No material produced, in whole or in part, under this Agreement shall be subject to copyright in the United States or in any other country. The Borough shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.

**Section 35 Authority of The Purchasing Officer (MSB Code 3.08.150)**

*All borough contracts for supplies, services, professional services and construction, and any amendments to the contracts shall be signed by the manager or the purchasing officer.*

MSB Code 3.08.170 CONTRACT AMENDMENTS; ASSEMBLY APPROVAL states

- (A) Contract amendment shall not be used to avoid procurement by the competitive procedures establish under this title.
- (B) Except for emergency procurement authorized under MSB 3.08.200, contracts for supplies, services, profession services and construction may be amended by the manager or the purchasing officer with the approval of the assembly, as set forth in MSB 3.08.161, only for the following reasons:
  - (1) to change the quantity order or date of delivery under contract for supplies, where necessary to meet unforeseen borough requirements;
  - (2) to change the quantity of services or professional services to be rendered, or to change the scope of a project under a contract for services or professional services where necessary to meet unforeseen changes in borough requirements;
  - (3) to change the scope of a project or the scope of services or professional services under a construction contract to meet unforeseen borough requirements, or to change the specification under a construction contract because unforeseen conditions render the original specification impracticable;
  - (4) to change the time for completing a project under a contract for services, professional services or construction;
  - (5) to correct an error in contract specifications made by the borough in good faith or to resolve a good faith dispute between the borough and a contractor as to a party's rights

and obligations under the contract; and

- (6) to change administrative provisions of a contract without materially altering the contract terms governing the quantity or quality of supplies, services, professional services or construction furnished the borough.

For these purposes, the Purchasing Officer is defined as **Rustin Krafft** during absences of the purchasing officer, the Assistant Purchasing Officer has been delegated the authority to act as the Purchasing Officer.

**AUTHORITY OF THE BOROUGH PROJECT MANAGER**

The Borough Project Manager has the authority to monitor and administer the Agreement, but cannot make changes to the amount of the contract nor change the completion date of the contract

I hereby acknowledge that I have read and understand the authority granted to the parties by the Matanuska-Susitna Borough.

SIGN HERE: \_\_\_\_\_

**Section 36 Fund Verification**

Fund source and verification of funds for this project:

Funding Source: **PO 2019-**

**MATANUSKA-SUSITNA BOROUGH**

**INSERT CONSULTANT'S NAME HERE IN BOLD**

\_\_\_\_\_

Sign Name: \_\_\_\_\_

RUSTIN M. KRAFFT

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

Purchasing Officer

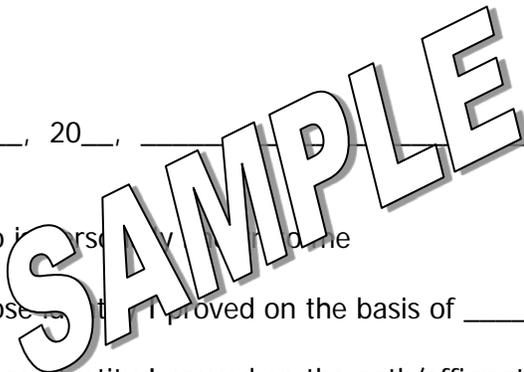
Title: \_\_\_\_\_

STATE OF ALASKA

Third Judicial District

On \_\_\_\_\_, 20\_\_, \_\_\_\_\_ personally appeared before me,

- 1.  who is personally known to me
- 2.  whose identity I proved on the basis of \_\_\_\_\_
- 3.  whose identity I proved on the oath/affirmation of \_\_\_\_\_, a credible witness



to be the signer of the **Agreement 19-061P MATANUSKA-SUSITNA BOROUGH AERIAL IMAGERY**, and he/she acknowledged that he/she signed it.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

STATE OF ALASKA

Third Judicial District

On \_\_\_\_\_, 20\_\_, RUSTIN M. KRAFFT, Purchasing Officer, personally appeared before me, who is personally known to me, to be the signer of the above document, and he acknowledged that he signed it on behalf of the Matanuska-Susitna Borough.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

## **SECTION VI**

### **ATTACHMENTS**

1. Aerial Imagery Boundaries (Zip File)
2. Acquisition Map (1 page)