



SDRGC Acquisition of Subregional Imagery Project Administration Process and Proposed Timeline

Project Description:

The purpose of the imagery acquisition partnership is to collaboratively obtain very high resolution orthorectified imagery for partnering agencies' areas of interest; thereby providing significant cost savings to individual agencies. The products to be acquired as part of this partnership will be orthorectified, color-balanced, true color, 4-inch resolution imagery, with positional accuracy sufficient for producing 1" = 100' scale planimetric maps, delivered in State Plane Coordinates (NAD83).

Ancillary products required by individual agencies, such as color infrared imagery, new or updated terrain models (required for orthorectification), and contours can also be obtained through this partnership agreement.

Roles and Responsibilities:

- SANDAG Service Bureau will serve as the contract manager and will prepare and manage the Request for Proposal process and vendor contracts and handle invoicing of vendors and partners.
- Service Bureau will prepare one Memorandum of Understanding (MOU) between SANDAG Service Bureau and the agencies. The MOU is a legally binding agreement and it will include specific products each agency will receive and the estimated cost for the products and services. The cost will include a 15 percent administrative fee for the SANDAG Service Bureau and at 15 percent Quality Assurance/Quality Control (QA/QC) fee.
- Once MOU is signed, the SANDAG Service Bureau, in partnership with SDRGC Imagery Subcommittee, will prepare Request for Proposal (RFP) for the procurement of two vendors: one for imagery and another for QA/QC work. Service Bureau will execute contract with vendors.
- All agencies participating in the project will work with the SDRGC Imagery Subcommittee to determine the desired products and provide additional information in a timely manner.
- All agencies participating in the project will sign the one MOU. The MOU must be signed by all agencies prior to initiating the RFP process.
- The SDRGC Imagery Subcommittee will provide technical assistance.

Deliverables:

- RFP and contracts with two vendors (one for imagery and another for QA/QC work)
- Imagery for all participating agencies and terrain data for selected areas

Payment Schedule:

- 50 percent of amount due once contracts are negotiated and executed.
- Balance after final products are delivered



Contracting Schedule: (Goal: Flight August, September, and October 2009)

- MOU Scope of Work and partner product specification July 2008
- MOU prepared August – September 2008
- MOU routed for signature (25-30 agencies) October - December 2008
- MOU signed by all agencies December 2008
- RFP Scope of Work finalized January 2009
- RFP process (five months) February – June 2009
- Contract awarded July 2009
- Flight schedule August, September, October 2009

Note: *If any agencies are using monies from Federal Transportation Agency (FTA) or Federal Highway Administration (FHWA), then a pre-award audit is required by Caltrans. These audits take a minimum of six months.*

Information Required from Agencies:

- Name and title of person authorized to sign MOU
- Funding information:

Funding Source: (CHECK ALL THAT APPLY)	Check/Define all that apply: ▼
Federal <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> FTA <input type="checkbox"/> FHWA <input type="checkbox"/> Other (DEFINE):
State <input type="checkbox"/> YES <input type="checkbox"/> NO	Funding Description:
Local <input type="checkbox"/> YES <input type="checkbox"/> NO	Description:

FTA=Federal Transportation Agency and FHWA=Federal Highway Administration

- If using federal monies, are there special requirements required by the federal funding source to include provisions for debarment, lobbying, work with minority, woman-owned, or small minority businesses? If yes, please explain.