



LABRADORCITY

REQUEST FOR PROPOSALS
` AERIAL PHOTOGRAPHY ACQUISITION`
TLC-25-24

Closing Date: Wednesday, December 18, 2024 at 3:00pm local time.

Craig Purves, MCIP
Director of Planning & Development
Town of Labrador City
317 Hudson Drive
Labrador City, NL
A2V 2K5



**November 28, 2024
NOTICE**

**INVITATION
`Aerial Photography Acquisition`
TLC-25-24**

The Town of Labrador City requires the services of a qualified proponent to acquire and orthorectify aerial photography for a coverage area totalling approximately 33.3km², in Labrador City, Newfoundland & Labrador.

Sealed Proposals are to be submitted and duly signed for **`Aerial Photography Acquisition`**, **TLC-25-24**, and shall be delivered to:

Town Hall, Labrador City, PO Box 280, 317 Hudson Drive, Labrador City, NL, A2V 2K5 by 3:00pm local time, December 18th, 2024.

Digital Proposals shall be submitted in accordance with the Request for Proposals document.

The Town reserves the right to reject any or all proposals and to award the contract in its entirety, or in part, whichever in its opinion best serves the interest of the Town.

Closing Date: 3:00pm local time, Labrador City, December 18th, 2024.

Proposals received after the closing date will not be considered.

Submissions must be in accordance with the instructions disclosed in the 'Request for Proposals' document.

SECTION 1: PROJECT BACKGROUND AND FRAMEWORK

1.0 Project Background

The Town of Labrador City (“the Town”) is a community located in western Labrador, Newfoundland & Labrador, Canada, with a population of approximately 8,000 residents.

The Town is seeking proposals from qualified respondents to:

- Collect vertical digital color aerial photography.
- Produce high-quality digital orthorectified imagery deliverables.

The specific geographic coverage area for this project is outlined in [Section 3](#). Technical specifications and detailed proposal submission requirements are provided in subsequent sections of this document.

The data products generated through this project will support a range of critical applications, including:

- Updating planimetric and infrastructure maps.
- Planning, development, and infrastructure design projects.
- Land use analysis and information capture.
- Serving as foundational content for CAD and GIS applications.

This initiative aims to enhance the Town’s capacity for informed decision-making and sustainable development planning.

1.1 Project Schedule

The proposed deadlines for key aspects of this RFP are outlined below as part of a tentative schedule. These dates are intended as general guidelines and may be subject to change at the discretion of the Town of Labrador City:

Issue Date of RFP	November 28, 2024
Deadline for Questions	December 9, 2024
Deadline for Issuing Amendments	December 11, 2024

Submission Deadline	December 11, 2024
Review of Proposals	January 8, 2025
Anticipated Award of RFP	January 14, 2025
Photography/Data Acquisition*	Spring 2025
Final Deliverables Submission**	Fall 2025

*Photography/Data Acquisition: The anticipated photo acquisition date must be stated in the response.

**Final Data Delivery: The number of days to submission of all final deliverables following photography acquisition must be stated in the response.

Additional and more specific requirements may be included in the project contract with the successful respondent, with mutual consent.

SECTION 2: DETAILED TECHNICAL REQUIREMENTS

2.1 Equipment, Methodology and Best Practises

The Town expects that the selected respondent will conduct the project using current technical equipment and industry best practises. Responses must include applicable supporting information.

2.2 Coordinate Systems and Datum

Units are metres.

All data products shall be provided in the Province of Newfoundland and Labrador ("NL") Grid Coordinate System - 3 Degree Modified Transverse Mercator (MTM), Zone 6. Horizontal datum: NAD83.

Horizontal coordinates are based upon the local NL Control Survey Monument Network adjustment generally referred to as "Original" and are *not CSRS coordinates*.

NL Control Survey Monuments of reference having the required coordinate system values are located in the proximity of the Wabush Airport runway. Wabush Airport is adjacent to the Town of Labrador City.

The Town will provide more information regarding the required horizontal coordinate system as required.

The vertical datum shall be Mean Sea Level as established by the Geodetic Survey of Canada (CGVD28).

2.3 Ground Control

The Town will provide necessary horizontal and vertical ground control as specified by the respondent, *if required*. The respondent must outline in their response the anticipated number and approximate locations of required ground control points, *if required*.

2.4 Data Acquisition Specifications and Requirements

The respondent must meet or exceed the minimum technical requirements stated below and must provide a statement of acceptance of these conditions in the response. Furthermore, certain mandatory information is required within the response to support these requirements as stated underlined below. Additional information from the respondent to describe procedures, products, services, quality assurance and quality control is strongly encouraged.

Technical Requirements and Mandatory Respondent Information:

- Ground Pixel Resolution: minimum 5 cm (also see Section 2.6).
- Photography and sensor: Vertical. Colour. Specify source image capture equipment and procedures.
- Overlap between successive images in a flight line (i.e. longitudinal overlap, end-lap): Specify as a percentage of image size.
- Overlap between adjacent flight lines (i.e. lateral overlap, side-lap): Specify as a percentage of image size.
- Photo orientation: Flight lines to run east-west aligned to NL Grid.
- Absolute horizontal (x,y) accuracy of deliverables: Respondent must specify.
- Minimal Radial Distortion and Height Displacement. Specify approach to minimizing off-nadir distortion.
- Photo Conditions: snow/ice free, leaf free, cloudless, minimum haze, optimal sun angle and minimal shadows.

2.5 Deliverables – Digital Ortho Imagery

Ortho imagery must be processed to provide sharp, seamless coverage with minimal distortion and noise, and uniform colour and contrast throughout.

Delivery format: Uncompressed GeoTiff and minimally compressed ECW.

Horizontal Alignment: NL Grid Coordinate System as specified in Section 2.2.

Tiles: 1 km square GeoTIFF format and ECW format (Parts A and C only).

Five (5) mosaic files: ECW format only for Part A North, Part A South, Part C North and Part C South. Both GeoTIFF and ECW format for Part B. Adjacent mosaics must have small overlap to ensure simultaneous display with no seams (see Section 2.7).

ECW compression must be minimized so as to provide optimal image quality with no artifacts.

Image tiles and mosaics must be aligned north-up with respect to the horizontal coordinate system specified herein. There must be no post-orthorectification image rotation or coordinate transformation creating void areas.

2.6 Resolution of Image Acquisition

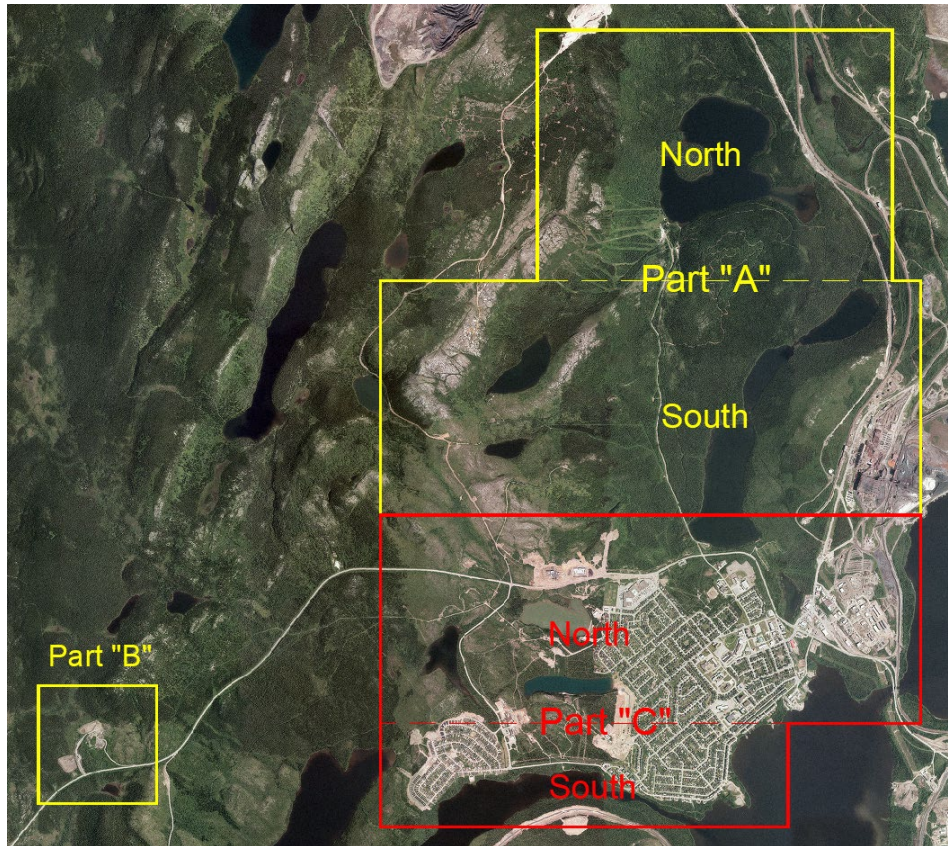
Digital photography must be captured at or better than the ground pixel size specified in Section 2.4. The camera sensor and flight specifications must be suitable to support this requirement. Post-processing of lesser resolution source imagery to simulate the stated resolution requirement is not acceptable.

The Town recognizes that 5 cm resolution is excessive for the undeveloped parts of our project coverage. The Town would be interested in considering suggestions from respondents for conducting lower resolution image capture for Part A and/or Part B (see Section 2.7) *only if cost savings will result*. If so, respondents should present this option in the response.

2.7 Project Coverage Area

The project coverage area is shown below and comprises three primary Parts: A, B and C.

A digital version of the project coverage Parts outlines has been provided with this document.



Part A – approx. 18.7 Sq. Kms.

Part B – approx. 1.2 Sq. Kms.

Part C – approx. 13.4 Sq. Kms.

TOTAL - approx. 33.3 Sq. Kms.

The specific project coverage area is detailed in supplementary files that can be provided upon request. To request access to these files, please contact the Director of Planning & Development - planning@labradorcity.ca.

The Town reserves the right to refine the project coverage area during contract preparation with the successful respondent prior to the commencement of the project. The Town understands a change in the proposed project coverage may entail adjustment of the project price.

SECTION 3: GENERAL INSTRUCTIONS

3.1 Instructions and the Terms of Reference

- (a) All proposals are to be submitted in accordance with the Request for Proposals (RFP).
- (b) Proposals are to be submitted in sealed, plainly marked envelopes. Proposals sent by facsimile will not be accepted. For digital submission requirements, refer to Section 3.2 below.
- (c) Additional information or clarifications of any of the instructions or information contained herein may be obtained from office of the Director of Planning & Development, Town of Labrador City. Email is the preferred method of contact: planning@labradorcity.ca
- (d) Any proponent or proponents finding any discrepancy in or omission from the proposal, in doubt as to their meaning, or feeling that the proposal is discriminatory, shall notify at once the Director of Planning Development in writing within 5 days of the scheduled opening of proposals.

Exceptions as taken in no way obligate the Town to change the proposal. The Director of Planning & Development will notify all respondents in writing, by addendum duly issued, of any interpretations made of proposal instructions.
- (e) The Town will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the proposal should be directed to and will be issued by the Director of Planning & Development.
- (f) All proposals must be signed by an authorized signatory of the Proponent.
- (g) The Town reserves the right to make additional copies of proposal for internal use or for any other purpose as may be required.
- (h) Proponents will be advised of the results after an evaluation of all proposals is complete and a successful proponent is determined.

3.2 Digital Submission Requirements

All proposals must be submitted electronically via email to cashier@labradorcity.ca. To ensure the security and confidentiality of your submission, the following requirements must be met:

1. File Format:

- Submissions must be in PDF format. Additional supporting documents may be included in commonly accessible formats (e.g., Excel, Word, or JPEG) as necessary.

2. Passcode Protection:

- All digital submissions must be passcode-protected to ensure confidentiality of respondents bids.
 - Passcodes shall be remitted in a separate email sent to townclerk@labradorcity.ca; this email must be received no later than within 1 hour of the closing date.
3. **Email Subject Line:**
- Respondents must use the following subject line format: "TLC-25-24: Aerial Photography Acquisition - [Company Name]."
4. **File Size:**
- The total size of all attached files must not exceed 20MB. If your files exceed this limit, please provide a link to a secure cloud storage platform (e.g., OneDrive, Google Drive) with restricted access.
5. **Submission Deadline:**
- Proposals must be received by Wednesday, December 18, 2024 at 3:00pm local time. Late submissions will not be considered.
6. **Confirmation of Receipt:**
- It is the responsibility of the respondent to confirm receipt of their submission by contacting Cashier Clerk at cashier@labradorcity.ca or 709.944.2621.

The Town of Labrador City cannot guarantee the confidentiality or security of digital submissions that are not passcode-protected. It is the sole responsibility of the respondent to ensure their proposal is adequately secured prior to submission. Proposals submitted without passcode protection may be at risk of unauthorized access.

For any technical issues or questions related to digital submission, please contact the Director of Planning & Development - planning@labradorcity.ca

3.3 Reservations

- (a) The Town reserve the right to reject or accept any or all proposals or parts of proposals, when in reasoned judgment, the public interest will be served thereby.
- (b) The Town may waive formalities or technicalities in proposals as the interest of the Town require.
- (c) The Town may waive minor differences in the proposal provided these differences do not violate the proposal intent.

3.4 Modifications/Addenda

The Town may, at any time prior to the closing date and time, issue additional information, clarifications or modifications to the RFP by written addenda. It is the Proponents sole responsibility to ensure they have received all addenda prior to submitting their Proposal.

3.5 Proponents Expenses

Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the Town, if any.

3.6 Exceptions and Substitutions

In addition to meeting the particular requirements of this request the respondent may provide for consideration (with specific itemized costs) alternate, additional or optional products and services not specifically outlined in the technical requirements found herein.

3.7 Currency and Taxes

Prices are to be quoted:

- In Canadian dollars;;
- Exclusive of HST.

3.8 Compliance with Laws

The proponent will give all the notices and obtain all the licenses and permits required to perform the work, if any. The proponent will comply with all laws applicable to the work or performance of the contract.

3.9 Period of Submission Validity

Unless otherwise specified, all formal proposals submitted shall be irrevocable for 90 calendar days following proposal closing date, unless the respondent(s), upon request of the Director of Planning & Development, agrees to an extension.

3.10 Disputes

In cases of dispute as to whether or not an item or service quoted or delivered meets proposal requirements, the decision of the Town, or authorized representatives, shall be final and binding on all parties.

3.11 Grounds for Disqualification

The proponent shall direct all questions regarding this RFP or the project to the Director of Planning & Development.

Any attempt on the part of the Proponent or any of its employees, agent, contractors or representatives to contact any of the following persons with respect to this RFP or the project may lead to disqualification:

- (a) any Town of Labrador City councillor
- (b) any Town of Labrador City staff member

SECTION 4: ADMINISTRATION

4.1 General

Time is of the essence in the contract resulting from this proposal. The time period for completion of the plan is 12 months from date of signing of contracts.

4.2 Clarification

Each proponent must completely satisfy themselves as to the exact nature and existing conditions of the requirements and for the extent and quality of work to be performed. Failure to do so will not relieve the successful proponent of their obligation to carry out the provisions of the contract. Questions must be directed in writing to the Director of Planning & Development. Email is the preferred method of contact: planning@labradorcity.ca

4.3 Proponent's Qualification

- (a) No contract will be awarded except to responsible proponents capable of providing the services contemplated.
- (b) Proponents must be primarily engaged in providing the services as outlined in the Request for Proposals.

- (c) Proponents must have a comprehensive understanding of the scope of services listed in this Request for Proposal. Understanding and previous experience in all aspects of similar projects is essential criteria in the qualifying process.
- (d) Proponents shall have a proven record of having provided the services contemplated.
- (e) The proponent's personnel and management to be utilized in this service requirement shall be knowledgeable in their areas of expertise.
- (f) The Town reserve the right to check all references furnished and consider the responses received in determining the award of this proposal.
- (g) The Town reserve the right to contact or meet with any individual proponent. The Town are not obliged to meet with any or all proponents.

4.4 Indemnity

This is an invitation for proposals and not a tender call. The Town does not intend to, nor do they assume or owe any contractual or other duties or obligations as a result of the issuance of this RFP, the preparation or in any discussion with the Town on any other basis whatsoever arising out of this RFP. Without limiting the generality of the foregoing and for certainty, no contract is formed by the submission of a proposal in response to this RFP.

The Town shall have no liability as a result of issuance of this RFP. No proponent shall have any claim against the Town for any compensation of any kind whatsoever as a result of participating in this RFP process, including without limitation any claim for costs of proposal preparation or participation in discussion, or for any loss of anticipated profits, whether based in contract including fundamental breach, tort, breach of any duty or any other cause of action whatsoever.

In its sole and absolute discretion, and without limiting the generality of the Town discretion under this RFP, the Town may modify or amend this RFP including the timeline, requirements, scope of work, or any other terms, whether material or not, and may cancel, suspend or reissue this RFP.

4.5 Insurance Requirements

The successful Proponent will be required to provide General Liability Insurance in a form acceptable to the Town, with the Town of Labrador City as a named party. The amount of coverage will be two million dollars (\$2,000,000.00).

If the Proponent is legally obliged to be covered by Workers' Compensation and Health & Safety regulations, the Proponents shall provide evidence of coverage and that the premiums are paid and up-to-date. The successful Proponent shall also be responsible for obtaining and providing evidence that any Subcontractor is also covered as required by law.

4.6 Billing & Payment

The proponent shall submit detailed invoices for services provided quarterly to the office of the Director of Planning & Development. Billing periods should coincide with project milestones.

The invoice shall contain the following information:

- Purchase Order Number
- Period of Work
- Itemized List of Services Provided
- Expenses incurred on the project during the billing period
- A total showing how much money is billed in the current billing period
- A running total showing how much money has been billed previously
- Total billed to date (i.e., current plus previous invoices)
- Show the HST applicable to the entire billing
- A total showing how much is payable on the invoice.

Invoices beyond the original agreed value will not be accepted unless written consent from the Town is obtained. Invoices for extra work must be submitted separately and must be accompanied by a written justification of the work. Written authorization from the Town will be required prior to proceeding with any extra work.

Payment shall be made upon submission of a proper invoice from the proponent and authorized by the head of the department or designee. Normal payment terms are 30 days from receipt.

4.7 Exceptions

The proponent shall furnish a statement on company letterhead clearly identifying and giving complete description of all exceptions to the terms, conditions and specifications of the RFP. Failure to furnish the statement will indicate that the proponent agrees to meet all requirements of the Request for Proposal and that if a contract is awarded, the successful proponent for this RFP agrees to enter into an agreement with the Town which binds the proponent to all terms and conditions and deliverables as stated in this document and its appendices.

4.8 Termination

Termination for Convenience: The Town may terminate a contract, in whole or in part, if determined that such a termination is in its best interest, without showing cause, upon giving written notice to the proponent.

The Town shall pay all reasonable costs incurred by the proponent up to the date of termination. However, in no event shall the proponent be paid an amount which exceeds the bid price for the work performed.

The proponent shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

Termination for Default: When the proponent has not performed or has unsatisfactorily performed the contract, the Town may terminate the contract for default. Upon termination for default, payment will be withheld at the discretion of the Town. Failure on the part of the proponent to fulfill the contractual obligations shall be considered just cause for termination of the contract. The proponent will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the Town in re-procuring and completing the work.

4.9 Integration

All proposals received shall become the property of the Town. This Request for Proposal document, the proponent's response to this solicitation, and subsequent purchase order(s) to the successful proposal contain the entire understanding between parties, and any additions or modifications hereto may only be made in writing executed by both parties.

4.10 No assignment of Contract

The proponent shall not assign the contract, or any portion thereof, except upon the written approval of the Town.

4.11 Public Information/Proprietary Information

The Town are subject to the provisions of the *Access to Information and Protection of Privacy Act*. Section 27 of the Act excludes the disclosure of information that would be harmful to the business interest of a third party and any disclosure by the Town would be subject to that provision.

4.12 Contractual Agreement

The selected respondent will be required to enter into a contractual agreement, prepared by a solicitor.

4.13 Intellectual Property Rights

It is understood and agreed that any and all data and information products collected, created or developed by the respondent for this project, without limitation or copyright, shall vest solely, exclusively and absolutely with the Town. The Town shall have the sole and absolute ownership of and right to deal with, market, distribute or license any such data and information

products without any restriction or limitation. The respondent shall have no ownership, right to deal with, market distribute or license project data or information products.

4.14 Confidentiality

The selected proponent agrees not to release or in any way cause to release any confidential information that pertains to the Town unless they have been specifically approved to do so in writing.

SECTION 5: PROPOSAL SUBMISSION

5.1 Submission Requirements

All proposals must include:

1. A cover letter summarizing the proposal.
2. A description of the proposed approach, including flight paths, camera specifications, and processing methods.
3. A detailed Cost Proposal, including any optional services.
4. Company profile and relevant experience.
5. References from similar projects.
6. Proof of liability insurance and licensing for aerial operations.

The submission of a proposal on this service will be considered as a representation that the proponent has carefully investigated all conditions which may affect or may, at some future date, affect the performance of the services covered by the proposal, the entire area to be serviced, and other contract documents and that the proponent is fully informed concerning the conditions to be encountered, quality and quantity of work to be performed and materials to be furnished; also, that the proponent is familiar with all Federal and Provincial laws, all codes and ordinances of the Town of Labrador City which in any way affect the procurement of the work or persons engaged or employed in the work.

5.2 Cost Proposal

5.2.1 The Cost Proposal, as detailed in Section 5.1(3) above shall include a single page duly signed stating the proponent's firm fixed total price for this service as outlined in the Request for Proposal.

5.2.2 Proponents should include within the Cost Proposal on a separate page or pages, a detailed listing of the tasks and activities with a breakdown into work packages, details of all individual costs of the proposed services, and total costs.

5.2.3 The total cost shall represent the maximum payment for the project. Price data should include fixed price,

Include and identify expenses and HST separately. Price may not be the determining factor for award. The Town may negotiate a final offer with the selected proponent.

5.3 Document Size Restrictions

Elaborate brochures or voluminous examples are neither required nor desired. Your proposal should not be more than 10 typed pages maximum, Times New Roman 12 point font pitch.

SECTION 6: METHOD OF AWARD

Proposals will be evaluated based on a combination of factors, including methodology, qualifications, experience, and cost. While price is an important consideration, it will not be the sole determining factor. The Town of Labrador City reserves the right to select the proposal that best meets the overall needs and objectives of the project.

SECTION 7: AWARD OF PROPOSALS

7.1 The Town reserve the right to modify the terms, or cancel, or reissue the Request for Proposals at any time at its sole discretion.

7.2 This Request for Proposal should not be construed as a contract to purchase goods or services.

Although proposals will be assessed in light of the evaluation criteria, the Town are not bound to accept the lowest priced or highest scoring proposal or any proposal. The Town reserve the right to reject any or all proposals and to award the contract in its entirety, or in part, whichever, in its opinion, best serves the interests of the municipality.

7.3 Subsequent to the submissions of proposals, interviews may be conducted with some of the proponents, but there will be no obligation to receive further information, whether written or oral from any proponent.

7.4 The Town will not be obligated in any manner to any proponent until a written contract has been duly executed. Any damages arising out of a breach by the Town, including damages for

any implied duty at law, are limited to the actual costs of preparing the proposal. Neither acceptance of a proposal, nor execution of a contract, will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any statute, regulation or by-law.

Town of Labrador City
`AERIAL PHOTOGRAPHY ACQUISITION`
TLC-25-24

Company: _____

Project Manager: _____

Mailing Address: _____

Telephone/ Fax: _____

Email: _____

Business Registration Profile: _____

Cost proposal (Summary)

Bid amount: _____

HST: _____

Total: _____

Witnessed by

Signing Officer

Signing Officer

Date

Sealed Proposals are to be submitted and duly signed for `Aerial Photography Acquisition`, TLC-25-24, and shall be delivered to:

Town Hall, Labrador City, PO Box 280, 317 Hudson Drive, Labrador City, NL, A2V 2K5 by 3:00pm local time, December 18th, 2024.

Digital Proposals shall be submitted in accordance with the Request for Proposals document

Closing Date: 3:00 pm local time, Labrador City, December 18, 2024.

Bids received after the closing date will not be considered.

Submissions must be in accordance with the instructions disclosed in the 'Request for Proposals' document.