

CITY OF MILWAUKEE

REQUEST FOR PROPOSALS

DUTCH ELM DISEASE HISTORICAL URBAN TREE CANOPY
AND BENEFIT LOSS ASSESSMENT

OFFICIAL NOTICE #127-2014

PROPOSAL DEADLINE: 4:00 P.M. September 22, 2014

CITY OF MILWAUKEE
Department of Public Works
Room 501 – Frank P. Zeidler Municipal Building
841 North Broadway
Milwaukee, Wisconsin 53202

DUTCH ELM DISEASE URBAN TREE CANOPY AND BENEFIT LOSS ASSESSMENT

TABLE OF CONTENTS

Section 1- General Information

Purpose.....3

Background3

Project Objectives4

Proposal Submission5

Department Contact/Requests for Clarification5

Section II -General Conditions

Compliance with Laws7

Vendor Compliance7

Contract Termination7

Equal Employment.....7

Indemnification.....7

Insurance7-9

Public Records Law Information9

Transfers and Assignments9

Section III - Scope of Work

Scope.....9-12

Section IV - Evaluation and Award Criteria 12-14

Section V - Authority to Distribute RFP Packages 14

Section VI - Timeline for Performance 15

I. GENERAL INFORMATION

A. PURPOSE

The City of Milwaukee Department of Public Works - Forestry Section (hereinafter "City") is currently seeking a qualified vendor to assess historical Urban Tree Canopy (UTC) cover from aerial imagery for the City of Milwaukee from 1956 to the present and quantify the cumulative benefit loss and associated costs attributed to Dutch Elm Disease (DED). Additionally the project will specifically analyze and contrast available stormwater runoff data from Milwaukee Metropolitan Sewage District and the comparative quantitative and qualitative changes in stormwater runoff in Milwaukee, where virtually all American Elm trees have been lost to DED, and Minneapolis where a significant percentage of American Elm street tree canopy has been preserved, and model future cost benefits of green infrastructure (UTC) retention versus removal and replacement of Milwaukee ash tree UTC at risk to Emerald Ash Borer.

Time is of the essence. This project is grant funded by the Wisconsin Department of Natural Resources and **all work must be completed and invoiced no later than December 31, 2014.** The City contemplates the execution of an informal service contract (not to exceed \$50,000) between the City and the selected vendor setting forth the respective parties responsibilities to the other and final scope of services as soon as practical following review of proposals.

B. BACKGROUND

One of the most serious threats to urban and community forests are invasive and exotic pests and diseases, ever more pressing due to globalization and other factors such as drought and a lack of diversification in past tree planting species selection. Urban forest managers are becoming more aware of the need for species diversification and management tools/techniques to combat these pests as they arise. However, in Milwaukee and many other cities across the country, DED reduced UTC cover and associated economic and environmental benefits significantly in the latter part of the 20th century due to a lack of effective tools for monitoring and managing invasive pests and disease, poor understanding of the ecological service values provided by urban trees, and an overwhelming predominance of American elm in our cities.

Little is known though about the measured effects of DED on UTC and tree benefits and how management approaches either maintained those benefits through the use of pesticides and other controls or resulted in a loss in benefits accompanying less aggressive disease management. With the current invasion of Emerald Ash Borer (EAB) confirmed in Milwaukee County in 2009, and its rapid spread across Wisconsin and other states in the Midwest, Northeast, Mid-Atlantic and Mountain West, it is timely to assess the historical change in UTC and benefits associated with DED in Milwaukee. Understanding the true long-term canopy benefit loss attributed to a major forest pathogen is a critical piece of information needed to support adequate resource allocation and policy changes (national, state, regional, and local) for EAB and other future forest pests such as Asian Long-Horned beetle, and advance support for green infrastructure storm water management solutions. The results of the project will be used to substantiate the investment and confidence in green infrastructure solutions, including tree canopy preservation and replacement tree planting, to offset canopy benefits loss due to EAB in Milwaukee and other suburban communities.

C. PROJECT OBJECTIVES

The objectives for this RFP are to:

- Establish and implement peer review supported scientific protocols and methodology for conducting a comprehensive historical urban tree canopy analysis in Milwaukee using geo-referenced historical aerial photography as needed for quantitative and comparative UTC analysis, a GIS-based statistical sampling approach that balances outcome confidence with cost, i-Tree or similarly accepted benefits modeling or historical canopy assessment software tools, supporting data on Milwaukee Elm tree removals due to DED and Minneapolis Elm tree canopy preserved, local/regional stormwater runoff data and major stormwater management infrastructure costs (i.e. Milwaukee Deep Tunnel) incurred during the study period (1956-present), and other information.
- Determine urban tree canopy cover and associated ecosystem benefits and benefit costs for the each decade since the 1950's to the present.
- Quantify the cumulative UTC benefit loss and costs attributed to DED, and particularly storm water impacts associated with the documented loss of some 130,000+ American elm trees in Milwaukee.
- Establish the timing (nearest decade) associated with the low point in Milwaukee's urban tree canopy coverage during the 60 year period following detection of DED (1956) in Milwaukee and conduct analysis to determine correlation with Stormwater runoff volumes as a function of urban tree canopy percentage.
- Collaboratively integrate supporting available municipal DED related economic and elm tree loss/preservation data/studies and/or consultations with regional researchers at the University of Wisconsin, the University of Minnesota, etc. to conduct an economic analysis of municipal costs associated with Dutch Elm Disease (DED) in Milwaukee (elm removal, disposal, and reforestation) with the cumulative UTC benefit loss calculated in this project to establish the total true cost associated with managing an aggressive urban forest pathogen. Utilize the results derived from Milwaukee's DED economic analysis in conjunction with EAB cost calculators to evaluate various approaches to urban forest pest management including treatment versus preemptive removal and replacement of Milwaukee ash street trees at risk to EAB.
- Collaborate with other local partners such as the Milwaukee Metropolitan Sewer District (MMSD) in analyzing and sharing the stormwater management benefits provided by Milwaukee's past and current UTC.
- Report on the methods, findings, and implications
- Receive electronic deliverables in tabular and ESRI GIS file formats
- Additional objectives from this study that are not requirements of this RFP:
 - To author one or more papers in scientific journals on the results of this study.
 - To increase the understanding of the connection of urban forest management with the societal benefits and services provided.

The City expects vendors to propose creative, competitive solutions to the City's stated needs, as specified in the Scope of Work.

D. PROPOSAL SUBMISSION

1. The sealed proposals must be submitted not later than 4:00 p.m. (Central Time) on **Monday, September 22, 2014** to:

CITY OF MILWAUKEE
Department of Public Works
Room 501 – Frank P. Zeidler Municipal Building
841 North Broadway
Milwaukee, WI 53202

2. One (1) original and five (5) copies of the Proposal shall be in a sealed envelope and must be marked prominently on the outside "Official Notice 127-2104 PROPOSAL - DUTCH ELM DISEASE HISTORICAL URBAN TREE CANOPY AND BENEFIT LOSS ASSESSMENT".
3. Proposal must be mailed or hand delivered. No faxed or e-mailed proposals will be accepted.
4. Proposals will be handled confidentially by the City during the pre-award process.
5. The proposal shall be binding for a period of sixty (60) days from the due date for submission.
6. The City of MILWAUKEE will not be responsible for any expenses incurred by a proposer in connection with this procurement.
7. If necessary, interviews will be scheduled by the Evaluation Committee with one or more of the proposers.

E. DEPARTMENT CONTACT/REQUESTS FOR CLARIFICATION ON THE RFP

This RFP is issued on behalf of the City of Milwaukee. Prospective Proposers shall direct all inquiries/questions **by email attachment only** to the Project Coordinator:

David Sivyver, Forestry Services Manager
City of Milwaukee, Department of Public Works
david.sivyver@milwaukee.gov

Any questions regarding this Request for Proposals must be received by 2:00 p.m. on September 15, 2014. Inquiries received after 2:00 p.m. on September 15, 2014, will not receive responses. No telephone calls with questions will be taken.

Responses to all questions will be posted by 5:00 p.m. Friday, Thursday September 19, 2014 on the City of Milwaukee's Department of Public Works Official Bid Notice website, under "Forestry" at:
http://mpw.milwaukee.gov/services/bids_home

II. GENERAL CONDITIONS

- A. No verbal information to proposers will be binding on the City. The written RFP package will be considered clear and complete, unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. All alterations to the RFP package will be made in the form of written addenda which will be mailed and/or faxed to all proposers. These addenda shall then be considered to be part of the RFP package.
- B. Submission of a proposal will be considered as conclusive evidence of the proposer's complete examination and understanding of the RFP package.
- C. The City of MILWAUKEE reserves the right to reject any and all proposals submitted and to request additional information from any Proposer and the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interests of the City of MILWAUKEE. The City may elect, at its sole and absolute discretion, to award a Contract based on the initial proposals, or, to open negotiations, either written or oral, with one or more proposers to address performance, technical, pricing, delivery, or other provisions. If negotiations are opened, the City may elect, at its sole and absolute discretion, to conclude negotiations at any time if it is determined to be in its best interest, or they will be closed upon settlement of all questions and clarifications. A proposer may then be requested to provide a best and final offer with new pricing based on the negotiations. Proposals may be rejected and negotiations terminated based on the negotiations. Contract award will be based on the proposal submitted, as well as any and all negotiations conducted. The City further reserves the right to reject all proposals and seek new proposals when such procedure is considered to be in the best interest of the City.
- D. The award will be made to that responsive and responsible proposer whose proposal, conforming to the RFP package; will be most advantageous to the City, price and other factors considered, such as delivery time, quality, service, etc. The award may or may not be made to the firm with the lowest cost.
- E. After notice from the City, the selected proposer has fourteen (14) days to enter into a contract upon receipt of a Notice of Award. If a contract is not executed by the selected proposer, then the City reserves the right to retract the Notice of Award and enter into a contract with another proposer.
- F. Proposals must be typed. Unsigned proposals will not be accepted. Proposers are expected to examine all instructions, specifications, objectives, reference materials, applications, sites, etc. Failure to do so will be at the Proposer's risk.
- G. No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the City upon any contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City or who had failed to faithfully perform any previous contract with the City. Where a work is to be performed by a subcontractor, the proposer must provide the name of the subcontractor and ensure that subcontractor fit and capable to perform the required work.
- H. Unless otherwise specified, all formal proposals submitted shall be binding for sixty (60) calendar days following bid opening date and may be extended at the agreement of both parties.

I. COMPLIANCE WITH LAWS

The contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, City and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.

J. CONTRACT TERMINATION

A contract may be canceled by the City by giving the Vendor written notice of intent to cancel.

K. EQUAL EMPLOYMENT

In all hiring or employment made possible by or resulting from an eventual agreement, there will not be any discrimination against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, past or present membership in the military service, familial status, or based upon affiliation with, or perceived affiliation with, any of these protected categories. This requirement shall apply to but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Vendor shall include or cause to be included in each subcontract covering any of the services to be performed under an eventual agreement a provision similar to the above paragraph, together with a clause requiring such insertion in further subcontracts that may in turn be made.

L. INDEMNIFICATION

The Contractor shall assume all risks and responsibilities for casualties of every description in connection with the work, except that he shall not be held liable or responsible for delays or damage to the work caused by acts of God, acts of public enemy, acts of government, quarantine restrictions, general strikes throughout the trade, or by freight embargoes not caused or participated in by the Contractor. The Contractor shall have charge and control of the entire work until completion and acceptance of the same by the City.

M. INSURANCE

The proposer, prior to contract execution, shall provide, at its own expense, the following insurance to the City of MILWAUKEE, evidenced by Certificates of Insurance. Each Certificate shall require that notice be given thirty (30) days prior to cancellation or material change in the policies to the Department of Public Works. All liability policies shall name the City of MILWAUKEE, its officers, agents and employees as additional insureds. This coverage shall be reflected on the Certificates of Insurance. Certificates of Insurance should be provided annually.

Nothing contained in this section shall be construed as limiting the extent of the proposer's responsibility for payment of damages resulting from its operations under the contract.

1. Worker's Compensation - including Occupational Disease and Employer's Liability Insurance.
 - a. Statutory - amounts and coverage as required by applicable State of Wisconsin Workmen's Compensation and Occupational Disease Laws.
 - b. Employer's Liability- \$500,000 each occurrence.
 - Accident \$100,000 each
 - Disease \$500,000 minimum policy limit
 - Disease \$100,000 each employee

2. Liability

- a. The Firm/Proposer shall maintain a General Liability policy which includes the following coverages:
 1. Comprehensive
 2. Premises - Operations
 3. Contractual Insurance
 4. Independent Contractor or Subcontractor

The Comprehensive General Liability policy shall have a bodily injury and property damage combined single limit of liability of \$1,000,000 minimum, per occurrence.

- b. Automobile Liability insurance with minimum limits of \$500,000 per occurrence. This insurance shall include bodily Injury and property damage for the following coverages:
 1. Owned
 2. Non-Owned
 3. Hired Vehicles

3. Professional Liability

Limits of Liability

Wrongful Act	Per Incident	\$1,000,000
	Aggregate	\$1,000,000

To Include

Insuring Agreement To Cover Errors And Omissions Including Loss, Costs And Expenses, Which Result From The Operations Of The Service Provider. If Insuring Agreement Is Claims Made, The Coverage Must Be Continued For The Duration Of The Contract Or For A Period Of Time After The Contract Completion Date As Required By The City.

Notice: All policies shall provide not less than ten (10) days notice of material change, termination or cancellation shall be given by registered mail to the City of Milwaukee, Department of Public Works;

P. PUBLIC RECORDS LAW INFORMATION

Records shall be maintained in accordance with requirements prescribed by the City with respect to all matters covered by an eventual agreement. Both parties understand that the City is bound by the Wisconsin Public Records Law, and as such, all the terms of an eventual agreement are subject to and conditioned on the provisions of Wis. Stat. Section 19.21, et seq. The selected Vendor acknowledges that it is obligated to assist the City in retaining and producing records that are subject to the Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of an eventual agreement, and that the selected Vendor must defend and hold the City harmless from liability under that law. Except as otherwise authorized, these records shall be maintained for a period of seven years after receipt of the final payment under the eventual agreement.

Q. TRANSFERS AND ASSIGNMENTS

1. Contractor shall not, without written consent from the City of MILWAUKEE, assign, hypothecate or mortgage this agreement. Any attempted assignment, hypothecation or mortgage without consent shall render this agreement null and void.
2. Neither this agreement nor any interest therein shall be transferable in proceedings in attachment or execution against proposer or in voluntary or involuntary proceedings in bankruptcy or insolvency or receivership taken by or against Contractor, or by any process of law including proceedings under Chapter X and XI of the Bankruptcy Act.
3. The eventual agreement shall be binding on the heirs, successors, and assigns of the selected vendor. The selected vendor shall not assign, sublet, or transfer its interest or obligations under the provisions of the eventual agreement without the prior written consent of the City.

III. SCOPE OF WORK

A. SCOPE

The awarded vendor must be knowledgeable and experienced in UTC assessment, urban forest ecosystem services analysis, be able to perform the following tasks to the specified standards, and submit each component of those tasks as deliverables to the City of Milwaukee. The awarded vendor must consult with the City prior to beginning the project with a proposed outline (if different than the RFP submitted), any clarifications on deliverables, and final methodology for the assessment and analysis.

Specifically, the awarded vendor will:

1. Assist the City in identifying the best available and useful aerial imagery per decade (1950's – present) to efficiently and effectively complete the project. The City is in the process of purchasing electronic USDA georeferenced leaf-on aerial photography of the City for the following years: 1956, 1963, 1969, 1979, 1986, and 1992. Additionally, georeferenced Hyperspectral-derived leaf-on imagery data for 2008 will also be provided.
2. Convert or modify additional historical imagery as may be needed into an electronic format fit for display within a georeferenced, GIS software. The vendor should propose solutions, and include all costs and assumptions to support this task. For example, if imagery from a required time period is not georeferenced, proposed optional costs for the vendor to scan, rectify, and/or georeference the raw imagery source data may be needed.
3. Statistically sample land cover types.
4. At minimum the land cover classifications assessed through statistical sampling approaches should include tree canopy and non-tree canopy. Vendors may propose additional classifications and provide suggestions on the use of these classes.
5. The vendor should fully describe their proposed methods for assessing land cover in sufficient detail including any peer-reviewed literature on the methodologies, sample size, expected accuracies (targeted standard error), limitations, and considerations.
6. The vendor should also propose and describe any additional spatial scales that the sampled locations will be categorized and summarized by (e.g. ownership types) either optionally or as part of their base bid.
7. Use the sampled canopy cover distribution by decade to:
 - a. Derive percent UTC cover estimates and other summary statistics
 - b. Estimate percent (%) elm genera distribution based on consultations with the City, reference studies and existing historical tree data records.
 - c. Model and calculate the ecosystem services benefit values using various canopy assessment and analysis software tools (such as i-Tree, USDA TR-55 hydrological modeling equations, etc.). The awarded vendor must prepare reports, graphs, maps, spreadsheets and/or tables which estimate ecosystem benefit values for tree canopy cover estimates per decade with particular focus on Elm genera. Benefit values shall be quantified in resource units and dollars as described below. Vendors should include their recommended software model (source) used in valuing each benefit type including any alternative, value-added options.
 - d. Air pollution removed by UTC as:
 - i. Pounds removed per year; and,

- ii. Dollar value of removed air pollutants per year.
 - e. Carbon storage and sequestration by UTC as:
 - i. Total tons stored
 - ii. Total tons sequestered annually
 - f. Stormwater Management by UTC as:
 - i. Water quantity – runoff volume
 - ii. Dollar value of stormwater savings
 - g. Energy Conservation Savings (*) by UTC as:
 - i. kWh and BTUs conserved/saved
 - ii. Dollar value
 - iii. ** describe any limitations or concerns to estimating this ecosystem benefit*
- 8. Values shall then be summarized for cumulative, lifetime benefit impacts.
- 9. Vendor shall collaborate with Milwaukee Metropolitan Sewage District (MMSD) to obtain historical stormwater data for the Milwaukee area for the study period and cost information related to major local or regional engineered solutions such as the Milwaukee Deep Tunnel installed during the period to manage an expected increase in stormwater runoff attributed to a significant loss in elm canopy cover. Other relevant hydrological data available from other sources such as USDA TR-55 hydrological modeling equations, and stormwater reduction monetary valuation software models and tools such as CITYGreen etc. should be considered and utilized where appropriate to support stormwater runoff calculations. Project results should provide defensible estimates of the volume and value (equivalent stormwater management infrastructure cost) of increased stormwater runoff correlating with UTC reductions quantified.
- 10. Vendor shall collaboratively integrate supporting available municipal DED related economic and elm tree loss/preservation data/studies and/or consultations with regional researchers at the University of Wisconsin, the University of Minnesota, etc. to conduct an economic analysis of municipal costs associated with Dutch Elm Disease (DED) in Milwaukee (elm removal, disposal, and reforestation) with the cumulative UTC benefit loss calculated in this project to establish the total true cost associated with managing an aggressive urban forest pathogen.
- 11. The Vendor shall utilize the results derived from Milwaukee's DED economic analysis in conjunction with applicable EAB cost calculators and current City of Milwaukee ash treatment costs to perform a cost benefit analysis (risk and value) of EAB pest management strategies, including treatment versus preemptive removal and replacement strategies for approximately 32,000 Milwaukee ash street trees at risk to EAB. The expected outcome is a complete understanding and decision matrix that considers the long-term economic impacts including future canopy benefits associated with alternative EAB management strategies that preserve via treatment or remove and replace Milwaukee's 17% ash street tree population.
- 12. Lead conference calls to discuss methods, assumptions, and findings. No on-site meetings or travel are expected of the successful vendor.

13. Develop tables, graphs and geospatial data from the analysis in a draft and final report presenting the methods, findings, and implications, with the City's input and review.
14. Delivery all tabular, GIS spatial, and written products in electronic file formats fully compatible with City of Milwaukee software applications including ESRI ArcGIS geodatabase, Microsoft Office suite, metadata, etc, as applicable.
15. Specifically, the City will:
 - a. Provide project oversight and contract administration
 - b. Co-Coordinate with various partners
 - c. Purchase/provide data such as georeferenced historical aerial imagery, existing 2008 i-Tree UFORE (ECO) benefit data, and available elm removal records related to DED.
 - d. Review draft materials and reports promptly
16. Optional value-added services that may enhance the requested Scope of Work and the City's needs are encouraged to include in proposals. However, optional services will have no bearing on the RFP grading process and award.

IV. EVALUATION AND AWARD CRITERIA

Proposals received pursuant to this Request for Proposals will be evaluated on the following selection criteria based on a total of 100 points possible:

A. **QUALIFICATIONS AND EXPERIENCE 30%**

1. Clearly expressed understanding of the scope of services and **committed availability of the Project team/firm to the expressed work schedule.**
2. Relevant experience and demonstrated capabilities of the project team and/or firm to perform all the work elements, based on review of the quality and complexity of comparable work completed in other similar communities.
3. Depth of applied scientific and technical knowledge and education relating to urban forest assessment, geospatial data analysis and economic analysis.
4. Demonstrated ability to assimilate, analyze, and correctly interpret large imagery datasets as needed to quantify and fully assess and characterize the ecological and economic impacts, including stormwater runoff associated with urban tree canopy loss.
6. Demonstrated proficiency in writing skills and ability to prepare a comprehensive, well illustrated technical report.
7. Ability to prepare graphs, charts, tables, maps, images, etc. as needed to logically present project results.
8. Ability to work effectively and efficiently with City personnel and collaborative partners in the gathering of pertinent information, completion of draft revisions, and preparation of all deliverables.
9. Extent of related experience and organizational and financial stability of the

firm/individual to the extent necessary to complete the scope of work requirements in accordance with the work schedule.

10. Client references.

B. PROPOSAL/PROJECT APPROACH 20%

1. Description of proposed methods and techniques for extracting and assessing land cover data and specifically changes in urban tree canopy cover, including elm tree cover, in sufficient detail including any peer-reviewed literature on the methodologies, statistical sampling, expected accuracies (targeted standard error), assumptions, limitations, and considerations.
2. Description of proposed methods and approach for performing an economic analysis related to the loss of approximately 130,000 American elm trees during the project period, including any supporting peer-reviewed literature on the methodologies, statistical sampling, expected accuracies, assumptions, limitations and considerations.
3. Description of proposed methodology to assess the economic impacts in terms of cumulative UTC benefits loss over the 60-year project period.
4. Description of quality assurance, quality control and statistical sampling protocols followed to achieve maximum accuracy.
5. Description of proposed methodology for calculating stormwater runoff reductions and stormwater reduction monetary values correlated with change in urban tree canopy over the 60-year project period.
6. Description of proposed methodology for relating economic and ecosystem service benefit loss calculated in the project to a cost benefit analysis and decision matrix for Emerald Ash Borer street tree management for the City of Milwaukee.

C. DELIVERABLES 25%

1. Specifically describe the proposed deliverables including but not limited to the following electronic and written deliverables:
 - a. UTC Imagery data sets and maps depicting UTC percentage by land classification extracted for each decade, (including defined imagery year with lowest % urban tree canopy) with methodology, findings, and supporting summary conclusions.
 - b. Sample point locations with associated land cover classifications per decade and accompanying statistical tables or other GIS data.
 - c. Decade specific and cumulative ecosystem services analysis findings, and summary results (tables, charts/graphs, maps, i-Tree files, etc.)
 - d. Stormwater runoff assessment methodology, findings, and summary results attributed to the loss of DED predominant UTC during the project period.

- e. DED historical UTC economic analysis summary including methodology, findings, summary results including cumulative UTC ecological service benefits lost, operational costs (removal, disposal and reforestation of approximately 130,000 elm trees removed), and total economic costs attributed to DED management in Milwaukee.
- f. EAB Street Tree Management cost benefit analysis and decision matrix.
- g. Comprehensive written report delivered in electronic and print bound format (5 copies) including summarized information about the purpose, methodology, findings and conclusions/recommendations, including supporting maps, tables, graphs, and statistical analysis, (Including standard error matrix, methods), and Appendix.

All intermediate datasets and layers, and final data developed or created for this project will be the property of the City of Milwaukee.

D. PROJECT COST 25%

- 1. The Total Project Cost must be broken down by major deliverable items as proposed by vendor.

Submission of a proposal shall be representation that the submitting firm understands the scope of the project.

Interviews may be held with one or more firms before a final selection is made. The award may or may not be made to the lowest cost proposal.

V. AUTHORITY TO DISTRIBUTE RFP PACKAGES

- 1 The City of MILWAUKEE Contracts Office is the sole entity authorized to provide this RFP package to interested companies or individuals. Firms who are working from a RFP package obtained from any other source may have an incomplete set of documents. The City assumes no responsibility for any error, omission, or misinterpretation resulting from a company's use of an incomplete RFP package.
- 2 Firms who have received the RFP package from a source other than the City's Contracts Office are advised to contact the office to provide their company name, mailing address, telephone number, fax number, contact name and contact e-mail address. This will ensure that the company receives all RFP related communications and documents, including addenda.

VI. TIMELINE FOR PERFORMANCE

Date	Event Calendar
September 8, 2014	City to advertise RFP
September 15, 2014	Last date and time for service provider to submit questions regarding the project or the RFP Questions must be submitted in writing
September 19, 2014	The City of Milwaukee will respond in writing to the submitted questions
September 22, 2014 4:00 p.m. Central Time	Deadline for submission of Proposals
September 29, 2014 to October 3, 2014	Evaluation of Proposals and Interviews may be held with Proposer of The City of Milwaukee's choice
Week of October 6, 2014	Notice of Intent to Award