

# REQUEST FOR PROPOSAL

FOR

## UNMANNED AERIAL VEHICLE OPERATIONS AND ANCILLARY SERVICES



### DEPARTMENT OF ENVIRONMENTAL RESOURCES

Release Date: December 4, 2020

Due Date: January 8, 2021

Town of Oyster Bay  
Department of Environmental Resources  
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## ***Introduction***

The Town of Oyster Bay, Department of Environmental Resources, provides a myriad of environmental services to the residents of the town and to its various departments. The intent of this RFP is to obtain the most qualified individual or firm to provide Unmanned Aerial Vehicle (UAV) or drone and related ancillary services to the Town of Oyster Bay, Department of Environmental Resources, and other town departments as the need arises. The town departments and description of the anticipated services needed will be summarized in the Scope and Objectives section of this RFP. As set forth below, selection will be based upon consideration of the overall qualifications, experience, financial status, project cost and benefit to the Town. .

The Town reserves the right to negotiate with any and all proposers, to decline any and all proposals, and to select the proposer, which in the Town's sole judgment, that will best serve the needs of the Town and its residents.

Questions regarding the requirements contained in this RFP may be obtained by contacting:

George Baptista, Jr., Deputy Commissioner  
Department of Environmental Resources  
Email: [environmentalRFP@oysterbay-ny.gov](mailto:environmentalRFP@oysterbay-ny.gov)

Only questions submitted in writing or via email will receive a response. Inquiries and responses to inquiries shall be shared with other proposers.

## ***Objective of Request for Proposal***

The objective of this Request for Proposal ("RFP") is to award a Service Agreement to an organization, firm or individual that will accomplish the following:

1. Using an Unmanned Aerial Vehicle (UAV) provide aerial imagery of waterways, land areas and geographic features.
2. Provide analysis and certification, as needed, of the images and data as needed by the requestor
3. Using a Remotely Operated Vehicle (ROV) provide imagery of the underwater features of the various town waterways.
4. Provide all equipment and resources necessary to accomplish the tasks set forth below

## ***Program Requirements and Scope***

The Town of Oyster Bay owns and otherwise utilizes underwater lands and various other lands in the Town of Oyster Bay managed by several town departments including the Department of Environmental Resources, Department of Parks, Highway Department, Department of Public

Works, and the Department of General Services. The Town Attorney's Office, the Office of the Town Clerk, the Department of Public Safety and the Department of Youth and Community Services may have occasion to utilize the UAV services proposed by the selected proposer.

The Proposal shall present a concise outline which fully describes the operation and administrative structure for the successful implementation and management of the projects as noted in the section entitled "Objective of Request for Proposal." The program outline will be used in the evaluation process and will be used along with the proposed cost of services to the Town of Oyster Bay to select the successful proposal.

The Proposal shall detail the safeguards and examine the myriad legal considerations regarding privacy, abuse of UAV (drone) equipment images and data, and the procedures that will be implemented to achieve those safeguards.

### ***Operations***

Proposals shall discuss the nature of the actual UAV operation including qualifications, certifications and applicable licenses of the firms/individual UAV operators. In addition to the operator's qualifications, a detailed description of the UAV, any/all ancillary vehicles, and equipment that will be used to fulfill the conditions of the contract shall be provided.

If the proposer anticipates the use of sub-contractors or sub-consultants to fulfill the conditions of contract, they shall be identified and the proposer shall provide complete resumes, qualifications, certifications and their specific role relative to the proposal.

### ***Requirements of Contract***

The Department of Environmental Resources seeks operators with substantial financial capability and experience in UAV/ROV operations. Parties without substantial qualifying experience may not be considered.

Any and all sub-contractors for the services proposed in the proposal shall be indicated and identified by discipline and in relation to the activity.

The proposer shall be required to provide proof of adequate insurance as specified in the "Insurance" section and any additional insurance as required by the Town of Oyster Bay.

### ***Format***

In order to facilitate the most orderly and efficient comparison of proposals, it is requested that each submission be organized in the following format:

1. A detailed resume for all principals and/or directors, including, but not limited to, full identification and addresses of each entity and principal, including a complete resume of experience and background.

2. The proposal should also include an organizational chart for the operation of all proposed operations. The organizational chart shall detail their respective duties relative to the proposed operation.
3. A current statement of financial responsibility and capability, substantiating the means necessary to conduct and promote the operation shall be included.
4. Proposals shall explore and detail the following UAV services and analysis:
  - a. Law and code enforcement applications
  - b. Aerial land surveys
  - c. Real time video feeds
  - d. Site, infra-structure and building inspections
  - e. Flora and fauna surveying
  - f. Tree survey and related services
  - g. Provide mean vegetation indexes
  - h. Waterbody mapping
  - i. Map/photograph/videograph illicit discharges, illegal dumping and origins of non-point source pollution.
  - j. Provide infrared capabilities and describe their uses
  - k. Discuss integration into the towns existing GIS program
  - l. Aerial photography and videography for promotional purposes
  - m. Underwater imaging and data sampling
  - n. Describe the ability and resources to provide emergency responses as needed.
  - o. Proposers may propose training on drone operation for those town departments that purchase their own UAVs at any point in the contract period.
  - p. The technology and development of unmanned aerial vehicles and drones in general, is rapidly evolving. Proposers shall detail how developments and advancements in technology during the contract period shall be presented and integrated into the proposed services.

In the interest of saving Proposers the cost of paper, duplicating, binding and delivery time, proposals will only be accepted via email, in a searchable PDF format.

To be considered a response must be received by the Commissioner of Environmental Resources at the following email address:

[environmentalRFP@oysterbay-ny.gov](mailto:environmentalRFP@oysterbay-ny.gov)

Please ask for a “delivery receipt” when submitting your proposal.

Responses received after 4:00 p.m., Friday, January 8, 2021, WILL NOT BE CONSIDERED.

Faxed responses WILL NOT BE CONSIDERED.

***Hold Harmless Agreement***

Prior to start of the commencement of contract, the contractor agrees to enter into a “hold harmless agreement with the Town and New York State Department of Environmental Conservation in a form similar to the example attached hereto.

**Standard Letter of Indemnification**

**Company Letterhead**

Re: (RFP Name)

(Proposer) agrees to indemnify and hold harmless the Town of Oyster Bay and New York State Department of Environmental Conservation., its elected and appointed officials, officers and employees from any and all claims, suits, losses, damages, or injury to person or property of whatsoever kind of nature, whether direct or indirect, arising out of the carelessness, negligence, recklessness, or improper conduct of (Contractor) and/or its subcontractors, agents or employees in the performance of this contract.

***Insurance***

**A. WORKER’S COMPENSATION INSURANCE**

In accordance with the Laws of the State of New York, Worker’s Compensation Insurance must cover all the proposer’s or contractor’s employees employed at the site of the project. If any work is sublet, the contractor shall require the subcontractor to provide Worker’s Compensation Insurance for all of the subcontractor’s employees employed at the site unless such employees are covered by the Worker’s Compensation Insurance of the contractor.

**B. COMPREHENSIVE GENERAL LIABILITY INSURANCE**

Proposer shall provide proof of comprehensive General Liability Insurance including Premises and Operation Liability, contractor's Protective Liability and Completed Operations and Product Liability, to protect the proposer, contractor and any subcontractor performing work in connection with this contract from claims for damages for personal injury claimed to be sustained resulting from false arrest, detention and/or imprisonment, malicious prosecution, libel, slander, and/or defamation of character, invasion of privacy, wrongful eviction and/or wrongful entry and from claims for such operations be by the proposer, contractor or by the subcontractor or by any one directly or indirectly employed by either of them. The Town of Oyster Bay and the State of New York shall be named as additional insured. The minimum amounts and types of such insurance must be as follows:

Commercial General Liability	\$3,000,000 per occurrence
Commercial Business Automobile Liability	\$1,000,000 per accident
Protection and Indemnity Insurance	\$3,000,000 per occurrence
Pollution Liability Coverage	\$5,000,000

C. SPECIAL HAZARDS INSURANCE

Public Liability Insurance for automobiles and trucks covering claims arising from bodily injury and property damage in amounts specified in subparagraph (B).

D. HULL INSURANCE

Providing coverage for the full insurable value of all vessels and associated cargo.

E. CONTRACTUAL LIABILITY INSURANCE

Covering the liability assumed by the contractor under this contract requiring him to indemnify and hold harmless the Town, its officers, agents and employees, from all claims directly or indirectly resulting from executing of the work, in the amounts specified in subparagraph (B).

F. PROOF OF CARRIAGE OF INSURANCE

The contractor shall furnish the Town with two (2) copies of all insurance policies, each of which must contain the following provisions:

Such insurance shall not be cancelled, terminated, modified or changed by either contractor or insurance company, except with 30 days prior written notice by the insurance company via Registered mail to the Town, attention Commissioner, Department of Environmental Resources.

- G. PERFORMANCE BOND -The successful bidder will be required to post a Performance Bond in an amount equal to 100% of the proposed program participant revenue. The successful bidder shall be required to furnish said Performance Bond immediately after written notice of intent to award and upon receipt of such bond acceptable to the Town of Oyster Bay, shall be issued a service order.

### ***Disclosure of Conflicts***

Proposers submitting a response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management or employees of the firm or other persons relative to the services to be provided under the Agreement to be awarded pursuant to the RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the proposal. All responders must complete the enclosed Disclosure Affidavit.

### ***Evaluation***

The Town of Oyster Bay, Department of Environmental Resources will conduct a preliminary evaluation of all proposals submitted by the deadline to determine compliance with the proposal requirements. Upon completion of a preliminary review for completeness, the proposals will be submitted to a review committee for final recommendation to the Town of Oyster Bay Town Board. The department and/or review committee reserves the right to request additional information necessary to clarify a submitted proposal.

### ***Criteria***

For the purpose of further evaluation, the responsive proposals will be evaluated for completeness by the Department of Environmental Resources based on the criteria listed below:

1. The experience and background as detailed in the submitted resume for all principals and/or directors, including, but not to be limited to, full identification and addresses of each entity.
2. The clarity and detail contained in the organizational chart for the operation of all proposed operations. The organizational chart shall detail their respective duties relative to the proposed operation.
3. The quality of the proposed UAV program that describes the scope, methods and benefits of said program

4. The quality of the proposed operational program that describes the equipment, and staff that will execute the plan. The overall age and condition of the equipment will be a consideration.
5. The financial ability to sustain the operational plan as submitted.
6. The quality and articulation of the experience necessary to sustain the operational plan as submitted
7. A review of current and relevant permits, certifications and qualifications held by the proposer.
8. Proposed cost of services and fee structure for proposed services.

***Cost of Preparation***

All costs of proposal preparation shall be borne by the proposer. The Town of Oyster Bay shall not, in any event, be liable for any expenses incurred by the proposer in the preparation and/or submission of the proposal.