

REQUEST FOR PROPASAL FOR
AERIAL PHOTOGRAPHY & DIGITAL MAPPING SERVICES

For the Town of Falmouth, Massachusetts



December 16, 2004

Requested by:

Town of Falmouth
59 Town Hall Square
Falmouth, MA 02540

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Request for Proposals - AERIAL PHOTOGRAPHY & DIGITAL MAPPING SERVICES

December 16, 2004

I. General Introduction

The Town of Falmouth, Massachusetts, herein after known as the "Town" or "Falmouth", wishes to update existing planimetric mapping and develop digital orthophotography of the entire town. During this project, existing planimetric mapping files will be updated, new digital orthophotography will be developed, and some new planimetric data layers may be developed.

Falmouth's planimetric mapping is based on 1998 aerial photography (1"=600'), which was subsequently updated in 2003 for buildings only. The data exists as an ESRI Geodatabase.

During this project existing planimetric data layers (as specified in the scope of work) will be updated using 1"=600' scale color aerial photography that will be acquired as part of this project. Additional data layers may be developed as specified in the scope of work.

New digital orthophotography will also be developed during this project. Digital orthophotography will be at 6-inch pixel resolution and will be developed using the 1"=600' scale color aerial photography that will be acquired as part of this project.

This request for proposal (RFP) is intended to provide proposing vendors with a common set of instructions to guide them through the development of their proposals. This process will allow the Town of Falmouth to select a proposal that meets or exceeds our minimum requirements through comparative analysis of vendor's key personnel and those having experience with providing similar services to other government entities.

A short project schedule for this project is imperative. Contractors must give a firm project schedule and completion date, along with cost, project schedule, personnel, and experience are primary selection criteria.

II. Data To Be Provided

Information the City will provide to the selected contractor includes:

- Geodatabases from the 1998 Aerial Mapping Project (as supplemented by the 2003 mapping data)
Data is currently in NAD27 NGVD29
- Ground Control Report from 1998 Aerial Mapping Project
- An ESRI Shapefile showing geographic areas where major changes have occurred since 1998

All data provided to the selected contractor is property of the Town of Falmouth and shall be returned to the Town upon completion of the project.

III. Project Area

The project area includes the entire Town of Falmouth, Massachusetts plus an area of 200' beyond Town borders.

Facts about Falmouth include:

- Approximate Area in Sq. Miles: 47
- Approximate Population 35,000

IV. Approximate Number of Updates

The Town of Falmouth conducted their initial mapping in 1998 and conducted a supplementary mapping of their buildings in 2003. It is estimated that since 2003, there have been 2800 new structures and re-modeling projects, including roofs, sheds, additions etc...

These numbers are provided as a reference only and are only estimates based on building permit information. It will be the responsibility of the contractor to visually scan the new photography to identify changes.

To assist with the Contractor, the Town will provide a map showing areas where major changes have occurred. Though this map will not highlight where all changes have occurred, it will depict where most of the major changes have occurred since 1998. Most new and changed roads, new developments, new park facilities, and altered areas will be located on this map. Locations of minor building changes will not be depicted. A map of all parcels receiving building permits from 98 and from 2003 can also be created to assist the Contractor; this map will be created from the date of new flight.

V. General Scope of Work

The scope of work for this project is described in general below. The work is divided into primary work items and optional work items. Primary items include aerial photography, planimetric mapping updates, and digital orthophotography. Optional work items include update of topography and development of new planimetric data layers. These are summarized as follows:

- Aerial Photography - Conduct an aerial flyover at a flight height consistent with the generation of 1"=600' scale color photography
- Planimetric Mapping Update - Update existing planimetric mapping layers as developed from 1998 aerial photography. Layers to be updated include: As noted on page 5.
- Planimetric mapping must meet 1"=100' scale mapping accuracy standards. The selected contractor shall use the 1"=600' scale aerial photography collected as part of this project for the planimetric mapping.
- Color Digital Orthophotography - Develop color digital orthophotography at a 6 inch pixel resolution. Orthophotographs are to be delivered in TIF and SID file format and must meet 1"=100' scale mapping accuracy requirements.
- Topography Update - The Town may wish to update topography where major changes have occurred. Major changes will be in areas where new roads or developments have been added and

where major site changes have occurred. These areas are depicted on the map described above attached as Exhibit A.

- New Feature Capture - The Town may ask the contractor to collect decks as part of this project. Decks were not compiled during the 1998 mapping effort. The Town is asking all contractors who are submitting a proposal to include an optional priced for the compilation of these features.

These services, as detailed herein, shall be conducted in a manner which meets or exceeds the minimum performance criteria identified in Section VI, below.

VI. Minimum Performance Criteria

The work shall conform to the following minimum performance criteria:

1. All mapping updates must meet ASPRS and National Map Accuracy standards for 1"=100' mapping scale.
2. Photogrammetric project work will be accomplished under the direct supervision of a photogrammetrist certified by the American Society of Photogrammetry and Remote Sensing (ASPRS). The photogrammetrist shall make maximum utilization of his/her professional experience to select the technique or methods conducive to superior results.
3. Survey work shall conform to the Procedural and Technical Standards for the practice of land surveying in Massachusetts. Ground survey control for the project will be accomplished under the direct supervision of a Professional Land Surveyor registered to practice in the State of Massachusetts. The surveyor shall make maximum utilization of his/her professional experience to select the technique or methods conducive to superior results.
4. Horizontal datum shall be the Massachusetts (Mainland) State Plane Coordinate System NAD83 (feet). Vertical datum shall be National American Vertical Datum of 1988 (NAVD).
5. Contractor must propose and adhere to an aggressive project schedule.
6. Contractor must be able to acquire and document all licenses, insurance and payment bonds as applicable.

VII. Detailed Scope and Specifications

Outlined in this section are detailed specifications related to the project. The project is divided into two tasks as follows:

A. Photogrammetric Mapping

The contractor will develop the flight plan and abide by applicable standards of the American Society for Photogrammetry and Remote Sensing (ASPRS).

Color aerial photography will be acquired at a scale of 1"= 600'. Unacceptable coverage resulting from deviation from the approved flight plan shall be corrected at the contractor's expense.

The Contractor shall specify in the proposal the flight altitude, photo scale, and be prepared to provide the Town with a USGS camera calibration report not more than three years old. The photography must meet prescribed specifications of ASPRS for scale, overlap, crab, tilt, time of day, and other standard requirements and must state these specifications in the proposal.

The flight shall occur during the Spring of 2005 under optimal conditions of high sun angle, no snow, and full defoliation. The flight shall be completed between 8:00 am and 1:00 pm local time.

Upon completion of the aerial photography mission, the film will be inspected for cloud shadow, density and clarity. The 9-inch by 9-inch photographs will then be checked for sidelap, endlap and crab. A QC summary report shall be provided to Falmouth.

Falmouth shall be provided with one set of contact prints, a photo mosaic of photos, and a flight diagram upon completed on the photography mission.

Deliverable Products

- a. Aerial Camera A copy of the current camera calibration report shall be provided.
- b. Flight Plan/Boundaries The flight plan and boundaries, including control layout, shall be provided with the proposal on a single sheet plotted to scale.
- c. Contact Prints One set of 9-inch by 9-inch contact prints.
- d. Negatives and Diapositives All negatives and diapositives prepared/obtained for the project.
- e. Photo QC summary report A quality control report produced during review of the film.

B. Ground Control and FAAT

The contractor shall be responsible for establishing and surveying both horizontal and vertical control required to produce mapping which meets Class 1 ASPRS standards for 1"=100' scale mapping. If adequate, Airborne GPS can be used on this project.

A primary horizontal control network with an accuracy of second order, class 2 or better shall be accurately established using GPS following current Federal Geodetic Control Subcommittee (FGCS) standards and specifications. This network must be connected to a minimum of three Order-B NSRS control stations and adjusted to the North American Datum of 1983, 1996 adjustment (NAD 83/96).

Vertical control for the primary control network shall be established by GPS or leveling and must be at least 3rd order accuracy, must be based on NAVD88 datum, and must meet ASPRS standards for 1"=100' scale.

Fully analytic aerial triangulation shall be performed in order to sufficiently control each stereo model to meet ASPRS standards at a compilation scale of 1"=100'. Analytical control extensions should maintain an average RMS that will support the required mapping to meet ASPRS Accuracy Standards.

The Contractor shall provide the Town with a ground control report, control diagrams, and other applicable deliverables as outlined in *Deliverable Products*.

Deliverable Products

- a. Ground Control and Aero triangulation Report
- b. Control diagram will be provided to the Town
- c. A listing of all horizontal and vertical checkpoints and pass points.
- d. 8 ½" X 11" sketches of all control points.
- e. FAAT Solution Tables

C. Planimetric Mapping Update

An update of the existing planimetric land base will be compiled digitally using analytical stereo-photogrammetric methods. Heads-up digitizing and post-compilation digitizing of graphic compilation is not acceptable.

The Town will provide the selected contractor with a copy of the ESRI Geodatabases and shapefiles that were generated as part of the 1998 aerial photography project. The contractor will be responsible for adding new features, deleting demolished features, and making changes that have occurred since 1998.

The Town will provide a map depicting where most major changes have occurred since 1998. Though not all changes are depicted on this map, most are including sand & gravel operations, new roads, new developments, etc.

During this task, the selected contractor will be responsible to update the following features:

- | | | |
|---|---|---|
| ● Roads | ● Junkyards | driving ranges, running tracks, tennis courts, misc. sports facilities) |
| ● Road Centerlines | ● Landfill | ● Vegetation (woods/forests, orchards, fields, bogs) |
| ● Railroads | ● Airports | ● Street Trees |
| ● Bridges | ● Utility Poles and Towers | ● Parks and Playgrounds |
| ● Sidewalks | ● Communication Towers (radio/cellular) | ● Cemeteries |
| ● Buildings | ● Paths (bike paths, paved, unpaved, golf paths) | ● Drainage (headwalls, dams, culverts) |
| ● Hydrography (streams, ponds, wetlands) | ● Driveways | ● Fences & Walls (fences, walls, guard rails, hedges) |
| ● Beaches/Shoreline | ● Parking Areas | |
| ● Marine Structures (docks, piers, jetties, riprap, groins, breakwaters, seawalls, revetments, bulkheads) | ● Sports Facilities/Areas (pools, athletic fields, bleachers, golf courses, | |

The contractor will be required to place each feature into the respective feature class of the Geodatabase that will be provided to the contractor. The contractor shall provide 1"=100' scale check plots of all planimetric mapping.

Deliverable Products

- a. Pilot project consisting of two map sheets.
- b. Digital Data Files - A complete set of updated Geodatabase files.
- c. Check Plots - 1" = 100' scale paper plots of all planimetric features. The Town will use these to provide comments and corrections to mapping contractor.

C. Digital Orthophotography

The selected contractor shall develop digital orthophotography using the provided 1"=600' scale color photography. Digital orthophotography must meet ASPRS mapping accuracy requirements for 1"=100' scale mapping and must be configured in the same tile units as planimetric mapping.

Contractor shall abide by applicable standards for developing digital orthophotography, reducing shadows and building lean, and correction of errors.

Digital orthophotography will be generated with a ½ foot pixel resolution, and delivered to the Town in georeferenced (.TIFF) file and MrSID formats. Tile layout shall match planimetric tile layout as specified above.

Proposer shall state the proposed scanning resolution for orthophotography in the proposal.

Deliverable Products

- a. Pilot project consisting of two map sheets
- b. Digital Data Files - Delivered in TIFF and MrSID file format using same tile layout as planimetric mapping
- c. Seamless MrSid file representing the entire town

D. Option 1 - Topography Update

Two foot contours were compiled as part of the 1998 mapping project. Under this task, the Contractor shall update topography where major changes have occurred. These areas are detailed on a map provided with the RFP (Exhibit A) and generally include areas where new roads, subdivisions, gravel pits, major road reconstruction and building projects have occurred.

The Contractor will not be responsible for making minor topography changes (i.e. a yard regrading, a small building project, etc.), just where extensive site changes have occurred.

Topography updates must meet NMAS and ASPRS standards for 1"=100' scale mapping.

The Contractor shall update the existing Geodatabase files and provide them to the Town.

Deliverable Products

- a. Digital Data Files - Updated geodatabase format.

E. Option 2 - New Planimetric Mapping Features

The Town may consider the development of a new planimetric mapping data layer that represents (1) decks and porches and (2) road striping on major roads and intersections. These layers do not currently exist in the planimetric mapping files developed from the 1998 aerial mapping project.

The selected Contractor shall develop mapping for these features using a layer structure agreed to by the Contractor and Town.

All mapping developed as part of this task must adhere to National Map Accuracy and ASPRS standards for 1"=100' scale mapping.

The decks and porches shall be automated to facilitate the creation of polygons. Each polygon feature that does not close to itself or includes island polygons must contain a label point.

All data developed must be incorporated into the Town's updated aerial mapping database (Geodatabase).

For pricing considerations, the development of these data layers shall have an itemized price.

Deliverable Products

- a. Pilot project consisting of two map sheets.
- b. Digital Data Files - Geodatabase format.
- c. Check Plots - 1" = 100' scale paper plots of all planimetric features identified, with a 20" x 30" neat area shall be provided for QC purposes. The Town will use these to provide comments and corrections to mapping contractor. The mapping contractor will be responsible for the development of a title block. The Title block must be approved by the Town.

VIII. Contents of Proposals

The Technical and Price proposals must be submitted in separately sealed envelopes that have been clearly marked on the outside of each envelope as to their contents. Label envelopes as "Technical Proposal for Aerial Photography and Planimetric Mapping Update Services" and "Price Proposal for Aerial Photography and Planimetric Mapping Update Services".

1. The Technical Proposal shall include the information outlined in sections IX and X.
2. The Price Proposal shall include not only the separate pricing forms, but the Attestation form as well. The Attestation includes required statements under Massachusetts General Law (M.G.L.), Chapter (C.) 62C, Section (S.) 49A (payment of State Taxes), and Chapter 701 of the Acts of 1983 (Non_Collusion)

IX. Minimum Evaluation Criteria

The Town wishes to receive proposals that contain the following information necessary to fully respond to the requirements herein. *Proposals shall include the following, presented in the order specified.*

1. General Information
 - Indication of project understanding.
 - Statement of who in the firm is authorized to negotiate and execute an Agreement for this work.

- Agreement to incorporate both this RFP and the proposal into an Agreement to be negotiated in good faith, and intended to be executed by March 2005.
- Statement of where photogrammetric compilation work will be performed.
- A summary of the Firm's financial status.
- Proposed overall schedule for planimetric mapping and commitment of the firm to meet an aggressive schedule.

2. Scope of Services

The scope of services for this project is outlined in detail in this RFP. The Contractor's proposal shall briefly outline the following:

- A list of any exceptions or clarifications to the scope of work as outlined in Section VII - Detailed Scope and Specifications.
- Statement of accuracy and standards that will be adhered to.
- A scope of work for the outlined tasks and options.
- A clear and concise description of any alternative approaches.
- A schedule for each task.

3. Project Team

Outline of the Project Team

- Proposed project manager and principal-in-charge.
- Project team's certified photogrammetrist and land surveyor.
- Listing of all proposed subcontractors to be utilized on the project and their proposed roles.
- Attached resumes for key project staff.

4. Qualifications and Related Experience

- A list of at least three similar municipal planimetric projects.
- A list of three orthophotography projects.
- Current references and phone numbers for all referenced projects.

5. All Required forms must be submitted along with proposals.

6. One (1) original and three (3) copies of the Technical proposal.

7. One (1) original and three (3) copies of the Price proposal (sealed).
8. Bid Form

Letter proposal shall include the bid form as attached. Any alternative proposals shall be submitted on a separate bid form.

X. Comparative Evaluation Criteria

In addition to the minimum criteria detailed in Section 8, the bidder is required to respond to the following comparative criteria that will be used in the evaluation of the proposals that are received in response to the RFP.

A. Years of experience in the development & implementation of aerial photography, as well as digital orthophotos, planimetric and topographic mapping projects.

- **UNNACCETABLE** - Proposal shows bidder has less than one (1) year of experience in developing aerial photography as well as digital orthophotos, planimetric and topographic mapping projects.
- **ACCETABLE** - Proposal shows bidder has one (1) year or more but less than three (3) years of experience in developing aerial photography as well as digital orthophotos, planimetric and topographic mapping projects.
- **ADVANTAGEOUS** - Proposal shows bidder has three (3) years or more but less than five (5) years of experience in developing aerial photography as well as digital orthophotos, planimetric and topographic mapping projects.
- **HIGHLY ADVANTAGEOUS** - Proposal shows bidder has one (5) years or more of experience in developing aerial photography as well as digital orthophotos, planimetric and topographic mapping projects.

B. Number of similar projects with municipal clients in the past three (3) years.

- **UNNACCETABLE** - Proposal shows bidder has had less than three (3) similar projects in the last three years.
- **ACCETABLE** - Proposal shows bidder has had three (3) or more but less than six (6) similar projects in the last three years.
- **ADVANTAGEOUS** - Proposal shows bidder has had six (6) or more but less than nine (9) similar projects in the last three years.
- **HIGHLY ADVANTAGEOUS** - Proposal shows bidder has had nine (9) or more similar projects in the last three years.

C. Experience as prime contractor to municipal government clients for similar aerial photography, as well as digital orthophotos, planimetric and topographic mapping projects within the last (2) years.

- **UNNACCETABLE** – Bidder has served as a prime contractor on less than two (2) similar municipal projects over the last two (2) years.
- **ACCETABLE** - Bidder has served as a prime contractor on two (2) or more but less than four (4) similar municipal projects over the last two (2) years.
- **ADVANTAGEOUS** - Bidder has served as a prime contractor on four (4) or more but less than six (6) similar municipal projects over the last two (2) years.
- **HIGHLY ADVANTAGEOUS** - Bidder has served as a prime contractor on six (6) or more similar municipal projects over the last two (2) years.

D. Experience of firm's proposed project manager with projects of similar scope.

- **UNNACCETABLE** – The bidder's proposed project manager has less than two (2) years experience with projects of a similar scope.
- **ACCETABLE** - The bidder's proposed project manager has had two (2) years or more, but less than four (4) years experience with projects of a similar scope.
- **ADVANTAGEOUS** - The bidder's proposed project manager has had four (4) years or more, but less than six (6) years experience with projects of a similar scope.
- **HIGHLY ADVANTAGEOUS** - The bidder's proposed project manager has had six (6) years or more experience with projects of a similar scope.

E. Experience of other proposed managerial, professional and senior technical personnel with projects of similar scope.

- **UNNACCETABLE** – More than ½ of the proposed bidder's project team have less than two (2) years experience with projects of a similar scope.
- **ACCETABLE** - Less than ½ of the proposed bidder's project team have less than two (2) years experience with projects of a similar scope.
- **ADVANTAGEOUS** - More than ½ of the proposed bidder's project team have less than two (2) years experience but less than four (4) years experience with projects of a similar scope.
- **HIGHLY ADVANTAGEOUS** - More than ½ of the proposed bidder's project team have less than two (2) years experience but less than four (4) years experience with projects of a similar scope.

F. Quality of references.

- **UNNACCETABLE** – More than 50% of references contacted found elements of contractors work for them to be below performance standards established in their scope of services, and would be less likely to select the bidder for subsequent efforts with similar scope of services.
- **ACCETABLE** – A majority (more than 50%, but less than 100%) of references contacted spoke favorably of the work performed by the contractor, and suggested that they would consider the bidder again for similar scope of services.
- **HIGHLY ADVANTAGEOUS** – All references contacted spoke favorably of the work performed by the contractor, and suggested that they would consider the bidder again for a similar scope of services.

XI. Insurance

Certificate of Insurance acceptable to the Town shall be filed with the Town prior to execution of any contractual Agreement. These Certificates shall contain a provision that coverage afforded under the policies will not be reduced or canceled unless at least fifteen (15) days prior written notice has been given the Town.

XII. Permits & Licenses

The contractor is responsible for obtaining all required permits and licenses to perform the Scope of Services within the time frame of the contract.

XIII. Applicable Law

All applicable Federal, State and Local Laws, ordinances and rules, regulations (including but not limited to any laws, ordinances or regulation relating to the Town of Falmouth, or the Massachusetts Department of Environmental Protection) of any authorities shall be binding upon the bidder throughout the pendency of this Contract. The bidder shall be responsible for compliance with any such law, ordinance rule or regulation, and shall hold the Town harmless and indemnify same in the event of non-compliance the pendency of this Contract.

XIV. Liability

The contractor shall indemnify and save harmless the Town and the Town's agents and employees from and against all losses and all claims, demands, payments suits, action recoveries, and judgments of every nature and description brought or recovered against them by reason of any act or omission of the said Contractor, its agent, or employees, in the execution of the work or in guarding the same.

Performance and Payment Bond in the amount of One Hundred (100%) percent of the contract price will be required for the faithful performance of the Contract. The Contractor shall obtain and submit the bond within ten (10) days after notification of the bid award. Within seven (7) working days of receipt of acceptable Payment Bond and Agreement signed by the party to whom the Agreement was awarded, the Town shall sign the Agreement and return to such party an executed duplicate of the Agreement.

XV. Contact Information

Robert Shea, the town's GIS Coordinator will take receipt of all proposals and will be responsible for all written questions. His contact information is provided below: All written questions shall be answered at the same time and sent to all bidders.

Robert Shea
GIS Coordinator
Town of Falmouth
59 Town Hall Square
Falmouth, MA 02540
bshea@town.falmouth.ma.us

XVI. Selection Criteria

The contract will be awarded to the responsive contractor submitting the most advantageous proposal to the Town of Falmouth. The following will be used in the evaluation.

- Cost
- Schedule
- Reputation of Firm
- Experience on Similar Projects
- Personnel
- Optional and Variants Proposed
- Apparent Financial Status

XVII. Schedule Dates

Project schedule is estimated to be as follows:

- | | |
|--------------------------|-------------------|
| ■ Proposals Available | December 16, 2004 |
| ■ Deadline for Questions | January 5, 2004 |
| ■ Proposals Due | January 21, 2004 |

XVIII. Alternative Approaches

Any alternative approaches or pricing options can be described in an "Alternative Approach" section of the proposal and/or can be itemized in the cost form.

**Town of Falmouth, Massachusetts
Photogrammetric Mapping Update Project
Cost Form**

**Prices include services as specified in RFP
Task numbers are coordinated with RFP scope items**

1. Aerial Photography, FAAT, and Ground Control

Items 7A Section 7 \$ _____

2. Planimetric Mapping Update

Item 7B in Section 7 \$ _____

3. Digital Orthophotography

Item 7C in Section 7 \$ _____

Total Cost of Primary Work Items \$ _____

Option 1 – Topography Update

Item D in Section 7 \$ _____

Option 2 – New Planimetric Mapping Features

Item E in Section 7 Decks \$ _____

Striping \$ _____

Alternatives

TOWN OF FALMOUTH

STATE TAXES CERTIFICATION CLAUSE

I certify under the penalties of perjury that I, to my best knowledge and belief, have file all state tax returns and paid all state taxes under the law.

*Signature or individual or
Corporate Name (Mandatory)

Corporate Officer
(Mandatory, if applicable)

**Social Security # (Voluntary)
Or Federal Identification #

*Approval of a contract or other agreement will not be granted unless the certification clause is signed by the applicant.

** Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. 62C s. 49A.

TOWN OF FALMOUTH

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

BIDDER: _____

SIGNATURE: _____

ADDRESS: _____

NAME (print): _____

TITLE: _____

TELEPHONE: _____

DATE: _____

EEO/AA CERTIFICATE

The bidder hereby certifies he/she shall comply with the minority manpower ration and specific action steps contained in the Town of Falmouth's Affirmative Action Plan attached here, including compliance with the minority contractor compliance. The Contractor receiving the award of the Contract shall be required to obtain from each of his sub-contractors and submit to the Contracting or Administering Agency prior to the performance of any work under this Contract, a Certification by said sub-contractor, regardless of tier, that he will comply with the minority manpower and specific Affirmative Action steps contained in the EEO/AA Program.

DATE: _____

SIGNATURE: _____