

**Small Area Aerial Photography Contract (SAC)  
TASK ORDER  
REQUEST FOR PROPOSAL**

**DIGITAL HI-RES IMAGERY SERVICES  
National Easement Assessment Project (NEAP)  
for the Stewardship Lands Imagery Program**

**Task Order Solicitation Number: SAC-TO-2-11-3**

**Task Order Issue Date: 15-JUN-2011**

**Proposal Due Date: 15-JUL-2011**



U.S. DEPARTMENT OF AGRICULTURE  
FARM SERVICE AGENCY  
AERIAL PHOTOGRAPHY FIELD OFFICE

NOTICE TO OFFEROR  
Proposals submitted in response to this RFP must be identified with the following information labeled on the outside of the mailing package:

SOL.NO: SAC-TO-2-11-3  
DUE DATE: 15-JUL-2011, 2:00 PM  
RECEIVING OFFICE: CONTRACTING

Mail To: AERIAL PHOTOGRAPHY FIELD OFFICE  
CONTRACTING OFFICER  
2222 WEST 2300 SOUTH  
SALT LAKE CITY UTAH 84119-2020

**NOTICE TO OFFERORS :**

PLEASE NOTE THE FOLLOWING SPECIAL TASK ORDER INSTRUCTIONS:

This simplified task order RFP is issued under the multi-award fixed-price IDIQ contract (USDA-NRCS-2-11) established in the base year 2011. Task Order awards will be made based on procedures established in Section L-3.1 of the contract.

General requirements are for direct digital, four (4) band, unprocessed imagery (radiometrically uncorrected), and processed imagery (orthorectified) at 15cm ground sample distance (GSD), with an 8cm GSD optional award item. See Paragraphs 1.1 and 1.2.

The photo acquisition period for this project is November 1 through 30, 2011. See Paragraph 3.3.

This RFP is subject to the Availability of Funds Clause (FAR 52.232-18), See Paragraph 6.4.

TASK ORDER REQUEST FOR PROPOSALPART I – PRICING PROPOSAL

**NATIONAL EASEMENT ASSESSMENT PROJECT (NEAP)  
Digital High Resolution Pilot Project for Stewardship Lands Imagery in  
North Carolina**

1.0 DIRECT DIGITAL AERIAL PHOTOGRAPHY SERVICES

Furnish digital aerial photography and all related services and supplies in accordance with the requirements, specifications, terms, conditions, clauses, and provisions specified herein and in the original indefinite-delivery, indefinite-quantity contract, effective for the periods stated in the schedule. The Government’s proposed project areas, quantities, and other parameters listed in Paragraphs 1.1 through 1.2 are subject to change through the negotiation process of selecting the “Best Value” source for task order award.

1.1 Pricing Proposal – 15cm GSD Resolution  
For the National Easement Assessment Project (NEAP), North Carolina  
Digital High Resolution Pilot Project for the Stewardship Lands Imagery

<b>PROJECT NUMBER 2-11-16 (15cm GSD) DIGITAL AERIAL PHOTOGRAPHY AND RELATED SERVICES NATIONAL EASEMENT ASSESSMENT PROJECT (NEAP), NORTH CAROLINA</b>			
COMPANY NAME:		AUTHORIZED SIGNATURE:	DATE:
<b>PRICING PROPOSAL</b>			
TOTAL NUMBER OF EASEMENTS	TOTAL ACREAGE OF EASEMENTS	15 CM GSD RESOLUTION DELIVERABLES	TOTAL AMOUNT
16 EASEMENTS	5,390 ACRES	STEREO TILES (16 bit GeoTIFFs)	\$
		ORTHO MOSAICS (16 & 8 bit GeoTIFFs)	\$
GRAND TOTAL			\$

The National Easement Assessment Project (NEAP) is a pilot project conducted to develop strategies through the use of remote sensing and GIS technologies to monitor, adaptively manage, and ensure compliance of NRCS easements enrolled in the Stewardship Lands Program.

OPTION ITEM 1 for 8cm GSD

**NATIONAL EASEMENT ASSESSMENT PROJECT (NEAP)  
Digital High Resolution Pilot Project for Stewardship Lands Imagery in  
North Carolina**

1.2 Option Item 1 Pricing Proposal – 8cm GSD Resolution  
For the National Easement Assessment Project (NEAP), North Carolina  
Digital High Resolution Pilot Project for the Stewardship Lands Imagery

<b>OPTION ITEM 1 PROJECT NUMBER 2-11-17 (8cm GSD) DIGITAL AERIAL PHOTOGRAPHY AND RELATED SERVICES NATIONAL EASEMENT ASSESSMENT PROJECT (NEAP), NORTH CAROLINA</b>			
COMPANY NAME:		AUTHORIZED SIGNATURE:	
		DATE:	
<b>OPTION ITEM 1 - PRICING PROPOSAL</b>			
TOTAL NUMBER OF EASEMENTS	TOTAL ACREAGE OF EASEMENTS	8 CM GSD RESOLUTION DELIVERABLES	TOTAL AMOUNT
16 EASEMENTS	5,390 ACRES	STEREO TILES (16 bit GeoTIFFs)	\$
		ORTHO MOSAICS (16 & 8 bit GeoTIFFs)	\$
GRAND TOTAL			\$

**Please Note: Option Item 1, for 8cm resolution imagery, if selected for award, shall be in addition to the basic requirements for 15cm GSD as stated in Paragraph 1.1. Each resolution of imagery shall be native resolution with no re-sampling from 8cm to 15cm. Please price the base requirement and the optional requirement as stand-alone offers with separate acquisition flights and project deliverables. The determination to award Option Item 1 will be made prior to task order award.**

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government’s best interests, the Government will evaluate offers for award purposes by adding the total price for Option 1 to the total price for the basic requirement. Evaluation of the option will not obligate the Government to exercise the option.

## 2.0 TASK ORDER REQUIREMENTS

The general scope of this task order is to procure vertical, high resolution, direct digital, 4-band color aerial imagery delivered in several formats for the National Easement Assessment Project (NEAP) to establish standards for evaluation of several Natural Resources Conservation Service (NRCS) Stewardship Lands Easement Programs.

### 2.1 Task Order Performance Period

The performance period for the acquisition and delivery of NEAP aerial photography is: **Date of Award (July 2011) through January 30, 2012.**

### 2.2 Intended Use of Photography

The National Easement Assessment Project (NEAP) is a pilot project conducted to develop strategies to monitor, adaptively manage, and ensure compliance of NRCS easements enrolled in the Wetlands Reserve Program (WRP), Grassland Reserve Program (GRP), Healthy Forests Reserve Program (HFRP), Farm and Ranch Lands Protection Program (FRPP), and the Emergency Watershed Program-Floodplain Easements (EWPP-FPE). As part of the pilot project, the imagery shall be evaluated to determine which resolutions best meet the requirements of the project. NRCS shall use the imagery acquired under this task order to collect and measure natural resource data by means of photo interpretation and use of Geographic Information Systems (GIS) technologies. Within each easement, data is collected on land cover and use, soil erosion, wetlands issues, and characteristics of other natural resources.

### 2.3 Location of Work

The NEAP Digital High Resolution Pilot covers a sample of 16 Easements with 17 polygons (one easement is represented by two separate polygons NC7347 and NC7348) located in North Carolina. Please refer to Exhibit 1, 2011 NEAP Pilot – Easement Locations.

### 2.4 Task Order Deliverables

The following deliverables shall be submitted by the Contractor and prepared in accordance with this Task Order and the IDIQ contract specifications including work statement (Section C), packaging and marking (Section D), inspection and acceptance (Section E), and delivery schedule (Section F). The deliverables for the NEAP project consist of the following:

Deliverable	Data Format	Government Approval Required	Metadata Required
Project Flight Plan	ESRI ArcGIS shapefile set	No – review only	No
Pre-Production Imagery Sample**	TIFF	Yes	No
4-band, stereo georeferenced, uncompressed digital image files*	16 bit GeoTIFF format images. See Paragraph 3.5	Yes	Yes

Deliverable (Chart Continued)	Data Format	Government Approval Required	Metadata Required
ABGPS/IMU Data and supplemental GPS ground data*	ASCII text	No	Yes
4-band orthorectified photo mosaics covering each of the 16 easements*	16 bit GeoTIFF mosaic	Yes	Yes
	8 bit JPEG 2000 mosaic – Tiled as needed. See Paragraph 3.6	Yes	Yes
Progress Reports	Fax / E-mail	No	No
Photo-center File(s)*	ASCII text	Yes	Yes
Metadata	ASCII text	No	No

\* delivered on hard drive

\*\* delivered on CD-ROM or DVD

## 2.5 Direct Digital Sensor:

The direct digital imagery acquisition requirements will be for the collection of visible (Red, Green, Blue) and color near infrared (IR) imagery. The digital sensor system shall be a tested, stable, geometrically calibrated system with appropriate documentation, suitable for use in precision photogrammetric orthoimagery applications.

- (a) Digital sensor acquisitions require the compliance with the technical requirements and specifications of this task order and Attachment B, General Direct Digital Camera Specification of the IDIQ contract, which defines the essential elements in securing high quality direct digital imagery.
- (b) The Contractor is required to provide a detailed technical description and sample image of the digital camera/sensor being proposed for use.
- (c) The digital sensor system shall have the appropriate image resolving power and field of view required to provide the required ground sample distance (GSD).
- (d) Refer to the Contract, Attachment B, General Direct Digital Camera Specification.

## 3.0 TECHNICAL REQUIREMENTS

The specific technical requirements of this task order are as follows. Please reference the IDIQ Contract (USDA-NRCS-2-11) for other terms, conditions and technical requirements not addressed in this task order.

### 3.1 Size of NEAP Easements:

The easements vary in size from approximately 35 acres (.05 square mile) in Halifax County to approximately 1,403 acres (2.2 square miles) in Carteret County. See Exhibit 2 Easement Reference Data.

### 3.2 Project Flight Plan Description:

- (a) Easement Flight Requirements:
- (1) Flight Orientation: North - South or East – West.
  - (2) Flight altitudes will be established as necessary to acquire the resolution required (+/- 4%) including the 400 meter buffer.
  - (3) Buffer: A minimum buffer zone of 1,320 feet, (400 meters or 1/4 mile) is required beyond the actual easement boundary.
- (b) The Contractor shall provide a proposed flight plan for each of the easements as an ESRI ArcGIS shapefile set. NOTE: The flight plan shall include the requirement for coverage of a 400 meter buffer around each easement.

### 3.3 Approximate Photographic Period:

- (a) Photo Period: The photo period for all easements within this project is **November 1, 2011 through November 30, 2011.**
- (b) Refer to the Contract, Section F-5, Performance of the Work.

### 3.4 Photographic Conditions:

- (a) Minimum Sun Angle: 30 degrees
- (b) Image Acquisition: Photography shall be undertaken when skies are **clear, free from smoke, clouds, cloud shadows, excessive haze**, and well-defined images can be resolved. The ground shall be free from snow, standing water (other than natural or man-made ponds and lakes), flood waters from streams which have overflowed their banks, and wet ground which obscures field, soil or crop lines.

### 3.5 Unprocessed, Stereo Digital Image Files

Contractor shall provide georeferenced, radiometrically uncorrected digital image files at the resolution indicated herein. The images shall be submitted in the native camera footprint and shall be projected in the 1983 North American Datum (NAD83) and 1988 North American Vertical Datum (NAVD88), using the corresponding native Universal Transverse Mercator (UTM) zone. Non-frame based camera systems shall limit file sizes to no greater than 2GB per image and the actual footprint shape will be mutually agreed upon by the Government and the Contractor.

- (a) Ground Sample Distance (GSD): Easements will have 15 cm ( $\pm 4\%$ ) resolution; and 8 cm ( $\pm 4\%$ ) resolution if Option Item 1 is exercised.
- (b) Stereo Coverage (Overlap) Specifications: The Contractor shall provide stereo coverage within the acceptable range of overlap as stated in the table below. Endlap (overlap in the line of flight) and Sidelap (overlap between adjacent flights) shall be expressed in percentages of total footprint area.

	Optimum	Minimum	Maximum
Endlap	62%	57%	67%
Sidelap	30%	15%	45%

- (c) Image Quality. The Contractor shall not make any radiometric enhancements, such as stretching, dodging, or other Look Up Table (LUT) adjustments, to the acquired imagery.
- (d) File Format. The 4-band imagery shall be 16-bit per band in accordance with the Adobe TIFF and GeoTIFF Specifications and shall have the following band order: Red, Green, Blue, and Infrared. GeoTIFF files shall be saved such that the first pixel (0,0) is the northwest corner of the image. The image shall be saved so that the most northwest corner of the image is saved to the file as the top left pixel (i.e. north faces up on a computer screen). Files shall use the naming convention specified in Exhibit 3, File Naming Convention.
- (e) Media Requirements. All georeferenced imagery shall be delivered on external computer hard drives as defined in Section D-1(d)(1), Hard Drive Disks, of the contract, stored in a single subdirectory under the root directory called “georeferenced”. Maximum disk space that can be used cannot exceed ninety percent (90%) of the individual hard drive capacity.
- (f) Metadata. The Contractor shall create Federal Geographic Data Committee (FGDC) compliant, per FGDC-STD-001-1998 specification, metadata file using the Government furnished template for each digital image file. Metadata must parse cleanly through the USGS metadata parser “mp” version 2.8.10 (or later version) without any errors.

### 3.6 Color-corrected, Orthorectified Mosaicked Image Files

The Contractor shall create color-corrected, orthorectified 16-bit mosaicked image files for the easements using the imagery associated with the files created in Paragraph 3.5, Unprocessed Digital Image Files. The orthorectified mosaicked easement, covering the entire easement including the 400 meter buffer, shall use the same projection system as the unprocessed digital image files. The Orthorectified Mosaics shall be no larger than two (2) gigabytes (GB) in size. Any mosaic created to cover an easement that exceeds 2 GB may be tiled (N-S, E-W, etc.) to meet the 2GB size limit.

- (a) Image Quality. The Contractor shall color-correct the mosaics and points so they radiometrically match the ground at the time of exposure including, but not limited to, any dodging, histogram stretching, brightness adjustments, and/or color balancing. The orthoimagery shall not contain any borders, artifacts, or other non-image items.
- (b) File Format. Orthorectified imagery will be delivered in two formats:
  - (1) 4-band, 16-bit per band, georeferenced tagged image file format (GeoTIFF) with the appropriate TIFF tag values, and
  - (2) 4-band, 8-bit JPEG 2000 compressed format with a 10:1 compression ratio.Files shall use the same file naming specified in Exhibit 3, File Naming Convention.
- (c) Raster Support File. The Contractor shall provide an AUX (ESRI compatible Auxiliary statistic/projection file) and a RRD (ESRI compatible Reduced Resolution Dataset pyramid file) for each image file. The auxiliary file shall contain the proper projection information for the file and shall match the information in the GeoTIFF header. The files shall use the same naming convention as the image files but with an “.aux” and “.rrd” extension respectively.

- (d) **Horizontal Accuracy.** All orthorectified digital image files shall have 95% of all well-defined points tested fall within four (4) meters of true ground location.
- (e) **Media Requirements.** All imagery shall be delivered on external computer hard drives as defined in Section D-1(d)(1), **Hard Drive Disks**, of the contract, stored in a single subdirectory under the root directory called “ortho”. Maximum disk space that can be used cannot exceed ninety percent (90%) of the individual hard drive capacity.
- (f) **Metadata.** The Contractor shall create a Federal Geographic Data Committee (FGDC) compliant, per FGDC-STD-001-1998 specification, metadata file using the Government furnished template for each digital image file. Metadata must parse cleanly through the USGS metadata parser “mp” version 2.8.10 (or later version) without any errors.

### 3.7 Photo-Center File

The Contractor shall prepare a digital photo-center data file for the aerial imagery delivered under this contract and shall include a FGDC compliant metadata support file. The photo-center location, latitude and longitude coordinates, shall be corrected to reflect the physical ground location and shall be accurate within 5 meters (16.4 feet) of true location. The coordinates shall be expressed in Decimal Degrees and formatted to the same datum and projection required for the GeoTIFF image files. The photo-center file must be resubmitted with any resubmissions or corrections to imagery files.

- (a) **File Format.** The photo-center file(s) shall be provided in ASCII comma delimited text format. A comma delineated header file shall precede the data in each file as shown in the example. Files shall use the naming convention specified in Exhibit 3, **File Naming Convention**. The file(s) shall include the following attributes:

DESCRIPTION	MAX NUMBER OF CHARACTERS IN FIELD	HEADER NAME
Project Identification Number (New Agreement Number)	13	ProjID
Flight Line Number*	4	FltLn
Exposure Number*	4	ExpNum
Date of Exposure (YYYYMMDD)	8	ExpDate
Time of Exposure – Local 24 Hour Clock (HHMMSS)	6	ExpTime
Sensor Serial Number**	15	Sensor
Corrected Latitude (DD.DDDDDD)	9	Lat
Corrected Longitude (-DDD.DDDDDD (Negative))	11	Lon
Flight Altitude in meters at camera (MMMMM.MM; MSL)	8	FltAlt
Number of GPS Satellites Acquired	2	GPSNum
Position Dilution of Precision (PDOP)	3	PDOP
IMU omega value (Radians)	10	Omega
IMU phi value (Radians)	10	Phi
IMU kappa value (Radians)	10	Kappa

\* Same image number used for image file naming convention.

\*\* If a digital camera has more than one sensor head please use the camera serial number.

Example:

ProjID,FltLn,ExpNum,ExpDate,ExpTime,Sensor,Lat,Lon,FltAlt,GPSNum,PDOP,Omega,Phi,Kappa  
66453207004JX,25,1,20110827,130755,12345678,57.71936,-135.41498,7048.63,5,1.5,.0001358,.01073000,-.873265

- (b) Media. Photo-center file(s) shall be delivered on external computer hard drives as defined in Section D-1.3, External Hard Drives. The files shall be stored in a single subdirectory under the root directory called “pcf”.
- (c) Metadata. The Contractor shall create FGDC compliant, per the FGDC-STD-001-1998 specification, metadata file for each photo-center file. Metadata must parse cleanly through the USGS metadata parser “mp” version 2.8.10 (or later version) without any errors. No metadata template will be provided.

### 3.8 ABGPS/IMU Data Files

The Contractor shall post-process Airborne Global Positioning System (ABGPS) and Inertial Measurement Unit (IMU) data. The Contractor shall submit the raw and processed data. The processed data shall be compatible with ERDAS Imagine, Leica Photogrammetry Suite (LPS), ESRI Stereo Analyst for ArcGIS, BAE Socet Set, and ESRI Stereo Analyst for ArcGIS. The Contractor shall deliver the data using the same coordinates reference system as the GeoTIFF images.

- (a) File Format: The ABGPS/IMU Data shall be an ASCII text file. Contractor may use any consistent and logical naming convention.
- (b) Media: ABGPS/IMU data files shall be delivered on internal computer hard drives. The files shall be stored in a single subdirectory under the root directory called “gps”.
- (c) Metadata: The Contractor shall create Federal Geographic Data Committee (FGDC) compliant, per FGDC-STD-001-1998 specification, metadata file for each digital image file. Metadata must parse cleanly through the USGS metadata parser “mp” version 2.8.10 (or later version) without any errors. No metadata template will be provided.

## 4.0 GOVERNMENT-FURNISHED PROPERTY

Pursuant to the Government-Furnished Property (GFP) clause (see Section I-2 of the contract) the Government shall furnish the item(s) of property listed below as GFP to the Contractor.

### 4.1 Exposure Data – NEAP Easements

The Contractor will be furnished upon award by the Government the following items:

- (a) One (1) ASCII comma delimited text (.txt) files containing the official Easement Data. The data text file contains the identification and description of each of the easements. The following data shall be furnished by the government as represented by the following sample data set:

"State","Program_na","Program_co","Agree_num","New_agree_","Acres","County","Fips","Elev_ft" NC,WRP,66,66-4532-3-005,66453205004H7,201.246,Halifax,37083,98 NC,WRP,66,66-4532-0-004,66453200004GL,96.293,Halifax,37083,72 NC,WRP,66,66-4532-3-006,66453204004H8,116.756,Halifax,37083,207 NC,WRP,66,NC7347,6645327004JX,212.142,Bertie,37015,3 NC,WRP,66,NC7348,6645327004JX,485.357,Bertie,37015,3
--

- (b) Coverage Shapefile: The Government will provide shape files identifying the location and boundaries of the 16 individual easements associated with this project. The shapefile set contains the standard ESRI files (.dbf, .prj, .sbn, .sbx, .shp, and .shx.)
- (c) Metadata Template: The Contractor will be furnished upon award two (2) data text files (.txt) containing Federal Geographic Data Committee (FGDC) compliant metadata templates to be used when creating the unprocessed digital image files and orthorectified files as required in paragraph 3.5(f) and 3.6(f) respectively.

## 5.0 DELIVERY SCHEDULE

### 5.1 Original Materials - Delivery Schedule

All delivery materials required for all original aerial photography for a project shall be shipped as soon as completed but not later than 60 calendar days after the photographic season has ended, or any season extension thereof. Prompt delivery of all materials will better assure the timely inspection and prompt payment for accepted materials.

### 5.2 Remake Materials - Delivery Schedule

All remake materials requested by USDA shall be shipped as soon as possible after correction is made, but no later than 15 days after receipt in the Contractor's facility of the materials or data required to make the corrections. Signed delivery receipts will be required to verify date of receipt of such data or materials by the Contractor.

## 6.0 ADMINISTRATIVE MATTERS

### 6.1 Annual Representations and Certifications

Contractors shall complete electronic annual representations and certifications at <http://orca.bpn.gov> in conjunction with the required registration in the Central Contractor Registration (CCR) database. Contractors shall submit updates to the Online Representations and Certifications Application (ORCA) as necessary, but at least annually, to ensure they are kept current, accurate, and complete. The representations and certifications are effective until one year from the date of submission or update to ORCA. Please refer to Section K-1, Annual Representations and Certifications, FAR Clause 52.204-8 of the contract.

## 6.2 Small Business Subcontracting Plan

If applicable, all Contractors, except those certified as a small business concern, shall submit a subcontracting plan that separately addresses subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business concerns, small disadvantaged business and women owned small business concerns. The subcontracting plan shall be included and made a part of the resultant task order award and be negotiated with the Contracting Officer during the task order negotiation period. Failure to submit and negotiate the subcontracting plan shall make the offeror ineligible for award. Please refer to the Contract, Section G-6, Small Business Subcontracting Plan, FAR Clause 52.219-09.

## 6.3 Task Order Ombudsman

The Director of USDA-FSA-Aerial Photography Field Office shall serve as the Task Order Ombudsman and is responsible for reviewing complaints from the contractors and ensuring that all of the contractors are afforded a fair opportunity to be considered for task orders issued under this contract. The Task Order Ombudsman may be contacted at telephone (801) 844-2907, or mail to: Director, APFO, 2222 West 2300 South, Salt Lake City, UT 84119.

## 6.4 Availability of Funds (FAR 52.232-18, April 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

## 6.5 Non-Discrimination Statement

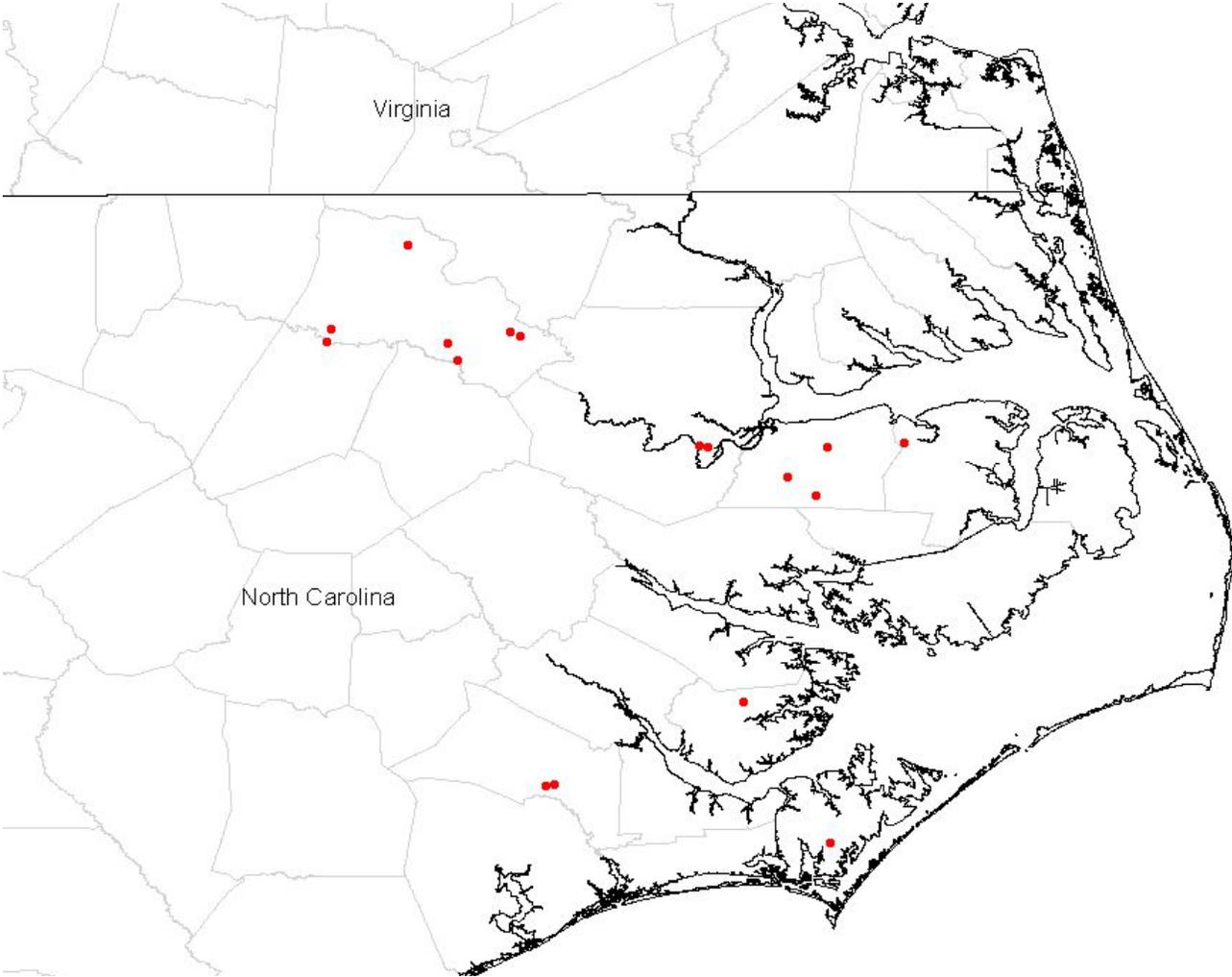
The U.S. Department of Agriculture (USDA) prohibits discrimination in all its program and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of Discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

**LIST OF EXHIBITS AND ATTACHMENTS**

EXHIBIT	DESCRIPTION	PAGE
Exhibit 1	2011 NEAP Pilot – Easement Locations (1 page)	12
Exhibit 2	Easement Reference Data	13
Exhibit 3	File Naming & Directory Structure (1 page)	14
Exhibit 4	Progress Report (1 page)	15
Exhibit 5	Required Documentation (2 pages)	16-17

EXHIBIT 1

2011 NEAP PILOT - EASEMENT LOCATIONS



Legend  
• Easement Locations

EXHIBIT 2EASEMENT REFERENCE DATA

State	County	Fips	New Agreement Number	Acres	Elevation Feet	Comment
NC	Bertie	37015	6645327004JX	212.142	3	NC7347 & NC7348 easements combined into one agreement
NC	Bertie	37015	6645327004JX	485.357	3	
NC	Carteret	37031	66453204004HC	1403.284	7	
NC	Halifax	37083	66453205004H7	201.246	98	
NC	Halifax	37083	66453200004GL	96.293	72	
NC	Halifax	37083	66453204004H8	116.756	207	
NC	Halifax	37083	66453296004J0	111.473	49	
NC	Halifax	37083	66453201004GQ	123.504	98	
NC	Halifax	37083	66453204004HH	35.330	190	
NC	Jones	37103	66453296004HV	957.937	43	
NC	Jones	37103	66453296004HT	443.300	23	
NC	Nash	37127	66453204004HF	93.439	197	
NC	Pamlico	37137	66453296004HY	94.845	13	
NC	Tyrrell	37177	66453299004K5	91.808	3	
NC	Washington	37187	66453296004JC	337.352	13	
NC	Washington	37187	66453202004GT	285.262	13	
NC	Washington	37187	66453203004H0	301.139	20	

## EXHIBIT 3

### FILE NAMING CONVENTION AND DIRECTORY STRUCTURE

#### **Digital Image File Naming Convention:**

File Name: <type>\_<r>\_<new\_agreement\_no>\_<cnv>\_<yymmdd>.tif  
 <type> – file type (“geo” = georeferenced; “ortho” = orthorectified)  
 <r> - resolution in cm (8, 15, 30)  
 <new\_agreement\_no> - new agreement number\*  
 <cnv> - consecutively numbered value\*\*  
 <yymmdd> - image exposure date

\*new\_agreement\_number can be found in the government furnished property  
 \*\*georeferenced: consecutively numbered values for each image starting at 001 and reset at each easement, padded with leading zeros; orthorectified: consecutively numbered values for each tile

Example: geo\_15\_66453207004JX\_003\_090801.tif  
 ortho\_15\_66453207004JX\_1\_090801.tif

#### **Photo-center File:**

File Name: <agreement number>\_pcf\_<projno>.txt

<agreement number> - new agreement number for each easement  
 <projno> - project number

Example: 66453207004JX \_pcf\_2-11-16.txt

#### **Directory Structure:**

Structure Directory Contents

(root)

|--- <stnnn\*>

| |-- geo (all unprocessed, aux, and associated metadata files)

| |-- ortho (all ortho and associated metadata files)

| |-- gps (gps and associated metadata files [if provided])

|--- <stnnn\*>

| |-- geo

| |-- ortho

| |-- gps

| (etc...)

\* Where <stnnn> is the two letter postal abbreviation combined with the county three digit FIPS code. Example: NC015 for Bertle County

**EXHIBIT 4**

U.S. DEPARTMENT OF AGRICULTURE

**AERIAL PHOTOGRAPHY PROGRESS REPORT****INSTRUCTIONS**

This report shall be prepared for performance that is accomplished in acquiring project photography. Reports shall be submitted to the government office E-mail address or fax number indicated below for each NEAP easement completely acquired. Reports shall be submitted in ASCII text format. On each progress report, a list of easements flown shall be indicated by their respective identification numbers. A cumulative progress record of all easements acquired shall be maintained by the Contractor.

**2011 NEAP PILOT PROGRESS REPORT  
PROJECT NUMBER 2-11-16****TO:**

Contracting Officer Representative  
Aerial Photography Field Office  
E-mail Address: [bridget.barlow@slc.usda.gov](mailto:bridget.barlow@slc.usda.gov)  
Fax Number: (801) 956-3641

**FROM:**

Name  
Company  
Telephone Number

**PERFORMANCE RECORD:**

Date Acquired: 06-NOV-11

Easements Acquired:

66453205004H7  
66453200004GL  
66453204004H8

EXHIBIT 5 – 2 Pages**REQUIRED DOCUMENTATION****1.0 AIRCRAFT TO BE USED IN COMPLETION OF ITEM(S) IN THIS ORDER**

In the space provided below, list all aircraft proposed for use on this task order.

<b>Aircraft Make/Model</b>	<b>Registration No. (Tail No.)</b>	<b>Operating Ceiling</b>	<b>Offeror Owned (check appropriate block)</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No *
			<input type="checkbox"/> Yes <input type="checkbox"/> No *

\* If the aircraft is/are not offeror owned, a written statement of availability from the owner of the aircraft must be enclosed.

**2.0 CAMERA(S) TO BE USED IN COMPLETION OF ITEM(S) IN THIS ORDER**

In the space provided below, list all cameras proposed for use on this task order. Current certification report(s) must be enclosed or on file at the Aerial Photography Field Office.

<b>Certification Report Number</b>	<b>Make/Model</b>	<b>Sensor ID</b>	<b>Offeror Owned (check appropriate block)</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No *
			<input type="checkbox"/> Yes <input type="checkbox"/> No *

\* If the camera(s) is/are not offeror owned, a written statement of availability from the owner(s) of the camera(s) must be enclosed.

**3.0 CAMERA CALIBRATION REPORT**

Each offeror shall have on file with the Aerial Photography Field Office, or shall submit with the offer, one copy of a Report of Calibration from the U.S. Geological Survey or Manufacturer's Calibration Report for digital cameras, for each camera to be used. A camera calibration report will not be acceptable if more than three years old at the time of the scheduled date for receipt of offers. Please indicate which statement is correct:

- Calibration report on file at APFO.
- Calibration report submitted with offer.

#### 4.0 KEY PERSONNEL INTENDED FOR PERFORMANCE ON THIS ORDER

List all key professional and technical personnel intended to perform on this task order. List may include project manager, pilot(s), photographer(s), and key back-up or support personnel.

<b>Name</b>	<b>Title</b>	<b>Education</b>	<b>Years of Experience</b>

#### 5.0 INCOMPLETE CONTRACTS AS OF DATE OF PROPOSAL

In the space provided below, the Contractor is requested to indicate the remaining work that may coincide or conflict with the work proposed in this task order.

<i>Indicate by Linear Miles</i>	<b>Remaining Work - Winter</b>	<b>Remaining Work - Summer</b>
U.S. Government Contracts		
All Other Contracts		