

Agenda Report

August 5, 2013 City Council Meeting

August 5, 2013

Item No. 12

ISSUE: Resolution approving contract with NewCom Technologies for GIS services in an amount not to exceed \$13,000

BACKGROUND:

Staff has been working with Art Hutzler with NewCom Technologies, Inc. to develop a plan for a GIS start-up program. Attached you will find a letter of agreement being proposed by NewCom and a list of deliverables.

The proposed deliverables are a start to digitizing maps within the City and keeping an inventory of records along with sharing and providing information to the public and development community. The following are included in the deliverable:

- One basic desktop ESRI ArcGIS License
- One NewCom SeeCity edit capable license (NewCom support license-can remote in)
- Viewer licenses for City users (not editable)
- Polk County data
- Des Moines Regional GIS data
- Des Moines Water Works data
- Document Manager for unlimited linking of digital files to features on map (i.e. permits issued to a specific parcel)
- Notification tool for contacting home/business owners
- Sanitary pipes (pipes with flow-direction, ID, size and material, manhole with ID)
- Storm pipes (pipe with flow-direction, ID, size and material, manhold with ID)
- Aerial photography
- Rental property database
- Street map with grid and street name grid
- Street resurfacing map
- TIF map
- Zoning maps (existing and proposed)
- Training
- Telephone and maintenance support through 2014

Other deliverables that can be added in the future (at additional cost) include:

- Hydrant location
- Police map with hyperlinks to key building diagram files
- School district map
- Trees in right-of-way
- Building conditions
- Code compliance

- Impervious data
- Knox boxes
- Parks
- Permits
- Sanitary video links
- Snow route
- Street lights
- Street markings
- Street name IDs
- Traffic signs
- Traffic lights
- Trails
- Underground storage tanks
- WHAMM race route

When the budget was developed for the current fiscal year, staff estimated the costs of the project to be approximately \$15,000. This proposal is just under that targeted amount. Other proposals were solicited with estimates ranging from \$20,000 to \$15,000

RECOMMENDATION:

Staff recommends the City Council approve the resolution authorizing the contract with NewCom Technologies for GIS services.

STAFF CONTACTS:

Sheena Danzer, City Inspector
Jeffrey A. Fiegenschuh, City Administrator
Jason VanAusdall, Public Works Director

THE CITY OF WINDSOR HEIGHTS, IOWA

RESOLUTION 13-0851

**APPROVING NEWCOM TECHNOLOGIES, INC. TO PROVIDE GIS SERVICES
FOR THE CITY OF WINDSOR HEIGHTS**

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF WINDSOR HEIGHTS, IOWA

WHEREAS, the City of Windsor Heights, Iowa strives to provide high-quality and easy-to-use services for its staff, residents and other visitors; **AND**,

WHEREAS, the City Council directed staff to assist the Council in selecting a GIS development professional that would be competent to meet the specific requirements of the City; and

WHEREAS, City staff reasonably believes that the total cost of this project will not exceed \$13,000; and

WHEREAS, City staff has identified a single development professional, NewCom Technologies, Inc., as the best qualified and most cost effective GIS administrator for the City; and

WHEREAS, City staff recommends NewCom Technologies, Inc. as the best choice for the GIS development professional for the City; and

WHEREAS, NewCom Technologies, Inc. has provided a proposal to provide GIS licensing, development, training and maintenance services at a cost not to exceed \$13,000; and

NOW THEREFORE BE IT RESOLVED by the City of Windsor Heights City Council in session this 5th day of August 2013, that it hereby accepts NewCom Technologies' proposal and authorizes the Mayor to enter into a contract with said firm for GIS development and maintenance in an amount not to exceed \$13,000.

David J. Sullivan, Mayor

Attest:

Jeff Fiegenschuh
City Administrator

Letter of Agreement

for a

Geographic Information System

for

City of Windsor Heights

with

NewCom Technologies, Inc.

July 10, 2013

GIS Project Summary

A **NewCom Technologies** GIS (Geographic Information System) will provide Windsor Heights with Utility geodatabases and a suite of applications and tools.

NewCom will digitize the City's Zoning and Utilities and will create geodatabases for important data and attributes that can be easily stored, retrieved, viewed, edited, inventoried, and used in reports.

SeeCity applications with easy to use "point-and-click" computer tools will aid in everyday City functions. The on-site installation and training performed by NewCom technicians plus one year of **SeeCity** telephone support are included in the basic price.

Additional ArcGIS licenses are available at a cost savings through NewCom, a Des Moines based company that is a National Esri Business Partner and an Esri Program Developer.

The final GIS maps will be viewable on the City's computers. Selected GIS map pages can be printed for use in the field as well as for Council or Committee meetings that need enlarged maps.

This GIS **SeeCity** project will give the City a platform to perform even more operational functions in the future with ease and flexibility.

GIS is a simple solution to records storage, management and retrieval. A Geographical Information System (GIS) is an electronic network information storage system that can save both time and money in one easy to use package. GIS will allow the City to

-  Backup Utility records at an off-site location
-  Improve record keeping
-  Consolidate maps and records
-  More easily share information and maps
-  Assist with day to day operations
-  Link images and other electronic documents to any infrastructure point
-  Retrieve data easily
-  Edit maps and records
-  View GIS maps on-screen

Project Deliverables

Licenses

- ☞ One Esri ArcGIS for Desktop Basic license
- ☞ One NewCom SeeCity edit capable license
- ☞ Viewer licenses for City users networked with the server

Data

- ☞ County geo-data
- ☞ Regional GIS geo-data
- ☞ Des Moines Water Works geo-data
- ☞ Geodatabase structure

Files

- ☞ MXD files as required
- ☞ PMF published map file for general city employee viewing

Tools

- ☞ Document Manager (Unlimited linking of digital files to features on the map)
- ☞ Notification Tool (Creating notices for home/business owners)

Utilities

- ☞ Sanitary digitized map (Pipes with Flow-direction, ID, Size and Material. Manhole with ID. Associated attribute fields. Associated feature classes. Ability to view inspection videos)
- ☞ Storm digitized map (Pipe with Flow-direction, ID, Size and Material. Manhole ID. Drains and Intakes. Associated attribute fields. Associated feature classes)

Maps

- ☞ Rental Property feature class set-up (no data, no MXD)
- ☞ Street Map with grid and Street Name Index (MXD and PDF)
- ☞ Street Resurfacing (MXD and PDF)
- ☞ TIF Map (MXD and PDF)
- ☞ Zoning Maps (Existing and proposed) (2 MXDs and 2 PDFs)

Support

- ☞ Assembling of all of the above for delivery
- ☞ Installation
- ☞ On-site Training (typically 4 hours)
- ☞ Telephone Maintenance and Support

Total Price for above Deliverables is \$13,000.00

Annual Maintenance fees

- ☞ Esri ArcGIS fee of \$400 payable to Esri beginning July 1, 2014
- ☞ NewCom fee of \$900 is payable to NewCom beginning January 1, 2015

Project Requisites

Information

- ☞ As-built maps and data records in paper or digital format.
- ☞ Polk County aerial orthophotography for the City
- ☞ Regional GIS geodatabases
- ☞ As the project progresses, we will periodically to maintain expectations

Software

- ☞ Microsoft Office 2007 Professional (or newer edition) with Word, Excel, and Access
- ☞ ArcGIS for Desktop requires a minimum installation of Microsoft Internet Explorer Version 7.0– This is required for licensing services

Minimum Hardware requirement

- ☞ CPU Speed: 2.2 GHz minimum or higher
- ☞ Processor: Intel Pentium 4, Intel Core Duo (minimum)
- ☞ Memory/RAM: 2 GB or higher
- ☞ Disk Space for software programs: 2.4 GB
- ☞ A self-test for minimum standards is available on-line at www.esri.com

Optional Deliverables

- ☞ Additional print sets and large-scale plots
- ☞ Additional licensed seats
- ☞ Additional training
- ☞ Special requests

Doing Business with NewCom

Project Timetable

On award of this project, we can begin this work within 10 business days of receipt of signed agreement and will be completed within 4 months from the day that all required information is received by NewCom.

Billing

NewCom requires a pre-payment of 20% of the project on award, 70% on delivery of the digitized map files to be approved by appropriate staff and the final 10% upon installation with training.

Payment Terms

NewCom would like invoices to be paid within 30 days of the issue date. In the event that accounts become past due, collection activities will commence. Accounts that become past due will begin to accrue interest at a rate equal to one and one-half percent (1½%) per month or the highest rate permitted by law, whichever is less; and the client shall agree to pay all reasonable costs and expenses of collection by NewCom of any past due amounts.

Price Increases

NewCom reserves the right to be paid for any work requested by the client that is beyond the scope of this proposal and also to be reimbursed for any change orders within the existing scope. NewCom will hold to the agreed upon price for 45 days of the date of this proposal.

Risk Management

NewCom carries \$2 million/\$4 million in General Liability coverage, which includes coverage for non-owned autos, \$2million/\$2 million of Excess Liability (umbrella), and \$1 million/\$1 million of Worker's Compensation, Errors and Omissions, and Blanket Crime.

Confidentiality Statement

All NewCom clients, partners, and customers can be assured of complete confidentiality of any and all corporate information that is given to, shared with, stored by, or in the possession of any member of the NewCom staff. All contracted work produced by NewCom for any client is the property of the client. NewCom does; however, retain ownership and use of any processes or procedures or intellectual property that it creates, has created, or will create for its own economic benefit.

Agreement and Acceptance

The parties have executed this Agreement as amended of the date last signed below have agreed to and accepted its contents.

City of Windsor Heights
1133 66th St
Windsor Heights IA 50324
(515) 279-3662

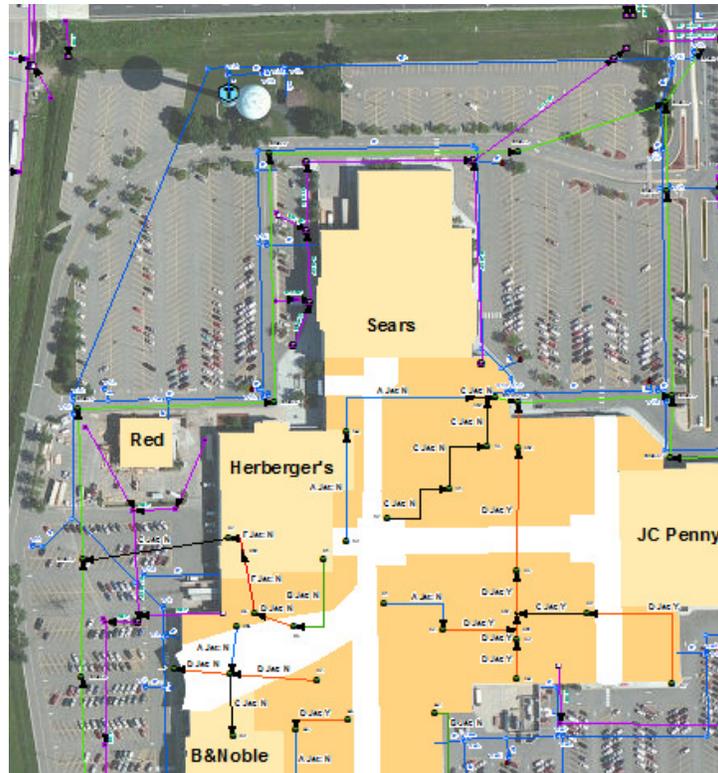
NewCom Technologies, Inc.
6000 Grand Avenue
Des Moines, IA 50312
515-274-9611

		James S. Petro	Partner & CTO
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<i>Signatory (Print)</i>	<i>Title</i>	<i>Signatory (Print)</i>	<i>Title</i>
			07/10/2013
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<i>Signature</i>	<i>Date</i>	<i>Signature</i>	<i>Date</i>

Screen shots of GIS Maps



Zoning Map



Shopping Mall with Utilities

Screen shots of GIS Maps



Storm Water Pipes and Manholes

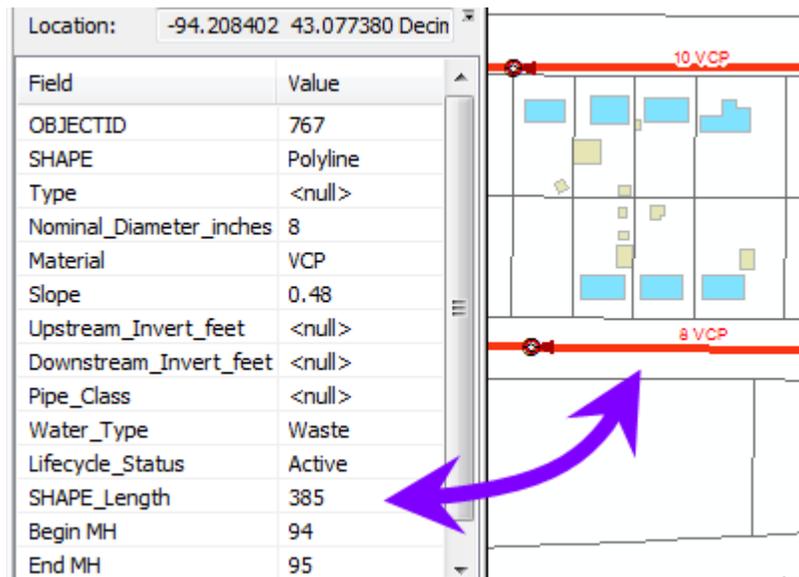


Subdrainage and Drainage Areas

Screen shots of GIS Maps



Sanitary Pipes and Manholes

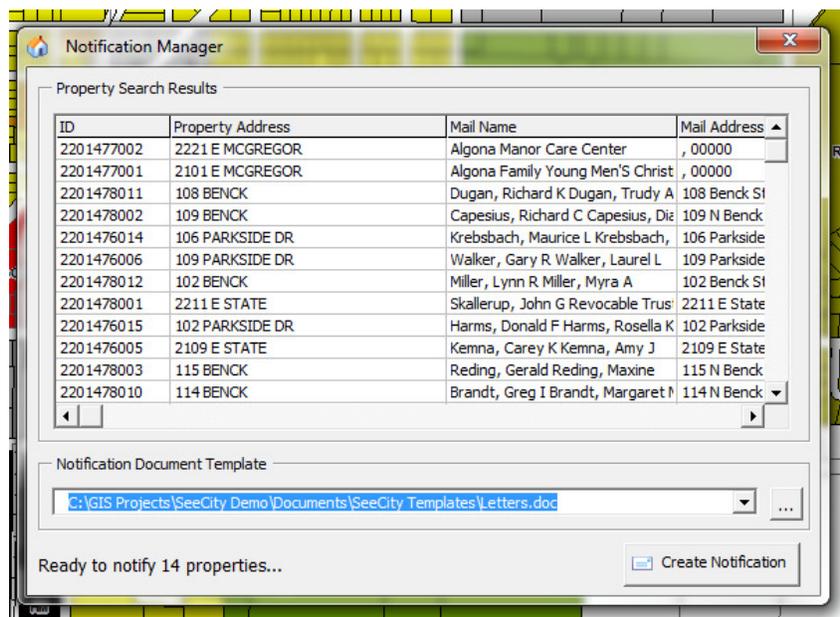


Sanitary Pipes and Specifications

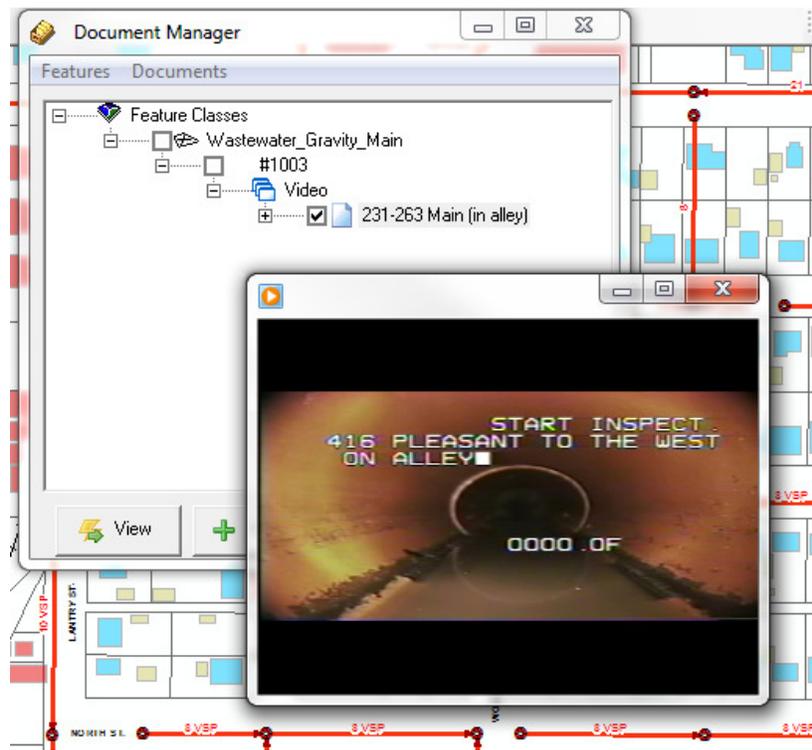
Screen shots of GIS Maps



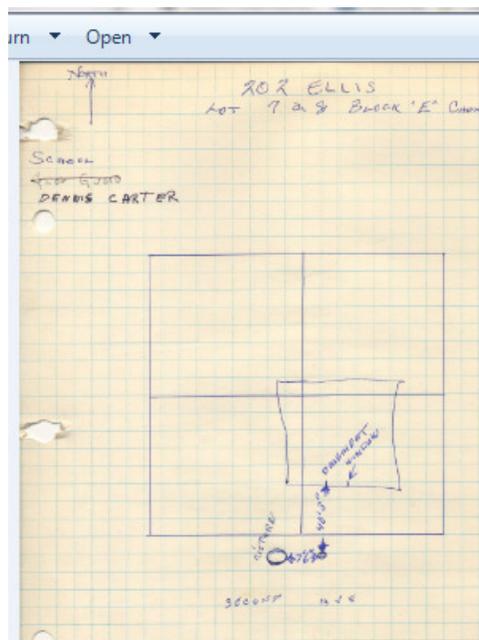
NOTIFICATION Tool. Click on a Parcel.
Computer selects the parcels within a distance.
Letters addressed to highlighted Parcels.



Screen shots of GIS Maps



***DOCUMENT MANGER. Click on a Sewer Pipe.
View the inspection video on screen.***



Or view an old field note on screen