

RESOLUTION 1704

A RESOLUTION APPROVING A CONTRACTS FOR GIS SERVICES WITH MIDLAND.

WHEREAS, Adding GIS Capabilities to Public Works” is a high priority to the 2018-19 Goals and Objectives list as directed by City Council; and

WHEREAS, This project will provide electronic mapping of City owned utilities, records of repairs, record of work orders and provide a more up-to-date method of planning; and

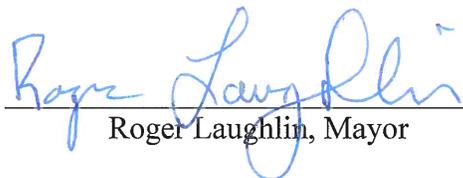
WHEREAS, Work will commence on this project in June with Sewer infrastructure to be followed by Water infrastructure in August; and

WHEREAS, it is now necessary to approve said professional services agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch, Iowa, that the aforementioned agreement are hereby approved. Further, the Mayor is directed to execute the agreements on behalf of the City.

* * * * *

Passed and approved this 16th day of April, 2018.



Roger Laughlin, Mayor

ATTEST:



Redmond Jones II, City Administrator/Clerk

**MIDLAND GIS SOLUTIONS, LLC.
PROFESSIONAL SERVICES AGREEMENT**

For

WEST BRANCH, IOWA

PROJECT NAME

GPS Mapping, GIS Development and Web-GIS
Implementation

Prepared for:

Matt Goodale
Public Works Director
City of West Branch
110 N. Poplar St.
PO Box 218
West Branch, IA 52358

By:

Kirk Larson, Senior Vice President
Midland GIS Solutions, LLC.
501 N Market Street
Maryville, MO 64468
(660)562-0050

**Submittal Date:
December 8, 2017**

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT made and entered into by and between the City of West Branch, (hereafter referred to as "CLIENT") and Midland GIS Solutions, whose principal place of business is located at 501 North Market, Maryville, Missouri, (hereafter referred to as the "COMPANY").

PURPOSE AND INTENT

This agreement covers the data collection, creation and construction of a utility GIS program for The City of West Branch, including the development of utility features in accordance with the attached Scope of Services in ATTACHMENT A for a GIS Implementation Program.

WITNESSETH

WHEREAS, the COMPANY shall provide all qualified personnel and materials as required for the implementation of a utility GIS program for the CLIENT, and;

WHEREAS, the COMPANY has prior experience in this and/or other related mapping projects and therefore has a complete understanding of the needs and purpose of this utility GIS program and;

WHEREAS, the CLIENT desires to utilize the GIS services of the COMPANY;

NOW HEREWITH, the COMPANY agrees to execute this program and provide the services as outlined in the attached specifications known as ATTACHMENT A, herein made a part of this agreement.

SECTION ONE- GENERAL PROVISIONS

- I.1 Whenever the term "CLIENT" is used, it shall mean The City of West Branch.
- I.2 Whenever the term "COMPANY" is used, it shall mean Midland GIS Solutions.
- I.3 Whenever the term "GIS" is used, it shall mean Geographic Information System.
- I.4 Whenever the term "ATTACHMENT A" is used, it shall mean the ATTACHMENT A – Scope of Services Document dated June 2, 2017
- I.5 This contract between The City of West Branch and Midland GIS Solutions shall be deemed a Iowa contract and shall be governed by the Laws of the State of Iowa. It is specifically understood by the parties that this contract is not a contract with the State of Iowa. The COMPANY shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, or any resulting agreement or its rights, title, or interest therein, or its power to execute such agreement, to any other person, COMPANY, or corporation, without the previous written approval of the CLIENT.
- I.6 At the conclusion of this contract or in the event this agreement terminates, all work products of any kind and description shall become the property of the CLIENT.

- 1.7 Whenever the term "AGREEMENT", is used, it shall mean this document and all attachments and addendum and shall constitute the full agreement and complete contract between the parties except as amended according to Section 10.
- 1.8 COMPANY agrees to save and hold harmless the CLIENT and its agents, servants, and employees of, and from, any and all liabilities, expenses, causes of action, damages and attorney's fees resulting, or to result, from any of the COMPANY's business or operations resulting from any act or omission of the COMPANY's agents, servants or employees.
- 1.9 COMPANY shall comply with all applicable laws, ordinances, codes, and regulations, including all applicable OSHA regulations, in the performance of this contract. If the COMPANY is contacted by any federal, state, county, or CLIENT agency, or any private agency, regarding any aspect of this AGREEMENT, the COMPANY shall promptly contact the CLIENT and shall not respond to the agency without being expressly authorized by the CLIENT to do so.

SECTION TWO - ADDITIONAL PROVISIONS

- 2.1 The Public Works Director shall designate the employees to be trained on the GIS program. Training provided by the COMPANY shall be sufficient to familiarize the CLIENT'S designated employees to operate and work within the GIS program.
- 2.2 The COMPANY shall, at the request of the CLIENT, prepare and present to the CLIENT, a progress report for each phase of the project.
- 2.3 During the term of this agreement and at all times COMPANY provides services to CLIENT, COMPANY shall have in effect commercial general liability insurance, automobile liability insurance and workers compensation and employers' liability insurance in those amounts set forth on the Certificate of Liability Insurance attached hereto.
- 2.4 COMPANY shall provide to the CLIENT, as Certificate Holder, a current certificate of insurance reflecting those coverage's set forth on the attached certificate that will remain in effect at all times COMPANY provides services to the CLIENT under this AGREEMENT.

SECTION THREE - SCOPE OF SERVICES

- 3.1 COMPANY agrees to perform the Scope of Services outlined in Attachment A of this AGREEMENT. Attachment A is hereby incorporated into this AGREEMENT.

SECTION FOUR - PROSECUTION OF WORK AND COMPLETION

- 4.1 The COMPANY shall commence the work to be performed under ATTACHMENT A of this AGREEMENT after acceptance and project schedule approval by the CLIENT and COMPANY.
- 4.2 The COMPANY shall carry on the GIS Implementation program without interruption and shall make available to the CLIENT all work that has been completed and approved by the CLIENT to be used by the CLIENT during and at the completion of this contract agreement.
- 4.3 Final delivery of all approved items for each phase as identified in ATTACHMENT A shall be made to the CLIENT by the COMPANY within four (4) months from the commencement date defined in the project schedule.

- 4.4 No extension time shall be granted to the COMPANY unless the request for an extension is made in writing fifteen (15) days prior to the expiration date of this contract. The request must be approved by the CLIENT and must be based on one or more of the following:
 - 4.4.1 Acts of nature that directly affects the COMPANY's ability to perform.
 - 4.4.2 Acts of government agencies that may affect the COMPANY'S performance.
 - 4.4.3 Circumstances beyond the control of the COMPANY and not due to any negligence on the part of the COMPANY or its employees (fire, floods, emergencies, or delay brought about by others, etc.)

SECTION FIVE – FEES FOR SERVICE AND METHOD OF PAYMENT

5.1 For the performance of the AGREEMENT by the COMPANY, the CLIENT shall pay the COMPANY the sum of \$36,194.00 for the scope of work and deliverables in ATTACHMENT A of the AGREEMENT. Fee Schedule will be itemized as follows:

5.1.1	Water Network	\$10,487.00
5.1.2	Sanitary Sewer Network	\$18,607.00
5.1.3	Scan Water Maps	\$500.00
5.1.4	Integrity™ Web GIS/Mobile Development	\$3,000.00
5.1.5	One (1) Year of Web GIS Hosting	\$3,600.00

- 5.2 CLIENT reserves the right to request additional work and changes where unforeseen conditions require changes and work beyond the scope of services in ATTACHMENT A. Additional work requested by CLIENT or recommended by the COMPANY, that is not part of ATTACHMENT A of the AGREEMENT shall require a supplemental agreement and must be approved by both the CLIENT and COMPANY prior to performing any additional work or changes, or incurring any additional costs therefore.
- 5.3 Any change in compensation shall be covered in the supplement agreement. COMPANY shall not be compensated for additional work beyond ATTACHMENT A when the CLIENT has not given prior written approval to the COMPANY.
- 5.4 All work performed under this AGREEMENT will be invoice by the COMPANY to the CLIENT on a monthly basis throughout the duration of the project. The CLIENT shall remit payment on invoices submitted by the COMPANY within 30 calendar days.
- 5.5 Invoices unpaid after 45 days may be subject to a monthly service charge of 1.5% on the unpaid balance. In the event any portion of an account remains unpaid 120 days after the invoice date, COMPANY may institute collection action and CLIENT shall pay all costs of collection, including reasonable attorney's fees.

SECTION SIX - OWNERSHIP AND DISTRIBUTION OF MATERIAL

- 6.1 Ownership of all data and materials created for the performance of this agreement as identified in ATTACHMENT A involved herein shall belong to the CLIENT.
- 6.2 No copyright of any nature shall be granted to the COMPANY by the CLIENT relative to any material or product resulting from this agreement and GIS Implementation program.
- 6.3 One-Time or subsequent requests for electronic data files and/or web-based GIS access will not be provided or distributed to any third party without the CLIENT'S written consent. COMPANY reserves the right to charge any third party for time and materials associated with preparation and delivery of the CLIENT'S data.

SECTION SEVEN - CLIENT RESPONSIBILITIES

- 7.1 CLIENT will be responsible for public communication to citizens within the project's geographical boundaries. Prior to commencement of the project, CLIENT will provide to the COMPANY with a document signed by an authorized CLIENT agent briefly explaining the project and stating the appropriate contact method for the CLIENT.
- 7.2 CLIENT will responsible for ensuring all desired employees are present for the project kick-off meeting when the COMPANY'S Project Manager comes on-site for the Kick-Off Meeting. It is the CLIENT'S responsibility to communicate to any employees not present at the Kick-Off meeting.
- 7.3 CLIENT will designate the employees who will receive training on the GIS program and will ensure they are present for the One (1) day remote training session provided by the COMPANY. Additional or Subsequent training requests are considered supplemental services.
- 7.4 CLIENT will be responsible for any and all costs associated with obtaining GIS data from 3rd parties for the purpose of integrating into the GIS program developed by the COMPANY.
- 7.5 CLIENT shall, at the request of the COMPANY, uncover and provide access to features documented in the report provided by the COMPANY within 90 days of notifications by the COMPANY. In the event the CLIENT does not uncover or make accessible those features within 90 days of notification by the COMPANY, the COMPANY reserves the right to treat additional field work as it pertains to the features listed in the report provided by the COMPANY, as supplemental services complying with the guidelines in Section 5 of this agreement. COMPANY reserves the right to adjust the final deliverable date as defined in Section 4 in accordance with any delays on the part of the CLIENT in excess of 90 days.
- 7.6 CLIENT will be responsible for completing and returning draft and check plot maps to the COMPANY within 45 days of receipt. COMPANY reserves the right to adjust the final deliverable date as defined in Section 4 in accordance with any delays on the part of the CLIENT in returning draft and check plot maps to the COMPANY.
- 7.7 CLIENT will be responsible for hardware and software updates and set-up to CLIENT-end personal computers, tablets, and smart phones as COMPANY'S maintenance and development responsibilities to the CLIENT only apply to server-end (COMPANY-end) software and systems. CLIENT responsibilities include making necessary web browser updates and general device maintenance to

maximize the performance of the CLIENT's web-based GIS program.

- 7.8 CLIENT designates the Public Works Director as the internal staff member who will serve as the main project contact for the COMPANY, oversee and accept the completed work by the COMPANY for the CLIENT as work proceeds and is completed under this AGREEMENT.

SECTION EIGHT – COMPANY PERSONNEL AND RESPONSIBILITIES

- 8.1 The COMPANY shall use competent employees in the performance of this contract. All employees must have sufficient skill and experience to properly perform the work assigned.
- 8.2 COMPANY Employees with the responsibility of carrying out highly technical portions of this contract shall have sufficient education, training or experience in such work to perform it properly and satisfactorily in the manner outlined in these specifications.
- 8.3 It is understood and agreed that all personnel, except as provided elsewhere in this agreement, shall be employees of the COMPANY. It is understood and agreed that the CLIENT may require the COMPANY to remove from the project any person the CLIENT considers being incompetent or negligent in the performance of his or her duties or who is guilty of misconduct, and such person shall not be re-employed on the project.
- 8.4 The COMPANY assigns Ethan Herbek, as the project manager for this project. The project manager will administer the scope of services as defined in ATTACHMENT A, schedule the installation of the GIS for the CLIENT, confirm that the utility GIS mapping system is operational, and provide onsite training.

SECTION NINE - TERMINATION OF CONTRACT

- 9.1 If, for any reason, the COMPANY shall fail to fulfill its obligation in a timely and proper manner under this contract, or, if the COMPANY shall violate any of the covenants, agreements, or stipulations of this contract, or, if a petition in bankruptcy or for reorganization under the Bankruptcy Code is filed by or against the COMPANY, or an order is entered adjudicating the COMPANY bankrupt or insolvent, or a trustee, receiver or custodian is appointed for the COMPANY, or an assignment for the benefit of creditors of the COMPANY is made, the CLIENT shall thereupon have the right to terminate this agreement on ten (10) days written notice by the CLIENT.

SECTION TEN - CONTRACT AMENDMENTS OR ADDITIONS

- 10.1 No amendments or additions shall be made to these technical specifications without a written and signed agreement by both the CLIENT and the principal or principals of the COMPANY under this AGREEMENT.
- 10.2 Troy Hayes, President, Matt Sorensen, VP and Kirk Larson, VP are the appointed individuals with the COMPANY that have the authority to make amendments or additions to the AGREEMENT.
- 10.3 The Public Works Director will oversee and accept the completed work by the COMPANY for the CLIENT as work proceeds under this AGREEMENT.

MIDLAND GIS SOLUTIONS AND WEST BRANCH, IOWA PROFESSIONAL SERVICE AGREEMENT

This **AGREEMENT** is approved and accepted by the **CLIENT** and **COMPANY** upon both parties signing and dating the **AGREEMENT**. The effective date of the **AGREEMENT** shall be the last date entered below.

THE CITY OF WEST BRANCH, IOWA

APPROVED BY: Roger Laughlin

Printed/Typed Name: ROGER LAUGHLIN

Title: MAYOR Date: 5-1-18

Attest: _____

MIDLAND GIS SOLUTIONS



APPROVED BY: _____

Printed/Typed Name: Kirk Larson

Title: Senior Vice President Date: December 8, 2017

ATTACHMENT A – SCOPE OF SERVICES

To be provided by MIDLAND GIS SOLUTIONS, LLC.

For the City of West Branch, Iowa

Incorporated into the Professional Services Agreement Submitted December 8, 2017

KICK-OFF MEETING

Midland GIS Solutions will provide a half (1/2) day “Kick-off” meeting and Geodatabase Design Workshop for The City of West Branch. The Project Manager from Midland GIS Solutions will come onsite for this meeting. The Kick-off meeting is essential to developing open communication with the client and will help establish Midland GIS Solutions’ guidelines and procedures for coordinating with The City of West Branch staff. The following important topics will be discussed and/or determined at the Kick-off meeting.

COLLECT EXISTING DATA

If not previously received, Midland GIS Solutions will acquire copies of available, relevant GIS data, AutoCAD drawings, hard copy utility maps, as-built information, and historical utility drawings from The City of West Branch for use as reference during the project.

SAFETY AND PROCEDURES

Midland GIS will review safety and field procedures with staff during the Kick-off meeting to ensure the safety of not only our staff and The City of West Branch staff, but the citizens of West Branch as well. Midland GIS follows a strict safety and procedures manual and also requires all field staff to attend OSHA safety classes to obtain confined space certification. All Midland GIS employees are required to attend internal quarterly safety meetings to review procedures and concerns.

At all times, field staff will be wearing the required Class II traffic safety vests and all field vehicles will be clearly marked with company information and have the required safety lights for operation while in public right-of-way. All GPS field personnel have acquired OSHA training for “Traffic Control for Field Engineering & Surveyors”. Proper traffic control signage will be utilized when necessary while operating in public right-of-way. If required, due to traffic concerns, Midland GIS will operate during non-peak hours to obtain field locates and inspections. If Midland GIS staff has concerns about their safety, the appropriate staff at the city or local law enforcement will be contacted.

GEODATABASE DESIGN

Midland GIS will work with The City of West Branch staff to design a utility geodatabase model to meet the Utility’s current and future utility asset management needs, as well as identify and define the logical structure for the geodatabase model. When creating the overall design of the geodatabase for The City of West Branch, Midland GIS Solutions will take into consideration the best model and structure to meet the needs of the Utility. The geodatabase will also be based on Midland’s previous models, the published Esri utility model and future GIS needs, as identified by the city.

DIGITAL AERIAL PHOTOGRAPHY INTEGRATION

Midland GIS Solutions will integrate available digital aerial photography of the entire project area (the City of West Branch), as provided by the city into the GIS program. The raster datasets created will be viewed as a continuous, seamless image across the entire project area.

After the datasets are created, the aerial photography will be adjusted for color and contrast to meet specifications set by the city. Midland GIS Solutions will provide Quality Assurance and Quality Control (QA/QC) on the provided aerial photography. This process will involve “heads-up” on-screen visual inspection of the photography by trained

GIS Specialists. Midland GIS Solutions will immediately notify city staff if any visual banding, warping, gaps, or distortions are discovered. Unless otherwise requested by the City of West Branch, Midland GIS Solutions will not be performing any additional field ground control checks in relation to the spatial accuracy of the aerial photography.

INCORPORATE COUNTY GIS DATA LAYERS

Midland GIS Solutions will incorporate all available cadastral map data layers from Johnson County into the GIS program. The City of West Branch is responsible for any cost associated with acquiring the GIS data from Johnson County. Incorporating these data layers will establish a base map for the Utility's GIS program, minimizing time and cost associated with independently developing this data to integrate into the GIS program.

GPS METHODOLOGY

Midland GIS Solutions will utilize Real-Time Kinematic (RTK) GPS methods to locate the water and sanitary sewer utility features contained in the defined project limits. This technology will result in centimeter-level accuracy (+/- 2 cm) of GPS positions. Captured features through GPS surveys will include all features and attributes designated by during the Kick-Off Meeting, or planning phase of the project.

After thorough investigation by Midland GIS field staff, a report containing all utility features to be located that were not found, or determined to be inaccessible, will be submitted to the city. Midland GIS will work with city staff to schedule GPS locates for these utility features during the clean-up phase of the project.

GPS surveys will be referenced to the Iowa State Plane Coordinate System to allow for direct insertion into the GIS program developed. Horizontal (x, y) coordinates will be obtained in the field for water, sanitary sewer and electric utility features. Vertical (z) elevations will be obtained for water and sewer utility features.

WATER NETWORK GPS DATA COLLECTION

Midland GIS will GPS field locate the following utility features for the water network within the project limits:

Hydrants
Valves

Hydrant Valves

Any water features that are inaccessible by GPS due to tree cover or satellite visibility will be noted and shot utilizing traditional survey methods. All data will be coded as to the method of collection utilized.

Meters are not including in the scope of work for this agreement.

SANITARY SEWER GPS FIELD DATA COLLECTION

Midland GIS Solutions will GPS locate all features associated with The City of West Branch's sanitary sewer main system. Typical features that are collected during this phase of the project include:

Manholes

Lamp Holes (if present)

Lift Stations

Pre-Located Force Main Locations

Force Main Valves

In the event that city staff is unable to identify the approximate location of the force main, as-built drawings will be utilized to retrace the location of the force main line. If The City of West Branch's staff is unable to locate portions of

Attachment A - Midland IS Solutions Scope of Services

the gravity main system during the cleanup phase, Midland GIS will COGO as-built drawings into the GIS. This data will be loaded into the GPS controller and will be used to navigate to the approximate locations of the lost/buried manholes.

DATA COLLECTION SPECIFICATIONS:

- For consistency purposes, the north rim of the manhole will be located during the project.
- Midland GIS will mark each manhole with survey marking paint after each manhole has been identified.
- Manholes that are inaccessible by GPS due to tree cover or satellite visibility will be noted and shot utilizing traditional survey methods (total station or level rod). All data will be coded as to the method of collection.

SANITARY SEWER FIELD ATTRIBUTE COLLECTION

Midland GIS will perform top-side manhole field inspections to collect manhole attribute data during this phase of the project. Any manholes that require further assistance in opening or to gather attribute data will be noted and Midland GIS will work with the City of West Branch staff to gain access to those identified manholes. The sanitary sewer features to be collected will be defined in the Kick-Off meeting. Manholes will be opened, inspected and attribute data will be collected.

Midland will obtain invert elevations for all incoming and outgoing mainlines, manhole depth and pipe size utilizing traditional survey measurement methods. This information will be collected by measuring down from the north rim location where the GPS elevation was acquired. Flow direction will be noted during the field inspection process. If during the inspection process Midland GIS discovers any manholes that need immediate attention (back-ups, cave-ins, major obstructions and overflows), the appropriate staff at The City of West Branch will be immediately contacted. All field data will be predefined during the Kick-off meeting to ensure accurate and consistent attribute collection. Field staff will run the custom application on the GPS data collector to allow for quick and easy identification and navigation of the manholes.

TYPICAL FEATURES TO BE COLLECTED, BUT NOT LIMITED TO:

Northing, Easting
Rim elevation
Manhole depth
Invert elevation
Manhole material
Manhole type
Pipe type

Pipe size
Location
Grade
Lined Y/N
Access type
Buried (Y/N)
Depth buried

Pipe material
Condition rating
Evidence of infiltration
Drop type
Drop depth

GIS FEATURE CREATION

Midland GIS Solutions will develop an Esri ArcGIS Desktop 10.x geodatabase file for the water and sanitary sewer networks for The City of West Branch. Unique feature class data layers will be created for the layers that are defined during the Geodatabase Design Workshop portion of the project.

Custom domains (pre-defined menus) will be built for each layer during the Geodatabase Design Workshop. These custom domains will be added to Midland GIS Solutions' custom field inspection application to ensure that field staff will collect clean and consistent data throughout the utility survey project. These domains will also be utilized by The City of West Branch staff for future management of the geodatabase to help simplify the editing and data management.

Water distribution mains will be developed by combining exact GPS locations of above ground features with as-built and AutoCAD drawings to determine the best representation of The City of West Branch's water distribution network. Individual water main segments will have diameter and material attributes associated with them. All lines will be checked in a quality assurance process to ensure a clean network. Additionally, Midland GIS will integrate a valve isolation tool into the web-based GIS platform.

Sanitary sewer line segments will be created utilizing custom, in-house editing tools developed by the Midland GIS development team. These tools will incorporate inspection data collected by field staff and will auto-generate sanitary sewer water line segments illustrating flow direction, slope and exact length measurements. Quality assurance warnings have been built into these tools to verify positive slopes and to check for inconsistencies with pipe material and diameter.

QUALITY ASSURANCE & QUALITY CONTROL

In order to ensure GPS accuracy, data development precision and successful database integration, Midland GIS Solutions employs strict standards in order to manage GPS data collection and GIS development. Working in conjunction The City of West Branch's staff, Midland GIS staff will communicate transparently, track changes and documentation from the check plot reviews, and set target dates to minimize delays in response time and in accessing utility features. The following process is utilized for quality control:

- Custom QA/QC ArcGIS tools
- "Heads-up" QA/QC against base data or aerial photography
- Digital and hard copy checks against field notes and as-built drawings and maps provided by the utility
- 5% redundancy check of all GPS collected data – verification that accuracy tolerance is being met
- Printed check plots for review by The City of West Branch staff – check in and out dates are recorded so both parties know where the change and review process is at
- Assurance that end product shows complete connectivity

WEB-BASED GIS IMPLEMENTATION

Midland GIS will implement Integrity™, a web-based mobile GIS service built on Esri and Geocortex® technology. When implemented, the city will be able access mapping data on any internet connected computer or mobile device. Integrity will provide the City of West Branch with a variety of useful tools and features, which include production quality reports, advanced search and query functionality, and enhanced security. Users will have the ability to print large-format, high-resolution maps with data and mark-up using pre-defined print templates.

Integrity has built-in tools for measuring distances and areas, mark-up tools to draw shapes and add text or labels, and a tool to create buffer zones from a selection. Images, PDF documents, and any other media or hard copy maps can be linked to features mapped in the GIS program.

Core functionality for this desktop and mobile web-based GIS tool includes, but is not limited to the following:

Asset Management

Mailing Labels

Buffer Tools

Layers Menu

Query and Filter

Editing

Navigation

Bookmarks

Measure Tools

Coordinate Imports and Usage

Unlimited User Logins

HTML5 Cross Platform Mobile Functionality

External and Internal Map Services

Online Help and Tutorials

Reporting

Administrative Tools and Security

Data Backup

Map Tips

WEB PAGE DOMAIN NAME REGISTRATION

Midland GIS Solutions will register an SSL domain name for the GIS website through GoDaddy.com. [SSL stands for Secure Sockets Layer and is the industry standard in security technology for establishing an encoded link between a web server and a browser to ensure that all data that passes between the server and browser remains private and protected.] The suggested web domain will be: <https://WestBranch.integritygis.com>. Midland GIS Solutions will route the DNS (Domain Name Service) numbers to our dedicated web servers. Midland GIS Solutions will test the domain name once transferred to our web server for quality control purposes.

GIS WEBSITE DESIGN AND DEVELOPMENT

Midland GIS Solutions will setup a customized Integrity™ HTML5 GIS website for the City of West Branch. The HTML5 GIS website will allow the Utility to access the website via any internet-connected device with browser capability. The following data will be integrated with the web-based GIS program for The City of West Branch;

- All GIS data that Midland GIS Solutions creates for the city
- Any existing "GIS ready" shapefile data as provided by the city
- Third party "GIS ready" shapefile data provided by or on behalf of the city
- Integrity™ web GIS platform with PCS Software Platform

TRAINING & SUPPORT

After all GPS and GIS data developed for The City of West Branch has been finalized and approved, Midland GIS Solutions will provide a one (1) day remote comprehensive training for the City of West Branch staff as part of the GIS project. Training needs to be schedule in order to accommodate the users who will be operating the web-based GIS system. To aid in user operation post-training, Midland GIS Solutions provides access to comprehensive help menus and video tutorials available online. Additionally, Midland can provide subsequent onsite and remote training as a supplemental service.

GIS WEBSITE HOSTING

Midland GIS Solutions will host the GIS website and GIS data on a Dell PowerEdge R710 web server. Midland GIS Solutions will set up a scheduled batch program that will automatically copy updated GIS data from The City of West Branch's GIS service to our secured ftp server on a weekly basis.

Midland GIS Solutions maintains a secured, climate controlled server room with a dedicated fifty (50) MB upload and fifty (50) MB download speed fiber Ethernet connection. The server room is connected to a gas-powered generator to keep the web servers up and running in case of a power outage. In addition, Midland GIS Solutions provides a failover backup service for the GIS website, in the result of a catastrophic event to our web servers.

Midland GIS Solutions will provide contact both by phone and email for the city to utilize for assistance in regards to the web-based GIS program. As part of the annual hosting service, Midland GIS will support and maintain the functionality of the site and Midland server-side accessibility, ensuring that the site is functioning in proper order.

Included in the annual Website Hosting, Midland GIS Solutions will provide 10 hours annually of technical support and maintenance. This includes changes to the website, layer upgrades or symbology changes, additional training to staff, data creation, general user assistance in operating the website.

FINAL DELIVERABLES

After city staff has reviewed and approved all GPS located and attributed data, Midland GIS Solutions will present a full set of deliverables. All collected and mapped utility data will be uploaded into geodatabase developed for West Branch. The Deliverables which are both electronic and physical include the following:

- ESRI ARCGIS 10.x Geodatabase containing datasets for water and sanitary sewer utilities
- Scanned and hyperlinked water maps
- ESRI Map Documents (.mxd)
- 11x17 Truck book map documents for each utility
- 36x36 100 scale map documents for each utility
- Two (2) Sets of bound 11x17 truck book maps for each utility
- One (1) Full System 42" high glass wall map for each utility
- Integrity™ Web-based HTML5 GIS program
- One (1) day of remote training for The City of West Branch Staff
- On-Going Web-based GIS program support and hosting