AGENDA ITEM FOR ADMINISTRATIVE MEETING  ( ) Discussion only
( ) Action

FROM (DEPT/ DIVISION):  Assessment, GIS, Taxation

SUBJECT:  Assessor Maps

| | |
|---|---|
| Background:  1132 Assessor Maps were not included in the original conversion of GIS data from GeoMedia to ESRI.  This project would convert the Maps from GeoMedia into ESRI and be State Standard quality.  Proposal from ProWest to complete conversion is $24,788.00.  There is a possibility to receive a grant from ORMAP.  This application has already been submitted. | Requested Action:   Approve project and funding and authorize Chair to sign proposal |

ATTACHMENTS:  Project Estimate

Date: (   4/15/2022              )       Submitted By:  Rachael Reynolds

Checkoffs:

(        ) Dept. Heard (copy)                          To be notified of Meeting:
(        ) Human Resources (copy)
(        ) Fiscal
(        ) Legal (copy)                              Needed at Meeting:
(        ) (Other -  List:)


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Scheduled for meeting on:    April 19, 2022

Action taken:

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Follow-up:

# PROJECT ESTIMATE

## Umatilla County, OR
## Create Map Series Pro Project for Assessor Maps

Date:  4/14/2022

Client:  Umatilla County, OR
    Rachael Reynolds
    Assessment and Taxation Director
    216 SE 4<sup>th</sup> Street
    Pendleton, OR  97801

### PROJECT DESCRIPTION

The County has identified the need to upgrade the process that is used to generate the Assessor map outputs from GeoMedia to Esri's ArcGIS Pro.

To complete this migration Pro-West will be updating and modifying the County's existing index grid layer.  To assure the index grid layer contains a polygon for each Assessor map and the attributes that will be required to generate the Assessor maps are complete.

Once the index grid has been updated, Pro-West will use the provided GIS feature classes and annotation layers to create an ArcGIS Pro project.  This project will be configured to use Map Series to generate the Assessor maps when required.   Each of the four scale levels required for the Assessor maps will have a map and layout within the Pro project and be construced with the appropriate symbology and definition queries to allow for data to be displayed appropriately.

Pro-West will not be updating any annotation layers or feature classes (other than the index layer) within the scope of work.  If data issues are found the County can modify the data and rerun the map series to reproduce the affected map(s).  If the County would like Pro-West to do any additional data clean-up or creation additional costs will apply.

Once the Pro project is setup, Pro-West will run the map series and generate Assessor map outputs as pdf files. A sampling of each of the four scale levels will be reviewed against the existing County maps.  Appearance of the data will be adjusted to get as close to a match to the original maps as possible.  It may not be possible to get all symbology of the new maps and the exiting (old) Assessor maps to be exactly the same.  Pro-West will review these differences with the County.  Also, Pro-West will alert the County to any missing features when doing the sample comparisons.

After map review and Pro-West will review the Pro project and map series generation process with the County through an online Teams meeting (up to 2 hours).   Pro-West will also be available for questions and map series support for 4 hours if additional questions or technical support are needed by the County.

## PROJECT    MANAGEMENT

**Pro-West & Associates Project Manager:**     Name: Jennifer Ward
                                        Phone:  320-207-6860
                                        Email:  jward@prowestgis.com


**Client Project Manager (PM):**                    Name:  Rachael Reynolds Phone:  541-578-6234
                                        Email:  Rachael.reynolds@umatillacounty.gov


**Project Schedule:**                        TBD


## CLIENT    RESPONSIBILITIES AND PROJECT ASSUMPTIONS

The County will need to provide or develop the following to complete the project:

1. The existing index polygons (Pro-West does currently have a copy)
2. All required Annotation and feature classes required for the creation of the Assessor maps.
    a.  Pro-West will not be developing any additional data (other than the additional index grid required to complete County-wide coverage).
3. County will need to provide a list of Canceled numbers with associated Assessor map name.
    a.  This was discussed with the County as  an Excel spreadsheet with the Assessor map name in one column and the canceled numbers in another column separated by a comma.
4. The County will need to be available for Assessor map questions/clarifications.
5. Attend map series review/training call

*If assistance is needed with client responsibilities, additional costs may apply


## DELIVERABLES


The County will be delivered:

1. An ArcGIS Pro project file with map series configured
    a.  Setup with connection to the County GIS data (stored within a file geodatabase)

b.  This can be used to generate the Assessor map outputs as pdfs.
2.  An updated index layer with a grid polygon for each Assessor map within the County
a.  Index polygons will be attributed with the items needed to generate the assessor maps.
3.  A map series training via online Teams meeting to review the Pro project and map series setup.
4.  Four(4) hours of additional map series technical support over the next 6 months.

## PROJECT    COMPLETION & POST PROJECT SUPPORT

**Project Completion:**
The project will be completed when:

1. ArcGIS Pro Project and index polygons are delivered to the County 2.
Pro-West holds the review/training session with the County.

**Post Project Support**
PWA understands that support requests and/or general support inquiries will occur after the project is completed.  We welcome those inquiries and look forward to supporting you in the future! Below are common inquiries related to general support requests.

1.  If there are issues with the deliverables or if clarification is needed regarding the deliverables, contact the PWA Project Manager listed in this scope.

2.  If the PWA Project Manager is contacted, after the project is completed, you may be invoiced for that call or email.   The PM will discuss invoicing needs during the call.  If you contact anyone other than the PWA Project Manager, after the project is completed, an invoice will be sent based on current hourly rates.

3.  If the Project Manager is contacted after the project is completed, they are not available to respond, and the need is urgent *(ie: the Project Manager is on vacation or is attending a workshop)*; contact

PWA's main office number for assistance:  320-207-6868 or follow directions listed on the Project Managers out of office reply (if email is used).

a. There may be an invoice sent for the support request based on current hourly rates if Technical staff are contacted directly.  The PWA Project Manager will follow up when they are available to discuss invoicing.

4.  PWA asks that both the PWA Project Manager and the Technical person be copied on emails to ensure prompt service and clarification on needs and any additional fees.  If at any time there is a question about an invoice or support need, contact the PWA Project Manager.

5.  If there are general questions about any topic related to GIS and/or PWA Services, contact the PWA Project Manager listed in this scope.  You may be invoiced for that call or email. The PM will discuss invoicing needs on the call.

1. Stakeholders are not identified at the beginning of the project
    a.    Mitigation: County and PWA will identify stakeholders at the project kick off.  If changes in stakeholders occur, they will be communicated to the stakeholders immediately to eliminate and/or minimize timeline and budget changes.

2. Stakeholders change throughout the project
    a.    Mitigation:  Maintain the same project stakeholders throughout the project. If stakeholders do change, it is the client's responsibility to communicate the purpose of the project to the new stakeholder or for PWA to communicate changes to the client. If the project changes due to a change in stakeholders, additional charges may apply and the timeline may be affected.

3. Changes to data sources occur after the project has begun
    a.    Mitigation:  the client stakeholders should clearly define layers, symbology, labeling and scale dependency needs before the project begins.
        i. Once the Pro Project is initially configured, the County will be responsible for changes.

## COST ESTIMATE

**$24,787.78**

**Invoicing Schedule:**  PWA will invoice monthly based on percent of project completed.

If the scope, objectives, or timeline change significantly before the project is completed, we will agree to discuss any necessary modifications to our agreed-upon fee or to the scope, objectives, or timeline of the project.

*\* Payment is due within 45 days of an invoice date.  If payments are not received within 45 days of the invoice date, a late fee of 1.5% of the invoice amount will be charged for each 45 day cycle that the payment is late.*
*\*\* 3% convenience fee will be added for payment by credit card*

**To proceed with the described services in this estimate, please sign and date below and return to the Project Manager listed above.**

**CLIENT**
Acceptance Signature:

_____Date:_____
**John M. Shafer, Chair**
Board of Commissioners

**Pro-West & Associates**
Signature:

_____Date:_____