

**AGENDA**

**CITY OF PLANO**

**COMMITTEE OF THE WHOLE**

**June 22, 2023**

**Immediately following the City Council  
meeting**

1. CITIZEN'S COMMENTS
2. C-Stop Liquor License - Change From Class B1 To Class B
3. GIS Transition & Implementation Services

Documents:

[GIS TRANSITION\\_PROPOSAL.PDF](#)

4. CITIZEN'S COMMENTS
5. Aldermen Comments/Questions

June 9, 2023

Mr. Darrin Boyer  
Director of Water Reclamation / Public Works  
City of Plano  
17 East Main Street  
Plano, Illinois 60545

***Subject: City of Plano – GIS Transition & Implementation Services***

Dear Mr. Boyer:

The City of Plano would like to migrate away from their current consultant hosted, web-based GIS to a City-owned platform. Baxter & Woodman proposes the development and enhancement of the existing GIS to Esri's ArcGIS Online (AGOL). AGOL is a browser-based /cloud-based mapping, analysis, collaborative web GIS platform that allows you to use, create, share, 3D scenes, apps, layers, analytics, and data. AGOL can be used anytime, anywhere. An enhanced AGOL implementation will provide the City with easy-to-use applications and powerful tools to make collecting and accessing geographic information easy. With AGOL's powerful mapping tools, visualization, and analysis of your data for decision-making purposes will be made easy. AGOL will also pave the way for future GIS expansion and growth through its dynamic and continually expanding platform. The vision of Esri for AGOL is to provide easy to use applications that are designed to improve workflows and grow with the needs of the user. With this implementation, our team will help you take the next steps to get the most out of your geographic information.

Based on our initial meeting with the City, we were able to identify, in conjunction with City staff, several needs and an overall goal of what the City would like to accomplish in this phase of the GIS transition and implementation. We have prepared a scope of services and fee to complete those tasks.

**SCOPE OF SERVICES**

1. PROJECT MANAGEMENT AND OVERSIGHT – Plan, schedule, and control the activities that must be performed to complete the Project. These activities include, but are not limited to, budget, schedule, and scope. Coordinate with the City staff and project team to ensure the goals of the Project are achieved.
2. CITY GIS AUDIT AND BASEMAP DEVELOPMENT/CONFIGURATION
  - A. Evaluate and organize existing City GIS data and information for use in the developed mapping applications.
  - B. Coordinate with Kendall County to obtain and incorporate the County provided GIS basemap data layers.
  - C. Conduct a strategy and vision-casting meeting with City staff to review the plan and goals for the City's GIS.

3. ESRI ARCGIS ONLINE TRANSITION

- A. Transition from the existing Consultant-owned, Web-based GIS to a City-owned AGOL Organization Account.
- B. Coordinate with the City to set-up and configure the created and configured City AGOL Organizational Account.
- C. It is recommended that the City purchase six Esri Entitlements (2 Creator & 3 Mobile Workers & 2 Viewer). The total will be \$2,475 (this fee is not included in this proposal and will be billed separately by Esri. If additional Entitlements (licenses) are needed, based on necessity, the cost for Creator-level licenses (\$550/year/entitlement), Mobile Worker-level licenses (\$385/year/entitlement), and Viewer-level licenses (\$110/year/entitlement) can be added to the Esri cost. *This cost is not included in Project fee.*
- D. Activate named user entitlements.
- E. Organize content directories using Esri's adopted best practices for ArcGIS Online.
- F. Configure users and roles based on City needs.

4. APPLICATION AND DATA HOSTING – The City's data will be hosted on Esri's cloud environment and managed through the City's AGOL Organizational Account.

- A. Storing data in Esri's cloud environment will consume Esri Credits. Based on the amount of data we estimate the City currently has, we estimate that it will consume a minimal amount of Credits. Additional Credits are added to the Organizational Account per every User Entitlement based on their level as part of the yearly cost of that entitlement.
  - 1) More information can be found here: <https://www.esri.com/en-us/arcgis/products/arcgis-online/pricing/credits>.

5. CITY DATA AND MAPS SETUP & CONFIGURATION

- A. Coordinate with the City's existing GIS consultant to obtain relevant City data.
- B. Convert data and load into the Esri Cloud Environment.
- C. Organize and populate the City's datasets and maps into the newly created organization account and mapping templates.

6. REDEVELOPMENT OF THE EXISTING MAPPING APPLICATION TO AGOL (INTERNAL/SECURED)

- A. Recreate existing mapping application in the City-owned system (similar look and functionality).
- B. Incorporate City Utility datasets and other basemap layers into the redesigned Web Map.
- C. Map Design (Cartography)
  - 1) Symbolize layers using cartographic standards, group, and order by importance, considering, attribution, naming, and other cartographic considerations.

- D. Functional Tools
    - 1) Design and refine a series of configurable tools to continue to meet the needs of the City. Tools can include navigation, measurement, and search and filter ability. Design/refine tools in a well-organized way by groups and tabs in effort to increase usability.
  - E. Accessibility
    - 1) Access to the Internal Web Based Mapping application is restricted to City staff members with an ArcGIS Online Named User Account that is part of the City ArcGIS Online Organizational Account.
  - F. QA/QC, Draft Phase Testing, and Submittal
    - 1) Thoroughly test and debug the application at various stages of development to ensure quality throughout.
    - 2) Release a draft phase of the application to the City for functional testing. Work with the City to address fine-tuning of functions, design, and usability. Make any changes for the final release.
7. REDEVELOPMENT OF THE CITY'S FIELD MAPS FOR ARCGIS APPLICATIONS
- A. Working together with the City, we will redevelop and configure the existing Field Maps for ArcGIS apps for asset management and GPS data collection allowing staff to continue to record / update / manage the spatial location and/or attribute information of City assets in the newly developed, City-owned, AGOL Account. The applications will provide inventory and maintenance tools for managing the collection and population of the City's asset infrastructure. We will look for ways to improve efficiency and usability throughout the development process.
    - 1) Smart design of Field Maps so staff can make appropriate edits and view updates in real-time across all applications, platforms, and users.
    - 2) Convert / redevelop the existing Field Maps for ArcGIS apps currently in use by the City listed below.
      - a) Field GPS Collection
      - b) Water Utility Editing
      - c) Storm & Sanitary Utility Editing
      - d) Street Department Editing
  - B. Design and Architecture – With AGOL, update the existing City Field Maps for ArcGIS apps to increase efficiencies of work tasks directly tied to the City's GIS datasets in AGOL for access throughout the system.
  - C. QA/QC, Draft Phase Testing & Submittal – Thoroughly test and debug the application at various stages of development to ensure quality throughout.

8. TRAINING

- A. Provide Administrator-level training for AGOL (Virtual, 2 hours)
- B. Provide virtual training for use of Field Maps apps and best practices for field-based data collection and management. (Onsite, 2 hours)

9. **OPTIONAL:** GENERAL GIS CONSULTING SERVICES

- A. Provide up to 80 hours of technical services.
  - 1) Tasks will include data development, data management, application development, quality assurance/quality control, additional user training for the duration of the contract.
  - 2) Additional services may be included if requested by the City and agreed upon with Baxter & Woodman.
- B. Hours will only be used when requested by the City with an agreed upon estimate of the number of hours to complete.

**Engineering Fee**

Our engineering fee for the **City of Plano GIS Transition & Implementation Services** outlined in the above stated scope of services will be lump sum for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will be **\$17,975**. This fee includes the purchase of Esri ArcGIS Online Entitlements as stated (2 Creator & 2 Mobile Workers & 2 Viewer).

Total Engineering Fee: GIS Transition & Implementation Services	<b>\$15,500</b>
<i>AGOL Entitlement / License Purchase (2 Creator &amp; 3 Field Editors &amp; 2 Viewers)*:</i>	<b>\$2,475</b>
<b><u>OPTIONAL:</u></b> <i>Ad-Hoc GIS Consulting Services (80 Hours)</i>	<b>\$12,000</b>
<b>TOTAL PROJECT COST (Includes Optional Consulting &amp; Esri Entitlements)</b>	<b>\$29,975</b>

\*Invoiced directly from Esri.

We appreciate the opportunity to work with the City of Plano on this important Project, and we are available to begin work immediately upon your notice to proceed. The attached Standard Terms and Conditions apply to this proposal.

If you find this proposal acceptable, **please sign and return one copy for our files.** If you have any questions or need additional information, please do not hesitate to call.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Carolyn A. Grieves, PE  
Vice President

**CITY OF PLANO, IL**

AUTHORIZED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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