



CITY OF ORTING  
STUDY SESSION  
PACKET  
MARCH 21, 2018

## COUNCILMEMBERS

### Position No.

1. Tod Gunther
2. John Kelly
3. Michelle Gehring
4. Dave Harman
5. Nicola McDonald
6. Greg Hogan
7. Scott Drennen



## ORTING CITY COUNCIL

Special Study Session Meeting Agenda  
Orting Multi-Purpose Center  
202 Washington Ave. S, Orting, WA  
March 21, 2018  
**6PM.**

### CHAIR, DEPUTY MAYOR DAVE HARMAN

1. CALL MEETING TO ORDER, PLEDGE AND ROLL CALL
2. COMMITTEE REPORTS & DISCUSSION
  - Public Works
    - ✚ CM Drennen & CM Gehring
  - Public Safety
    - ✚ CM Kelly & CM Hogan
  - Community and Government Affairs
    - ✚ CM McDonald & CM Gunther
3. STAFF REPORTS
4. WATER METER PURCHASE - APPROVAL OF SOLE SOURCE VENDOR.
  - Scott Larson
5. UTILITY MAPPING UPDATE & GEOGRAPHIC INFORMATION SYSTEM (GIS) DEVELOPMENT
  - JC Hungerford
6. ADJOURNMENT
  - Motion: To Adjourn.

**Upcoming Meeting: Next Regular Meeting: March 28<sup>th</sup>, 2018, 7pm, (MPC)**

Americans with Disabilities Act – reasonable accommodations provided upon request (360) 893-2219

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**City Of Orting  
Council Agenda Summary Sheet**

Subject: Water Meter Purchase, and Approve Sole Source Vender		Committee	Study Session	Council
	Agenda Item #: (Clerk will assign)	N/A	N/A	
	For Agenda of:	N/A	3/13/2018	3/28/18
	Department:	Water		
	Date Submitted:	3/15/18		

Cost of Item:	<u>\$65,416.39</u>
Amount Budgeted:	<u>\$70,000.00</u>
Unexpended Balance:	<u>\$ 4,583.61</u>
Bars #:	401-594-34-63-03, 401-534-50-48-01
Timeline:	<b>Immediate Action</b>
Submitted By:	Scott Larson, Treasurer

**Fiscal Note:**

**Attachments:** Procurement Approval Form, PO 2117 & 2117(a), and Invoice

**SUMMARY STATEMENT:** The City replaces about 150 water meters per year that have worn out or have to be manually read, and has additional 100 water meters that are installed as water customers request water service, typically for new construction. In the past, as budgeted items, water meter purchases would not be presented to council for approval, but with the updated Purchasing Policy (Part VI, Section 1 (4)), this items exceeds the Mayor’s purchasing authority and has to have Council approval.

The City’s remotely read meters are manufactured by Neptune, and Core & Main is the sole source distributor of the meters in the United States. The City’s Purchasing Policy (Part IX Section 2) requires that Council to approve an Exemption for Sole Source Suppliers.

**RECOMMENDED ACTION:** Advance To Consent Agenda For The Council Meeting Of March 28, 2018.

*(Please designate a point person, and outline required actions in this box. A copy of this sheet must be returned to the City Clerk in electronic format when the item is ready to go to study session or from SS to Council meeting)*



# Purchase Order

**City of Orting**

Big Town / Big View

Date: March 12, 2018

P.O. #: 2117 (a)

Invoice 1456683

**Pay To:**

Core & Main (Puyallup)

PO Box 28330

St Louis, MO 63146

Phone: (253) 840-8558

Fax:

Requested By:	Payment Details	Received Date:
Barfield	net 30 days	3/2/18

Qty	Item #	Description	Job	Unit Price	Line Total
10.00	4306RW2F13	RW2F13 5/8" T-10 REG R900I	w	\$ 193.34	\$ 1,933.40
4.00	42NERW2F33	RW2F33 1" T-10 (CODER) R900I	w	\$ 193.34	\$ 773.36
	44NE12527100	NEPT 12527-100 2' ANTEN ASSM	w	\$ 16.00	\$ -
3.00	42NE12527200	NEPTUNE 12527-200 ANTE ASSM	w	\$ 20.00	\$ 60.00
138.00	4307NEPED2B11RWF3	5/8X3/4 T-10 R900I CGCI BTM ST	w	\$ 228.00	\$ 31,464.00
8.00	4310NEPED2F11RWF3	1" NEPT T-10 METER R900I CIB	w	\$ 342.67	\$ 2,741.36
276.00	4407GN18	3/4X1/8 MTR GASKET, NEOPRENE	w	\$ 0.15	\$ 41.40
34.00	4410GN18	1X1/8 MTR GASKET, NEOP	w	\$ 0.20	\$ 6.80
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
		Core & Main is a SOLE SOURCE		\$ -	\$ -
		Distributor for Neptuen Water		\$ -	\$ -
		Meters		\$ -	\$ -
				\$ -	\$ -

Subtotal	\$	37,020.32
Sales Tax		3,442.88
<b>Total</b>	<b>\$</b>	<b>40,463.20</b>

**Please send all invoices by mail or email to:**

City of Orting, Public Works Dept.  
 PO Box 489  
 Orting, WA 98360  
 lhinds@cityoforting.org

<b>Department Description:</b> Water-Meter Purchases for UPGRADE EXISTING (OLD) METERS	Authorized by	Date
	Authorized by	Date
<b>BARS:</b> 401.594.34.63.03 (budget \$45,000)	Second Signature required when over \$200	

**Shipping Address:**

City of Orting, 110 Train St SE, Orting, WA 98360 P (360) 893-2219 F (360) 893-6809



# INVOICE

Invoice # 1456683  
 Invoice Date 3/02/18  
 Account # 110818  
 Sales Rep JAMES PULLEN  
 Phone # 253-840-5505  
 Branch # 302 Puyallup, WA  
 Total Amount Due \$40,463.20

1830 Craig Park Court  
 St. Louis, MO 63146

Remit To:  
 CORE & MAIN LP  
 PO BOX 28330  
 ST. LOUIS, MO 63146

188 1 SP 0.470 E0188X I0288 D3396979679 S2 P5151311 0001:0003



CITY OF ORTING  
 ACCOUNTS PAYABLE  
 PO BOX 489  
 ORTING WA 98360-0489

Shipped to:  
 110 TRAIN ST SE  
 ORTING, WA

*2/18*

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
2/09/18	3/01/18	SEE BELOW	REPAIR&REPLACE			CORE & MAIN LP	1456683

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
	CUSTOMER PO#- REPAIR & REPLACE						
4306RW2F13	RW2F13 5/8" T-10 REG R900I ENHANCED METER BID SEQ# 130	10	10		193.34000	EA	1,933.40
42NERW2F33	RW2F33 1" T-10 ECODER) R900I ENHANCED BID SEQ# 140	4	4		193.34000	EA	773.36
44NE12527100	NEPT 12527-100 2' ANTENNA ASSY BID SEQ# 160	10		10	16.00000	EA	.00
42NE12527200	NEPTUNE 12527-200 ANTENNA ASSE MBLY 6FT CABLE ECODER R900I PI T BID SEQ# 170	50	3	47	20.00000	EA	60.00
4307NEPED2B11RWF3	5/8X3/4 T-10 R900I ED2B11RWF3 ENHANCED CF CI BTM STUB A NO LEAD BID SEQ# 190	138	138		228.00000	EA	31,464.00
4310NEPED2F11RWF3	1" NEPT T-10 METER R900I CIB STUB ANTENNA ENHANCED NO LEAD ED2F11RWF3 BID SEQ# 200	17	8	9	342.67000	EA	2,741.36
4407GN18	3/4X1/8 MTR GASKET,NEOPRENE	276	276		.15000	EA	41.40

*401594346309*

RECEIVED

MAR 07 2018

CITY OF ORTING

ITEMS RECEIVED BY  
 DATE: 3-8-18  
 ITL: MAB

OK TO  
 MAB



# INVOICE

Invoice # 1456683  
 Invoice Date 3/02/18  
 Account # 110818  
 Sales Rep JAMES PULLEN  
 Phone # 253-840-5505  
 Branch # 302 Puyallup, WA  
 Total Amount Due \$40,463.20

1830 Craig Park Court  
 St. Louis, MO 63146

Remit To:  
 CORE & MAIN LP  
 PO BOX 28330  
 ST. LOUIS, MO 63146



CITY OF ORTING  
 ACCOUNTS PAYABLE  
 PO BOX 489  
 ORTING WA 98360-0489

Shipped to:  
 110 TRAIN ST SE  
 ORTING, WA

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
2/09/18	3/01/18	SEE BELOW	REPAIR&REPLACE			CORE & MAIN LP	1456683

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
	BID SEQ# 220						
1410GN18	1X1/8 MTR GASKET,NEOPRENE BID SEQ# 230	34	34		.20000	EA	6.80

**HD SUPPLY WATERWORKS IS NOW:**

Effective 8/29/2017  
 Visit: [coremain.com](http://coremain.com)  
 for forms (see right)



Available on the new website

- New W-9
- Formal name change letter
- FAQ for customers & vendors

Freight	Delivery	Handling	Restock	Misc.	Subtotal:	37,020.32
					Other:	0.00
					Tax:	3,442.88
					<b>Invoice Total:</b>	<b>\$40,463.20</b>

Terms: NET 30

Ordered By: PETE

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: [www.waterworks.hdsupply.com/TandC](http://www.waterworks.hdsupply.com/TandC).



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FILLED BY: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_  
REVIEWED BY: \_\_\_\_\_  
ENTERED BY: JOSEPH DETLOR - 302

RESERVED TICKET 1456683  
\*\*\* SHIP COMPLETE \*\*\*

PUYALLUP WA  
Branch - 302  
602 Valley Ave NE  
WA 98372  
Puyallup  
PHONE # 253 840 8558

02/28/2018 02:11 PM PAGE 1

10818  
CITY OF ORTING  
TACOMA BRANCH  
ACCOUNTS PAYABLE  
PO BOX 489  
ORTING WA 98360-0489  
Cus Ph# 360 893 2219

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CITY OF ORTING  
110 TRAIN ST SE  
ORTING WA 98360

BRANCH NO.	DATE ORDERED	DATE SHIPPED	PURCHASE ORDER NO.	JOB NAME	JOB NUMBER	DELIVERY METHOD			BILL OF LADING NO.	SHIPPED VIA	SALESMAN
						OUR TRUCK	CUSTOMER PICKUP	DIRECT			
302	2/09/18		SEE BELOW	REPAIR&REPLACE		X				CORE & MAIN LP	J25
BIN LOCATION	PRODUCT CODE	DESCRIPTION	QTY ORDERED	QTY SHIPPED	BACK ORDERED	UNIT PRICE	PER	AMOUNT	CONTINUED		
W07 000 000	CUSTOMER PO# - 4306RW2F13	REPAIR & REPLACE RW2F13 5/8" T-10 REG R9001 ENHANCED METER WEIGHT: 1.0000 BID SEQ# 00130	10	10			EA				
W07 B04 000	42NERW2F33	RW2F33 1" T-10 ECODER) R9001 ENHANCED WEIGHT: 1.0000 BID SEQ# 00140	4	4			EA				
W07 000 000	44NE12527100	NEPT 12527-100 2' ANTENNA ASSY ENHANCED WEIGHT: 1.0000 BID SEQ# 00160	10	0	10		EA				
W07 000 000	42NE12527200	NEPTUNE 12527-200 ANTENNA ASSE MBLY 6FT CABLE ECODER R9001 PI T BID SEQ# 00170	50	3	47		EA				
W07 000 000	4307NEPED2B11RW3	5/8X3/4 T-10 R9001 ED2B11RW3 ENHANCED CF CI BTM STUB A NO LEAD BID SEQ# 00190	138	138			EA				
W07 000 000	4310NEPED2F11RW3	1" NEPT T-10 METER R9001 CIB STUB ANTENNA ENHANCED NO LEAD ED2F11RW3 BID SEQ# 00200	17	8	9		EA				
MERCHANT SUBTOTAL									MISCELLANEOUS		TOTAL SALE
TAX											
FREIGHT											
DELIVERY											
HANDLING											
RESTOCKING											

RECEIVED BY  
SIGNATURE: \_\_\_\_\_  
PRINT NAME  
HERE: \_\_\_\_\_



This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit:  
[www.waterworks.hdsupply.com/TandC](http://www.waterworks.hdsupply.com/TandC).



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PUYALLUP WA  
Branch - 302  
602 Valley Ave NE  
Puyallup WA 98372  
PHONE # 253 840 8558

02/28/2018 02:11 PM PAGE 2

RESERVED TICKET  
\*\*\* SHIP COMPLETE \*\*\*

1456683

ENTERED BY: JOSEPH DETLOR - 302

FILLED BY:

CHECKED BY:

REVIEWED BY:

BRANCH NO.	DATE ORDERED	DATE SHIPPED	PURCHASE ORDER NO.	JOB NAME	JOB NUMBER	DELIVERY METHOD			BILL OF LADING NO.	SHIPPED VIA	SALESMAN
						OUR TRUCK	CUSTOMER PICKUP	DIRECT			
10818	02/28/2018	02:11 PM	2	CITY OF ORTING 110 TRAIN ST SE ORTING WA 98360	98360					CORE & MAIN LP	J25
<b>SPECIAL INSTRUCTIONS/COMMENTS:</b> BID # 511761 C/O # 1456682 BID NM: 2018 ORTING METER QUOTE REVISED C/O # 1456682											
BIN LOCATION	PRODUCT CODE	DESCRIPTION	QTY ORDERED	CITY SHIPPED	BACK ORDERED	UNIT PRICE	PER	AMOUNT	END OF ORDER		
302	2/09/18	SEE BELOW							TOTAL SALE		
W39 000 000	4407GN18	REPAIR & REPLACE 3/4X1/8 MTR GASKET,NEOPRENE BID SEQ# 00220	276	276		EA			MISCELLANEOUS		
W39 000 000	4410GN18	REPAIR & REPLACE 1X1/8 MTR GASKET,NEOPRENE BID SEQ# 00230 TOTAL WEIGHT: 14.00	34	34		EA			RESTOCKING		
									HANDLING		DELIVERY
									FREIGHT		TAX AMOUNT
									TAX		TAX AMOUNT
									MERCHANTISE SUBTOTAL		TAX



RECEIVED BY SIGNATURE: \_\_\_\_\_  
PRINT NAME HERE: \_\_\_\_\_

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INVOICE

Invoice # 1456684
Invoice Date 3/02/18
Account # 110818
Sales Rep JAMES PULLEN
Phone # 253-840-5505
Branch # 302 Puyallup, WA
Total Amount Due \$24,953.19

1830 Craig Park Court
St. Louis, MO 63146

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

188 1 SP 0.470 E0188 I0290 D3396979681 S2 P5151311 0003:0003



CITY OF ORTING
ACCOUNTS PAYABLE
PO BOX 489
ORTING WA 98360-0489

Shipped to:
110 TRAIN ST SE
ORTING, WA

2117

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered 2/09/18 Date Shipped 3/01/18 Customer PO # SEE BELOW Job Name NEW CONSTRUCTIO Job # Bill of Lading Shipped Via CORE & MAIN LP Invoice # 1456684

Table with columns: Product Code, Description, Quantity (Ordered, Shipped, B/O), Price, UM, Extended Price. Rows include 4307NEPED2B11RWF3 and 4407GN18.

OK TO
PAY
MB
FFL

401524504801

ITEMS
RECEIVED BY
DATE: 3-8-18
ITL: MB

HD SUPPLY WATERWORKS IS NOW:
Effective 8/29/2017
Visit: core main.com
for forms (see right)
CORE & MAIN
Available on the new website
• New W-9
• Formal name change letter
• FAQ for customers & vendors

Freight Delivery Handling Restock Misc. Subtotal: 22,830.00
Other: 0.00
Tax: 2,123.19
Invoice Total: \$24,953.19
Terms: NET 30 Ordered By: PETE

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PUYALLUP WA  
Branch - 302  
602 Valley Ave NE  
Puyallup WA 98372  
PHONE # 253 840 8558

REPRINT 02/28/2018 02:11 PM PAGE 1

PICK TICKET 1456684

FILLED BY:  
CHECKED BY:  
REVIEWED BY:  
ENTERED BY: JOSEPH DETLOR - 302

BRANCH NO.	DATE ORDERED	DATE SHIPPED	PURCHASE ORDER NO.	JOB NAME	JOB NUMBER	DELIVERY METHOD			BILL OF LADING NO.	SHIPPED VIA	SALESMAN
						OUR TRUCK	CUSTOMER PICK UP	DIRECT			
302	2/09/18		SEE BELOW	NEW CONSTRUCTIO		X				CORE & MAIN LP	J25
BIN LOCATION	PRODUCT CODE	DESCRIPTION	QTY ORDERED	QTY SHIPPED	BACK ORDERED	UNIT PRICE	PER	AMOUNT	END OF ORDER		
W07 000 000	CUSTOMER PO# - 4307NEPED2B11RWF3	NEW CONSTRUCTION 5/8X3/4 T-10 R900LED2B11RWF3 ENHANCED CF CIBTTM STUB A NO LEAD BID SEQ# 00260	100	100		EA					
W39 000 000	4407GN18	3/4X1/8 MTR GASKET,NEOPRENE BID SEQ# 00280 TOTAL WEIGHT: .00	200	200		EA					
MERCHANDISE SUBTOTAL	TAX	TAX AMOUNT	FREIGHT	DELIVERY	HANDLING	RESTOCKING	MISCELLANEOUS	TOTAL SALE			

SPECIAL INSTRUCTIONS/COMMENTS:  
 BID # 511761 C/O # 1456682  
 BID NM: 2018 ORTING METER QUOTE REVISED  
 C/O # 1456682

CITY OF ORTING  
110 TRAIN ST SE  
ORTING WA 98360



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RECEIVED BY SIGNATURE:  
PRINT NAME HERE:



**City Of Orting  
Council Agenda Summary Sheet**

<b>Subject:</b> Utility Mapping Update & Geographic Information System (GIS) Development		<b>Committee</b>	<b>Study Session</b>	<b>Council</b>
	<b>Agenda Item #:</b> (Clerk will assign)	N/A	N/A	
	<b>For Agenda of:</b>	N/A	3/21/18	3/28/18
	<b>Department:</b>	Utilities		
	<b>Date Submitted:</b>	3/16/18		
<b>Cost of Item:</b>	<u>\$19,923.49</u>			
<b>Amount Budgeted:</b>	<u>\$16,000.00</u>			
<b>Unexpended Balance:</b>	<u>\$-4,000.00</u>			
<b>Bars #:</b>	101-542-30-41-07, 401-534-10-41-13, 408-535-10-41-18, 410-531-39-41-05			
<b>Timeline:</b>	Project will take 2 to 3 months to complete			
<b>Submitted By:</b>	JC Hungerford, Engineer			
<b>Fiscal Note:</b>				

**Attachments:** Scope And Budget For Professional Services

**SUMMARY STATEMENT:** The City desires to update their exiting utility mapping as well as develop a GIS mapping system. This project anticipates updating the electronic mapping to reflect system changes documented by Orting Public Works Staff, updating areas of residential development, and compilation of the electronic files into a readily accessible web based GIS system that will allow real time field access to the data to be used as a companion to the hard copy mapping kept in the office. The GIS systems may also serve as a foundation for implementation of a future asset management program. Parametrix proposes to assist Orting with development of a Web based a GIS system that will include GIS-based representations of pipes, valves, manholes, catch basins, roads and other infrastructure and will be accessible to Orting staff via customized web maps and tablet applications.

**RECOMMENDED ACTION:** Advance to Consent Agenda For The Council Meeting Of March 28, 2018.

*(Please designate a point person, and outline required actions in this box. A copy of this sheet must be returned to the City Clerk in electronic format when the item is ready to go to study session or from SS to Council meeting)*

Client: City of Orting  
 Project: City of Orting On-call 2014-2017  
 Project No: 2161711020

Phase	Task	Description	Labor Dollars	Labor Hours	Sr Engineer	Sr Project Control Specialist	Sr Project Accountant	Puyallup Publications (WP)	Planner III	Engineer II	GIS Analyst
1002		Utility Mapping & GIS Development	\$ 17,010.00	157	6	5	2	2	38	40	64
	01	Project Management	\$ 1,970.00	15	6	5	2	2			
	02	GIS Planning & Delivery	\$ 10,640.00	102					38		64
	03	Utility Mapping Update & Production	\$ 4,400.00	40						40	
<b>Labor Totals:</b>			<b>\$ 17,010.00</b>	<b>157</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>38</b>	<b>40</b>	<b>64</b>

\$170.00 \$110.00 \$110.00 \$105.00 \$95.00 \$120.00 \$110.00 \$95.00

Description	Amount
Mileage	\$ 163.50
GIS Annual Software	\$ 2,749.99
<b>Expense Total:</b>	<b>\$ 2,913.49</b>
<b>PROJECT TOTAL</b>	
	<b>\$ 19,923.49</b>

\$1,020.00 \$550.00 \$210.00 \$190.00 \$4,560.00 \$4,400.00 \$6,080.00

# SCOPE OF WORK

## City of Orting

### Utility Mapping Update & Geographic Information System (GIS) Development

#### OVERVIEW

Parametrix completed the first complete utility mapping project for Orting's utility service area in 2005. Although Orting staff has maintained markups to the hard copies of the utility maps for the past decade, the electronic files (AutoCAD) have not been updated since they were originally created. This project anticipates updating the electronic mapping to reflect system changes documented by Orting Public Works Staff, updating areas of residential development, and compilation of the electronic files into a readily accessible web based GIS system that will allow real time field access to the data to be used as a companion to the hard copy mapping kept in the office. The GIS systems may also serve as a foundation for implementation of a future asset management program. Parametrix proposes to assist Orting with development of a Web based a GIS system that will include GIS-based representations of pipes, valves, manholes, catch basins, roads and other infrastructure and will be accessible to Orting staff via customized web maps and tablet applications. This system will allow Orting staff to interact with their infrastructure in the following ways:

- View existing infrastructure in a web map or on a tablet
- Access attributes (ex. pipe material, size, install date) of existing infrastructure
- Add, edit, and delete infrastructure data via a web map or tablet
- Add new infrastructure and locate existing infrastructure in the field with GPS (purchased separately) and a tablet.
- Print basic maps to pdf

The following tasks provide further detail for the effort necessary to complete this project:

#### Task 1 – Project Management

##### Goal

To deliver this phase of work on schedule and consistent with Orting's scope and fee expectations.

##### Approach

Activities under this task will include:

- Project file and document management
- Project communication, monthly progress letters, and invoicing
- Project Controls – Monitor scope, schedule and budget
- Informal phone communication with Orting's project manager to request background information and to schedule site access for field pickups and scanning.
- Consultant internal team coordination.

## Assumptions

- A maximum of 3 months of project management services.

## Deliverables

Deliverables will be as follows:

- Monthly effort tracking, progress letters and invoices
- Informal email and telephone communication with monthly budget status report (i.e. how much is spent and remaining by phase and task for prime consultant)

## Task 02 – GIS Planning & Delivery

### Goal

To develop a web based GIS tool for Orting to provide real time field access to utility mapping.

### Approach

#### Subtask 2.1: System Design Meeting

Before developing the proposed system, Parametrix and Orting staff will hold a meeting to outline Orting's intended uses for the system and what data attributes will be included. The outcomes from this meeting will provide direction for GIS development and documentation under subtask 2.4.

#### Subtask 2.2: Data Conversions (CAD to GIS)

CAD data representing existing infrastructure will be converted to ESRI's Local Government GIS format. ESRI's Local Government data structure includes pre-developed data layers (ex. water lines), attributes (ex. diameter, material type) and symbology for water systems. During the conversion Parametrix will populate basic attributes for each piece of infrastructure as agreed upon in the System Design Meeting described in Subtask 2.1.

#### Subtask 2.3: System Setup

Parametrix will setup the ArcGIS Online Web Portal including setting up user accounts, loading data, and developing web maps and tablet apps. Specifics of the Web Portal and the associated web maps and tablet apps will be agreed upon during the System Design Meeting described in Subtask 2.1. Based on Parametrix experience with similar efforts, it is anticipated that Orting will need two web maps; a field version accessible by desktop or tablets and an office specific version accessible by desktop only. Once completed, Parametrix will provide Orting staff with login information and web addresses for the Portal as well as all web maps created.

#### Subtask 2.4: Documentation

Following completion of the Web Portal, Parametrix will develop a two-page User Guide describing how to access and use the Web Portal, web maps, and tablet apps. This guide will provide a system overview and a help guide for field use.

#### Subtask 2.5: On-call support

## SCOPE OF WORK (continued)

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This base scope of services is intended to develop a system that is sufficiently complete to allow Orting staff real time access to the service area utility mapping that Orting has previously generated or collected. Once the base GIS system has been developed, this subtask would provide an allocation of effort for Parametrix to conduct training, add additional context data to the database, or expand flexibility of the system as requested by Orting's staff once they are more familiar with the system. Parametrix will respond to these requests from Orting's PM as budget allows.

### Assumptions

- Parametrix will populate up to five attributes for each infrastructure data layer (Ex. material, size, install date, condition assessment date, condition)
- Parametrix will develop two web maps and one tablet app.
- Training and context Data addition is currently not included in this scope, but Parametrix can provide these services to orient Orting GIS users to the capability of the system and to provide additional context data information (such as tax lots, roads, and environmental features to the web maps) as budget allows under the on-call task above as requested by Orting's PM.
- The User guide will be a brief two page document. It is intended to provide specific access information for Orting Water rather than a comprehensive guide to using ArcGIS Online or the ESRI Collector App.
- The System Design meeting will include one GIS developer from Parametrix to conduct an in person meeting with Orting's PM. The anticipated duration is approximately two (2) hours. No other in person meetings are anticipated under this scope unless conducted under the on-call task.
- Data conversion assumes that utility mapping will be available in AutoCAD format and properly layered to create distinctive system attributes (pipe diameter, material, etc). This scope doesn't include effort to manually generate this information.
- The proposed system will be developed by Parametrix using ESRI's ArGIS Online software for the web and ESRI's Collector App for tablets. With the proposed implementation of ArcGIS Online, Orting will be given five user logins that can be used for both web maps and the tablet apps.

### Deliverables

The final system will include:

- ArcGIS Online Web Portal: A secure website where data and web maps are stored.
- ESRI Collector App Field Map: Tablet map for viewing, adding, and editing data in the field.
- Database of Infrastructure: An ESRI compliant Geodatabase with all existing infrastructure.
- How-To Guide: A brief two-page document describing the system and several use cases. Although this guide should be helpful, it is not intended to be a comprehensive guide to ArcGIS Online or the ESRI Collector App.

## Task 3 – Utility Mapping Update and Production

### Goal

To update Orting's utility mapping electronic AutoCAD files to accurately reflect changes to Orting's utilities as documented by Public Works Staff and expansion of utilities as a result of development since mapping was created in 2005, to create an electronic base map to be used for the Web based GIS development.



## Approach

Activities under this task will include:

- Acquire markups to Orting's maps, transfer to PMX half size plans, and use plan markups to provide guidance to designer staff for updating the electronic files.
- Jr. Engineering staff will acquire as-builts mapping for new projects and developments not currently noted in Orting's markups from developers, developer's engineers, and Pierce County as appropriate in AutoCAD format. These files will be downloaded into Orting's existing mapping without additional drafting / designer input needed.

## Assumptions

- Orting will provide copies of markups to the plan sheets in hard copy. No further research will be necessary by Parametrix staff with the exception of adding new development and construction project data for the projects listed below into the Orting utility maps:
  1. Orville Road Waterline Improvements
  2. High Cedars Booster Pump Station and Forcemain
  3. Washington Avenue Two Way Left Turn Lane Improvements
  4. Village Green Division 7 and 8
  5. The Meadows
  6. Majestic View Estates Division 1, Phase 6
  7. Majestic View Estates Division 2
  8. Calistoga Street West
  9. Rainier Lane Utility Improvements
  10. Calistoga Setback Levee
- The fee estimate allows 40 hours of Jr. Engineering staff time to input the files into the Orting utility maps and match the styling of the existing maps. Additional drafting or production time for the 10 projects identified as needing to be added to Orting's maps is not anticipated in this scope and fee estimate.

## Deliverables

Deliverables will be as follows:

- Electronic files on flash drive of mapping (pdf and AutoCAD).

## Fee Estimate:

Labor & Expense - See Attached

Included Hardware / Software Costs

- 1-year ArcGIS Online Subscription (5 User Level) - \$2,500
- ESRI Collector App for iPad – Free

Optional Hardware (Excluded from this fee estimate).

## SCOPE OF WORK (continued)

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- Apple iPad Air 2 128GB (wifi only) - \$499
- Griffin Technology iPad Air 2 Rugged Case - \$50
- Trimble R1 Sub-meter GPS Receiver for iPad - \$2,500