



MICHIGAN'S OLDEST COURTHOUSE

## ***Lapeer County Board of Commissioners***

255 Clay Street  
Lapeer, Michigan 48446

phone 810 area code  
667-0366

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[www.lapeercountymi.gov](http://www.lapeercountymi.gov)

### **PROPERTIES COMMITTEE**

**October 12, 2023**

**\*\*Room 302- County Complex\*\***

**APPROX. 10:00 A.M.**

*\*Agenda times may vary from time to time due to the length of presentations\**

*(Committee Members: Tom Kohlman-Chairman; Kevin Knisely, Truman Mast, Moses Sanzo,  
John Bustle, & Jackie Arnold)*

*Meetings to be held as needed.*

### **A-G-E-N-D-A**

- 1) 10:00 A.M. **CALL TO ORDER** BY CHAIRMAN TOM KOHLMAN
- 2) CONSIDERATION OF THE DRAFT MINUTES OF THE SEPTEMBER 14, 2023 COMMITTEE MEETING
- 3) 10:15 A.M. **NEW/GENERAL ITEMS**
  - A) TREASURER- Request to approve North Arrow Technology Incorporated to covert Lapeer County's mapping information into the new Esri Mapping Software.
- 4) 10:30 A.M. OLD/REFERRED/OR ADDITIONAL ITEMS (if needed):



**PROPERTIES COMMITTEE**  
**September 14, 2023**  
***Room 302 COUNTY COMPLEX***  
***255 CLAY STREET, LAPEER, MI 48446***

Chairman Kohlman called the meeting to order at approximately 1:17 p.m. in Room 302 of the County Complex.

Members Present: Commissioners Tom Kohlman, Kevin Knisely, Truman Mast, Moses Sanzo, County Administrator/Controller, John Bustle, Program & Operations Manager, and Jackie Arnold, CFO

Others: Jillian Weiss, Building & Grounds/Parks Special Events Coordinator, Lauren Emmons, CMH Director, Emma McQuillan, CMH CFO, Brooke Sankiewicz, CMH Clinic Services Director, Amy Stearns, Chief Deputy County Clerk, Paul Walton, Chief Assistant Prosecutor, and Joe Suma, Drain Commissioner

Visitors/ Citizens: none.

**MINUTES**

The minutes from August 30, 2023 were briefly reviewed.

**Motion by Mast, supported by Knisely, to approve the minutes from the August 30, 2023 meeting of the Properties Committee meeting as presented. Motion carried.**

**NEW/GENERAL ITEMS**

CMH- Request to approve Family Building Company to complete additional concrete work.

CLERK- Request to accept contract with Permitium for Online Vital Records Request Applications.

PROSECUTOR- Request to approve the purchase of office furniture.

**OLD/REFERRED/OR ADDITIONAL ITEMS**

DRAIN- Request to purchase 5 parcels adjacent to Merritt Lake Dam on behalf of the Merritt Lake Special Assessment District.

### **CMH**

Request to approve Family Building Company to complete additional concrete work. Emmons explained that the original bid was for 4" and it needed 8" of concrete for the 20x20 area that required repair. The cost included the additional concrete as well as the labor.

1. **Motion by Bustle, supported by Knisely, to recommend to the Full Board to approve Family Building Company to complete additional concrete work at a cost not to exceed \$3,300.00, to be paid for by CMH, at no additional cost to the County's General Fund.**

### **CLERK**

Request to accept contract with Permitium for Online Vital Records Request Applications. Stearns explained the current process for vital records which include in person, mail in, and email request. Stearns shared their current follow up process and current difficulties when requestors wait to pay after submitting the request. Stearns shared that with the programming it would streamline the requests and keep requests in one system. Stearns explained that the program is in real time and allows the requestor to follow their request process through the que. Stearns explained the program will also brand out to fit the County. The program is at no cost to the county as the cost will go to the requestor. The County will still continue charge their current charge for certified records.

2. **Motion by Knisely, supported by Bustle, to recommend to the Full Board to accept the User License Agreement for an Online Vital Records Request Application, provided by Permitium, at no cost to the County, and authorize the Chairman/Vice-Chairman to sign the Agreement.**

### **PROSECUTOR**

Request to approve the purchase of office furniture. Walton explained the remaining office space for the new prosecutor does not have any furniture. Walton explained that current furniture in some offices is not large enough for the workload that is being processed. Arnold verified that quote through GSA is a state contractor and does not require additional bids. Walton expressed adding computers in the future. Walton shared that some of the computers currently cannot keep up with all the systems that need to be accessed.

3. **Motion by Knisely, supported by Bustle, to recommend to the Full Board to approve the purchase of the proposed office furniture for the Office of the Prosecuting Attorney at a cost not to exceed \$11,856.00, to be paid from line 205-100-700.100, at no additional cost to the County's General Fund.**

## **DRAIN**

Request to purchase 5 parcels adjacent to Merritt Lake Dam on behalf of the Merritt Lake Special Assessment District. Suma explained that the price change was due to delinquent taxes. The original amount provided was the dollar value. The amount provided also does not include summer and winter 2023 taxes. Parcels would then be tax exempt in 2024 if purchased. Concerns were expressed regarding the cost and the property being wetlands. Suma explained the possibility of a re-district and extending the time period for levying of special assessment.

4. **Motion by Knisely, supported by Mast, to recommend to the Full Board to authorize the purchase of parcels 015-200-043-00, 015-200-044-00, 015-200-045-00, 015-200-046-00, 015-200-047-00, located in Metamora Township, Lapeer County, to be paid initially by Lapeer County General Funds at a cost not to exceed \$45,074.00, and reimbursed by the Merritt Lake Special Assessment District with monies to be collected from the levying of special assessments.**

## **ADJOURN**

Motion by Knisely, supported by Bustle, to adjourn the meeting. Motion carried unanimously. 1:42 p.m.

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Tom Kohlman, Chairman  
Lapeer County Properties Committee



## **REQUEST FOR ACTION**

**10-5-23**

XX REQUEST FOR ACTION

\_\_\_\_\_ FOR YOUR INFORMATION

\_\_\_\_\_ REQUEST FOR INFORMATION

**TO:** Lapeer County Board of Commissioners

**FROM:** Lapeer County Treasurer

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**SUMMARY OF REQUEST / INFORMATION:** Review RFP for converting our data into the new Esri Mapping Software. Choose North Arrow Technology Incorporated which is a local company and the only company that complied with the RFP. This is at no cost to the General Fund.

**ADDITIONAL INFORMATION:** The Delinquent Tax Fund will expense the cost of the conversion due to the requirement by statute that I visit delinquent tax parcels before foreclosure. I use the mapping software for every single parcel that I am required to visit.

**CONTACT PERSON(S):** Dana M. Miller

**BACKGROUND INFORMATION:** Our mapping software has been out of date for years. This will lead to more efficient mapping for our County Departments and our County residents.

**SUPPORTING DOCUMENTS:** Yes

**DRAFT MOTION:** Approve North Arrow Technology Incorporated to convert Lapeer County's mapping information into the new Esri Mapping Software at no cost to the General Fund.

Motion by \_\_\_\_\_, supported by \_\_\_\_\_,

ATTACHMENTS      YES \_\_\_\_\_ NO \_\_\_\_\_



# GIS Services Proposal

July 31, 2023

*Updated October 9, 2023*

Prepared for:

**Tygar Hirt**

Land Management Account Clerk  
Lapeer County Treasurer's Office  
255 Clay Street Suite 303  
Lapeer, MI 48446

## MAIN PROJECT SCOPE

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North Arrow Technologies, Inc. (NAT) will provide professional services to Lapeer County to design and implement a geographic information system (GIS). Leveraging the latest in GIS software and technology, NAT will develop an Esri-based solution that will provide the County with a solid framework for the next decade and beyond. The project will be completed using the following phases.

### ***Phase 1: Kickoff Meeting and Data Collection***

The project will begin with a kickoff meeting between NAT and Lapeer County to review the project milestones, agree upon a timeline, and establish a method for transferring existing GIS data, aerial photos, and legal descriptions for the 2023 parcel updates. Additional meetings can occur after with department heads or other staff that are involved with GIS-related activities. Meetings with Road Commission and Drain Commissioner staff would be beneficial if they have GIS layers that need to be imported. NAT would also like to meet with the County Surveyor if they are available to discuss what Public Land Survey System (PLSS) data and documentation is available to migrate into GIS.

### ***Phase 2: Data Development***

Much of the effort on the project will be spent acquiring and converting GIS data into an Esri-based GIS database called a geodatabase. NAT will begin by reviewing the County's existing MapInfo data, identifying the most current versions of this data, and migrating those into the geodatabase. NAT will download and integrate additional data from other providers, including the County Road Commission, State of Michigan, USFWS, USDA, USGS, etc. as needed.

The central focus of municipal GIS is the tax parcel data and related PLSS datasets. NAT will develop a comprehensive, county-wide parcel dataset by merging each municipalities parcel data. This will eliminate the need to combine them on an annual basis and make data editing easier. Additional PLSS datasets will be developed to support the tax parcels, including section corners, sections, quarter sections, quarter-quarter sections, parcel dimensions (only for 2023 parcel updates and beyond) and survey linework that will store coordinate geometry (COGO) information for parcel updates. The accuracy of these PLSS layers will depend on the input sources available, but NAT will also work to better align the data using aerial photos and road centerlines.

Tracking historical parcels is another important component and NAT intends to migrate as many prior countywide parcels layers that are available (the data review summary indicated at least 4 such layers exist). Additionally, a retired parcels layer will be created to track individual retired parcels going forward. Both historical layers are key in aiding parcel research.

A complete tax parcels dataset should include owner, address, and assessment information from the County's BS&A Equalization database. The simplest approach is to setup an export from BS&A that can be run on a regular basis and imported into the geodatabase. Per the data review summary provided with the RFP, it indicated that multiple exports may be required as the City of Lapeer data is stored separately from the townships. NAT will work with the Equalization Department to coordinate this workflow and perform the exports until the County is fully trained in the process.

Additionally, NAT will complete the 2023 parcel splits and combinations based on legal descriptions provided by Equalization. It is estimated this will involve creating approximately 320 new parcels. If needed, NAT may request survey maps or other documentation if questions arise. Leveraging the coordinate geometry (COGO) data entry features of ArcGIS Pro, bearing and distance of each traverse will be used to ensure the highest level of accuracy possible. NAT will provide a map book of all the updates completed so Equalization can review them and have a quick way to reference what was done. Included in this process will be the updating of the addressed structures point layer to ensure it remains in sync with the parcels.

### ***Phase 3: Mapping Products Development***

A complete enterprise-wide GIS needs to provide maps and atlases to users who don't have access to GIS software. In pursuit of this objective NAT will lay the groundwork for this process by developing several mapping products and collecting historical maps. All maps will be created in ArcGIS Pro and can be exported to PDF for printing and emailing.

First, NAT will design a series of map templates for general purpose use at common page sizes like 8.5x11, 11x17, 17x22 (ANSI C) and 22x34 (ANSI D). These templates can be used in-house or provided to the public with the appropriate disclaimers on them.

Next, a project specifically for the parcel section atlases will be created. ArcGIS Pro has a built-in functionality to design a map book so all section pages per Township can be exported from a single layout. Section maps at both letter size and a large format size will be created.

Lastly, NAT will review all the previously created maps in PDF format and organize them into a single directory for easier access by County staff.

### ***Phase 4: GIS Training and Technical Support***

NAT will provide training and technical support to Lapeer County to train their staff to use ArcGIS Pro to perform basic day-to-day GIS tasks. Training sessions will cover the basics of ArcGIS Pro along with an emphasis on the specific workflows and procedures involved with editing parcels and exporting map books to PDFs. Documentation will be provided on all the training topics. NAT will also be available after the initial training to provide remote technical support to handle issues and provide additional training.

It is important to note that the County should not expect to be self-sufficient with GIS with just several training sessions. Even with a dedicated staff member learning GIS, it can take months or years to fully grasp an understanding of the workflows and procedures involved. NAT would recommend a long-term relationship with a GIS consultant to continue after this project to continue to provide support and assistance.

## **OPTIONAL PROJECT: PLAT MAP LINKING IN GIS**

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### ***Project Overview***

NAT will integrate the County's 465 plat maps into the GIS. This process will involve downloading the plat maps from the State of Michigan's website, digitizing their boundary in GIS, and then attaching the plat map to the polygon. The process will use Esri's geodatabase attachment technology so the plats will be available across all ArcGIS software, including both Desktop and Online solutions. NAT anticipates some assistance needed from County personnel if plats are missing from the State's website.

## **OPTIONAL PROJECT: WEB MAPPING APPLICATION**

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### ***Project Overview***

NAT will create a web mapping application for public and internal use using Esri's ArcGIS Online platform. This process will begin with input from County officials to determine what data layers they want in the application. NAT will then work to upload and configure these layers in ArcGIS Online. Esri's Experience Builder will be used to design the application to ensure it is easy-

to-use and provides a broad range of functionality based that meets the needs of most users. ArcGIS Online does not allow custom tools or features so there may be some requests from the County that cannot be completed. It also does not have any fee-based solutions where users would have to pay to print, for example. Unlike a proprietary solution though, Experience Builder is fully customizable by in-house staff. NAT will provide training on updating data to ArcGIS Online, specifically focusing on updating the parcels and related BS&A information on a reoccurring basis.

### ***ArcGIS Online Overview***

ArcGIS Online is a cloud platform that hosts GIS maps and applications for an organization and the public. This hosted model of GIS is quickly becoming the preferred solution for many organizations instead of a traditional, in-house GIS. There are many benefits to using ArcGIS Online that Lapeer County can benefit from.

- **No in-house IT resources are used by ArcGIS Online.** It runs entirely on cloud-based servers that are maintained by Esri, the global market leader in GIS, using industry-standard security practices. Their cloud infrastructure is complaint with ISO 27001, FedRAMP and SSAE16 SOC1 Type 2.
- **ArcGIS Online scales to meet demand.** Unlike an in-house server that is constrained by hardware resources and bandwidth, the cloud-based infrastructure of ArcGIS Online allows it to handle large amounts of traffic without lags or downtime. It also manages large datasets very efficiently without any additional effort or maintenance.
- **Continuous upgrades and improvements.** Esri has consistently provided quarterly updates to ArcGIS Online in the form of new functionality and improved web mapping application templates. Their mobile application is also updated on a regular basis to keep pace with new features added to ArcGIS Online.
- **Web viewer creation requires no programming skills.** ArcGIS Online provides many viewer templates that are configurable without any programming or development skills. In addition, Esri provides a build-it-yourself program called Experience Builder. This allows GIS or IT administrators to create and customize a web viewer by selecting a layout, color scheme and picking from over dozens of widgets (e.g., measure, markup, print, etc.) that can be added to the viewer.
- **Free access to thousands of existing data layers.** ArcGIS Online includes access to Esri's rich library of existing raster and vector data. Aerial imagery, street maps, demographic information, topographic maps, boundaries and points of interest, historical maps and many more layers can be added to any map and incorporated within an organization's own maps and applications. Additionally, a world geocoder is available to enable searching for addresses and places anywhere in the world.
- **Data publishers retain full ownership and control.** All data uploaded to ArcGIS Online remains in control of the publisher who can restrict access to it on a group or organizational basis and modify or delete it at any time. Web mapping applications can also include a splash screen which requires users to agree to a disclaimer and any terms of service before proceeding to the map.

## COMPANY OVERVIEW

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### *Company Introduction*

Established in 2000, North Arrow Technologies, Inc. is the product of assembling a core group of innovative and dedicated individuals with over 40 years of geographic information systems (GIS) experience, including one certified GIS Professional (GISP). Located in Southeastern Michigan, NAT provides GIS-based solutions to clients throughout the state of Michigan and beyond.

In Genesee County where NAT's offices are located, clients include Genesee County Water and Waste Services, Fenton Township, Grand Blanc Township, City of Fenton, and the Karegnondi Water Authority (KWA). Throughout the State, NAT has provided consulting services to numerous counties, including Ionia County, Livingston County, Macomb County, Monroe County and Montcalm County, and local municipalities, including Caledonia Township, Canton Township, City of Charlotte, City of Ferndale, Clayton Township and Meridian Township.

### *Areas of Expertise*

NAT's specialties are local government GIS and asset management. NAT has worked with dozens of cities, townships, and county governments on projects including infrastructure mapping, asset maintenance and management, emergency response, field data acquisition and many more. NAT works directly with decision-makers and staff to design, implement, and support GIS-based solutions that manage vast amounts of information efficiently, provide data sharing between departments, meet local and federal mandates, and enable instant feedback for making informed decisions. This experience and expertise with location-based technologies allowed NAT to become authorized Business Partners with Esri, the industry leader in GIS software, and Azteca Systems, the developer of Cityworks which is the premier GIS-based asset management solution.

NAT is proficient in all aspects of parcel construction, including interpreting legal descriptions, verifying parcel topology, creating lot dimension annotation, and resolving surveying inaccuracies. For the Charter Township of Fenton, NAT re-built their entire parcel framework using ArcGIS software. Section corners acquired from survey-grade GPS measurements served as the basis for constructing the parcels. Over 7,000 parcels were constructed entirely within ArcGIS Desktop software using the COGO functionality and editing tools. 5,000 subdivision and condominium parcels were created from plat maps and scanned building plans. Another 2,000 metes and bounds parcels were added by entering COGO information from legal descriptions. The completed parcel dataset exhibited sub-meter accuracy that is verified when compared with high resolution aerial photographs.

NAT has also spent considerable time in the past several years helping clients transition from in-house GIS to cloud-based solutions powered by ArcGIS Online. Projects have ranged from basic web viewers to custom designed applications for more advanced solutions. Nearly every one of NAT's clients now uses ArcGIS Online on a regular basis with many of the users accessing GIS maps and applications from their smartphones. Several clients have public facing mapping applications that allow their citizens to view tax parcels and other relevant data layers, including drains, easements, lots, subdivisions, and trails.

Implementing asset management solutions has allowed NAT to work closely with the field crews, helping them to understand how technology can improve all aspects of their daily workflows. NAT provides training and technical support for scanning and attaching of inspection forms to digital assets, enabling paperless access of maps on crew's smartphones using Cityworks Online and ArcGIS Online and designing workflows for collecting field data using GPS devices.

### ***Project Manager***

This project will be executed jointly by Jeffrey Lewis and James Rutherford. Mr. Lewis is NAT's President and CEO while Mr. Rutherford is the company's GIS coordinator and a certified GIS professional (GISP). Mr. Lewis will serve as the project manager and provide regular updates on the project status to the County.

Mr. Lewis directs and oversees the management of the company along with serving as the primary implementation specialist for Cityworks. He has worked with many municipalities to implement GIS and asset management solutions. He is also well versed in field crew operations and GPS data integration projects.

Mr. Rutherford is the company's GIS coordinator and a certified GIS professional (GISP). Mr. Rutherford has over 20 years of experience executing GIS-based projects in the public and private sectors. He manages all aspects of GIS operations for NAT, including working with numerous municipalities to implement Esri-based GIS and Cityworks solutions.

## **PRICING AND TIMELINE**

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### ***Cost Summary***

Pricing for the main project and optional projects are listed below.

<b>Project Tasks</b>	<b>Cost</b>
Main Project – Kickoff Meeting, Data Collection, Data Development, Mapping Products Development, GIS Training and Support	\$62,000
Optional Project – Plat Map Linking in GIS	\$16,000
Optional Project – Web Mapping Application	\$15,000

### ***Project Timeline***

The project can begin as early as October 23, 2023, and is expected to be completed between August and November of next year (2024) depending on how many optional projects are approved. NAT will provide regular updates on the status of each project phase and whether any adjustments to the timeline need to be made.

The order of project tasks is somewhat flexible so NAT will seek input from the County as to what they want completed first. For example, creating a single countywide parcels dataset, including the 2023 splits and combinations, could be the initial focus so the data is ready to publish to an online viewer.

# LAPEER COUNTY

## GIS Services Proposal

July 31, 2023

Submitted by: Amalgam LLC

## 1.0 Overview

Amalgam welcomes the opportunity to provide this proposal for GIS services to Lapeer County. Lapeer County is evaluating options to implement a Geographic Information System (GIS) to deliver mapping data and services that improve access to information, build efficiencies and streamline business processes conducted by multiple County departments. The County has developed a parcel layer and may have a range of other GIS data that is in development or can provide added benefits through enhancements and integration with GIS. The need for GIS is recognized by County personnel and other units of local government in Lapeer County, providing the internal and external support needed to successfully implement the technology.

Amalgam is recommending a phased implementation strategy designed to limit up-front costs, secure short-term successes and build awareness and support of GIS benefits internally and throughout the community. The phased implementation strategy provides the opportunity to start GIS by focusing initially on services that benefit the broadest audience and maintain a manageable approach that does not require the addition of staff or technology infrastructure. Amalgam has applied a phased implementation strategy in multiple Michigan Counties with successful outcomes. This document provides details on the first phase of implementation.

## 2.0 Improving Access

Lapeer County currently manages GIS map layers, such as parcels, that if made more accessible, would benefit multiple County departments, businesses and citizens. Improving access to existing GIS data not only makes it easier for audiences to search for information and view maps, but it also helps build awareness and support of GIS in a community.

Improving access to GIS data and information is accomplished using a web/mobile GIS mapping service, commonly referred to as a mapping service. Mapping services not only improve access to GIS data, but they also remove the need to have multiple licenses of GIS software, dedicated map servers and support staff onsite, which for many communities is not possible.

To support improved access to GIS data and provide a manageable starting point for GIS in Lapeer County, Amalgam is proposing to implement its FetchGIS service. FetchGIS is Amalgam's web and mobile GIS mapping service and is designed to improve access to GIS data and services. Currently used by 28 local governments in Michigan, FetchGIS is a cost-effective option for making GIS data and services accessible, while also providing a service platform that can be scaled to meet future needs including mapping data, data collection, field workflows, segmented user access, private data and more.



FetchGIS services are licensed annually to an organization, so there are no individual user/department licenses and no long-term commitments required. FetchGIS runs on the latest GIS mapping technologies, uses GIS industry standard data formats and can be used on a desktop computer, tablet or smartphone without additional licensing fees. Amalgam does not charge additional setup or configuration fees for FetchGIS services, and setup includes adding any number of GIS map layers, assisting with map layer symbology, data sourcing, integrating Equalization data and an internal launch and review period prior to publicly launching FetchGIS.

### 3.0 Pricing

#### FetchGIS Pricing

FetchGIS services are provided through an annual license that can be renewed on the anniversary date of the official launch. Amalgam does not charge setup or configuration fees for FetchGIS services. If requests are made for custom functionality that is beyond the standard scope of the FetchGIS service, Amalgam will draft a separate proposal using a time and materials pricing model.

The initial invoice for FetchGIS will be a one-year license agreement that will be delivered to Lapeer County when the FetchGIS service is launched publicly. Subsequent annual invoices will be delivered to Lapeer County before the annual launch date.

*FetchGIS Annual License: \$4,500*

## 4.0 Company Overview

Founded in 2005 and located in Mount Pleasant, Michigan, Amalgam provides geospatial services to government, industry and business with a focus on geographic information system (GIS) technologies. Amalgam offers a full complement of GIS services and has completed projects that include a broad range of GIS applications including all aspects of data, strategic planning, system architecture, application development and web/mobile GIS services developed on the FetchGIS platform.

The company's local government clients include both rural and urban communities, some with full GIS staffing and others with limited or no GIS support staff. This client diversity provides Amalgam a unique perspective in developing strategies and technology to meet a broad range of needs and expertise levels. Amalgam partners with clients to foster a collaborative environment that leads to innovative strategies and applications that build long-term support for GIS from both the community and organization.

Amalgam's work with local governments is complimented by its private sector projects, which provide additional exposure and experience in applying GIS technology across diverse environments. The company has worked with large corporations such as The Dow Chemical Company, Corteva, and AECOM (formerly URS Corporation), in addition to regional clients in the energy industry, retail, non-profit and tourism industries.

## 4.1 Leadership Team

David Nichol  
Co-founder, Director of Operations  
Amalgam LLC  
Mount Pleasant, Michigan 48858

Email: [david@amalgamonline.com](mailto:david@amalgamonline.com)  
Telephone: 989.944.5188

Ken Curry  
Co-founder, Director of Business Development  
Amalgam LLC  
Mount Pleasant, Michigan 48858

Email: [ken.curry@amalgamonline.com](mailto:ken.curry@amalgamonline.com)  
Telephone: 989.400.8702

JJ Schiaffley  
Co-founder, Director of Technology  
Amalgam LLC  
Mount Pleasant, Michigan 48858

Email: [jj@amalgamonline.com](mailto:jj@amalgamonline.com)  
Telephone: 989.400.9719

Website: [www.amalgamonline.com](http://www.amalgamonline.com)

# PROWEST

& Associates



**esri**

Partner Network  
Gold

## Lapeer County

### Data Conversion

Submitted by: Pro-West & Associates, 8239 State 371 NW, Walker, MN 56484

Due Date: 07-31-2023

8239 State 371 NW | PO Box 819  
Walker, MN 56484  
MN 56484 | www.prowestgis.com



State and Local  
Government



ArcGIS System Ready  
System



Parcel Management  
System



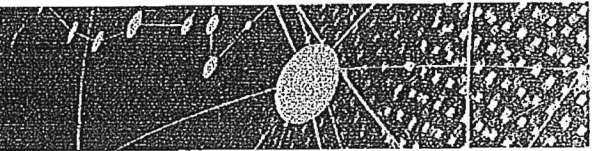
ArcGIS Hub  
Specialty



Federal Small Business  
System



esri Partner Network



July 31, 2023

Lapeer County

To Whom it May Concern,

Pro-West & Associates, Inc. (Pro-West) is pleased to respond to Lapeer County's RFP for Data Conversion. Based in Walker, MN, our firm is a leader in empowering Counties to serve citizens with a high standard of GIS services, augmenting in-house teams by adding expertise and resource capacity. Equipping Counties to manage and share accurate parcel data using Esri technology represents a core component of Pro-West's business. We are adept at supporting Counties with the transition from legacy technology to Esri's platform.

**Pro-West has been helping counties develop, manage, and improve their GIS for over 30 years.** Pro-West is ready to support Lapeer County in meeting its GIS goals.

We also think it's important to know that we deliver value beyond a successful project:

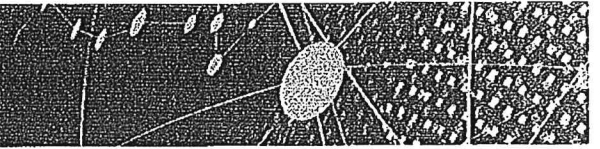
- Understanding of what is needed for Counties to succeed with GIS
- True experts in working with local government GIS and parcel data
- Esri State & Local Government Specialty Partner – endorsing our expertise in providing value to local governments using GIS technology.
- Esri Parcel Management Specialty Partner – *NEW* – specialty program launched spring 2023 by Esri
- Pro-West is a proponent of the importance of **collaboration** in achieving success. Every day we work with County governments to meet organizational needs and workflows.
- Assurance that knowledge of **technology, procedures and best practices remains up-to-date**
- **We stand behind our work.** We ensure the solutions we implement *remain* fit for purpose and deliver value.
- Some of the **most experienced trainers in the industry** work at Pro-West. We equip client teams to use their data and solutions for long-term success and value.

Thank you for the opportunity to respond to Lapeer County's RFP.

Sincerely,

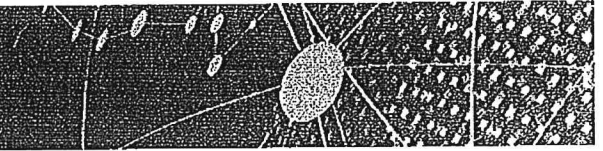
Brandon Crissinger, GISP  
Vice President & COO, Pro-West & Associates, Inc.





# COMPANY BACKGROUND & HISTORY





### About Pro-West & Associates

Pro-West & Associates is a GIS specialist and HUBZone Small Business with over 35 years' experience supporting government agencies – federal, state and local – with GIS services. Simply put, **we make what you do better with location technology**. Our business is based on leveraging modern GIS technologies to deliver user-friendly data, solutions and systems that provide high value information.

The combination of capabilities that makes us unique is that we:

1. **Discover distinctive needs** – our clients' success depends on the Pro-West team understanding their business. Just as no two organizations are the same, no two GIS implementations are the same.
2. **Inspire action** – we care about clients achieving value from their implementation. As such, our goal is to inspire our customers to take action once the project is complete.
3. **Build long-term trust** – many of Pro-West's clients have been with us for decades, due to our investment in earning and keeping their trust. This is our goal with every client: to build trust by listening to their needs and solving their problems using GIS.

We are proficient in working as both a prime and subcontractor, augmenting clients' teams and serving as the GIS department for organizations without in-house GIS expertise.

Our **guarantee** to all of our clients is that *we will be part of their team*. Pro-West clients value the personal attention our team provides, and our commitment to standing by the work we deliver. **Government GIS support comprises 90% of Pro-West's work**. We understand government and its challenges, and know what is required to meet GIS goals on time and on budget.

Pro-West has a track record as an early adopter of emerging geospatial technology and, in turn, operates an **early adopter program** for its clients, bringing them the efficiencies and added capabilities that come with new technologies. We extend the value of GIS data using web and mobile apps. Pro-West received the **National Subcontractor of the Year Award from the US Small Business Administration** - the first GIS firm to be awarded this honor.

Pro-West is an award-winning Esri Gold Partner, **33-year Esri Business Partner** and **Esri ArcGIS for State & Local Government Specialty Partner**. Pro-West routinely implements Esri ArcGIS software for web, mobile, and desktop.

### Notable awards

- **US Small Business Administration: National Subcontractor of the Year** for our work on Environmental Protection Agency Superfund Sites projects
- **Esri: 10 Business Partner Awards; 19 client Special Achievement in GIS (SAG) Awards**
- **State of Minnesota:** Certificate of Commendation for Small Business Innovation for our *ForestView* solution for forest and natural resource management
- **University of Minnesota Center for Transportation Studies:** CTS Research Partnership Award for collaboratively facilitating data inventory between local, state and private industry
- **Minnesota GIS/LIS Consortium:** Polaris Leadership Award (Kyle Wikstrom, Solutions Architect and Annette Theroux, former Pro-West President) for dedication and leadership in GIS

### Our Team

The Pro-West team is comprised of:



- 30 full-time programmers, analysts and technicians
- Certified GIS Professionals (GISPs)
- Esri Certified ArcGIS Pro Professional
- Esri Certified Enterprise Administration Professional
- Enterprise Geodata Management Professional
- Esri Certified Desktop Associate

Our staff is known for exceptional project management and the development of cost-effective data and web/mobile solutions for clients in local government. **We make our clients successful.**

### Areas of Expertise

Pro-West provides the full spectrum of GIS services for local government, including:

- NG911 data analysis, development, clean-up and state validation
- Off-the-shelf GIS solution configuration and deployment via ArcGIS Online and Portal
- Application development for desktop, web and mobile
- System architecture design
- Staff augmentation
- Enterprise GIS implementation and support
- Geospatial data development, conversion and maintenance
- GIS analysis
- GIS strategic planning
- Map production
- Geodatabase design
- GIS consulting
- Third-party system integration
- GIS training
- Esri technology expertise
- GIS technical support

### Esri Partnership

Pro-West uses Esri software exclusively and is practiced in delivering to its clients the tangible benefits of this relationship. As routine beta testers of Esri technologies, we are able to introduce new technologies to our clients early. Testament to Pro-West's ability to make its clients successful using Esri technologies is the recognition we have amassed over the past 33 years:

- Esri Gold Business Partner
- Work with 19 clients has led to them receiving Esri Special Achievement in GIS (SAG) Awards
- Member of Esri Partner Advisory Council (1 of 24 members out of 2,500 Esri Business Partners)
- Esri State & Local Government Specialty Partner
- ArcGIS System Ready Partner
- ArcGIS Hub Specialty Partner
- Esri Federal Small Business Specialty Partner
- Esri Award for ArcGIS SaaS Adoption (2023)
- Esri Infrastructure Management & GIS Award for Comprehensive GIS (2021)
- Esri Customer Success & Collaboration Award (2022)

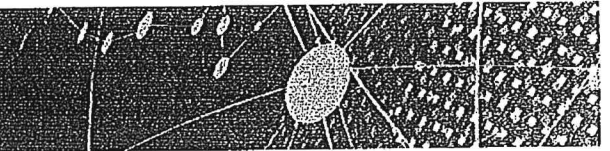


Esri Partner Conference  
2023 Award Winner  
ArcGIS SaaS Adoption



Esri IMGIS Conference  
2022 AWARD WINNER





- Esri Award for Web GIS Transformations (2020)
- Esri Award for Leading Web GIS Transformations (2018)
- Esri Foundation Partner of the Year (2000 and 2006)
- Esri Partner of the Year (1994 and 2010)
- Esri Award for Best Use of Story Maps for Partner's Business (2016)

#### *Type and Location of Business*

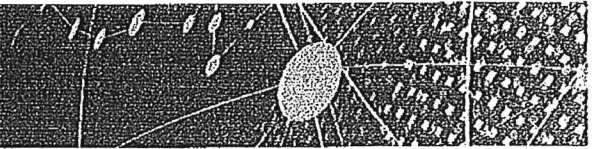
Pro-West & Associates, Inc. was established 1987 and was incorporated in 1994. It is 100% employee-owned.

We are a HUBZone small business. We are majority women-owned with certifications in several states as a women-owned small business.

#### *Location*

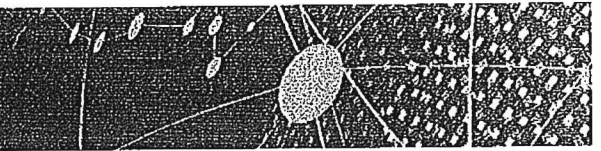
Pro-West & Associates, Inc.  
8239 State Hwy 371 NW  
PO Box 812  
Walker, MN 56484





# PROJECT APPROACH





### Methodology

The project will begin with an online project kick-off meeting to review the following:

1. Project methodology
2. Project stakeholders
3. Set a project check-in meeting schedule
4. Reporting needs
5. Overall project schedule
6. Invoicing process

### Main Project

The main project of the RFP for Data Conversion is to transfer all the existing spatial data from MapInfo and other existing GIS software to Esri software. The associated data summary document identifies many different references to shapefiles and tab/map files but does not clearly identify the total quantity of features that need to be processed. Pro-West will make a number of assumptions in this proposal in relation to how many files will need to be triaged, documented and standardized through the process defined below.

Pro-West has delivered numerous projects involving the review, standardization, and migration of GIS data in various formats, including GeoMedia, MapInfo, CAD, or other types of spatial data.

Pro-West's proven process is to complete a review of all files that currently exist. During this review all spatial data will be documented, identifying its name, coordinate system, geometry type, and attributes. This document is called a data matrix. Data duplications, issues with GIS files (that make them unreadable), if no features exist, and other items are identified during this process.

Once complete, Pro-West will apply data standardizations to each GIS feature layer. These data standards will assure feature dataset / feature class naming, attribute naming conventions, alias usage, field type usage (i.e., text, integer, double), and domains are available to be applied were possible. This information will all be documented within the data matrix documentation.

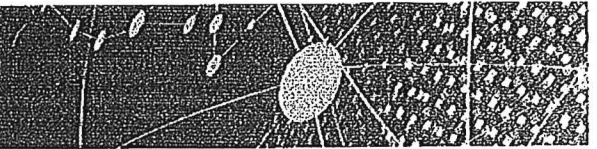
During the data matrix process Pro-West will review and identify the best process for storage of the County's annual parcel archive. Pro-West will discuss this with the County and, depending on the County's usage of this information, will determine the best path forward for the County.

Pro-West will then meet with the County to review the data matrix and answer any outstanding data questions. The County will also provide overall feedback and questions regarding the data modeling.

After full standardizations have been documented and reviewed with the County, the data matrix document will be used to create the County's GIS schema model. Once the model is developed, all existing data will be migrated to the data model developed. All of the County's data will then exist within an Esri file geodatabase for continued County usage and maintenance.

Pro-West will also work with the County to identify any other base layer information they would like included in its geodatabase. We will also review how some of the features may be available via web services and, if only used by the County for reference, should be directly connected to the sources to avoid the risk of becoming outdated as soon as the source is downloaded. This would apply to all GIS data sources that are not intended to be updated or maintained by the County.





Based on the data review summary document, Pro-West's cost assumes the following quantities of data will need to be reviewed:

- Up to 60 shapefiles
- Up to 24 Mapinfo (.TAB layers)
- Up to 10 additions of reference data
- 20+ years of parcel layers

#### Deliverables

- Esri file geodatabase contain standardized GIS data
  - Including parcel data storage and archiving annual copy process
- Data Matrix document
  - Allowing the County to see all source data (as originated) and where it exists in the delivered geodatabase.

#### Lapeer County Responsibilities

- County to provide all GIS spatial data files for review
- Be available for data review questions
- Attend the data matrix review call

**NOTE:** *No spatial data clean-up has been included as part of this response. If the County would like Pro-West to perform data clean-up, we can provide this service but additional fees will apply.*

#### Separate Projects

1. *Upload plat maps and have them accessible via link to polygon feature on the map*

There are a number of different ways to allow the County to make the plat maps accessible via link on a map. The County could create attachments that store the scanned document as part of the feature within the geodatabase. Due to potential issues with storage and file size, Pro-West suggests making sure there is a linking mechanism between the scanned file and the GIS feature. This means that the exact name or the file is stored as an attribute within the subdivision polygon feature class.

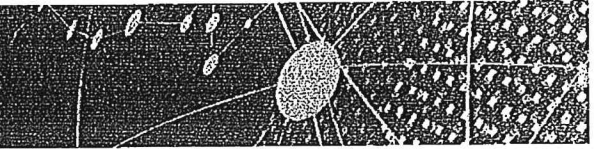
Pro-West will review all of the identified 465 files and develop a naming convention that is acceptable to the County. This name will then be applied to the pdf file (scan) as well as attributed within the GIS feature class the County would like to the link to occur on (assuming subdivision polygons).

**NOTE:** *The actual pop-up configuration (linking) would occur in separate project #2. This project would only set up to allow the linking to happen.*

#### Deliverables

- Pro-West will review the naming convention for the existing plat map documents and the features in the subdivision feature class, and will update the naming convention so that the plat map document can be linked to a subdivision polygon feature





- Pro-West will create documentation on the naming convention for the plat maps and provide to County staff

**Lapeer County Responsibilities**

- County will supply a copy of the plat maps to Pro-West
- County will supply a copy of the subdivision feature class to Pro-West
- Plat Maps will need to be externally accessible via web server or cloud storage (AWS S3 bucket) or (Azure cloud storage) for linking on map
  - URL will be provided to Pro-West

2. *Establish a viewer program to provide access to other County departments as well as the public*  
Pro-West will configure an web application using Esri's ArcGIS Experience Builder that will allow the County to display its various GIS data.

The web application would have the following functionalities:

- Search
  - Search By Parcel Search
  - Search By Address
  - Search By Plat Name
  - Search By Plat Code
- Basemap Gallery
- Draw
- Measure
- Layer List
- Legend
- Attribute Table
- Print

Within the application there will be a pop-up on the subdivision polygon layer (*or layer chosen in separate cost #1*) that will contain a link to the plat maps document.

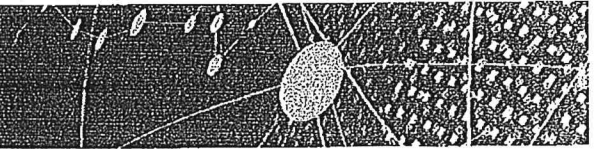
**Deliverables**

1 application based on Esri's ArcGIS Experience Builder with the following functions:

**Lapeer County Responsibilities**

- County will upload all data for the application in ArcGIS Online
- County will be responsible for keeping hosted data in ArcGIS Online current
- County will provide Pro-West with URLs to all hosted data to be included in the application
- County will provide Pro-West with an ArcGIS Online account for creating app
  - User needs to be a creator user type with Administrator Role
- Parcel data will be a hosted layer in ArcGIS Online that has the below minimum attributes
  - Parcel Number
  - Property Address
- Subdivision data will be a hosted layer in ArcGIS Online that has the below minimum attributes



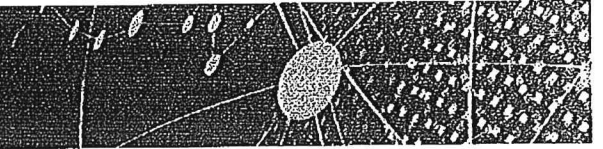


- Plat Name
  - Plat Code
- Plat maps will be externally accessible via web server or cloud storage (AWS S3 Bucket) or (Azure Cloud Storage)
  - URL will be provided to Pro-West

#### Esri Licensing

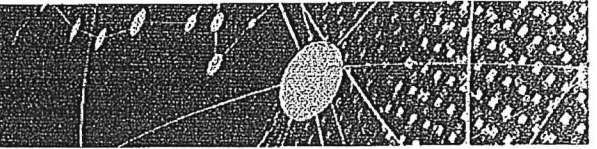
Based on Pro-West's extensive experience of similar projects, Lapeer County will require additional Esri licensing to accomplish its goals. Several options may be available depending on the County's preferred workflow. Pro-West will work with the County to identify its Esri software licensing needs and coordinate license procurement with the County's Esri representative.





# SCHEDULE

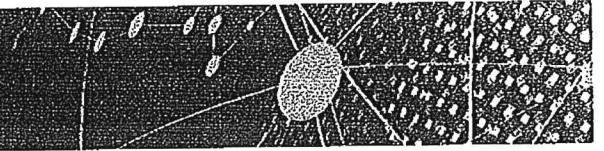




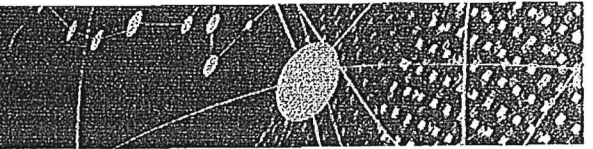
### Project Schedule

Below is Pro-West's proposed project schedule. If County desires an expediated timeframe Pro-West maybe able provide during project contracting.

Project Task	Timeframe
<b>Main Project</b>	
Data review, matrix, model, migrate	6 weeks
<b>Separate Projects</b>	
1. Upload plat maps and have them accessible via link to polygon feature on the map	3 weeks
2. Establish a viewer program to provide access to other County departments as well as the public	3 weeks



COST



## Project Cost

## Main Project

Project	Cost
Data Matrix, Model, and Migration	\$14,261.92

## Separate Projects

Project	Cost
Upload plat maps and have them accessible via link to polygon feature on the map	\$6,657.24
Establish a viewer program to provide access to other County departments as well as the public	\$6,901.69



