

RESOLUTION NO. 3952

A RESOLUTION APPROVING A STATEMENT OF WORK BETWEEN THE CITY OF MILES CITY AND THE MONTANA STATE LIBRARY RELATED TO GPS AND GIS SERVICES, SOFTWARE AND EQUIPMENT.


WHEREAS, the City of Miles City has proposed that it work with the Montana State Library to improve its mapping capabilities through the use of GPS and Continuously Operating Reference Station equipment, and through access to the State's GIS data;

AND WHEREAS, the Montana State Library has agreed to work with the City on said project, and the responsibilities of the parties are set forth in the Statement of Work;

NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:


1. The Statement of Work attached hereto as Exhibit "A", and made a part hereof, is hereby approved and adopted by the Council;
2. The Mayor of the City of Miles City is hereby empowered and authorized to execute said document on behalf of the City of Miles City and to bind the City of Miles City thereto.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 26th DAY OF JULY, 2016.



John Hollowell, Mayor

ATTEST:



Lorrie Pearce, City Clerk

R 3950



CITY OF MILES CITY

17 S. 8th, P.O. Box 910
Miles City, MT 59301-0910

Telephone: 406-234-3462
Fax: 406-234-2903

August 12, 2016

Montana State Library
% Evan Hammer
1515 E. Sixth Avenue
Helena, MT 59301

Subject: GPS/GIS Capacity Building Project

Dear Evan,

Please find enclosed an original signed copy of the Statement of Work for the FY 2017 MLIA Grant solicitation. Thank you for giving the City of Miles City this opportunity. If you should have any questions, please don't hesitate to call

Sincerely,

A handwritten signature in cursive script that reads "Lorrie Pearce".

Lorrie Pearce
City Clerk
PO Box 910
Miles City, MT 59301



PO Box 201800 1515 East 6th Avenue Helena, MT 59620 (406) 444-3115

June 27, 2016

FY 17 MLIA Successful Applicants

Dear Applicant,

Enclosed you will find two copies of a statement of work (SOW) which will serve as a contract between you and the Montana State Library. The copies were signed by State Librarian Jennie Stapp after your applications were approved by the Montana Library Commission. Please read the SOW carefully. There is a lot of cutting and pasting, and thus room for error. I attempted to proof them to the best of my ability and as time would allow. If you find a small error please just cross out, correct and initial. If it is something more significant please give me a call or send me an email and I can get it corrected. Please pay close to the reporting requirements. Also pay close attention to the additional terms and conditions specific to the SOW towards the end of the document. Be sure that you understand the metadata requirements if your project will produce data. The State Library is here to assist you comply with those requirements. After you have read the document please have both copies signed by the correct authority as authorized within your jurisdiction. Retain one copy for your records and return the second to me. You can start your grant any time after July 1 (or signature if it comes later than July 1) however it will take until the end of July for us to get them into the state accounting system and be able to handle invoices. If you have any questions please don't hesitate to contact me.

Evan Hammer

A handwritten signature in black ink, appearing to read "Evan Hammer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Digital Library Administrator
Montana State Library
1515 E. 6th Ave. – PO Box 201800
Helena, MT 59620-1800
Phone – (406) 444-5355
Email – ehammer@mt.gov

Statement of Work

July 1, 2016

**Miles City GPS/GIS Capacity Building
Project**

**Montana Land Information Act FY 2017
Grant
MLIA_2017_11**

An Agreement Between:

**City of Miles City
and
The Montana State Library**

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Statement of Work

Project Title

Miles City GPS/GIS Capacity Building Project

This Statement of Work (SOW) is made and entered by and between the Montana State Library (Agency) and the City of Miles City (Contractor). This SOW also incorporates by reference the City of Miles City's response to the FY 2017 MLIA Grant solicitation.

Project Manager – Contractor

The Contractor's Project Manager is:

Name: Allen Kelm
Address: 17 S. 8th Street, PO Box 910
City: Miles City
State & Zip: MT, 59301
Phone: (406) 234-3497 ^{KOC 7/15/16} 3
Email: akelm@milescity-mt.org

Project Manager – Agency

The Agency's Project Manager is:

Name: Evan Hammer
Address: 1515 E. Sixth Avenue
City: Helena
State & Zip: MT, 59620-1800
Phone: 406-444-5355
Email: ehammer@mt.gov

Project Summary

The City of Miles City's proposal to purchase and utilize hand-held GPS/CORS equipment and provide access to a certified Continuously Operating Reference Station (CORS) to serve the immediate area provides public benefit in the following ways:

- 1) *The City's access to the MT State Library (MSL) GIS data layers enhances analysis capabilities*
- 2) *Improved accuracy for the Cadastral layer (current margin of error is up to 40')*
- 3) *Saving time & money for local survey and geolocation projects by reducing set-up time*
- 4) *Improve data accuracy for all local surveying and geolocation projects*
- 5) *Saving taxpayer dollars by reducing repair and replacement time*
- 6) *City crews will have access to digital maintenance records in the field*
- 7) *GPS data collected by City crews may lower costs for future surveying tasks by providing existing data.*
- 8) *Improvement of location-based services*

- 9) *Contributes to stronger grant applications for planning and construction projects*
- 10) *Fills a large gap in the CORS network in Eastern Montana*

Scope of Work – Goals, Objectives and Tasks

Goal 1: Obtain equipment for City mapping efforts & CORS – City Staff/vested partners

Objective: Acquire GPS equipment by Sept 1, 2016

- 1.a - Identify equipment needs - Complete*
- 1.b - Purchase equipment –July 1, 2016**
- 1.c - Define maintenance plan for monitoring CORS equipment - ongoing*
- 1.d – Install CORS and go live – Aug 1, 2016*
- 1.e - Notify public users that CORS is operational – Sept 1, 2016*

Deliverable: Receive and install GPS equipment

**Date dependent on receipt of grant award*

Goal 2: Data Collection – City Staff

Objective: Begin data collection

Tasks – Complete database setup and configuration,

- 2.a – Train City Crews to use handheld equipment – complete Aug 15, 2016*
- 2.b - Set up ArcMap database file using ESRI's public works data model – Feb 15, 2016 - Sept 1, 2016*
- 2.c - Begin data collection – City Crews - Begin August 15, 2016*
- 2.d - Review process for accuracy and efficiency –ongoing*

Deliverables: A fully operational COR station to serve the Miles City area.

Crews actively collecting data on City infrastructure

An operational database to store, map, and analyze GPS data

Goal 3: Publish Public Information Maps on website – City Staff

Objective: Informational maps available to public via City website

Tasks – Post certain mapped information to website

- 3.a - Determine what information should be published – Jan 2017*
- 3.b - Determine format of publication to suit website capabilities –Mar 2017*
- 3.c - Publish information on website – ongoing*

Deliverable: Publish informational maps on the City's website

Timeline and Period of Performance

Equipment purchases will begin on July 1, 2016 followed by data collection and deliverable preparation through June 30, 2017. Detailed dates for anticipated task completion are included in the Scope of Work above.

Quarterly Progress Reports

The Contractor shall provide the Agency’s Project Manager quarterly progress reports due on October 10, 2016, January 10, 2017, April 10, 2017 and a final report due by September 30, 2017. The reports shall include a section on each deliverable including any deviations from the timeline and/or budget and any problems encountered. If the project is completed early a final report will be required 3 months from project close-out and interim quarterly reports will be waived.

Budget, Compensation and Payment

The following budget submitted in the Contractor's grant application will apply to this SOW:

Applicant budget summary

Category	MLIA Share	Applicant Share	Other Share	Total
a. Personnel				
a.1 Fringe Benefits				
b. Travel				
c. Equipment	13,700	13,567	18,700	45,967
d. Supplies		1,500		1,500
e. Contractual				
f. Other – Administration				
Totals	13,700	15,067	18,700	47,467

Project Partner budget summary:

Category	Dowl	MDT	KLJ	Total	Intestate Eng	FT Keogh
a. Personnel						
a.1 Fringe Benefits						
b. Travel						
c. Equipment		17,100		17,100		
d. Supplies						
e. Contractual						
f. Other – Cash	600		1,000	1,600	600	1,000
Totals	600	17,100	1,000	18,700	600	1,900

21,200

KDC
7/15/16

The total MLIA not to exceed amount for this grant is \$13,700. The contractor may submit monthly invoices to the Agency's Project Manager, to be reimbursed within 30 days of receipt. With each quarterly progress report the Contractor will submit a quarterly financial report. Deviations from the approved budget will be noted in the quarterly progress report. Upon approval of the most recent quarterly report and quarterly financial report, the Contractor may continue to monthly invoices.

Contractor Staff, Roles and Responsibilities

The City of Miles City's Public Utilities Director Allen Kelm and Public Works Director Scott Gray will manage this project.

Mr. Kelm has served the City of Miles City for 30 years in the Public Utilities Department. He has worked in all areas of the Water and Wastewater Department, taking over as Director in 2009. Al is a Certified Operator who has won multiple awards for his work and leadership in the field. Mr. Kelm has managed numerous projects to upgrade the treatment facilities and construction of water/wastewater infrastructure. He managed Phase I of the \$2.2MM Wastewater Treatment Plant upgrade project and is currently guiding Phase II, a \$6.6MM project. Al also served as the interim Director for the Public Works Department from 2011 through 2013. Although the City is just beginning implementation of GIS services, Al understands how this project will enhance the City's current operations and benefits for future planning efforts, and fully supports the proposed project.

Scott Gray has served the City of Miles City for 21 years in the Public Works Department. He began as a temporary employee in the Streets Department and worked his way up to Shop Supervisor. He took over the position of Public Works Director in 2013. Scott is very knowledgeable in all areas of services provided by the City, including repair, maintenance and construction of infrastructure. Since becoming Director, Scott has supervised street and sidewalk construction projects, parks/trails improvements, flood levee upgrades, storm sewer management and pavement preservation projects. Scott also understands the benefit and fully supports the proposed project.

Robert Hutchings, Heavy Equipment Operator – Public Utilities Dept., is the mastermind behind this proposal. He has been employed by the City for 5 years and is a self-proclaimed computer geek. Robert has been researching this project for the last year and understands the system well. He will be in charge of training City crews in the proper use and maintenance of the equipment, and implementing the standards and data collection efforts by City crews.

Dawn Colton has been the City Planner and Grants Administrator since 2013. In 2012, she began using ArcGIS for analysis and mapping of city planning projects and making relevant maps for related grant applications. Dawn has an A.A.S. Degree in automated drafting and has experience with many technical applications. Dawn will be in charge of mapping and analyzing the data collected by the City crews. She will also produce and post relevant public information maps to the city website.

Agencies Staff, Roles and Responsibilities

Evan Hammer will be the overall Agency Project Manager responsible for contract and compensation issues.

Additional Terms and Conditions Specific to this SOW

All data created under this SOW must be registered at the Montana GIS Data List http://apps.msl.mt.gov/Geographic_Information/Data/DataList/ . If data is modified under this SOW, and already registered at the Data List, the Data List metadata record shall be modified appropriately. All Data List metadata records shall be completed before closing out this SOW. For PLSS enhancement projects the data may be submitted into the Multi-State Control Point Database (MCPD) rather than the GIS Data List. ([MCPD Data Submission Spreadsheet](#))

Execution/Signature Block

In Witness Whereof, the parties hereto, having read this MLIA_2017_11 in its entirety, do agree thereto in each and every particular.

Approved

Approved

Montana State Library

City of Miles City



Signature



Signature

Jennie Stapp

Print or Type Name

TOM HOWELL

Print or Type Name

Montana State Librarian

Title

MAYOR

Title

12/27/16

Date

8-15-16

Date