

**CONTRACT TO PROVIDE
GIS MANAGEMENT
AND
CONSULTING SERVICES**

**BETWEEN:
VERMILION COUNTY, ILLINOIS**

**AND
BRUCE HARRIS & ASSOCIATES, INC.
21 N. River Street
Batavia, IL 60510**

Bruce Harris



CONFIDENTIAL BUSINESS INFORMATION

CONTRACT

THIS AGREEMENT entered into this _____ day of _____ 2017, between Bruce Harris & Associates, Inc., hereinafter called "Contractor", party of the first part, and Vermilion County, Illinois, hereinafter called "Vermilion County", party of the second part, WITNESSETH:

THAT WHEREAS, the Contractor is in the business of providing Geographic Information Services for various governmental agencies in the United States, and

WHEREAS, Vermilion County is desirous of having the Contractor provide GIS Management and Consulting Services to the County of Vermilion.

NOW, THEREFORE, in consideration of the covenants and conditions of the Contract, IT IS AGREED between the parties as follows:

PROJECT INTRODUCTION

Bruce Harris & Associates and Vermilion County originally began working together in 2004 on the County's initial GIS implementation project. The project included aerial photography, parcel mapping, and farmland assessment services. In 2008, Bruce Harris & Associates began working as Vermilion County's GIS management service provider. We have provided a wide variety of services to various offices including the Supervisor of Assessments, County Clerk, EMA, and Highway Department. We have also created multiple GIS websites for the County. This contract is a continuation of these services.

OBJECTIVES

Vermilion County, Illinois intends to further the County's use and expansion of GIS throughout the County staff. The County's GIS intends to serve the internal needs of the County staff as well as provide communication, data integration, and access to the public. Project goals include:

1. GIS Website Improvements and Enhancements
2. Expand Use of GIS Throughout the County
3. Support All County Department GIS efforts
4. Use the latest in GIS technology to improve communication and decision-making
5. Continued improvement of emergency response efforts through expanded use of GIS

These GIS Consulting and GIS Management services include the following:

1. MapAscend Parcel Editing Tools support
2. Parcel Map Maintenance and Support
3. BHA Farmland Calculation Tools support
4. Parcel Access Template (GIS Property Search Website) Enhancements and Support
5. GIS Integration with DevNET
6. ArcGIS for Server (ArcSDE) Database Administration, Maintenance and Support
7. ArcGIS for Server (Map Services) Administration, Maintenance and Support
8. ArcGIS Online Administration
9. GIS Website Creation, Administration, Maintenance and Support
10. Training and Technical Support for GIS Users
11. Damage Assessment GIS Support
12. Emergency Management GIS Support Services

This agreement shall support the following proprietary software/systems currently being used at Vermilion County:

1. MapAscend Productivity Enhancements
2. MapAscend Parcel Management
3. BHA Farmland Tools
4. Parcel Access Template (PAT)

STATEMENT OF WORK

Overall Purpose

The Contractor will provide the necessary expertise and resources to support Vermilion County's GIS. The Contractor staff will manage and expand the use of GIS within Vermilion County. The Contractor staff will act as the County's GIS Manager. The Contractor will oversee all aspects of GIS implementation in the County related to Esri's ArcGIS Platform as well as countywide GIS data acquisition efforts.

Services

Bruce Harris & Associates, Inc. (BHA) staff will provide services designed to support and expand the current GIS and/or implement a new GIS. BHA's Project Manager will allocate staff resources in accordance with the expertise level required to complete a given task. The following personnel shall be made available to Vermilion County:

Project Manager - A Project Manager will be assigned and will be responsible for collecting and organizing tasks as well as assigning BHA's resources. The Project Manager will also be responsible for progress reporting.

GIS Manager - a GIS Manager has expertise in the following areas:

- ArcGIS for Server (ArcSDE) Administration
- ArcGIS for Server Map Services Creation and Maintenance
- Geodatabase Design and Configuration
- ArcGIS Online Setup, Configuration and Map/App Creation including Collector for ArcGIS and Operations Dashboard
- GIS Data Conversion and Data Creation
- Map Production and Cartography
- GIS Integration with CAMA/Assessment Databases
- Parcel Fabric
- Parcel Mapping

GIS Consultant - a GIS Consultant has expertise in the following areas:

- ArcGIS for Server (ArcSDE) Administration
- ArcGIS for Server Map Services Creation and Maintenance
- Geodatabase Design and Configuration
- ArcGIS Online Setup, Configuration and Map/App Creation including Collector for ArcGIS and Operations Dashboard
- GIS Data Conversion and Data Creation
- Map Production and Cartography
- GIS Integration with CAMA/Assessment Databases
- Parcel Fabric

GIS Data Technician - a GIS Data Technician has expertise in the following areas:

- GIS Data Conversion and Data Creation

- Map Production and Cartography
- Parcel Map Creation and Maintenance
- Parcel Fabric

GIS Web Developer - a GIS Web Developer has expertise in the following areas:

- GIS website design, creation, configuration and management
- Esri's JavaScript API
- ArcGIS Online Web App Builder Development

GIS Programmer - a GIS Programmer has expertise in the following areas:

- ArcObjects Programming
- Python Scripting
- ArcGIS for Server (ArcSDE) Administration
- ArcGIS for Server Map Services Creation and Maintenance
- Geodatabase Design and Configuration
- GIS Integration with CAMA/Assessment Databases
- ArcGIS Online Setup, Configuration and Map/App Creation including Collector for ArcGIS and Operations Dashboard

The Contractor team has expertise available to Vermilion County in the following areas:

- Parcel Editing and Support
- Farmland Calculations and Support
- GIS Integration with Assessment/CAMA Databases
- ArcGIS for Server (ArcSDE) Database Administration, Maintenance and Support
- ArcGIS for Server (Map Services) Administration, Maintenance and Support
- ArcGIS Online Administration
- GIS Website Creation, Administration, Maintenance and Support
- Training and Technical Support for GIS Users

Progress Reporting

A project progress report will be provided and made available as a PDF to the Contractor and County's project team. This will be updated on a monthly basis. All tasks and subtasks will be listed. Vermilion County will be notified that progress on a task has been completed and is ready for review. The County will indicate they have reviewed the progress and ask for clarification if needed. The progress reporting is not meant to replace regular project status meetings, but is meant to ensure incremental progress is made, all requests and revisions are well documented, and the project stays on track and within the projected time line.

System User Acceptance Testing (UAT)

For any GIS development work, the County will go through a single user acceptance testing (UAT) cycle for each application review once the final application has been installed. The Contractor will provide the County with a template which contains all of the functional requirements developed for the application. The County will have four weeks to complete their review and provide feedback. Once the County performs their user acceptance testing and tests

the application they may enter their feedback into the document in the form of a bug/fix or completed as expected. A bug/fix is defined as:

- Bug/Fix – A bug/fix occurs when the application functionality is not behaving as expected or as per the requirements identified and an error message is displayed.

The Contractor will honor all bug/fix items to application functionality. Poor data quality or errors in data content/values and quality does not constitute a bug/fix.

Fixes will be completed in bulk. The County will be notified when revisions are posted. After the first revision the task will enter a final review period.

Project Team Responsibilities

Bruce Harris & Associates Responsibilities:

- Allocate staff resources as needed
- Provide all hardware and software required for offsite work

County Responsibilities:

- Provide all necessary system access privileges required to complete this project by the date requested by BHA.
- Provide onsite hardware and software to support applications.
- Provide the necessary support staff from the County to assist the Contractor.

Overall Project Assumptions

Communication

- All status reports will be delivered to the County Project Sponsor/Lead according to the agreed upon schedule.

ADDITIONAL PROVISIONS

Vermilion County shall pay the Contractor the sum of \$603,400 (Six Hundred Three Thousand Four Hundred Dollars) as compensation for the services listed within the Contract, provided the number of hours devoted to this agreement by Bruce Harris & Associates does not exceed 4,310 hours. This sum shall be paid over four years as follows:

- FY 2018 - \$150,850
- FY 2019 - \$150,850
- FY 2020 - \$150,850
- FY 2021 - \$150,850

TERM OF CONTRACT

The contract is subject to the annual budget and appropriation process and may be cancelled upon notice or reduced in scope if not funded in whole or in part for each budget year.

This Contract, as heretofore described, made and entered on this _____ day of _____, 2017.

BRUCE HARRIS & ASSOCIATES, INC.
Contractor

By: _____
Bruce C. Harris
President

COUNTY OF VERMILION
Danville, Illinois

By: Michael T. Mason
County Board Chairman

Attest:

By: Cathy Jenkins
County Clerk

Bruce Harris personally appeared before me as an officer and agent of said corporation this _____ day of _____, 2017.

Notary Public