



COB's Contract eRouter

Number (Assigned by FINANCE)

2002-0383A

Instructions for Originator:

Tracking Number: GJWB-5GZUR6
Type: Contract
Dept: Public Works Operations

Contract With: MARSHALL & ASSOCIATES INC
Name/Project #: Marshall & Associates, Inc., GIS
Termination Date:
Certificate of Insurance: No
Is Notary required?: No
Exhibits Attached: Yes
Special Instructions:

Add Names to Route to Here

Distribution: Original - Attach to Contract, Copy: Return to Originating Dept.
Modification of Contract - Attach Copy of Original Contract to Physical document

General Information:

eRouter is designed to help Originators track the physical location of routed forms. As an Approver signs off and routes the paper form, they should also route the electronic form by Approving, Denying; etc. as the e-mail is received.

Approval Cycle Settings

- Approval conditions: 100 % approval
Routing method: Serial (one at a time)
Allow Approver comments: Yes
Automatically Delegate to Assistant...: No
Automatically Skip Approvers...: Yes

Notification Access

12/31/02 Notes/Gabeira/LTSB-Dean

2002-0383A

**TASK ORDER
SERVICES**

Date: December 2, 2002

Department/Division: Public Works/Engineering

Contractor Name and Address:

Marshall and Associates, Inc.
1603 Cooper Point Rd. NW
Olympia, WA 98502-8325

Scope of Work: GIS SDE Test Server/Geodatabase Design - Phase 1

Perform consultation services and training on ESRI sewer geodatabase model design and data conversion.

For more detail refer to the attached scope of work dated December 2, 2002.

The On-Call Service Agreement, #2002-0383, between the City and the undersigned contractor dated September 30, 2002, is hereby incorporated by this reference.

Payment Terms (including amount payable and method of determining fees):

Maximum payable of \$14,000.00 and refer to On-Call Agreement #2002-0383.

Insurance Certificate (attached naming the City of Bellingham additional insured?)

Not attached, refer to On-Call Agreement #2002-0383.

Print Name:

Sign Name:

Don Burdick
Project Manager



Rhett Harman
Contractor



Dick McKinley
Department Head

^{o/b} 

Scope of Work

SDE Implementation

Overview

In an effort to stay current with GIS technology, manage our GIS infrastructure properly and support the expanding user and information base of the city, the City of Bellingham Public Works Department is implementing a project to move the GIS storage and operations to a client server environment. Currently GIS information is based on the ESRI (Environmental Systems Research Institute) coverage model with multiple versions existing for editing and viewing. The project will be to develop a test client server environment based on the ESRI SDE (Spatial Data Engine) middleware and Oracle DBMS (Database Management System) on an existing Windows NT Server. The project will encompass four large overlapping phases:

1. Design, development, training on the ESRI geodatabase model and conversion of the existing coverage data to the geodatabase model.
2. Setup and implementation of a test Oracle SDE Server. Implementation of test geodatabases
3. Design, development and training on the new ESRI geodatabase topology model and conversion of the existing coverage data to the topology geodatabase model.
4. Testing the SDE transaction and versioning environment.

A final and fifth phase will be to design and develop an implementation and administration plan for a citywide enterprise level server.

Phase Details

Phase 1

1. GIS staff - Learn and apply geodatabase design concepts.
2. GIS staff - Create a sewer geodatabase experimental model for the testing process based on the ESRI water/sewer data model.
3. Consultant - Review the experimental model; perform consultation and training on the results of the review.
4. GIS Staff - Load existing coverage data into the experimental data model.
5. Consultant - Review the load process; perform consultation and training on the results of the review.
6. GIS Staff - Experiment with the tools in ArcGIS for editing and manipulating the sewer geodatabase.
7. GIS Staff - Develop & document procedures for manipulating the geodatabase data using ArcMap.

Phase 2

1. GIS staff - Install & configure Oracle on the test server.
2. GIS staff - Install & configure SDE on the test server.
3. GIS staff - Study and develop the integration between SDE & Oracle and explore performance settings (tuning).
4. GIS Staff - Project manager (Mita) will attend ESRI training on SDE.
5. Consultant - Review the software installation and settings; perform consultation and training on the results of the review.
6. Consultant - Consultation and training on the development and implementation of Oracle & SDE security settings and rolls.
7. GIS staff - Create user accounts and implement security settings.
8. GIS staff - Implement the geodatabase design for sewer on the test server.

9. GIS staff - Implement the geodatabase design for imagery on the test server.
10. Consultant - Review the geodatabase SDE implementation; perform consultation and training on the results of the review.
11. GIS staff - Load sewer and imagery information onto the SDE server.
12. GIS staff - Develop and implement indexes
13. Consultant - Review the data loading and indexing; perform consultation and training on the results of the review.
14. GIS staff - Review system management operations
15. GIS staff - Develop and understand SDE/Oracle backup procedures and implement a test backup system.
16. GIS staff - Test security settings.
17. Consultant - Review the entire implementation and development of the SDE implementation; perform consultation and training on the results of the review.

Phase 3

1. GIS staff - Learn and apply topology geodatabase design concepts.
2. GIS staff - Create a parcel geodatabase experimental model for the testing process based on the existing ESRI parcel data model.
3. Consultant - Review the experimental model created by staff; make modifications and perform consultation and training on the results of the review.
4. GIS Staff - Load existing coverage data into the new parcel data model.
5. Consultant - Review the load process; perform consultation and training on the results of the review.
6. GIS Staff - Experiment with the tools in ArcGIS for editing and manipulating the parcel geodatabase.
7. GIS Staff - Develop & document procedures for manipulating the geodatabase data using ArcMap.
8. Consultant - Review the geodatabase update procedures; perform consultation and training on the results of the review.

Phase 4

1. GIS Staff - Setup SDE and tune server for versioning.
2. Consultant - Review versioning setup process; perform consultation and training on the results of the review.
3. GIS Staff - Train staff in the use of versioning.
4. GIS Staff - Test the process of manipulating a versioned SDE database.
5. GIS Staff - Develop & document versioning procedures.
6. Consultant - Review the versioned database update procedures; perform consultation and training on the results of the review.

Phase 5 **All tasks will be performed using a combination of Consultant & GIS Staff*

1. Perform a needs assessment for a full city enterprise wide system
2. Develop a system requirements list that identifies the needed system hardware and software resources.
3. Develop a management plan for managing a citywide system
4. Brief management on the spatial data development and system management
5. Develop an implementation and management plan

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID 37
MARSH-2

DATE (MM/DD/YY)
09/09/02

PRODUCER
Arthur J Gallagher of WA, Inc. **RECEIVED**
P.O. Box 2925
Tacoma WA 98401-2925
Phone: 253-627-7183 Fax: 253-572-1430
INSURED
Marshall and Associates Inc.
Melanie Tyler Office Manager
1603 Cooper Point Road NW
Olympia WA 98501
Public Works-Operati

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A: **Houston Casualty Co**
INSURER B:
INSURER C:
INSURER D:
INSURER E:

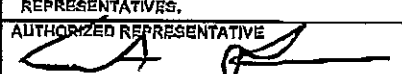
SEP 10 2002

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOG				EACH OCCURRENCE	\$
					FIRE DAMAGE (Any one fire)	\$
					MED EXP (Any one person)	\$
					PERSONAL & ADV INJURY	\$
					GENERAL AGGREGATE	\$
					PRODUCTS - COMP/OP AGG	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY: EA AGG	\$
					AGG	\$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS	DIF-ER
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
A	OTHER Professional Liabi	HMPH702-15274	09/04/02	09/04/03	each clai	\$1,000,000
					aggregate	\$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
RE: On call GIS Services

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION
City of Bellingham Department of Public Works 2221 Pacific St Bellingham WA 98226-5898	BELLICT	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 

ACORD**CERTIFICATE OF INSURANCE**

DATE (MM/DD/YY)

9/24/02

PRODUCER

Acordia Northwest Inc.

520 Pike Street, 20th Floor
Seattle, WA 98101-4095
206-701-5000

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGECOMPANY A
LETTER Hartford Casualty Co.COMPANY B
LETTERCOMPANY C
LETTERCOMPANY D
LETTER

INSURED

Marshall & Associates
1603 Cooper Point Road NW
Olympia, WA 98502

Public Works-052

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	52SBAEG0138	6/01/02	6/01/03	GENERAL AGGREGATE	200000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	EXCLUDED
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV. INJURY	100000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURENCE	100000
					FIRE DAMAGE (Any one fire)	30000
					MED. EXPENSE (Any one person)	10000
A	AUTOMOBILE LIABILITY	52UECKE9029	12/04/01	12/04/02	COMBINED SINGLE LIMIT	1000000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	
A	<input checked="" type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE	
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY	
					EACH ACCIDENT	
					AGGREGATE	
	EXCESS LIABILITY				EACH OCCURENCE	
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					
X	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY	52SBAEG0138	6/01/02	6/01/03	STATUTORY LIMIT	
	<input type="checkbox"/> THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input checked="" type="checkbox"/> INCL <input type="checkbox"/> EXCL				EACH ACCIDENT	100000
					DISEASE-POLICY LIMIT	100000
					DISEASE-EACH EMPLOYEE	100000
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Certificate Holder is named as an additional insured as their interest may appear.

jrm

CERTIFICATE HOLDERGwen Wohlrab
Depart. of Public Works
2221 Pacific Street
Bellingham, WA 98226-5898**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

428406000

MEKICK