



## ALPENA COUNTY EMERGENCY SERVICES COORDINATOR

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720 WEST CHISHOLM ST. - SUITE 13, ALPENA, MI 49707 • 354-9821/354-9111

Date: 1/7/2020

To: Finance Committee

From: Mark Hall, Emergency Services Coordinator

RE: Coleman Engineering Co. (911 Mapping)

Attached please find the contract/ invoice from the Coleman Engineering Company. This is a yearly maintenance agreement from December 31, 2020 through January 1, 2021. The above contract has gone through contract review by the Prosecutor's office.

As your Emergency Services Coordinator, It is my recommendation to the Finance Committee to approve the \$3,500.00 expenditure to the Coleman Engineering Company.

Payment is to be made from 2020 budget, account 211-325-955.006.

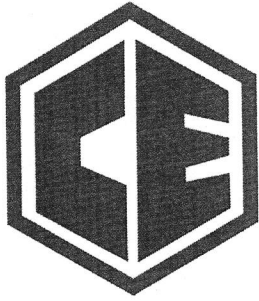
Thank you for your consideration,

Mark Hall

A handwritten signature in blue ink, appearing to read "Mark Hall", is written over the printed name.

1.7.2020

Emergency Services Coordinator, Alpena County



## COLEMAN ENGINEERING COMPANY

CIVIL ENGINEERING • ENVIRONMENTAL ENGINEERING • GEOTECHNICAL ENGINEERING • SURVEYING

635 CIRCLE DRIVE • IRON MOUNTAIN, MI 49801 • PHONE: 906-774-3440

October 18, 2019

Mr. Mark Hall  
Emergency Manager/911 Director  
Alpena County  
720 W. Chisholm Street, Suite 13  
Alpena, MI 49707

Re: 2020 GIS 911 Maintenance Services  
Alpena County, Michigan

Dear Mr. Hall:

Coleman Engineering Company (CEC) is pleased to submit this proposal to Alpena County, Michigan (Client) for the above referenced services.

### SCOPE OF SERVICES

CEC will provide the Client with access to the CEC GIS platform. Through this platform the Client will have the ability, using internet access, to view and edit their 911 road and address GIS data. This platform also provides field GPS data collection ability for the Client to perform real time address point, street centerline, driveway and trail data collection/verification.

CEC will provide the following services to the Client:

- Incorporation of GPS'd street centerlines, driveways and trails into the existing GIS database already being maintained by CEC.
- Street centerline, driveway and trail maintenance:
  - Digital creation from aerial imagery, if GPS is not available, will be provided on an as-needed basis.
- Attribute all newly created centerlines with a valid range in compliance with the Client's Address Ordinance.
- Attribute all newly created centerlines with a Client-approved valid street name.
- Maintain all GPS'd digital driveways forwarded by the Client to CEC.
- Maintain all GPS'd digital trails forwarded by the Client to CEC.

- Insert all newly created centerlines into the host Telco database.
- Incorporation of GPS'd structure locations into the existing GIS database already being maintained by CEC,
- Structure Address Maintenance:
  - Digital creation from aerial imagery, if GPS is not available, will be provided on an as-needed basis.
- Attribute all newly created structures with a valid address in compliance with the Client's Address Ordinance.
- Attribute all newly created structures with owner information, if applicable.
- Edit all address database changes as forwarded from the Client to CEC.
- Host Telco database maintenance.
- Resolve all 701/709 reports forwarded from INDigital to CEC.
- Maintain all boundaries originally created by others.
- Provide intermediary services with INDigital, which houses the Client's Telco database.
- Incorporate existing Client-provided GIS parcel data into the existing GIS database. GIS parcel information is extremely helpful and assists with structure point placement, quality control and address verification. Updates to GIS parcel information should be provided, at a minimum, on a yearly basis. Minimum attribution should include:
  - PNUM
  - Owner Name
  - Owner Address
  - Property Address
- Provide one (1) day of on-site training in the use of the CEC GIS platform for up to two (2) people and unlimited telephone technical support.

### Assumptions

If during the course of the project it is found that other services or additional data incorporation is required, CEC will provide the Client with a written estimate of costs prior to the commencement of work.

If, during the course of the project, it is found that other services or incorporation of other data is required by the Client, individual Township or City, a necessary cost of services increase may arise. If so, CEC will notify the Client, Township or City and prepare a written scope of services and cost proposal for approval prior to the commencement of work.

All layers are, and will remain, the property of the Client.

October 18, 2019

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Fees

In accordance with the assumptions and conditions set forth in this letter the scope of services listed above will be completed for a lump sum amount of \$3,500.

Performance Schedule

CEC anticipates starting work upon receipt of a signed Work Order and will continue these services through December 31, 2020. Prior to January 1, 2021 CEC will review this scope of services with the Client before continuing for 2021.

If you accept this proposal, please endorse both copies of the attached Work Order No. 1 and return one copy to this office. Please retain one copy for your files.

We appreciate the opportunity to submit this proposal and if you have any questions or comments, please call me at (906) 774-3440.

Sincerely,  
COLEMAN ENGINEERING COMPANY



Gary D. Hoaglund  
GIS Manager

GDH/grp

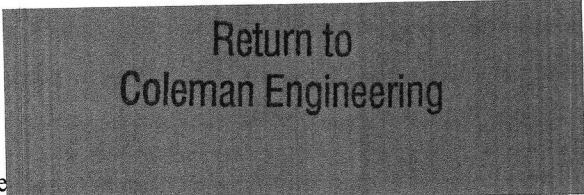
Enclosures



AGREEMENT NO. 190216

PROJECT NO. 190958

WORK ORDER NO. 01



**EXHIBIT "A"**  
**WORK ORDER**

COLEMAN ENGINEERING COMPANY and its directors, office affiliates, independent professional associates, consultants and subcontractors, as the case may be, (collectively, "COLEMAN") agree to perform for CLIENT, on this specific Project, the Services described below. The services shall be performed subject to and upon the terms and conditions set forth in the Professional Services Agreement (the "Agreement") dated March 5, 2019; by and between COLEMAN and CLIENT, which Agreement is hereby amended to incorporate this Work Order.

It is agreed that this Agreement, and such other documents required by it during the term of this Agreement, may be approved by a signed copy transmitted by fax or .pdf copy containing all signatures in lieu of the original signed copy, and that a copy transmitted by fax or .pdf shall be legally binding upon the parties to said Agreement(s)."

PROJECT: 2020 GIS 911 Maintenance Services

SERVICES: As described in our proposal letter dated October 18, 2019; a copy of which is attached and made part of this contract.

FEES: Services will be completed for a lump sum amount of \$3,500 for the scope of work and in accordance with the assumptions and conditions set forth in our proposal letter dated October 18, 2019; a copy of which is attached and made part of this contract.

**SPECIAL TERMS AND CONDITIONS:**

During completion of this work, Coleman Engineering Company will not accept responsibility for the safety of individuals other than Coleman Engineering Company employees.

**AUTHORIZATION**

This Work Order and the scope of services (the "Services") defined herein are approved and COLEMAN is hereby directed and authorized to proceed with the Services for the designated Project in accordance with the terms and conditions of the above-referenced Agreement.

Requested By:  
ALPENA COUNTY, MICHIGAN

Accepted By:  
COLEMAN ENGINEERING COMPANY

\*

By: \_\_\_\_\_

By: Jeff Sjoquist, P.E.

Title: \_\_\_\_\_

Title: Principal

Date: \_\_\_\_\_

Date: October 18, 2019

## Re: Attorney Review Request - Coleman Engineering Co

Russ Rhynard <rhynardr@alpenacounty.org>

Sat 1/4/2020 10:11 AM

To: Kimberly Elkie <elkiek@alpenacounty.org>

Cc: Commissioners Office <commissionersoffice@alpenacounty.org>; Ed Black <blacke@alpenacounty.org>

Kim

We have reviewed the work order (Exhibit "A") and the letter from the company to Mark Hall dated October 18, 2019 which apparently included the Exhibit "A". The Work Order, when signed by the County, is intended to be part of an earlier contract dated March 5, 2019. Assuming our office approved the final draft of the contract signed in March (those records aren't available to me as I write this), we find no legal impediment to adding this work order to that contract, thus we recommend approval with no changes (provided the terms are acceptable to the County and the Department Head).

Russ

Russ Rhynard

Chief Assistant Prosecuting Attorney

719 W. Chisholm, Ste. #2

Alpena, MI 49707

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Cell: (989) 464-3184

Fax: (989) 354-9788

Email: rhynardr@alpenacounty.org

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**From:** Kimberly Elkie <elkiek@alpenacounty.org>

**Sent:** Monday, December 30, 2019 1:55 PM

**To:** Ed Black <blacke@alpenacounty.org>; Russ Rhynard <rhynardr@alpenacounty.org>

**Cc:** Commissioners Office <commissionersoffice@alpenacounty.org>

**Subject:** Attorney Review Request - Coleman Engineering Co

Good afternoon,

Attached please find request for review of contract with Coleman Engineering Company for 2020 maintenance services to GIS 911.

Please let us know if you have any questions.

Thank you and Happy New Year,

Kim

*Kim Elkie, Administrative Assistant*