



# OTERO COUNTY

1101 NEW YORK AVE.  
ALAMOGORDO, NEW MEXICO 88310  
(575) 434-0710 FAX (575) 443-2914

## **PURCHASE REQUISITION**

130054

**REQUISITIONER:** **PLEASE COMPLETE BLACK  
SHADED AREA BELOW**

SEALED BID NO.	ADV. DATE	/	/
WRITTEN QUOTE NO.	OPEN DATE	/	/
CONTRACT NO.	EXPIRE DATE	/	/

DATE 08/03/17

DATE NEEDED BY \_\_\_\_\_

P.O. NO. \_\_\_\_\_ DATE 0/3/66

REQUISITIONER Stephen Distill  
(PRINT NAME)

Department Property Valuation Phone 437-5310 ext. 12663

ORG 112011 Suggested Source Sidwell

Nature of need Website Hosting

<b>VENDOR</b>	<hr/>		
<b>VENDOR</b>	<b>EST. DEL.</b>	<hr/>	<hr/>
<b>NO.</b>	<b>DATE</b>	<hr/>	<hr/>
<b>PERSON</b>	<hr/>		
<b>CONFIRMING</b>	<hr/>		
<b>TERMS</b>	<hr/>		
<b>SHIP VIA</b>	<hr/>		

ITEM NO.	QUANTITY REQUESTED	UNIT OF MEASURE	OBJECT CODE	PART NO.	DESCRIPTION	EXTENDED COST	UNIT PRICE	EXTENSION
1	1	EA	5264		Sidwell Portico GIS Website Development & Hosting			
					GIS (AMA Data Automation)	3,600.00		
					Portico Website Dev and Setup	2,250.00		
					1 <sup>st</sup> year Maintenance	8,880.00		
					5yr. extended cost			
					28,880.00 = # 44,400.00			

**Steve Boyle**  
OTERO COUNTY ASSESSOR



Office of the County Assessor  
1104 N WHITE SANDS BLVD  
STE B.  
ALAMOGORDO, NM 88310  
Phone (575) 437-5310  
FAX (575) 443-2918

**State of New Mexico  
County of Otero**

Thursday, August 03, 2017

Ginger Herndon  
Purchasing Agent  
1101 New York Avenue  
Alamogordo, NM 88310

Ref: Sole Source Procurement Justification

The Otero County Assessor wishes to enter into a contract with The Sidwell Company, an Illinois corporation for the use of their Portico GIS Website.

The purpose of the contract is to provide an open access data portal available to the general public and all county agencies. The website will display our geographic information system (digital maps with tabular data) and our ortho and oblique images (aerial photographs). The aerial photographs are generated by the company Pictometry, whom we recently entered a nine year contract to conduct, updated ortho and oblique images every three years.

The Sidwell Company is the only source we are aware of that is compatible, and has integrated Pictometry's aerial system. Additionally, Sidwell's Portico has integration software compatible with our Tyler CAMA system and they are an ESRI (Environmental Systems Research Institute) Gold Partner. We currently utilize ESRI's software to create the digital data that will be integrated into the Portico GIS Website.

A handwritten signature in black ink, appearing to read "Steve Boyle".

Steve Boyle  
County Assessor

Otero County, New Mexico  
Portico™ GIS Website Development & Hosting

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CONTRACT

**The Sidwell Company**  
2570 Foxfield Road, Suite 300  
St. Charles, New Mexico 60174  
630-549-1000 | [www.sidwellco.com](http://www.sidwellco.com)



# Otero County, New Mexico: Portico GIS Website

## 1. Preamble

THIS CONTRACT ("contract") is made by between THE SIDWELL COMPANY, an Illinois corporation with its principal place of business located in St. Charles, Illinois, hereinafter called "Sidwell," as party of the first part, and OTERO COUNTY, a political subdivision of the State of New Mexico, hereinafter called "the County," as party of the second part,

### WITNESSETH

WHEREAS, Sidwell is in the business of providing Geographic Information Services, Photogrammetric Services and other Professional Services for various governmental agencies in the United States; and

WHEREAS, the County is desirous of having Sidwell provide Geographic Information Services, Photogrammetric Services or other Professional Services.

NOW, THEREFORE, in consideration of the mutual agreements made herein, the recitals of fact hereinabove set forth, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

Sidwell will perform the services described in the scope of work that follows and the County will make the payments set forth in Sections "Project Fees" and "Additional Provisions", below.

## 2. GIS Website Development and Hosting

### 2.1 Sidwell's Portico™ Web Solution

#### 2.1.1 Overview

Sidwell will provide technical resources to develop a GIS web site for the County using Sidwell's Portico™, Esri's ArcGIS Online and JavaScript/HTML5 technologies. The website will be designed as an open access data portal available to the general public and all county agencies and meet the County's goals of having a GIS website with user friendly query and reporting tools.

#### 2.1.2 GIS Data

Sidwell will work with the client to determine the best GIS data and map services to use on the Portico website for display, interactivity and performance. For the purposes of this contract, "map services" describes GIS data that is hosted and served to end users via the Internet, then consumed by Portico as a layer of information that can be manipulated and queried interactively. Each map service can be made up of one or more vector and/or raster layers supplied by the County.

The Portico website will include three (3) map services. The contents of each service will be finalized during discussions with the County. An example of a typical Portico template using three (3) map services is provided here:

- One (1) Map Service includes one (1) year of Digital Orthophotography
- One (1) Map Service includes a Cadastral Base Map layer  
(Other features may be substituted in place of one below):
  - County Limits (Polygons w/ Labels)
  - Road Centerlines and ROW (Lines w/ Labels)
  - Railroad Centerlines and ROW (Lines w/ Labels)
  - Water Course (Lines w/ Labels)
  - Subdivisions (Polygons w/ Labels)
  - Lots (Lines w/ Labels)
  - Parcels (Polygons w/ Labels) – Required Layer
  - Lot, Parcel, and Right-of-Way Dimensions
- One (1) Map Service includes addresses, district boundaries, soil survey, etc.

#### 2.1.3 Tabular Data

Portico has a rich set of query and reporting tools that enable powerful search and analysis workflows directly from the website. These tools require tabular attribute data be provided that is indexed to the GIS by Parcel Number. Frequently these data sources are extracted from the County tax/CAMA system. Attributes included in this basic setup will be limited to, parcel number, owner name and address and will be included on the website and associated with parcels on the map if they are provided to Sidwell by the County.

# Otero County, New Mexico: Portico GIS Website

## 2.1.4 Automated Data Uploads

Sidwell will automate the process of uploading data updates from the County's Tax Administration system, monthly, for the website to Sidwell's servers. It is assumed the County will provide consistently formatted files in a specified location on their network. From these files Sidwell will automate the creation of all necessary compressed (zip) files and ensure they are transferred to Sidwell's servers on a regular basis.

## 2.1.5 Interactive Layer Display

Users of the Portico website will be able to interactively change the display of layers by turning them on/off and adjusting transparency settings through the use of sliders (right). Layers can also turn on/off based upon the scale at which the map is viewed. The layer display tools are visible only when the user hovers over the tool on the map display. The interactive layer display can also be used for multiple years of aerial photography. This can be a powerful tool for change detection.

## 2.1.6 Navigation

Basic map navigation functionality will be incorporated in the site. Web site end-users will be able to pan, zoom in, zoom out, zoom to full extent, rotate view, and reset view to north using the mouse and/or interactive on-screen tools (left). Users accustomed to the navigation utilities in Google Maps or Google Earth will find these tools intuitive.

## 2.1.7 Tools and Functions

The following tools and functions are available to users of the website:

- Measure – Users are able to measure distances and areas on the GIS with instant path/area dimensions displayed on the screen. The measure tool will also have the option of toggling between feet and meter display for distance, and square feet and acre display for area measurements.
- Search – Users are able to search on properties by name, owner, address, or any variety of search strings that is required by the County. Users can locate properties directly from the search results window. Searchable fields are configurable and Sidwell will provide up to four as part of the quoted fee.
- Select – Users can interactively select one or a series of parcel features on the map for further identification, browsing and reporting. Users can locate properties directly from the selected records window. Selected parcels will be highlighted on the map.
- Bookmarks – Users have the ability to save areas of interest for quick access later. Bookmarks are saved per user and are remembered from Portico session to session.
- Coordinate Tools – Users also have the ability to enter XY coordinates to zoom directly to a location. Multiple coordinate formats are supported, for instance latitude/longitude and State Plane. Alternatively the user can place marker points at those locations for comparison and analysis.
- Identify – Users can click once on a property to display simple attribute information from the tabular data and access links to external websites for the selected property. Sidwell will work closely with the County to determine the appropriate information to include in the attribute window once a parcel is identified. It is also from the Identify

## Otero County, New Mexico: Portico GIS Website

results window (and the Search results window) that the user will be able to export results to text files and/or emails.

- Buffer – Users can select features a user-specified distance from a placed point, line or selected parcel. The buffered distance displays as red on the map, and any intersecting properties are added to the selection set.

### 2.1.8 Export Functions

The provided query tools allow the user to export a selection set of parcel records to a comma-delimited text file that can be saved onto disk for future use (spreadsheets, mail merges, etc.). Users can also export the selection set as a hyperlinked URL that is pasted into a message from the user's default email utility.

### 2.1.9 External Links

The Portico website allows for the passing of URL's to select parcels in the map. For this reason, parcel selections can be sent from external applications to the Portico website. The website will automatically select the parcel(s) and highlight them in blue on the map. Conversely (as a potential option), parcels identified in Portico can have links to external websites.

### 2.1.10 Printing

Users can print maps of selected parcels and vicinity, map legends and related attribute information. Users will have the option of printing directly from the scale of the browser window, or can readjust the scale within the print preview window. By default, users will print to 8 1/2"x 11".

### 2.1.11 End-User On-line Help System

All Portico GIS websites have an on-line help system accessible directly from the website. A link is provided on the website that allows users to obtain instructions for applying all the website tools, navigation and selection. Examples of our current on-line help capabilities can be directly accessed from any of the websites that we currently host.

### 2.1.12 End-User Requirements

The site will be functional using current Microsoft Internet Explorer, Mozilla Firefox, and Google Chrome browsers. The site will be designed to operate best when the client is running a minimum screen resolution of 1024 x 768.

## 2.2 GIS Website Hosting

Sidwell will host the new County GIS website and make it available to the public via the Internet. Sidwell hosts over forty GIS websites and has the infrastructure and staff to ensure that the website will be available 24 hours a day, 7 days a week (24/7) (less downtime for routine maintenance and backup).

### **2.2.1 Technical Support**

Sidwell will provide telephone and E-mail support to the County staff during normal working hours (7:00 am to 7:00 pm CST/CDT) Monday through Friday, excluding holidays.

## Otero County, New Mexico: Portico GIS Website

This support will be provided to help assess and correct technical problems with access to the County's data through their GIS Web site as part of the standard hosting fee. .

### **2.2.2 Off-Site Monitoring**

Sidwell has implemented a remote service that automatically monitors all hosted websites to ensure they are functioning. The service provides status reports and emergency notifications via email and text messaging to dedicated staff up to four times an hour (every 15 minutes), 24 hours a day. Our web hosting administrators will have the ability to connect to the web hosting system remotely should issues need to be resolved quickly after hours.

### **2.2.3 Security and Backup**

Sidwell's Web servers are protected by several layers of security including a firewall, Microsoft IIS security, Windows 2008 R2 domain security, and Secure IIS. Sidwell employs a structured backup system for all dynamic data residing on our servers. All changed files are backed up daily. All dynamic files are fully backed up weekly. Our instances on Microsoft SQL Server undergo warm backups on a daily basis. Static data files, such as orthophotography, are backed up onto tape each time they are modified in any way. Only designated Sidwell employees will be permitted access to the Web site beyond the firewall for maintenance, modifications, enhancements, and other system management functions. Our production servers utilize RAID6 striping to ensure protection from failure of a specific disk within our production array.

### **2.2.4 Advertising Restrictions**

Advertising of any kind is prohibited on the County web site, unless requested and authorized by the County. Exclusive of this prohibition, Sidwell is hereby granted permission by the County to include an unobtrusive "Web site Hosted By: The Sidwell Company" notice or banner on all Web pages.

### **2.2.5 Ownership of Applications and Data**

It is understood that all application programs, configuration files, program source code, and pages created for this project are the property of Sidwell. Sidwell maintains the right to restrict access to any end-user to protect the integrity of Sidwell's network and the County's data and/or in the event of detected abuse of privileges by any end-user.

It is understood that all GIS, tabular, and digital orthophoto data is the exclusive property of the County and that Sidwell is prohibited from using said data for any other purpose than to fulfill the terms of this Agreement without the expressed written consent of the County.

### **2.2.6 Five Year Hosting Agreement**

Sidwell is providing basic setup and configuration of the Portico GIS website free of charge to the county as a part of this five year hosting agreement. At the conclusion of the five year term, the county will have the option of renewing the hosting agreement on an annual basis.

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## 3. Project Fees

County will pay for the work and services provided by Sidwell, as detailed above, the following:

### 3.1 Base Project

GIS WEBSITE DEVELOPMENT AND MAINTENANCE	Fee
GIS and CAMA Data Automation	\$ 3,600.00
Portico™ Website Development and Setup	\$ 2,250.00
<ul style="list-style-type: none"><li>- Assumes five year hosting agreement</li><li>- Configuration and setup</li><li>- 1 additional map service</li><li>- External link integration (3)</li><li>- Pictometry oblique imagery viewer</li></ul>	
Portico Website Hosting – Five Year Maintenance Agreement	
<ul style="list-style-type: none"><li>- Five year maintenance agreement (\$ 8,880 / year)*</li><li>- Standard configuration and setup</li><li>- Pictometry oblique imagery viewer hosting</li><li>- GIS &amp; CAMA data automation hosting</li><li>- Additional map service hosting</li></ul>	\$ 44,400.00
<b>Total Fee</b>	<b>\$ 50,250.00</b>

\*At the conclusion of the five year term, the County will have the option of renewing the hosting agreement on an annual basis.

# Otero County, New Mexico: Portico GIS Website

## 4. Additional Provisions

### 4.1 Commencement of Work

Sidwell will commence the work under this contract immediately upon its execution by the County and to continue diligently thereafter until all work, services and materials covered by this contract have been completed.

### 4.2 Additional Services

Any professional services, implementations or software modifications that are not included in the scope of services in this contract but that are requested by the County and agreed upon by Sidwell shall be provided at Sidwell's prevailing time and materials hourly rate. At the time that this contract was executed, Sidwell's hourly rates were as follows:

<u>Rate</u>	<u>Services</u>
\$150.00	Professional / Technical
\$110.00	Production
\$130.00	Travel Time

### 4.3 Compensation

The County will pay Sidwell a total fee of fifty thousand, two hundred fifty, and no/100 dollars (\$ 50,250.00) as full compensation for all Sidwell work, services and materials described and provided for under this Contract.

### 4.4 Invoicing Schedule

Sidwell will submit monthly invoices for the percentage of work completed for any one-time services. Hosting fees will be invoiced at the beginning of each service year.

### 4.5 Payments

The County will pay Sidwell the full amount of each submitted invoice within thirty (30) days of receipt thereof.

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## 5. Authorization

This contract is effective this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

### THE SIDWELL COMPANY

By \_\_\_\_\_  
Neal Carpenter, President, CEO

NEAL CARPENTER personally  
appeared and signed before me as an  
officer and agent of said corporation this

\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Signature of Notary

### OTERO COUNTY

By \_\_\_\_\_  
Ann Boyle  
\_\_\_\_\_  
Title  
Assessor

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Title