



REQUEST FOR PROPOSALS (RFP)

Professional services for:
**ArcGIS Online/ArcGIS Pro migration and
implementation**

Issued by:
City of River Falls, Wisconsin
Jan. 4, 2021

**Proposals must be submitted by
Friday, Jan. 22, 2021**
no later than 4:30 p.m.

Contact: Crystal Raleigh, City Engineer
715-426-3412 craleigh@rfcity.org

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1.0 GENERAL INFORMATION

1.1 Introduction

The City of River Falls, WI, is planning to migrate to ArcGIS Online and ArcGIS Pro platforms to enable the City to expand their capabilities, streamline data management and workflows, and deliver GIS solutions to a broader user base within the City. The City currently utilizes ArcMap and ArcReader for most critical workflows within the City and River Falls Municipal Utilities (RFMU). The ArcGIS Pro migration will allow for improved management and adoption of web mapping and feature services. The ArcGIS Online migration will provide expanded capabilities, both short-term and long-term, for serving GIS solutions through managed web services and applications. The City has performed some preliminary transition to ArcGIS Online, and currently owns an organizational account.

The City is seeking professional support to collaborate with the City's GIS Team and IT Department to provide a smooth migration to, and adoption of, ArcGIS Online and ArcGIS Pro.

The contact for this RFP is Crystal Raleigh, City Engineer, for the City of River Falls.

Phone: 715-426-3412 Email: craleigh@rfcity.org

The GIS Team at River Falls is primarily comprised of an independent contractor managing City-owned GIS data (stormwater, streets, parcels, etc.) and one staff member managing RFMU GIS data (water, electric, sanitary, etc.).

1.2 Definitions

The following definitions are used throughout this RFP:

- City means the collective entity of City of River Falls, WI, and River Falls Municipal Utilities (RFMU). While departmentally separate, they will participate equally in the GIS activities of this RFP.
- Consultant means the proposer awarded the contract for services.
- Proposer/Vendor means a professional services firm or individual submitting a proposal in response to this RFP.

2.0 CURRENT GIS PRACTICES AND BACKGROUND

2.1 Overview

Currently, the City leverages one full-time staff and one part-time independent contractor to manage the majority of their data. One GIS professional is responsible for all City data, such as stormwater assets, parcels, street signs, addressing, street centerlines, plow routes, etc. The second GIS professional handles utility asset data, such as sanitary sewer, potable water, electric, fiber, etc., and inspection records pertaining to those assets. Additional staff contribute to figure creation or data creation/collection on an occasional basis. Despite this organizational structure, the City and RFMU GIS operate as a collaborative entity and this project aims to increase the collaboration and sharing between the GIS team and across all departments now and in the future. The City and RFMU have recently converted all the GIS data from personal geodatabases (.mdb) to file geodatabases (.gdb) in preparation for this migration and to minimize workflows involving copied personal geodatabases to accommodate multiple editors/users.

Most data management and figure creation occurs through ESRI ArcMap. Certain data, utility data in particular, is available through ArcReader to allow for field access. The City currently owns an ArcGIS Online account and has started to leverage components of the platform to streamline

workflows (e.g. sewer manhole inspections), but published web services are currently not the sole authoritative source of most datasets.

2.2 Current ESRI Licensing and Software

The current ESRI licensing for all staff at the City is maintained under one ESRI customer number. For ArcMap Desktop software, the City currently owns 5 Basic (concurrent, Planning, etc.), 1 Standard (concurrent, RFMU), and 1 Advanced (concurrent, City GIS) ArcMap licenses. In addition, the City owns 1 Spatial Analyst concurrent license, and 1 Publisher concurrent license (requirement for ArcReader).

The current ArcGIS Online account has been operational for a few years, but licensing to named users does not extend across departments or staff. In 2021, the City is moving to an ESRI Small Government Cloud Enterprise Agreement which provides all necessary ArcGIS Online and ArcGIS Pro licensing desired by the City. The City expects that the proposer will make recommendations to allocate or redistribute these licenses during the course of the project to accommodate project goals.

2.3 Constraints or Limitations

The City has decided not to pursue ArcGIS Enterprise, or any other solution that is not cloud-based, at this time. RFMU currently manages two geometric networks (water and electric) but will not be migrating the geometric networks to utility networks in ArcGIS Pro at this time. This is a desired future task, however.

3.0 PROJECT SCOPE

3.1 Summary of Objectives

The City aims to complete a migration to ArcGIS Online and ArcGIS Pro from ArcMap and ArcReader. The scope of this migration is limited to only replacing the current critical workflows on the new platforms and will rely heavily on training and implementation to empower the GIS staff to

continue future migration at their own pace. Descriptions of datasets and their prescriptions are presented in Appendix 1 – Data Summary.

Some of City’s data to be migrated is private and confidential. Security of this data throughout the migration process will be imperative to a successful project.

3.2 Objectives

TASK 1 - SOFTWARE AND DATA MANAGEMENT REVIEW

A. **Review and understand the City’s existing GIS architecture,** including:

- a. Current GIS datasets and their functions/management
- b. ESRI licensing
- c. Software/Platforms in use
- d. Evaluation of current ArcGIS Online and ArcGIS Pro usage

B. **Provide recommendations and modifications,** such as:

- a. Allocation of ESRI licensing across necessary staff and departments.
- b. File Structure and data management practices

TASK 2 - ESTABLISH AND IMPLEMENT DATA MANAGEMENT PLAN

A. **Locally Managed Data.** The consultant will suggest and implement improved data management practices, schema modifications, and relationship classes if deemed necessary after understanding the City’s needs for the datasets. The majority of this data includes supplemental base layers such as contours and parks. As indicated in Appendix 1, this data participates in workflows supported by ArcReader. This data will need to continue to support workflows which will be utilized by ArcGIS Online mobile apps (Explorer, Collector, etc). Datasets meeting these criteria are listed in Appendix 1 – Data Summary under **RFP Data Group Code “A”**.

- B. Data to be Migrated to and Managed in ArcGIS Online.** The consultant will implement any necessary schema modifications, prepare data, and publish the content to the City's ArcGIS Online. The consultant will collaborate with the City to determine methods to preserve or enhance functionality for data containing PDF hyperlinks as attribute fields. This dynamic data will mostly be managed as ArcGIS Online feature services through ArcGIS Pro, and participate in web maps or apps as editable layers. As indicated in Appendix 1, this data participates in workflows supported by ArcReader. This data will need to continue to support workflows which will be utilized by ArcGIS Online mobile apps (Explorer, Collector, etc) with the PDFs accessible in the field. Datasets meeting these criteria are listed in Appendix 1 – Data Summary under **RFP Data Group Code “B”**.
- C. Workflows to be Migrated to ArcGIS Online as Office and Mobile-Access Web Solutions.** The consultant will prepare and modify data as necessary, publish required layers, and configure mobile/office solutions for editing and/or inspections. System data such as utilities and city inventories will require web applications and suggested mobile applications (Collector, Survey123, etc) for cross-departmental staff access with various permissions levels to account for viewing and editing. Geometric network data (water and electric) will require migration to hosted feature layers focusing on asset management functions. Various items such as water reporting and electric inspections currently do not exist digitally and require suggestion and creation by the consultant. Datasets meeting these criteria are listed in Appendix 1 – Data Summary under **RFP Data Group Code “C”**.
- D. Migrating ArcReader Workflows.** ArcReader maps are currently being used as the primary mobile access method. If the mobile

solution was not already addressed in Data Group C above, it is expected the consultant will collaborate with the City to determine, then configure the remaining mobile solutions required to meet the needs of existing workflows and fully retire ArcReader.

TASK 3 - IMPLEMENT AND REDESIGN ARCGIS ONLINE

- A. **Redesign Home Page and Create Public Facing Components of ArcGIS Online.** The consultant will evaluate and redesign the current ArcGIS Online home page and other public facing components, updating graphics, organizational settings, and galleries to allow for clear and secure access for the public and named users across the organization.
- B. **Implement Reorganization of Site Architecture.** The consultant will evaluate, reorganize, and implement new users, groups, group sharing infrastructure, galleries, and permissions across the site to allow for appropriate cross-departmental access and permissions to web applications and workflows created during this project.

TASK 4 - ARCGIS ONLINE ADMINISTRATION AND USER TRAINING

- A. **ArcGIS Online Administration Training for Core Staff.** The consultant will provide in-person or remote training (at City and consultant discretion) to core staff managing the infrastructure of the ArcGIS Online organization. The training can be over multiple sessions, but should include the following aspects:
- a. Sharing, Permissions, and User Types
 - b. Tools for Organizing and Configuring Hosted Feature Data
 - c. Data Management – Views and Exporting
 - d. Overview of Web Map, Web Apps, and Mobile Solutions

B. ArcGIS Online Training for Users. The consultant will provide training (at City and consultant discretion) to “users” of the technology. Training should target the specific activities or skills required of those users and can be organized across multiple sessions accordingly.

Minimum training sessions required are as follows:

- a. 1 live-recorded training session for approximately 6 water/sewer staff (at least 1.5 hours).
- b. 1 live-recorded training session for approximately 6 electric staff (at least 1.5 hours).
- c. 1 live-recorded training session for approximately 8 public works staff (at least 1.5 hours).
- d. 1 video training session for all other users on mobile and office use of ArcGIS Online.

Training sessions a-c can be scheduled to take place on the same day. One possible solution for these sessions is to have them primarily take place remotely through a meeting app like Teams or WebEx where they can be recorded; however, at least one team member from the Consultant’s staff shall be physically located in the training room with City staff to answer questions that may arise.

TASK 5 - ARCGIS PRO TRAINING

A. ArcGIS Pro Training for Primary GIS Staff. The consultant will provide in-person or remote training for up to four (4) primary GIS staff to the degree of “training the trainer”. GIS staff must reach a competency sufficient to perform their current job functions and those introduced by this migration. GIS staff will be responsible for further training and adoption of ArcGIS Pro for other staff in the future.

Training subject matter should include:

- a. Overview of Key Differences from ArcMap – Licensing, etc

- b. File Architecture of a Pro Project
- c. Catalog Pane – Portal, Local, and other data connections
- d. Publishing Data
- e. Management and Editing of Web Services
- f. Domain and Field Editing
- g. Figure Creation – Layouts, Templates, and Data Frame Elements

TASK 6 - POST-TRAINING SUPPORT

- A. **Ongoing Technical Support for Project Duration.** Please include a bank of up to 40 hours to support staff through troubleshooting and adoption period. This bank will be used on an as needed basis post-training. Also include an hourly rate for staff support outside of the 40 hours.

- B. **Half-Day Workshop – Recommended Future Workflows.** Please include a half-day virtual or in-person workshop with core staff to review and recommend solutions pertaining to future expansion and leveraging of the existing datasets provided below. Discreet solutions provided for each dataset will either be undertaken by internal GIS staff or awarded to a consultant at a later date. Specific recommendations for this data should not be provided as part of this proposal, as recommendations will be developed and vetted at the workshop.
 - a. Traffic accident data
 - b. Traffic count data
 - c. Pavement inspections
 - d. Bridge inspections
 - e. Public engagement web applications
 - f. Fire Department web map for hydrant data and other requirements

3.3 Project Schedule

Proposers shall detail the schedule for their work while keeping the following key points in mind:

- It is the City's intent to award this contract at its Feb. 23 City Council meeting.
- Project schedule shall require minimal RFMU staff involvement between April 15 and Oct. 15. Minimal involvement is less than 4 hours per week. The GIS independent contractor may be involved freely throughout the project.
- Project tasks may happen in a different order to make up for limited City staff availability throughout the construction season.
- It is the City's intent to complete this work by Dec. 31, 2021. If circumstances arise where City staff are unable to respond to questions within a reasonable timeframe, the schedule may extend through Feb. 2022.

4.0 PREPARING AND SUBMITTING A PROPOSAL

4.1 General Instructions

The evaluation and selection of a consulting firm will be based on the information submitted via the proposal. Proposers should address all components of Section 3: Project Scope, using the provided background as a guide. Failure to address any key element in the RFP could result in rejection of a proposal. The City is not liable for any costs incurred by proposers in replying to this RFP. Fees associated with services related to a proposal must be included in the same document. The fee structure is requested as lump sum for the final contract. Proposers shall detail costs at the task level, showing costs per task totaling the lump sum estimate. If selected, actual project costs per task can vary, but total project cost must adhere to the overall amount.

4.2 Submitting a Proposal

Proposers must submit the following:

- One (1) electronic copy (via email or jump drive) of the firm's proposal in PDF format

Submittals received after Jan. 22, 2021, at 4:30 p.m. CST will not be accepted. Proposers can hand deliver, mail, or email required documents to:

Physical Address:

River Falls City Hall

Attn: Crystal Raleigh

222 Lewis Street

River Falls, WI 54022

Email: craleigh@rfcity.org

Submittals by mail must be packaged, sealed, and include clear information regarding the Proposer's name and address, as well as the Request for Proposal (RFP) title.

4.3 Proposal Organization and Format

Proposers responding to this RFP must including the following information in the order listed herein.

- ***Signed Consultant Cover Letter, Signed***
 - Include here any cover letter and title page, signed.
- ***Qualifications of the Submitting Firm***
 - Firm Overview of Services and Capabilities.
 - Relationship with ESRI and ESRI Partner status/certifications.
- ***Qualifications of the Proposed Project Team***
 - Proposals must identify a clear point of contact, project manager, and relevant staff who will work on the project. Assurance must be provided that the described team members will be performing the work and will not be substituted with other team members.

- Team member resumes or other mechanism to show experience with similar or related projects, including experience with ESRI platforms and other software or IT components relevant to the project.
 - List, in table format, evidence of at least 10 similar migration and training projects the team or team members have completed.
 - Names, titles, and years of experience of the team members must be included.
- ***Demonstrated Project and Related Experience with Relevant ESRI Platforms – ArcGIS Online and ArcGIS Pro***
- Specific projects most relevant to this RFP, including a description of the client, project approach and outcomes, and staff contributors. Please include at least two, but no more than three representative projects.
- ***Proposed Project Approach and Fee***
- The consultant's approach, understanding, and schedule (following guidance from Section 3.3) should be included, providing a clear articulation of the project goals and requirements.
 - The proposer should explain their process – migration, implementation, training, and follow up support. A proposed strategy and schedule should be evident as the project progresses through the subsequent tasks.
 - The consultant's proposed fee should be presented within this section. The requested fee structure for this contract is lump sum. Proposers shall detail costs as the task level, showing costs per task totaling the lump sum estimate. If selected, actual project costs per task can vary, but total project cost must adhere to the overall amount.

4.4 Withdrawal of Proposals

Proposals may be withdrawn by a proposer prior to contract to award, in writing, at any time up to the proposal due date and time. The notice must be signed by an authorized representative of the proposer. If a previously submitted proposal is withdrawn before the due date, the proposer may submit another proposal at any time up to the original due date and time.

5.0 FIRM SELECTION AND AWARD PROCESS

5.1 Evaluation Committee

The City of River Falls, WI, evaluation committee will be comprised of 3-5 staff members deemed appropriate by the City based on their special expertise and knowledge of the services requested in this RFP. The evaluation committee will be comprised of a multidisciplinary team across key departments at the City. Proposers may not contact potential members of the evaluation committee outside of the provided contact except at the City's request.

5.2 Evaluation Criteria

This RFP will largely be judged upon the proposers' qualifications and experience, due to the handling of the City's critical existing data, criticality of cross-departmental adoption, and desire to reduce downtime. Other factors such as fee are relevant and weighting considerations of each factor subsequently presented is shown in the table below. Each proposal will be evaluated on the following evaluation criteria:

- Completeness of proposal; ability to address all required components.
- Qualifications and demonstrated experience and abilities of project manager and staff on similar implementation projects, with consideration to project experience and utility asset management in Wisconsin.

- Project approach that shows ability to facilitate a smooth project delivery across various staff departments and skill levels.
- Demonstrated experience with providing training and guidance on the software platforms.

| Description of Proposer Information | Points |
|--|------------|
| Team Experience with Relevant GIS Platforms – ArcGIS Online, ArcGIS Pro | 25 |
| Qualifications/Experience with Similar Projects and Training Staff | 25 |
| Project Understanding and Approach | 30 |
| Fee | 20 |
| TOTAL | 100 |

5.3 Selection Process and Interviews

The City of River Falls, WI, evaluation committee will review accepted proposals and score against the stated criteria. Top-scoring proposals, based on the evaluation of the written proposal, may be required to participate in an interview or presentation if the City deems necessary. The evaluation committee will make adjustments to the scores based on the other pertinent proposer information described above and ultimately proceed with the final selection.

5.4 Right to Reject Proposals and Negotiate Terms

The City reserves the right to reject any and all proposals. The City reserves the right to negotiate the terms of the contract with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully, the City may negotiate a contract with another proposer.

5.5 Consultant Debriefing

The City will grant requests to debrief proposers at the City’s discretion. If consultants submit a proposal or accept an interview and are not selected, the consultant agrees to respect the debriefing determination and will accept the final decision of the evaluation committee.

APPENDIX 1 – DATA SUMMARY

| Data or Item | Current Data Manager | RFP Data Group Code | Participates in ArcReader | Current Storage/Solution | Desired Storage or Workflow | Details |
|--|----------------------|---------------------|---------------------------|---------------------------------------|---|--|
| Parks | City | A | X | Local File Geodatabase | ArcGIS Pro | |
| Walks and Paths | City | A | X | Local File Geodatabase | ArcGIS Pro | |
| Soil Data | City | A | | Local File Geodatabase | ArcGIS Pro | |
| Land Use Planning | City | A | | Local File Geodatabase | ArcGIS Pro | |
| Lakes and Rivers | City | A | X | Local File Geodatabase | ArcGIS Pro | |
| Future Projects | City | A | | Local File Geodatabase | ArcGIS Pro | |
| Contours | City | A | X | Local File Geodatabase | ArcGIS Pro | |
| Attribute Assistant Rules | City | A | | ArcMap | ArcGIS Pro | 54 Attribute Assistant Fields to migrate, decommission, or accomplish through alternative method |
| Sanitary Sewer System Related Tables | RFMU | B | X | Local File Geodatabase | ArcGIS Online | 1 Table - MH Inspections |
| Water System Related Tables | RFMU | B | X | Local File Geodatabase | ArcGIS Online | 3 Tables including valves operated, water model, and network builder |
| Sanitary and Water Lateral Inspections | RFMU | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | Migrate or create alternative solution |
| Electric System Related Tables | RFMU | B | X | Local File Geodatabase | ArcGIS Online | 6 Tables including pole testing by year, latest month's meters, network builder |
| Electric Inspections Hyperlinks | RFMU | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | Migrate or create alternative solution |
| Landbase | RFMU | B | X | Local File Geodatabase | ArcGIS Online | 11 Features Classes (e.g. Buildings, fences, sirens, etc) |
| Misc Supplemental Utility Data | RFMU | B | X | Local File Geodatabase | ArcGIS Online | 10 Feature Classes (e.g. area bench mark corners, historic parcels/plats, etc) |
| Waste Water Treatment Plant | RFMU | B | X | Local File Geodatabase | ArcGIS Online | 5 Feature Classes (e.g. valving, piping, etc) |
| Crime Points | City | B | X | ArcGIS Online (partial) | ArcGIS Online | Office web solution required for Police Department |
| Parcels | City | B | X | Local File Geodatabase | ArcGIS Online | Parcels in two Counties - Pierce and St. Croix |
| Street Centerlines | City | B | X | Local File Geodatabase | ArcGIS Online | Contains sublayer - Plow Routes |
| Sewer Televising Video Hyperlinks | RFMU | B | | Hyperlink (File Path as Attribute) | ArcGIS Online Desktop Solution, no mobile solution required | Workflow should be available on Desktop Applications when city network is accessible through hyperlink (140 GB). |
| Annexation Ordinances Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 70 files |
| Conservation Easements Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 1 file |
| Corporate Limits Descriptions Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 15 files |
| Covenants Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 3 files |
| CSMs Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 457 files |
| Deeds Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 237 files |
| Easements Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 826 files |
| Grant Agreements Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 1 file |
| Plats Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 206 files |
| Soil Borings Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 2518 files |
| Street Vacations Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 30 files |
| Zoning Hyperlinks | City | B | X | Hyperlink (File Path as Attribute) | ArcGIS Online Attachment or Mobile-Enabled Link Alternative | 16 files |
| Sanitary Sewer System | RFMU | C | X | Local File Geodatabase | ArcGIS Online | 17 Feature Classes (FCs) (MHs, etc) |
| Water Distribution System (Network) | RFMU | C | X | Local File Geodatabase | ArcGIS Online (break network) | 35 Feature Classes (includes meters) and Geometric Network. Network used for topology primarily. |
| Electric Distribution System (Network) | RFMU | C | X | Local File Geodatabase | ArcGIS Online (break network) | 50 Feature Classes (includes meters) and Geometric Network. Network occasionally used for outage tracing. |
| Fiber Optic | RFMU | C | X | Local File Geodatabase | ArcGIS Online | 5 Feature Classes |
| Sanitary Manhole Inspections | RFMU | C | X | Survey123 Connect | Survey123 Connect | No action required |
| Sanitary Main Jetting Tracking | RFMU | C | X | Local File Geodatabase | Suggest ArcGIS Online Mobile Workflow | Currently a relationship class on gravity mains |
| Electric Overhead Line Inspections | RFMU | C | | On Paper | Suggest ArcGIS Online Mobile Workflow | See Appendix 2 for example paper form |
| Electric Underground Line Inspections | RFMU | C | | On Paper | Suggest ArcGIS Online Mobile Workflow | See Appendix 2 for example paper form |
| Capacitor Bank Inspections | RFMU | C | | On Paper | Suggest ArcGIS Online Mobile Workflow | See Appendix 2 for example paper form |
| Water Valve Exercising | RFMU | C | | None | Suggest ArcGIS Online Mobile Workflow | Mobile solution required for field staff to complete |
| Water Leaks Tracking | RFMU | C | | Local File Geodatabase | Suggest ArcGIS Online Mobile Workflow | Mobile and office solution required to track water leak locations and details/photos |
| Hydrant Flushing and Inspection | RFMU | C | | None | Suggest ArcGIS Online Mobile Workflow | Mobile and office solution required to document flushing details and/or hydrant conditions |
| Water Operations Reporting Solution | RFMU | C | | None | Suggest ArcGIS Online Solution | Office solution for reporting on maintenance and operations of water system activities |
| Stormwater System | City | C | X | Local File Geodatabase | ArcGIS Online | Mobile and office solution required for field access and office management |
| Stormwater Inspections and Repairs | City | C | | ArcGIS Online | Suggest ArcGIS Online Mobile Workflow | Mobile workflow required for tracking storm inspections, etc |
| Tree Inventory | City | C | X | ArcGIS Online | Suggest ArcGIS Online Mobile Workflow | Mobile and office solution required for collaborative management between field and office |
| City-Wide Base Map | City | C | X | Local File Geodatabase | ArcGIS Online | Populated by most city base layers (roads, contours, parcels, etc) |
| Pavement Preservation Program | City | C | | Local File Geodatabase w Excel Tables | Suggest ArcGIS Online Mobile Workflow | Incorporate pavement management techniques and their costs with current pavement polygons and centerlines for easier planning. |
| Street Sign Inventory | City | C | X | ArcGIS Online (partial) | Suggest ArcGIS Online Mobile Workflow | Post inventory with related tables for guide, regulatory, etc signage |
| Street Sign Inspections | City | C | | ArcGIS Online (partial) | Suggest ArcGIS Online Mobile Workflow | Mobile workflow required for performing and tracking inspections |

APPENDIX 2 – EXAMPLE PAPER FORMS

OVERHEAD DISTRIBUTION INSPECTION FORM

Date:

Inspected by:

SUB: UKE

| MAP AREA | STRUCTURE | | | | | | | | | | | | EQUIPMENT | | | | | CLEARANCE | | | COMMENTS | | | | | | | |
|----------|------------------------|--------------------|---------------------|-----------------|------------|-------------------------|-----------------------|---------------------|-----------------------|--------------------|--------------------|----------------------|-----------|-------------|----------|------------|-----------|-------------|--------------|---------------|----------|--|--|------------------------|---------------------|--------------------------------------|-------------------------|--|
| LOCATION | Pole Condition/Leaning | Crossarm Condition | Insulators, DE, Pin | Soil Conditions | Pole Steps | Grounds Intact, Molding | Down Guys and Markers | Guy Bond, Insulator | Signs, Lock#, Warning | Customer Equipment | Conductor and Ties | U'Guard/Conduit Cond | RFI Check | Transformer | Switches | Circuitous | Arresters | Terminators | Street Light | Tree Trimming | | | | Ground Line Clearances | Building Clearances | Streets, Roads, Alleys | Communication Clearance | |
| | | | | | | | | | | | | | | | | | | | | | | | | | Rating Criteria | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 0) Good Condition | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 1) Good Condition but aging | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 2) Non-critical Maintenance Required | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | 3) Priority Maintenance Required | | |
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UNDERGROUND DISTRIBUTION INSPECTION FORM Date _____ Inspected by _____ Sub _____ Circuit _____

| MAP AREA | STRUCTURE | | | | | | | EQUIPMENT | | | | IR / RFI Scan | COMMENTS | | | | |
|--------------------|---------------------|-----------------|----------|-----------------------|-----------|--------------|---------|-----------------------|---|---|----------------------------------|---|---|--|--|---------------------|--------------|
| EQUIPMENT LOCATION | Enclosure Condition | Level / Leaning | Security | Grade / Accessibility | Numbering | Voids / Gaps | Signage | Pad / Vault Condition | Transformers, Leaks, Bushings, Grounding, Bonds, Elbows, Arrestors, Cable cond, Connections | Primary Pedestals, Elbows, Grounding, Bonds, Junction cond. | Secondary Pedestals, Connections | Switches, Signage, Insulators, Security, Linkage, Ground, Bonds | Main Three Phase Feeders, Risers & Switchgear | Priority URD Transformers, Bushings and Tank heating | Rating Criteria ----- 0) Good Condition 1) Good Condition but aging 2) Non-critical Maintenance Required 3) Priority Maintenance Required 4) Urgent Maintenance Required | Date Item Corrected | Corrected By |
| | | | | | | | | | | | | | | | | | |
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Switched Capacitor Bank Inspections

| Location | Cap Bank # | Serial # | Amp Reading | Microfarads | Oil Filtered y/n | Pass/Fail |
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Fixed

Capacitor Bank Inspections

| Location | Cap Bank # | Serial # | Amp Reading | Microfarads | Pass/Fail | Comments/Repairs |
|----------|------------|----------|-------------|-------------|-----------|------------------|
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