

## Staff Report

**Subject:** Scan Drawing Archive – Phase 2 - Spatial Engineering – PID: 21010 OCS-04  
**Author:** Pamela Melser, GIS Coordinator  
**Department:** GIS  
**Meeting Date:** May 3, 2022  
**Item Description:** Consideration to approve proposal by Spatial Engineering to scan and catalog Effingham County’s hard copy drawing records library.

### Summary Recommendation:

On April 14, 2022 Spatial Engineering submitted an On-Call Services Task Proposal to scan and catalog Effingham County’s hard copy drawing records library. This is a continuation of the effort to scan and catalog the County’s record archives. This phase will follow the same process to create a digital .pdf record to be used in future utility data extraction. This task is for scanning, cataloging, and loading the scans into RightSpot. It does not include utility data extraction from the scanned images. The scanning and cataloging will be executed under Spatial Engineering’s current contract with the County; PID 21010, On-Call Support. Per the current contract with Spatial Engineering, On-Call Services (OCS) provides the County the ability to request data updates, analysis, maps, field collection, application development, etc. on an as needed basis.

### Executive Summary/Background:

- The following deliverables are expected
  - Scanned image of each drawing set
  - Original drawing sets in sealable containers suitable for long term storage
  - Catalog of scanned drawing sets
  - Drawings added to RightSpot Project Layer
  - Assessment of County Scan data

### Alternatives for Commission to Consider

1. Approve Scan Drawing Archive – Phase 2 - Spatial Engineering – PID: 21010 OCS-04 in the amount of \$50,360.00.
2. Take no action
3. Do not approve Scan Drawing Archive – Phase 2 - Spatial Engineering OCS-04.

**Recommended Alternative:** Staff recommends Alternative number 1

**Other Alternatives:** N/A

**Department Review:** Asst. County Manager/Director of Development Services

**Funding Source:** 100-7403-225-52-1202 using a budget amendment for \$25,180.00 for FY22. The balance in the amount of \$25,180.00 will be funded by 100-7403-225-52-1202 in FY23.

**Attachments:** 1. Spatial Engineering Proposal