



February 18, 2025

City of Jackson  
101 Court Street  
Jackson, Missouri 63755

Re: Request for Proposals for GIS Services

Alliance Water Resources welcomes the opportunity to present the City of Jackson with qualifications and two (2) price proposals related to the City's Request for GIS Services.

Alliance is a Columbia, Missouri-based company providing water and wastewater services to many communities in the Midwest and Southeast. Alliance also provides the GIS services outlined in the City's RFP to many of our current clients, most notably Cape Girardeau, where Alliance has provided full municipal GIS services for 10 plus years.

Both options presented herein include a full-time GIS Coordinator dedicated to the City of Jackson to oversee GIS Services as directed by the Project Manager. The key difference is vehicle usage/fuel.

The fee for phase 2 would be negotiated in 6 months and annually thereafter.

We are prepared to partner with the City of Jackson in the continuation of its GIS program to streamline and advance your asset management initiatives.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Bart Downing". The signature is fluid and cursive, with a large loop at the end.

Bart Downing  
Director of Business Development  
[bdowning@alliancewater.com](mailto:bdowning@alliancewater.com)  
(816) 387-3559

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## PROPOSAL FORM & EVIDENCE OF AUTHORITY TO SIGN

## PROPOSAL FORM

### 1. Proposal Recipient

This Proposal is submitted to:

Office of the City Clerk  
City Hall – City of Jackson  
101 Court Street  
Jackson, Missouri 63755

The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an Agreement with Owner in the form included in the Request for Proposal Documents to perform all Work specified or indicated in the Request for Proposal Documents for the prices in this Proposal and in accordance with the other terms and conditions of the Request for Proposal Documents.

### 2. Proposer's Acknowledgements

By signing and submitting a Proposal Form, the Proposer acknowledges that Proposer understands and accepts all of the terms and conditions of the Instructions to Proposers. This Proposal will remain subject to acceptance for sixty (60) days after the Proposal opening, or for such longer period of time that the Proposer may agree to in writing upon request of Owner.

In submitting this Proposal, Proposer represents that:

- a. Proposer has examined and carefully studied the Request for Proposal Documents, and any data and reference items identified in the Request for Proposal Documents, and hereby acknowledges the receipt of the following Addenda, if any (if no Addenda are issued, mark "N/A"):

Addendum No.	Addendum, Date
N/A	N/A

- b. Proposer has become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- c. Proposer is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- d. Proposer has carefully studied all Supplementary Conditions of the Proposal Documents and is aware of any special, uncommon, or any requirements beyond the general requirements and description of the Work.
- e. Proposer has considered the information known to Proposer itself, information commonly known to Businesses or Vendors doing similar business and the Request for Proposal Documents with

respect to the effect of such information, observations, data, and documents on the cost, progress, and performance of the Work, the means, methods, techniques, sequences, and procedures of work to be employed by Proposer, and Proposer's security precautions and programs.

- f. Proposer agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, studies, or data are necessary for the determination of this Proposal for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Request for Proposal Documents.
- g. Proposer is aware of the general nature of work to be performed by Owner and others that relates to the Work as indicated in the Request for Proposal Documents.
- h. Proposer has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in the Request for Proposal Documents and confirms that the written resolution thereof by Owner is acceptable to Proposer.
- i. The Request for Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- j. The submission of this Proposal constitutes an incontrovertible representation by Proposer that Proposer has complied with every requirement of this Article, and that without exception the Proposal and all prices in the Proposal are premised upon performing and furnishing the Work required by the Request for Proposal Documents.

### 3. Proposer's Representations

By submitting this Proposal Form, Proposer certifies that:

- a. This Proposal is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- b. Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal;
- c. Proposer has not solicited or induced any individual or entity to refrain from submitting a Proposal; and
- d. Proposer has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph:
  - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the selection process;

- ii. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the selection process to the detriment of Owner, (b) to establish Proposal prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
- iii. "collusive practice" means a scheme or arrangement between two or more Proposers, with or without the knowledge of Owner, a purpose of which is to establish Proposal prices at artificial, non-competitive levels; and,
- iv. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or affect the execution of the Contract.

4. Schedule of Fees

**ATTACHMENT A - SCHEDULE OF FEES**

Schedule of Fees shall include hourly rates for each level of employee proposed to be part of the project and shall include any overhead, administrative, travel, facility, equipment, and any other fees or costs that will be used to calculate the cost of Work at a total hourly rate.

5. Work Strategy

**ATTACHMENT B – WORK STRATEGY**

Work strategy shall include details of the physical location where Work is to be performed, a list of key employees who will perform and supervise the Work, details of the hardware and software to be utilized, including any Esri licenses or other related licenses or software, the method(s) of transferring files from and to the City and its GIS partners, and instances, if any, in which a Sub-contractor would be utilized.

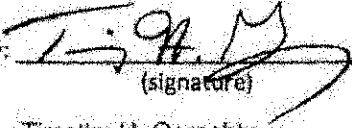
6. List of Sub-contractors

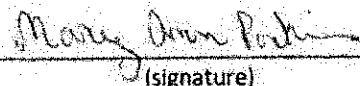
The names of Sub-contractors to be used for this Work shall be entered in the spaces provided below. Upon award of a contract, the named Sub-contractors shall be used, without exception. Any substitution of named Sub-contractors to be used for this Work shall be subject to concurrence of the Owner and shall be confirmed by Change Order. Failure to furnish all information requested in this listing may be cause for rejection of the Proposal.

	Area of Work	Name of Sub-contractor (state "None" if Proposer will complete all Work)
1.		
2.		
3.		

7. Proposal Submittal Agreement

Proposer: Alliance Water Resources, Inc.

By:   
(signature)  
Timothy H. Geraghty  
(print)  
President  
(title)

Attest:   
(signature)  
Mary Ann J. Perkins  
(print)  
Secretary  
(title)

Note: If Proposer is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.

Address for giving notices to Proposer:

Contact Name: Bart Downing

Mailing Address (City, ST, ZIP): 206 S Keene St., Columbia, MO 65201

Phone: 816-387-3559

Email: bdowning@alliancewater.com

## ATTACHMENT A – SCHEDULE OF FEES

Option A: Cost to include use of City Hall and access to City-owned equipment including computer(s), printer(s), GPS unit, and vehicle/fuel for GPSing:

**\$60 per hour**

Option B: Cost to include use of City Hall and access to City-owned equipment including computer(s), printer(s), and GPS unit, but excluding vehicle/fuel:

**\$65 per hour**

## ATTACHMENT B – WORK STRATEGY

Alliance Water Resources Inc. (AWR) has an established, specialized but well-rounded team of GIS professionals in southeast Missouri that can be grown upon to incorporate the City of Jackson's needs.

Our strategy for Jackson is very similar to our approach in Cape Girardeau: we propose hiring a full-time GIS Coordinator to be stationed in Jackson City Hall, who will leverage expertise and experience from the Cape Girardeau GIS team and ultimately unite to form a regional Cape Girardeau/Jackson GIS team.

### Work timetable

#### *Phase 1*

The focus of Phase 1 would be migrating to ArcGIS Online/ArcGIS Pro and identifying a GIS Coordinator specific to Jackson. AWR staff will also perform other GIS services as requested. See below the proposed timeline of progress for the first 6 months:

- Upon award: AWR will begin search for Jackson GIS Coordinator; key employees will meet with City staff and establish workstation at City Hall
- Month 1: AWR will have completed a catalog of GIS data and will develop a database structure to be presented to the Project Manager; ArcGIS Online platform will be initiated
- Month 2: ArcGIS Online will be operational with minimal data migrated in; City will be provided initial ArcGIS Online training for select staff
- Month 3: Jackson GIS Coordinator hired
- Month 4: 50% of data is available on ArcGIS Online; additional training is provided to City end users including how to access and view system
- Month 5: 75% of data is available on ArcGIS Online
- Month 6: All data is available on ArcGIS Online; select City staff is provided with ArcGIS Pro training

#### *Phase 2*

In an effort to consolidate resources and provide long-term stability, we propose pursuing an Intergovernmental Agreement (IGA) with the City of Cape Girardeau for GIS Services. Cape Girardeau City Management has expressed an interest in exploring this possibility. AWR could facilitate these discussions between Cities.

The cost for Phase 2 would be presented at an amount less than or equal to Phase 1 (dependent on terms of such an IGA). The scope of Phase 2 includes the following ongoing tasks:

- Maintenance and upkeep of all items as defined in Attachment A "Schedule of Map Updates"
- Review historical ordinances to capture and map easements
- Vetting of existing data
- Digitization of paper maps
- GPS activities

- Develop SOPs for ongoing data management
- Other GIS activities as requested

## Key employees

All Jackson GIS operations would have oversight from Regional Operations Manager, Erica Bogenpohl, PE, GISP. Erica has a uniquely beneficial perspective of the project scope given her tenure as Jackson's Staff/City Engineer from 2012-2017.

AWR's Process Optimization Specialist, Blake Kiefner, would be engaged upfront and as needed to develop and build the framework for the new database. Blake's programming skills would also be utilized to automate workflows or repetitive tasks.

Teresa Heifner, our GIS Coordinator for the City of Cape Girardeau, will be a key contributor due to her successful track record managing Cape Girardeau's GIS system. Teresa has collaborative working relationships with Jackson's previous GIS employees and County employees. Teresa will be critical when it comes to the development of dataset structures and SOPs thereof.

A new, to-be-determined GIS Coordinator would be Jackson's main point of contact.

The Cape Girardeau division employs two additional GIS Technicians who could aid in any number of tasks as Jackson-specific processes are developed.

Erica and Blake live in Cape Girardeau County and Teresa is a City of Jackson resident. More about each key employee can be found in Attachment D.

## Hardware and software to be utilized

AWR staff would utilize City of Jackson computers and equipment that are reserved for the previous Jackson GIS Department. If ArcGIS Pro is not already installed at this workstation, AWR employees would make it so. AWR staff would work within the confines of Jackson's existing Esri licenses; no additional licenses are needed for our staff.

We envision the architecture being such that layers and datasets are available to be downloaded from ArcGIS Online (password protected of course), eliminating the need for any manual transfer of files.

## Sub-contractors

We do not anticipate utilizing any sub-contractors for the current scope of work as defined in the Proposal Documents.

## ATTACHMENT C – COMPLETED PROJECTS & REFERENCES

Alliance Water Resources (AWR) has been managing GIS services for our water and wastewater partners for over 10 years. Our approach has always been centered on practical and economical systems with the focus on the objectives of the end users.

In addition to the Esri suite, AWR also has staff trained in the use of QGIS and GeoSync.

The following project list will showcase that our company has a proven history of developing and managing scalable systems with a wide range of objectives.

### Completed Projects

#### City of Cape Girardeau, Missouri

This southeast Missouri city of 40,000 has held a contract with AWR to manage their water system since 1992. As technology grew, GIS services became a necessary part of effective water system management. In addition to digitizing historical maps and plans, tap and repair records were also scanned into the system. This eliminated the need to travel back to the office because all water system data could be remotely accessed. The City of Cape Girardeau was not seeing similar GIS success from other city departments, so in 2014, an agreement was signed for AWR to provide full municipal GIS services. Alliance hired a full-time GIS Coordinator to work directly with the engineering, planning, and inspection services departments. Job duties for the existing water system GIS Technician were expanded to include data management of all public works utilities. These two Cape Girardeau employees, leveraging additional company expertise, worked to develop an ArcGIS Enterprise database, integrate GIS data into the municipal billing system, and created dozens of web applications for various city departments and the public, all within the first 2 years.

In the following years, staff created and continue to maintain hundreds of layers including street centerlines, zoning, easements, subdivisions, addresses, structures, flood plains, police reports, liquor licenses, historical districts, city limits, and more. This is all in addition to the dozens of layers related to utilities including water, sewer, storm sewer, fiber optic, and electric.

#### Martin County Utility District, Kentucky

Located in the Appalachian foothills bordering West Virginia, this community partnered with AWR in 2020 and of primary interest was tracking water leaks. This location was the pilot launch of GeoSync for AWR clients. Existing reference data and aerial imagery from the district, county and state were compiled and migrated into GeoSync within 2 months of launch. A GPS unit was purchased in February 2021 and over 4,600 assets have been mapped to date. In addition to static utility data, the system has been utilized to track dynamic work order history, particularly regarding water leaks. Utility Billing staff, upon receiving a call for service, use GeoSync to create a work order. Utility Workers use GeoSync to update the status and record resources. Tracking this information via GIS provides insight into spatial patterns that would otherwise go undetected, not

to mention allowing for easily accessible and searchable asset maintenance records. This information will be crucial for capital improvement planning.

### Clay County Public Water Supply District #6, Missouri

Officials in this rural district just north of Kansas City had concerns about utilities going mislocated or unlocated, leading to dig ups. They had nary a single, paper map of their water system. AWR GIS professionals used QGIS, a free, open-sourced software, to georeference the data into digital layers. The data has since been added to, edited, and verified using a GPS unit, increasing the data accuracy and ability to access it, and thereby reducing the potential for damages.

### Franklin County, Missouri

For years, this central Missouri division was successfully utilizing Esri products to track their utility data. Upon a comparison exercise, the decision was made to migrate to GeoSync. The Esri system has greater capability, but it was realized that many add-ons are underutilized and unnecessary for the effective management of a system of this size. The transition took 1 month and will save thousands of dollars for the water district every year.

### References

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