

REGULAR MEETING – KINGSTON WATER BOARD
TUESDAY, JANUARY 9, 2024
KINGSTON CITY HALL

The Regular Meeting of the Kingston Water Board was held on Tuesday, January 9, 2024. Chairman Tim Neal called the meeting to order with the following members present upon roll call: Member Philip Bredwell, Member Randy Childs, Member Lucy Johnson, Member Stephanie Wright, and Chairman Tim Neal. Vice-Mayor Tony Brown and Member Tommy Guinn were absent.

PREVIOUS MINUTES

A motion made by Member Wright, second by Member Bredwell to waive the reading and approve the minutes as written the minutes of the regular meeting on December 12, 2023.

The motion passed with a unanimous roll call vote. 5 Ayes

Citizen Comments –NONE

UTILITY DIRECTOR'S REPORT

- Director Kevin Hamilton advised that the vacancy at the Water Treatment Plant has been filled with a Grade III Operator.
- Sewer camera and cleaning began after notices were distributed to the affected areas. M&M Pipe is contracted to complete this work with the projected completion date in October. A report will indicate problematic areas. Director Hamilton clarified for Member Wright that this work will show the existing sewer taps but other means would have to accompany to indicate if customers are connected.

CITY MANAGER'S REPORT

- Nothing in addition to his written report.

New Business:

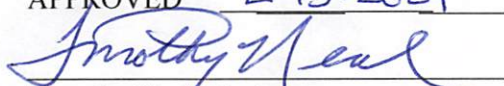
- A. Consideration to award a contract to East Tennessee GIS and Design for GIS services funded through the American Rescue Plan Act.

A motion was made by Member Wright, second by Member Johnson to award a contract to East Tennessee GIS and Design for GIS services funded through the American Rescue Plan Act.

The motion passed with a unanimous roll call vote. 5 Ayes

Chairman Neal adjourned the meeting. 6:28 pm

APPROVED

2-13-2024

Timothy Neal, Chairman

ATTEST


City Clerk

CITY OF KINGSTON REQUEST FOR QUALIFICATIONS GIS SERVICES

The City of Kingston will be accepting statements of qualifications from qualified firms for the following:

GIS Services in connection with the Tennessee Department of Environment and Conservation American Rescue Plan Act (TDEC ARPA)

Proposals must be received by the City of Kingston by 2:00 p.m. EST on Thursday, October 12, 2023. Proposals should be submitted to David Bolling, City Manager, 900 Waterford Place, Kingston, TN 37763 no later than 2:00 p.m. EST on Thursday, October 12, 2023. Proposals received after 2:00 p.m. on October 12, 2023 will not be considered.

All proposals should be marked with the following language: **GIS SERVICES
STATEMENT OF QUALIFICATIONS FOR THE CITY OF KINGSTON TDEC ARPA**

Anticipated scope of work:

- Implementation of ArcGIS Survey123 on the City of Kingston's existing server
- Creation of custom electronic forms through ArcGIS Survey123
- Development of custom mobile applications along with corresponding web maps
- Addition of asset layers to the City of Kingston's existing mapping
- Establishment of real-time, web-based dashboards for management to monitor and access data entered from the field

Qualifications will be evaluated on the following factors:

- Specified experience or technical expertise of the firm in connection with the type of services to be provided
- Past record of performance on contracts with the community and other clients including quality of work, timeliness, and cost control.
- Capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm.

To be evaluated properly, the following must be addressed in detail:

- **Qualifications** – Availability of qualified personnel and capacity of the firm to carry-out professional GIS services
- **Experience** – Experience and technical expertise of the firm and its personnel as well as information regarding projects previously undertaken, including the types and cost of projects.
- **Scope of Services** – Summarize scope and type of services understanding of program and tasks.

The City of Kingston is an Equal Opportunity Provider and Employer. The City of Kingston encourages Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) to submit qualifications.

The City of Kingston will award a contract to the firm, or firms, deemed most qualified to provide services as requested. The contract(s) will include scope and extent of work and other essential requirements.

The City of Kingston reserves the right to reject any and all proposals.

September 22, 2023

INSTRUCTIONS TO NEWSPAPER:

VIA EMAIL:

staylor@roanecounty.com

Roane County News

The above Notice is to be published as a **2 Column x 4 Inch Display Ad** in the **Classified Section** of the **Wednesday, September 27, 2023** edition of your newspaper. An affidavit of publication and the invoice should be sent to the addresses below. If you have any questions, please do not hesitate to contact Heather Allen at (615) 386-0222.

Thanks for your assistance.

Affidavit of Publication

David Bolling, City Manager
City of Kingston
P.O. Box 407
Kingston, TN 37763

Invoice

David Bolling, City Manager
City of Kingston
900 Waterford Place
Kingston, TN 37763



East TN GIS and Design
129 Brenray Drive
Harriman, TN 37748
Phone: (865) 283-1952
E-mail: mike@etngis.com

September 26, 2023

City of Kingston
David Bolling, City Manager
900 Waterford Place
Kingston, TN 37763

RE: GIS SERVICES STATEMENT OF QUALIFICATIONS FOR THE CITY OF KINGSTON TDEC ARPA

Since we commenced our collaboration with you in early 2021 to modernize existing maps of your water and sewer systems, you have expressed your aspiration to secure funding for the development of a modern GIS program. This program would leverage ESRI's ArcGIS for Utilities solutions, including mobile applications and digital forms, to enhance the precision of your digital mapping and provide your workforce with tailored tools for consistent asset data input and ongoing work tracking.

We welcome the opportunity to submit our qualifications and professional services to support the realization of these objectives. The proposed undertaking aims to modernize utility operations, enhance efficiency, and reduce operational expenses. The outcome of this project will be a contemporary GIS program that will serve generations of workers to come. It will serve as a lasting, indispensable resource for employee training and system diagnostics well into the future. Additionally, it will fortify Kingston against the impact of unforeseen employee turnover and furnish tools for ongoing operational efficiency improvements.

Qualifications:

With a team of three dedicated employees, East Tennessee GIS & Design is currently managing one active project and providing maintenance services to two existing partners. This demonstrates our capacity to efficiently carry out professional GIS services while ensuring ongoing support for our clients.

Experience:

East Tennessee GIS & Design is an accomplished agency in the GIS (Geographic Information Systems) field, boasting a decade of experience in utilizing ESRI products such as ArcGIS Enterprise, ArcGIS Online, Survey123, and Field Maps for ArcGIS. Our strength lies in facilitating the transformation of utility companies from paper-based processes to fully digital operations, harnessing the power of GIS technology to revolutionize how data is collected, managed, and utilized.

One notable milestone in our journey was our invitation to present at the ESRI User Conference in 2018, the largest GIS conference globally. During this prestigious event, we had the privilege of explaining the process of transitioning an 80-year-old utility company from reliance on paper maps and forms to a state-of-the-art digital ecosystem. Our efforts culminated in the migration of all utility assets into an online repository, creating an enterprise-level system. Furthermore, we recreated all paper-based forms within Survey123, seamlessly integrating GIS into the daily workflow of employees across various departments.

At East Tennessee GIS & Design, our mission extends beyond digitization. We fundamentally transform the way employees collect and share utility data. Through real-time dashboards, decision-makers gain the tools they need to answer critical questions promptly. These dashboards have not only empowered internal stakeholders but have also been instrumental in sharing data with state inspectors, ensuring compliance with regulatory standards.

Within the context of recent projects, our commitment to excellence shines through:

- **Etowah Utilities:** We undertook the digitization of Etowah Utilities, a project that involved the creation of an enterprise database with industry-standard fields for sewer data. This endeavor also encompassed the development of a mobile application for field data collection, complete ArcGIS Online account administration, and the incorporation of essential state data into a "base layer" feature. Remarkably, the initial phase of this four-part project was completed within just seven business days of receiving the required information from Etowah, all while adhering to the initial budget of \$2,000.
- **Benton Waterworks:** When Benton Waterworks required updated mapping and the collection of missing data points for their existing maps, we answered the call. Over two days, we gathered missing water asset data, created a map book for field employees, and converted the entire system into easily shareable shapefiles. This comprehensive project, which also facilitated data sharing with consulting engineers, was successfully completed for \$6,000 within fifteen business days.
- **Kingston Waterworks & Sewer System:** Our extensive work for Kingston Waterworks & Sewer System involved the digitization of paper maps, merging them with existing digital assets, and creating a comprehensive enterprise database. We fully administered an ArcGIS Online organization, including user setup, permissions, and data backups and successfully delivered these items for \$4,800.

These projects exemplify our unwavering commitment to delivering exceptional GIS services, streamlining utility operations, enhancing data management, and equipping our clients with cutting-edge solutions. We are eager to bring our expertise and dedication to your GIS needs, offering comprehensive support tailored to your specific requirements.

Scope of Services: We anticipate the following services to be included in this project:

- Implementation of ArcGIS Survey123 on your existing server.
- Creation of up to eight (8) custom electronic forms through ArcGIS Survey123.
- Development of up to two (2) custom mobile applications along with corresponding web maps.
- Addition of two (2) new asset layers to your existing mapping.
- Establishment of two (2) real-time, web-based dashboards for management to monitor and access data entered from the field. Please refer to the table of proposed deliverables on the next page for details.
- Purchase of three (3) Apple iPad Pro 11" Wi-Fi/Cellular 4th Generation Tablets.

We look forward to collaborating with you on this significant project and contributing to the advancement of your utility operations.

Sincerely,



Michael Bailey
Chief Technology Officer
East Tennessee GIS & Design
(865)283-1952
mike@etngis.com
www.etngis.com

