

**Minnehaha Creek Watershed District**

**REQUEST FOR BOARD ACTION**

**MEETING DATE:** February 5, 2015

**TITLE:** Authorization to Hire Irish Titan for Interactive Web Map Project

**RESOLUTION NUMBER:** 15-XXX

**PREPARED BY:** Telly Mamayek

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**TELEPHONE:** 952-641-4508

**REVIEWED BY:**  Administrator  Counsel  Program Mgr: David Mandt, Director of Operations and Support Services  Board Committee  Engineer  Other

**WORKSHOP ACTION:**

<input checked="" type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date):_____	<input type="checkbox"/> Refer to taskforce or committee (date):_____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input type="checkbox"/> Other (specify): _____	

**PURPOSE or ACTION REQUESTED:**

Authorize District Administrator to hire Irish Titan to integrate interactive map on the District website.

**PROJECT TIMELINE:**

Discovery            March 2015  
Elaboration        March - April 2015  
Construction      April – May 2015  
Q & A/Closeout    May – June 2015

**PROJECT/PROGRAM COST:**

Fund name and number: IT – 4202; Communications - 2303  
Current budget: \$25,000; \$10,000  
Expenditures to date: \$0  
Requested amount of funding: \$15,040, \$5,250  
Is a budget amendment requested? No  
Is additional staff requested? No

**SUMMARY:**

MCWD staff has developed an ArcGIS-based interactive web mapping tool that is being used by the public on the District’s website to determine whether they live in the watershed district and to better understand the scope of the District’s work. Staff also uses this map to apply the vast amount of scientific data about the water resources in the District to their projects and programs. As more layers of content are added, the map will further demonstrate the inter-relationship of the District’s initiatives across the watershed.

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Resolutions are not final until approved by the Board and signed by the Board Secretary.**

The map, available at the following link [http://23.21.116.220/mcwd\\_full/](http://23.21.116.220/mcwd_full/) and accessible on the Permits page on the MCWD website, includes data on hydrologic and legal boundaries, parcels, sampling sites, assessed wetlands, cover types, soils, floodways, and more.

In early 2013, the MCWD's IT Committee authorized staff to explore the feasibility of improving the functionality of the interactive map on the District's website. The goal was to incorporate the interactive map within the structure of the website as an alternative to having the map appear in a pop-up window that directs users away from the MCWD website.

MCWD staff directed its website hosting firm Advantage Labs to do the discovery work for this project. Due to resource limitations on the vendor's part and the timing of the development of new Drupal tools to accommodate the interactive map, there were significant delays in completing the project and it was determined that Advantage Labs was not able to finish the work in a timely fashion.

At the February 6, 2014 meeting of the MCWD Operations and Programs Committee, staff provided an update on the project and recommendations for next steps, which included seeking other firms that may be able to complete the project in a satisfactory manner.

In June 2014 District staff hired IT consultant Randy Kadrie to conduct an RFP (request for proposals) process seeking website consultants that could do website development work in addition to website hosting, maintenance and support services. Kadrie, who has deep knowledge of the District and the infrastructure of its website as a result of his previous work for the District, received submittals from two website development firms. After interviewing both candidates and determining Advantage Labs was performing its website hosting and maintenance/support duties in an effective and cost-efficient matter, staff selected Irish Titan to perform website development projects for the District and retained Advantage Labs for website hosting and maintenance/support services.

Through the latter part of 2014, MCWD staff met with Irish Titan to discuss the interactive map project and to develop a scope of services to integrate the map into the District's website. Funding for this project is included in the board-approved 2015 work plans for IT and the Communications Program, however the project cost exceeds the District Administrator's spending authority. Irish Titan proposes to complete the project by June of 2015.

**RESOLUTION**

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**RESOLUTION NUMBER:**    15-XXX

**TITLE:**            **Authorization to Hire Irish Titan for Interactive Web Map Project**

WHEREAS, MCWD staff has developed an ArcGIS-based interactive web mapping tool that is being used by the public on the District's website to determine whether they live in the watershed district and to better understand the scope of the District's work; and

WHEREAS, In early 2013, the MCWD's IT Committee authorized staff to explore the feasibility of improving the functionality of the interactive map on the District's website; and

WHEREAS, MCWD staff directed its website hosting firm Advantage Labs to do the discovery work for this project, but the vendor was unable to complete the task in timely fashion; and

WHEREAS, In June 2014 District staff hired IT consultant Randy Kadrie, who has deep knowledge of the District and the infrastructure of its website as a result of his previous work for the District, to conduct an RFP (request for proposals) process seeking website consultants that could do website development work in addition to website hosting, maintenance and support services; and

WHEREAS, After receiving two proposals, interviewing both candidates and determining Advantage Labs was performing its website hosting and maintenance/support duties in an effective and cost-efficient manner, staff selected Irish Titan to perform website development projects for the District and retained Advantage Labs for website hosting and maintenance/support services; and

WHEREAS, Irish Titan has proposed a scope of services to complete the interactive map project by June 2015 for a cost not to exceed \$20,290; and

WHEREAS, Funding for this project is included in the board-approved 2015 work plans for IT and the Communications Program however, the project cost exceeds the District Administrator's spending authority; and

WHEREAS, at the MCWD Operations and Programs Committee on February 5, 2015 it was recommended that this resolution be forwarded to the next Board Meeting for final action.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator to hire Irish Titan for the interactive web map project for an amount not to exceed \$20,290.

**Resolution Number 15-0XX was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.** Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

\_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

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