

**CITY OF NORTH MIAMI
PROFESSIONAL SERVICES AGREEMENT
(RFP 67-17-18)**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into on 2/4/2019, between the **City of North Miami**, a Florida municipal corporation with a principal address of 776 NE 125th Street, North Miami, Florida ("City"), and **Timmons Group, Inc.**, a for-profit corporation organized and existing under the laws of the State of Florida, having its principal office at 1001 Boulders Parkway, Suite 300 Richmond, VA 23225 ("Contractor"). The City and Contractor shall collectively be referred to as the "Parties".

RECITALS

WHEREAS, on August 15, 2018, the City advertised **Request for Proposals No. 67-17-18, Geographic Information System Services** ("RFP"), for the purpose of seeking proposals from experienced and qualified firms to provide professional Geographic Information System Services as specified in the RFP ("Services"); and

WHEREAS, in response to the RFP, Contractor submitted its sealed qualifications and was subsequently selected by City administration as having those qualifications and references most advantageous to the City; and

WHEREAS, the Contractor possesses all necessary qualifications and expertise to perform the Services and has expressed the capability and desire to perform the Services; and

WHEREAS, on January 8, 2019, the City Council of the City of North Miami, passed and adopted Resolution No. 2019-4, approving the selection of Contractor for the provision of Services; and

WHEREAS, the City Manager finds that entering into an agreement with Contractor for the provision of Services, is in the City's best interests.

NOW, THEREFORE, in consideration of the mutual terms and conditions set forth herein and other good and valuable consideration, the Parties hereto agree as follows:

ARTICLE 1 - RECITALS

1.1 The recitals are true and correct and are hereby incorporated into and made a part of this Agreement.

ARTICLE 2 - CONTRACT DOCUMENTS

2.1 The following documents are incorporated into and made a part of this Agreement (collectively referred to as the "Contract Documents"):

2.1.1 The City's Request for Proposals No. 67-17-18, Geographic Information System Service, attached hereto by reference;

2.1.2 Contractor's proposal, attached hereto as Exhibit "A";

2.1.3 Any additional documents which are required to be submitted by Contractor under this Agreement.

2.2 In the event of any conflict between the Contract Documents or any ambiguity or missing specification or instruction, the following priority is hereby established:

2.2.1 Specific written direction from the City Manager or City Manager's designee.

2.2.2 This Agreement.

2.2.3 The RFP.

2.3 The Parties agree that Contractor is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error found in the RFP prior to Contractor submitting its Qualifications or the right to clarify same shall be waived.

ARTICLE 3 - TERM

3.1 The Parties agree that, subject to authorized adjustments, the Term of this Agreement shall be a period of three (3) years commencing on February 15, 2019, and ending on February 14, 2022.

3.2 Following the Initial Term, the City shall have two (2) options to renew this Agreement for an additional period of one (1) year, under the same terms and conditions.

3.3 Contractor agrees that the performance of Services shall be pursued on schedule, diligently and uninterrupted at a rate of progress which will reasonably ensure full completion within the agreed time for performance. Failure to achieve timely final completion shall be regarded as a material breach of this Agreement and shall be subject to the appropriate remedies available at law.

3.4 When, in the opinion of the City, reasonable grounds for uncertainty exist with respect to the Contractor's ability to timely perform Services or any portion thereof, the City may request that the Contractor, within a reasonable period of time, provide adequate assurances to the City in writing, of Contractor's ability to perform in accordance with terms of this Agreement. In the event that the Contractor fails to provide the City the requested assurances within the prescribed time frame, the City may treat such failure as a repudiation or breach of this Agreement, and resort to any remedy for breach provided for in this Agreement or at law.

ARTICLE 4 - COMPENSATION

4.1 Contractor shall be compensated for Services rendered, at the hourly rate indicated in Exhibit A. Funding for this Agreement is contingent on the availability of funds and the Agreement is subject to amendment or termination due to lack of funds or a reduction of funds.

4.2 The City shall pay Contractor within forty five (45) days of receipt of any invoice, the total shown to be due on such invoice, provided the City has accepted the Contractor's performance.

ARTICLE 5 - SCOPE OF SERVICES

5.1 The Contractor agrees to perform Services for the benefit of the City under the special terms, schedules, and conditions set forth in the Contract Documents. Contractor shall perform Services in accordance with that degree of care and skill ordinarily exercised by reputable members of its profession.

5.2 The Contractor represents and warrants to the City that: (i) Contractor possesses all qualifications, licenses and expertise required in the provision of Services, with personnel fully licensed by the State of Florida; (ii) Contractor is not delinquent in the payment of any sums due the City, including payment of permit fees, local business taxes, or in the performance of any obligations to the City; (iii) all personnel assigned to perform work shall be, at all times during the term hereof, fully qualified and trained to perform the tasks assigned to each; (iv) the Services will be performed in the manner as described in the Contract Documents for the budgeted amounts, rates and schedules; and (v) the person executing this Agreement on behalf of Contractor is duly authorized to execute same and fully bind Contractor as a party to this Agreement.

5.3 The Contractor agrees and understands that: (i) any and all subcontractors used by Contractor shall be paid by Contractor and not paid directly by the City; and (ii) any and all liabilities regarding payment to or use of subcontractors for any of the work related to this Agreement shall be borne solely by Contractor. Any work performed for Contractor by a subcontractor will be pursuant to an appropriate agreement between Contractor and subcontractor which specifically binds the subcontractor to all applicable terms and conditions of the Contract Documents.

ARTICLE 6 - CITY'S TERMINATION RIGHTS

6.1 The City shall have the right to terminate this Agreement, in its sole discretion at any time, with or without cause, upon ten (10) days written notice to Contractor. In such event, the City shall pay Contractor compensation for Services rendered prior to the effective date of termination. The City shall not be liable to Contractor for any additional compensation, or for any consequential or incidental damages.

ARTICLE 7 - INDEPENDENT CONTRACTOR

7.1 The Contractor, its employees and agents shall be deemed to be independent contractors and not agents or employees of the City and shall not attain any rights or benefits under the civil service or pension ordinances of the City, or any rights generally afforded to classified or unclassified employees. The Contractor shall not be deemed entitled to the Florida Workers' Compensation benefits as an employee of the City.

ARTICLE 8 - DEFAULT

8.1 In the event the Contractor fails to comply with any provision of this Agreement, the City may declare the Contractor in default by written notification. The City shall have the right to terminate this Agreement if the Contractor fails to cure the default within ten (10) days after receiving notice of default from the City. If the Contractor fails to cure the default, the Contractor will only be compensated for completed Services. In the event partial payment has been made for such Services not completed, the Contractor shall return such sums due to the City within ten (10) days after notice that such sums are due. The Contractor understands and agrees that termination

of this Agreement under this section shall not release Contractor from any obligations accruing prior to the effective date of termination.

ARTICLE 9 - ERRORS AND OMISSIONS

9.1 The Contractor shall be responsible for technically deficient designs, reports, or studies due to Contractor's errors and omissions, and shall promptly correct or replace all such deficient design work without cost to City. The Contractor shall also be responsible for all damages resulting from such errors and omissions. Payment in full by the City for Services performed does not constitute a waiver of this representation.

ARTICLE 10 - INDEMNIFICATION

10.1 Contractor agrees to indemnify, defend, save and hold harmless the City its officers, agents and employees, from and against any and all claims, liabilities, suits, losses, claims, fines, and/or causes of action that may be brought against the City, its officers, agents and employees, on account of any negligent act or omission of Contractor, its agents, servants, or employees in the performance of Services under this Agreement and resulting in personal injury, loss of life or damage to property sustained by any person or entity, caused by or arising out of Contractor's negligence within the scope of this Agreement, including all costs, reasonable attorneys fees, expenses, including any appeal, and including the investigations and defense of any action or proceeding and any order, judgment, or decree which may be entered in any such action or proceeding, except for damages specifically caused by or arising out of the negligence, strict liability, intentional torts or criminal acts of the City, its officer, agents, employees or contractors, which claims are lodged by any person, firm, or corporation.

10.2 Nothing contained in this Agreement is any way intended to be a waiver of the limitation placed upon the City's liability as set forth in Chapter 768, Florida Statutes. Additionally, the City does not waive sovereign immunity, and no claim or award against the City shall include attorney's fees, investigative costs or pre-judgment interest.

ARTICLE 11 - INSURANCE

11.1 Prior to the execution of this Agreement, the Contractor shall submit certificate(s) of insurance evidencing the required coverage and specifically providing that the City is an additional named insured or additional insured with respect to the required coverage and the operations of the Contractor under this Agreement. Contractor shall not commence work under this Agreement until after Contractor has obtained all of the minimum insurance described in the RFP and the policies of such insurance detailing the provisions of coverage have been received and approved by the City. Contractor shall not permit any subcontractor to begin work until after similar minimum insurance to cover subcontractor has been obtained and approved. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the term of this Agreement, Contractor shall furnish, at least thirty (30) calendar days prior to expiration of the date of the insurance, a renewed certificate of insurance as proof that equal and like coverage and extension is in effect. Contractor shall not continue to perform the Services required by this Agreement unless all required insurance remains in full force and effect.

11.2 All insurance policies required from Contractor shall be written by a company with a Best rating of B+ or better and duly authorized and licensed to do business in the State of Florida and

be executed by duly licensed agents upon whom service of process may be made in Miami-Dade County, Florida.

ARTICLE 12 - OWNERSHIP OF DOCUMENTS

12.1 All documents developed by Contractor under this Agreement shall be delivered to the City by the Contractor upon completion of the Services and shall become property of the City, without restriction or limitation of its use. The Contractor agrees that all documents generated hereto shall be subject to the applicable provisions of the Public Records Law, Chapter 119, Florida Statutes. In the event the Agreement is terminated, Contractor agrees to provide the City all such documents within 10 days from the date the Agreement is terminated.

12.2 The Contractor shall additionally comply with Section 119.0701, Florida Statutes, including without limitation, the following conditions: (1) keep and maintain public records that ordinarily and necessarily would be required by the City to perform this service; (2) provide the public with access to public records on the same terms and conditions as the City would at the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law; (3) ensure that public records that are exempt or confidential and exempt from disclosure are not disclosed, except as authorized by law; (4) meet all requirements for retaining public records and transfer, at no cost to the City, all public records in its possession upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from disclosure requirements; and (5) all electronically stored public records must be provided to the City in a format compatible with the City's information technology systems.

12.3 It is further understood by and between the Parties that any information, writings, tapes, Contract Documents, reports or any other matter whatsoever which is given by the City to the Contractor pursuant to this Agreement shall at all times remain the property of the City and shall not be used by the Contractor for any other purposes whatsoever without the written consent of the City.

12.4 In the event the Agreement is terminated, Contractor agrees to provide the City all such documents within ten (10) Days from the date the Agreement is terminated.

ARTICLE 13 - NOTICES

13.1 All notices, demands, correspondence and other communications between the Parties shall be deemed sufficiently given under the terms of this Agreement when dispatched by registered or certified mail, postage prepaid, return receipt requested, addressed as follows or as the same may be changed from time to time:

For Contractor: Timmons Group, Inc.
Attn: COGENCY GLOBAL INC., Registered Agent
115 North Calhoun St., Suite 4
Tallahassee, FL 32301

For the City: City of North Miami
Attn: City Manager
776 N.E.125th Street
North Miami, Florida 33161

With copy to: City of North Miami
Attn: City Attorney
776 N.E.125th Street
North Miami, Florida 33161

13.2 Either Party may at any time designate a different address and/or contact person by giving notice as provided above to the other Party. Such notices shall be deemed given upon receipt by the addressee.

13.3 In the event there is a change of address and the moving Party fails to provide notice to the other Party, then notice sent as provided in this Article shall constitute adequate notice

ARTICLE 14 - MISCELLANEOUS PROVISIONS

14.1 Services shall not be subcontracted, transferred, conveyed, or assigned under this Agreement in whole or in part to any other person, firm or corporation without the prior written consent of the City.

14.2 The City of North Miami is exempt from Federal Excise and State taxes. The applicable tax exemption number or certificate shall be made available upon request.

14.3 No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.

14.4 Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the laws of the State of Florida, such provision, paragraph, sentence, word or phrase shall be deemed modified to the extent necessary in order to conform with such laws, or if not modifiable, then same shall be deemed severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect.

14.5 This Agreement constitutes the sole and entire agreement between the Parties. No modification or amendments to this Agreement shall be binding on either Party unless in writing and signed by both Parties. Any prior agreements, promises, negotiations or representations not expressly set forth in this Agreement are of no force and effect.

14.6 This Agreement shall be construed and enforced according to the laws of the State of Florida. Venue for any litigation, which may arise in connection with this Agreement, shall be in Miami-Dade County, Florida.

14.7 The City reserves the right to audit Contractor's records covered by this Agreement at any time during the provision of Services and for a period of three years after final payment is made under this Agreement.

14.8 The Contractor agrees to comply with and observe all applicable federal, state, and local laws, rules, regulations, codes and ordinances, as they may be amended from time to time.

14.9 The Contractor agrees that it shall not discriminate as to race, sex, color, creed, national origin, or disability, in connection with its performance under this Agreement.

14.10 The professional Services to be provided by Contractor pursuant to this Agreement shall be non-exclusive, and nothing herein shall preclude the City from engaging other firms to perform Services.

14.11 This Agreement shall be binding upon the Parties herein, their heirs, executors, legal representatives, successors and assigns.

14.12 All other terms and conditions set forth in the Contract Documents which have not been modified by this Agreement, shall remain in full force and effect.

14.13 This Agreement may be executed in two or more counterparts, each of which shall constitute an original but all of which, when taken together, shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement by their respective proper officers duly authorized the day and year first written above.

ATTEST:

Timmons Group, INC., a foreign for-profit corporation,

Corporate Secretary or Witness:

"Contractor":

Witnessed By: DocuSigned by:
Michelle Bardis
49207EE617C44B5...
Witness Name: Michelle Bardis
Witness Date: 1/30/2019

Signed By: DocuSigned by:
Randy Trott
279317189D8D419...
Print Name: Randy Trott
Signature Date: 1/30/2019

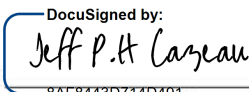
ATTEST:

City of North Miami, a Florida municipal Corporation:
"City"

By: DocuSigned by:
Michael A. Etienne
2C7010872EE8414...
Michael A. Etienne
City Clerk

By: DocuSigned by:
Larry M. Spring, Jr.
C23984DEA27246F...
Larry M. Spring, Jr.
City Manager

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

By: 
8AF8443D714D491
Jeff P. H. Cazeau
City Attorney



Geographic Information Systems Services City of North Miami, FL

Date Due: September 18, 2018 | RFP # - 67-17-18



Contact: Randy Trott | Principal
1001 Boulders Parkway, Suite 300, Richmond, VA 23225
804.200.6973 phone | 804.560.1016 fax | Randy.trott@timmons.com
www.timmonsgis.com



ArcGIS Online
Specialty

COVER PAGE



COVER PAGE & CONTACT INFORMATION

RFP No. 67-17-18

Geographic Information System Services

This form should be included as the very first page of your Proposal. Please complete the form in its entirety and have it signed by an authorized officer and/or principal of the Respondent. The "Contact Person" listed below should be an authorized designee of the Respondent whom the City may contact for any questions and/or to forward any correspondence related to this Solicitation.

Legal Name of
Proposer(s): Timmons Group, Inc.

Federal Employee
Identification (FEIN)
Number: 54-1301413

Mailing Address: 1001 Boulders Parkway, Suite 300

City, State, Zip Code: Richmond, VA 23225

Contact Person: Randy Trott

Title: Principal

Email Address: randy.trott@timmons.com

Telephone Number: 804.200.6500

Fax Number: 804.560.1016



I hereby certify that I am authorized to act on behalf of the Respondent, individual, partnership, corporation or association making this Proposal and that all statements made in this document are true and correct to the best of my knowledge.

By submitting a Proposal, the Respondent certifies that it has fully read and understands this Solicitation and that it has full knowledge of the scope, nature, and quality of Work to be performed.

The Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Moreover, the Respondent agrees to hold this offer open for a period of one hundred and eighty (180) days from the deadline for receipt of Response.

Respondent understands and agrees to be bound by the conditions contained in this Solicitation and shall conform to all the requirements outlined herein.

Name of Company: Timmons Group, Inc.

Authorized Signature: *Randall Troth*

Title of Officer: Principal



PROPOSAL SUBMITTAL CHECKLIST

GEOGRAPHIC INFORMATION SYSTEM SERVICES RFP No. 67-17-18

This checklist is provided for Proposer's convenience only and identifies the sections of this submittal document to be completed and submitted with each response. Any Bid received without any one or more of these sections may be rejected as being non-responsive. Please be advised that this checklist may not necessarily complete include all of the requirements listed throughout this Solicitation. It sets guidelines for consideration, and may be added to as the need arises.

Company Name:

Timmons Group, Inc.

Tab/Page No.	Forms	OFFICE USE ONLY
Tab 1	Section 6.0 Cover Page/Information Sheet	
Tab 1	Response Submittal Checklist	
Tab/Page No.	Narrative	OFFICE USE ONLY
Tab 2	Table of Contents	
Tab 2	Proposal Letter	
Tab 3/Page 1-3	Business Structure	
Tab 3/Page 4-5	Sunbiz Report	
Tab 4/Page 6-9	Qualifications of the Firm	
Tab 5/Page 10-21	Qualifications of Key Personnel	
Tab 6/Page 22-50	Proposed Approach	
Tab 7/Page 51-55	Proposed Rates	
Tab/Page No.	City Contract Forms	OFFICE USE ONLY
Appendix	A-1 Public Entity Crimes Affidavit	
Appendix	A-2 Non- Collusive Bid Certificate	
n/a	A-3 Local Preference Affidavit <i>(if applicable)</i>	
n/a	A-3(a) Statement of Intent <i>(if applicable)</i>	
Appendix	A-4 Questionnaire Instructions	
Appendix	A-5 Acknowledgement of Addenda <i>(if applicable)</i>	
Appendix	A-6 Disclosure of Subcontractors & Suppliers <i>(if applicable)</i>	
Appendix	A-7 Insurance Requirements	
Tab 8/Page 56-57	A-14 References	



TABLE OF CONTENTS

Cover Page	1
Business Structure	1
Timmons Group Introduction	1
Firm Qualifications	6
Experience with Contract of Similar Size and Scope	6
State and Local Government GIS Services	7
Key Personnel Qualifications	10
Key Personnel Chart	10
Resumes	11
GIS Staff Resources	20
Additional Staff Resources	20
Scope of Services Approach	22
GIS Project Management Approach	22
Work Order Mobilization	23
RFP 3.2.1 – GIS Map Layer Creation and Maintenance Services	24
RFP 3.2.2 GIS Mapping Services	32
RFP 3.2.3 Cityworks Implementation Services	36
RFP 3.2.4 Atlas/As-built Wastewater GIS Compliance	38
RFP 3.2.5 GIS Analysis and Quality Control Support	39
RFP 3.2.6 GIS Integration Services	40
RFP 3.2.7 GIS Web Application Development and Implementation Services	41
RFP 3.2.8 Web Based GIS Data Services	48
RFP 3.2.9 Disaster Recovery Planning	49
RFP 3.2.10 ArcGIS Server Update and Maintenance	49
Proposed Rates	51
Rate Table	51
Job Descriptions	52
Client References	56



1001 Boulders Parkway
Suite 300
Richmond, VA 23225

P 804.200.6500
F 804.560.1016
www.timmonsgis.com

September 13, 2018

City of North Miami
Office of the City Clerk
City Hall, First Floor
776 NE 125th Street
North Miami, Florida 33161-4116

RE: Geographic Information Systems Services RFP # 67-17-18

Dear Members of the Selection Committee,

Timmons Group has over 28 years of geospatial based technology solutions consulting experience for industry and government agencies. We have over 500 employees, including 100+ geographic information systems (GIS) professionals who have a broad range of subject-matter expertise across all areas of GIS technologies.

We successfully completed over 2,500 GIS projects for clients throughout the USA and Canada. We help state, local, government through GIS planning, data development and maintenance, web applications development, integration of GIS and non-GIS systems, and mapping product production to support business operations. We encourage you to contact our references and discuss our performance and attention to their needs.

Our Lead Team member for this project is **Randy Trott, Sr. Principal**. He has the responsibility and authority to ensure Timmons Group's resources are ready and available for use on your projects.

We have a corporate emphasis on client satisfaction that is demonstrated through 60+ years of business. We realize that no two clients are exactly alike, and work to create unique and engaging experiences for each one. We are open to providing more detailed information on any facet of this proposal, either in person or on the phone / WebEx.

We appreciate your consideration and hope to work with you on this important project.

Sincerely,

Randy Trott | Principal in Charge
1001 Boulders Parkway, Suite 300, Richmond, VA 23225
804.200.6973 phone | 804.560.1016 fax | Randy.trott@timmons.com
www.timmonsgis.com



BUSINESS STRUCTURE

TIMMONS GROUP INTRODUCTION

For over 28 years, Timmons Group has developed geospatial based technology solutions for government and industry. **Our staff includes a broad range of subject-matter experts across all areas of GIS technologies.** From our business systems subject matter experts (SMEs) to our GIS technicians, database managers, programmers, systems engineers, consultants and project managers, our award-winning team prides itself on its unique ability to understand your vision and create a solution tailored to your mission-critical business requirements.

We successfully completed thousands of GIS projects delivering integrated business solutions to our clients. One of the more valued assets we provide our clients is our understanding and insight into the future of GIS. Our depth of GIS staff (100 +) and SMEs in many government services disciplines (Program Management, Asset Management, Water and Wastewater Utilities, Natural Resource Management, Financial Systems, Operations Management, Transportation, Logistics) enable us to see emerging trends within the geospatial world that can be applied to these disciplines.

Success Built on Trusted Partnerships

Timmons Group has built our highly-successful GIS business by focusing on the most important aspect of our projects – your success. We ensure your success by developing trusted partner relationships with our clients. Our clients value our breadth of industry knowledge and the depth of GIS resources we can bring to bear on our projects. We offer significant experience integrating GIS with complex business processes and managing the impact of GIS implementation on client operational and management staff.

We Provide

- Our desire and proven ability to develop and maintain long-term working relationships with our clients
- An award winning Esri GIS Business Partner for 22+ years
- Local and State GIS subject matter experts
- City specific GIS experience
- Extensive experience with Esri ArcGIS Server
- Extensive experience with Esri Production Mapping Solutions
- GIS expertise including: data collection and analysis, map production, and ArcGIS on-line implementation and support.
- Access to GIS knowledge base and resources thru webinars on GIS topics ranging from Data Integrity to Web-Based Application Development and Agile Development Methods that are attended by GIS professionals around the globe



ArcGIS Online
Specialty



GIS Services Offered

Planning

- Requirements definition
- Strategic planning
- Implementation planning

Development

- Application development
- Data conversion
- Field data collection
- Mobile & web development
- System integration

Design

- Infrastructure design
- Database design
- Data model design
- Application design
- GIS Infrastructure design

Implementation

- Installation
- Cloud services setup
- User & admin training
- Staff augmentation
- Support

1500+
GIS
Clients

Financial Stability and Longevity

Timmons Group is a financially stable corporation that is with you now and in the future.

- Over \$76M in annual revenues, \$38M in Stockholder equity
- We have been, and are currently, financially solvent, with zero long term debt
- We are an established Geospatial services provider
- We are diversified in our services offerings.
- We have a diversified client base consisting of private industry and government clients

Our History

Founded in **1953**



Working **40+** *states*

100+
Dedicated Geospatial
staff

65 *Years in business*

500+
Total Staff

Where We Are

19
Nationwide offices

- Dallas, TX
- Richmond, VA (HQ)
- Portland, OR
- Ashburn, VA
- Asheville, NC
- Charlotte, NC
- Charlottesville, VA
- Fayetteville, NC

- Golden, CO
- Greensboro, NC
- Elizabeth City, NC
- Hampton Roads, VA
- Jefferson City, MO
- Miami, FL
- Raleigh, NC
- Staunton, VA
- Baltimore, MD



City of North Miami, FL
GIS Services
RFP # 67-17-18

Copy of State of Florida Department of corporate information indicating when corporation was organized, corporation number, and date and status of most recent annual report are on the following pages as well as copies of current City / County / State Occupational License.

2018 FOREIGN PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# F05000006765

Entity Name: TIMMONS GROUP, INC.

Current Principal Place of Business:

1001 BOULDERS PKWY. STE. 300
RICHMOND, VA 23225

Current Mailing Address:

1001 BOULDERS PKWY. STE. 300
RICHMOND, VA 23225 US

FEI Number: 54-1301413

FILED
Apr 24, 2018
Secretary of State
CC7095920770

Certificate of Status Desired: No

**2018 FOREIGN PROFIT CORPORATION ANNUAL REPORT**

DOCUMENT# F05000006765

Entity Name: TIMMONS GROUP, INC.**Current Principal Place of Business:**1001 BOULDERS PKWY, STE. 300
RICHMOND, VA 23225**Current Mailing Address:**1001 BOULDERS PKWY, STE. 300
RICHMOND, VA 23225 US**FEI Number:** 54-1301413**Certificate of Status Desired:** No**Name and Address of Current Registered Agent:**COGENCY GLOBAL INC.
115 NORTH CALHOUN ST.
SUITE 4
TALLAHASSEE, FL 32301 US*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.***SIGNATURE:**

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title PRESIDENT, CEO, DIRECTOR
Name BORTELL, BRIAN
Address 1001 BOULDERS PARKWAY, SUITE 300
City-State-Zip: RICHMOND VA 23225

Title VICE PRESIDENT BUSINESS DEVELOPMENT, DIRECTOR
Name DAVEY, TIM
Address 1001 BOULDERS PARKWAY, SUITE 300
City-State-Zip: RICHMOND VA 23225

Title DIRECTOR
Name CRUTCHFIELD, BRIAN
Address 8642 W. MARKET STREET, SUITE 136
City-State-Zip: GREENSBORO NC 27409

Title DIRECTOR
Name BALLARD, LOWELL
Address 1001 BOULDERS PARKWAY, SUITE 300
City-State-Zip: RICHMOND VA 23225

Title SECRETARY, DIRECTOR
Name TRAPP, PAUL
Address 1001 BOULDERS PARKWAY, SUITE 300
City-State-Zip: RICHMOND VA 23225

Title TREASURER & CFO
Name DOHERTY, VINCE
Address 1001 BOULDERS PARKWAY, SUITE 300
City-State-Zip: RICHMOND VA 23225

Title DIRECTOR
Name DODSON, CHRIS
Address 1001 BOULDERS PARKWAY, SUITE 300
City-State-Zip: RICHMOND VA 23225

Title DIRECTOR
Name GOULD, ANDREW
Address 1001 BOULDERS PARKWAY, SUITE 300
City-State-Zip: RICHMOND VA 23225

Continues on page 2

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: VINCE DOHERTY

TREASURER & CFO

04/24/2018

Electronic Signature of Signing Officer/Director Detail

Date

Officer/Director Detail Continued :

Title DIRECTOR
Name WEST, JUNIE
Address 1001 BOULDERS PARKWAY, SUITE 300
City-State-Zip: RICHMOND VA 23225

Title DIRECTOR
Name RICHARDSON, MARK
Address 1001 BOULDERS PARKWAY, SUITE 300
City-State-Zip: RICHMOND VA 23225

Title DIRECTOR
Name PATEY, MICHAEL
Address 1001 BOULDERS PARKWAY, SUITE 300
City-State-Zip: RICHMOND VA 23225

Title DIRECTOR
Name TROTT, RANDY
Address 1001 BOULDERS PARKWAY, SUITE 300
City-State-Zip: RICHMOND VA 23225

Commonwealth of Virginia



State Corporation Commission

CERTIFICATE OF GOOD STANDING

I Certify the Following from the Records of the Commission:

That Timmons Group, Inc. is duly incorporated under the law of the Commonwealth of Virginia;

That the date of its incorporation is November 30, 1984;

That the period of its duration is perpetual; and

That the corporation is in existence and in good standing in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.



*Signed and Sealed at Richmond on this Date:
May 18, 2018*

Joel H. Peck

Joel H. Peck, Clerk of the Commission

CISECOM

Document Control Number: 1805186192



FIRM QUALIFICATIONS

EXPERIENCE WITH CONTRACT OF SIMILAR SIZE AND SCOPE

Timmons Group has extensive on-call contract experience and has completed a wide range of GIS projects for a significant number of clients. We are accustomed to working for these clients on an "as needed basis" requiring quick response for the establishment of scope, schedule and fees for delivering the required services. We know that our staff must act as an extension of your staff to address project issues as they arise. We also understand that time is of the essence and that we must complete our work in accordance with the Purchase Order schedule.

We have successfully completed projects under master contracts or are currently under an on-call contract with a number of clients. Due to our responsive service to our clients, many have renewed their contracts with Timmons Group over the years. Below is a list of our recent government client on-Call GIS contracts.

DID YOU KNOW?



We offer expertise in:

- Esri Systems design and architecture
- Business analysis and requirements
- Esri ArcGIS Platform implementation and operations support
- Esri Production Mapping implementation for data management and maintenance
- GIS systems integration
- NG-911 GIS services
- Transportation linear reference systems
- Mobile GIS application data development and support

Client Type	Client	Contract Name
State	Arizona	Master Contract Sub to Knowledge Services - GIS Arizona IT MSA
State	Arkansas - Computer Aid, Inc.	Master Contract GIS CAI Arkansas Agreement IT Staff Augmentation
State	California	Master Contract GIS California CMAS Contract
State	Maryland	Master Contract for the State of Maryland for GIS/Geospatial Services
State	Maryland - Computer Sciences Corporation	Master Contract Sub to CSC for GIS Services – MD CHART Client
State	Minnesota	Master Contract GIS SITE Professional and Technical Services for Minnesota
State	Missouri	Master Contract for GIS Services Missouri
State	Montana	Master Contract for GIS/ IT Services
State	Nevada Department of Transportation	Master Contract Nevada DOT GIS/Application Development
State	New Mexico	Master Contract for GIS/IT Professional Services
State	New Mexico	GIS - COTS Software for the State of New Mexico
State	North Carolina - Dept. of Transportation	Master Contract for GIS and IT Services
State	Ohio	Master Contract for GIS Services in Ohio
State	Oregon	GIS Services for the State of Oregon for the Department of Transportation
State	Oregon	IT Products and Services for the State of Oregon, Dept. of Forestry
State	Pennsylvania	Master Service IT Services Contract Pennsylvania Department of General Services
State	Pennsylvania	Master Contract IT Services, Pennsylvania Sub to NIIT Technologies
State	Pennsylvania - Computer Aid, Inc.	Master Contract GIS CAI Pennsylvania Agreement IT Staff Augmentation
State	Texas Dept. of Information Resources	Master Contract GIS as Sub to Data Transfer Solutions (DTS) for TXDIR



State	Texas Multiple Award Schedule	Master Contract Texas Multiple Award Schedule
State	Virginia - Computer Aid, Inc.	Master Contract GIS CAI Virginia Agreement IT Staff Augmentation
State	Virginia - Department of Transportation	Master Contract Sub consultant to Leidos for VDOT
State	Washington	Master Contract for Information Technology Professional Service for Washington State
State	Wisconsin - Dept. of Natural Resources	Master Contract Sub to TAPFIN Process Solutions for IT Services Supplier
Federal	Department of Homeland Security (DHS) - JPI	IDIQ Contract for IT/GIS Support Services
Federal	General Service Administration	Master Contract GIS GSA Schedule 70
Federal	General Service Administration	Master Contract GSA Schedule 899
Local	City of Charlottesville	Master Contract for GIS Consulting Services - City of Charlottesville
Local	City of Fairfax, VA	Master Contract City of Fairfax IT Staff Augmentation
Local	St. Johns County, FL	Master Contract St. Johns County FL for GIS and Technology Services
Local	City of Richmond	GIS Contract with the City of Richmond for Staff Augmentation
Local	City of Virginia Beach	Master Contract Virginia Beach Tech Support PUCN140004
Local	City of Virginia Beach	Master Contract GIS Virginia Beach Master Services
Local	Fairfax County, Virginia	Master Contract Fairfax Water IT Staff Aug Under Fairfax County GIS Term
Local	Fairfax County, Virginia	Master Contract for GIS Services for Fairfax County

Figure 1 - Timmons Group GIS Master Contracts

STATE AND LOCAL GOVERNMENT GIS SERVICES

Introduction

Timmons Group began offering GIS Services to governments in 1989. Our work with State level governments agencies includes but is not limited to: DOT, Environmental Quality, Conservation and Recreation Department, Emergency Operations, and Energy.

Our GIS services support many different government business needs including:

- Administrative decision support
- Emergency response
- Economic development
- Transportation
- Planning
- Tax (Cadastral) mapping
- Land use / Land planning
- Utilities management
- Asset management
- Permitting
- Stormwater modeling and management
- Environmental management and compliance
- Natural resource management

GIS Services Offered

Timmons Group offers a comprehensive suite of GIS services to support enterprise GIS including: Planning, Design, Development, and Implementation. We have extensive experience in providing these services to local, state, and federal governments gained through over 2,500 successful GIS projects.



Figure 2 - Enterprise GIS Services We Provide

Staff

Timmons Group has over 100+ full-time geospatial staff located throughout the USA. The staff is comprised of a combination of GIS planners, analysts, technicians, human factors analysts, applications developers, QA/QC specialists and management. All of our staff offers significant experience in the design, implementation and maintenance of enterprise GIS. We have the depth of staff to handle any GIS projects that arise from this contract.

GIS Technical Staff

Our GIS staff is experienced in the development and operation of GIS for State and Local governments. The GIS staff is augmented by Subject-matter-experts in Transportation, Planning, Economic Development, Asset Management, and Civil Engineering that can be leveraged for a specific engagement as needed.

GIS Applications Development Staff

Our applications development resources are experienced in developing Esri based applications for cloud, mobile and web based user environments using the most current application development technologies; including HTML5, CSS3, JavaScript (including all widely adopted JS frameworks), Objective-C, Swift, Java, .NET, Python, SqlServer, Oracle, Postgres, AWS and Azure. The application development staff is augmented by user interface and user experience designers, enterprise/ software/ solution architects, scrum masters, QA engineers, business analysts, technical writers, and trainers.

Areas of GIS Expertise

Business Requirements and Analysis

The success of a GIS project is measured through the acceptance and use of the GIS work products by business users. A key ingredient to user acceptance is understanding and fulfilling their needs through providing improved work processes, tools, and work products. Our business analysts use proven industry standard tools and processes to enable end users to explain their needs, in their own words, and then translate those needs into actionable tasks for our GIS designers and developers.

GIS Database Design and Development

The majority of the GIS projects include database design and development services. We have assisted clients with developing GIS in a wide variety of business areas including:



Data Development

Timmons Group provides a variety of data development services. We offer services using proven techniques that have been refined through years of providing successful data development projects to federal, state and local government clients. We provide office collection services including: digitizing, geocoding, vectorization, and associated attribute data entry. Our field collection services include: GIS and Survey accurate data location, validation, and attribute collection using the latest GPS technology tools.

GIS Data Integration

Timmons Group has extensive experience with integrating GIS and non-GIS (legacy) systems. System integration can be done using a number of different methods, depending on the business need and legacy system capabilities. These methods range from a periodic data file download/upload exchange to fully automated transaction level exchange where systems are updating each other's data on continuous basis.

Work Process Development and Implementation

Timmons Group is a nationally recognized leader in the customization and implementation of COTS work management tools including the Esri Production Mapping extension. These tools provide standardization and repeatability of your GIS and non-GIS production processes. Our experience includes implementation of the data production (input/output), data validation and cartographic production tools in the desktop and server environments.

GIS Application and GIS Web Development

Timmons Group provides geospatial applications development services for web, desktop and mobile platforms to support business applications. We typically use a modified Agile approach for GIS application and web development and implementation. This enables the efficient and timely project delivery when requirements and designs are not known with certainty or completeness at the project start.

Training

We provide end-user training to operational and managerial staff. This training is task oriented and focus on end user applications and general GIS use/maintenance. We are available on as needed basis to serve your staff as needed to support existing GIS systems and systems expansion.

GIS Systems We Support

Timmons Group has been providing GIS services using the Esri Platform since 1989. We have been an Esri Business Partner for 22+ years. We serve as an Esri Beta-test site for many of their software releases. This enables us to understand the upcoming Esri GIS platform changes and the impact on our clients.

We support a wide variety of GIS databases including Microsoft SQL and ORACLE, the two predominant databases used by our local government clients. We have database architects with experience in additional database platforms should the need arise.

Government GIS Services References

We have successfully completed over 2,500 GIS projects for local, regional, and state governments throughout the USA. We currently have 50+ active GIS projects for our government clients. The References section of this response includes a completed Form A-14, as requested in the RFP.

Resumes of key personnel are found in Tab 5.



KEY PERSONNEL QUALIFICATIONS

Our team brings a unique combination of national GIS experience and local government specific GIS dexperience. Our wealth of GIS experience is gained from thousands of state and local government projects across the USA.

KEY PERSONNEL CHART

The Project Team below represents our staff that are responsible for understanding the client needs and responding to task orders with appropriate resources to successfully complete projects. The technical GIS services staff will vary based on the specific PO scope.

DID YOU KNOW?



The Timmons Group Team has

- 28+ years of GIS services experience
- 25 + years of GIS App Dev experience
- 100+ Full-time Geospatial staff
- Won every Esri Business Partner award
- Been a Cityworks Platinum Partner 5+ yrs.
- Has integrated GIS and Tyler EDEN for clients
- Hosted webinars on Strategic Planning
- Hosted webinars on GIS data processing
- Works on projects from coast to coast



**Renee Judkins, GISP,
PMP, CSM**

**Local Government
GIS Manager**

Randy Trott, LS

**Principal / Subject Matter
Expert**

Jennifer Kennedy

GIS Analyst

Mark Harmon

Cityworks Services

Bryan Ketchum

Integration

Ally Reynolds

GIS Technician

Matt Moore

GIS System Architect

Jarett Green

GIS Developer



The table below shows our proposed staff and their years of experience providing the requested services.

Key Staff Experience								
Requested Services	Randy Trott							
	Renee Judkins							
	Jennifer Kennedy							
	Mark Harmon							
	Brian Ketchem							
	Matt Moore							
	Ally Reynolds							
	Jarrett Green							
RFP 3.2.1 - GIS data creation and maintenance	30	12	8			12	5	7
RFP 3.2.2 - GIS mapping and analysis	30	12	8			12	5	7
RFP 3.2.3 – Cityworks implementation				10	7	5		3
RFP 3.2.4 – Atlas/As-built wastewater GIS Compliance	15	7				4		
RFP 3.2.5 – GIS operations and support	30	10	5			12		3
RFP 3.2.6 – GIS integration	30	10	5	10	5	10		
RFP 3.2.7 – GIS web application development	25					10		7
RFP 3.2.9 – Disaster recovery planning	15					5		
RFP 3.2.10 – ArcGIS Server Update and Maintenance	14					14		

RESUMES



RANDY TROTT, LS

PRINCIPAL IN CHARGE

Overview

Randy is a Sr. Principal at Timmons Group. He is responsible for overall client satisfaction and project success. He provides organization and technical management for GIS Projects. He has worked many projects that utilize geographic data for enhanced mapping and information systems including tax parcel mapping, utilities mapping, GIS applications development, enhanced 911 and other computerized mapping and surveying projects.

Randy's professional experience and abilities include GIS applications development and programming, GIS network modeling and routing, global positioning system (GPS) data collection and processing, systems integration, geodetic adjustments for coordinate system conversions, and data conversion. His combination of GIS experience and land surveying experience gives Randy a unique understanding of GIS and GPS mapping requirements within the Geospatial Services Community.

Select Project Experience

Esri Parcel Data Conversion and Parcel Fabric Implementation

Jackson County, MO

Responsibility – Principal in Charge

Data Conversion E911 & GIS, On-going Support

Gloucester County, VA

Responsibility – Principal in Charge

Eastern Virginia Regional Routable Centerline Development & On-going Support

8 VA Counties, Led by King and Queen County

Responsibility – Principal in Charge

Enterprise GIS Strategic Planning, Implementation, & Support Services

Fairfax County, VA

Responsibility – Principal in Charge

GIS Data Conversion and Field Validation

Virginia Beach, VA

Responsibility – Principal in Charge

Education

- BS, Surveying Engineering, University of Maine, 1992
- MS, Business Administration, Virginia Commonwealth University, 2004

Registration

- Professional Land Surveyor

Experience

- 30 Years

% of Time

- 10%

Affiliations

- Virginia Association for Mapping and Land Information Systems (VAMLIS)



RENEE JUDKINS, GISP, PMP, CSM

GIS Project Manager

Overview

Renee serves as your dedicated point of contact and is responsible for day-to-day management of project tasks. She has successfully managed many GIS projects across the United States and its Territories. Renee provides our clients with exceptional insight and ability to move projects forward by helping everyone focus on the task at hand. She has over 12 years of GIS consulting experience with a focus on state and local governments. Renee's success, in part, is due to the passion and integrity she brings to every project.

Select Project Experience

GIS NG911 Address Verification/Data Readiness

Amelia County, VA

Project Responsibility – Project Manager

Web LoGISTICS Public Facing Website Data Maintenance

Appomattox County, VA

Project Responsibility – Project Manager

Eastern Virginia Regional Routable Centerline Development & On-going Support

7 VA Counties, Led by King and Queen County, VA

Responsibility – Project Manager

Parcel Maintenance and GIS Consulting

Appomattox County, VA

Project Responsibility – Project Manager

Data Conversion E911 & GIS, On-going Support

Gloucester County, VA

Responsibility – Project Manager

Education

- Bachelor of Science, Urban Studies and Geography, Virginia Commonwealth University, 2005

Registration

- Geographic Information System Professional
- Project Management Professional Certification
- Certified Scrum Master

Experience

- 12 Years

% of Time

- 60%

Affiliations

- Project Management Institute
- Virginia Association for Mapping and Land Information Systems



JENNIFER KENNEDY

Senior GIS Analyst

Overview

Jennifer is a GIS Analyst on the Timmons Group Geospatial Services Team. She focuses on data analysis and workflow design to support data conversion and validation. Her project experience includes: data workflow design, data conversion, mapping, and implementation of quality control and workflow tools from Esri's Production Mapping suite. In addition, Jennifer conducts training seminars on Esri tools such as Esri's Data Reviewer and Task Assistant Manager, and she regularly provides training for clients on these topics.

Select Project Experience

Enterprise GIS Strategic Planning & Implementation

City of Fayetteville, NC

Responsibility – GIS Data Modeling and Population

Enterprise GIS Planning and Implementation

New Mexico State Land Office Land Office

Responsibility – GIS Workflow Design and Implementation

Enterprise GIS Planning and Implementation for Local Government Asset Management Operations

City of Forest Grove, OR

Responsibility – GIS Workprocess and Dataflow Design

MDC Conservation Lands Paper Maps Conversion and Digitization

State of Missouri

Project Responsibility – GIS Data Modeling and Population

Education

- Bachelor of Arts, Fine Arts, Carnegie Mellon University, 2009

Experience

- 8 Years

% of Time

- 35%



ALLY REYNOLDS

GIS Analyst

Overview

Ally is a GIS Analyst on the Timmons Group Geospatial Services Team. She has experience in Esri GIS schema development, scripting, QA/QC practices, and data conversion including using ETL tools to populate geodatabases.

Select Project Experience

NG-911 Boundary Adjustment

City of Suffolk, VA

Project Responsibility: GIS Analyst

NG911 Data Correct/Maintenance

Orange County, VA

Project Responsibility: GIS Analyst

Enterprise GIS Strategic Planning & Implementation

City of Fayetteville, NC

Responsibility – GIS Analyst

Enterprise GIS Planning and Implementation

New Mexico State Land Office Land Office

Responsibility – GIS Analyst

Enterprise GIS Planning and Implementation for Local Government Asset Management Operations

City of Forest Grove, OR

Responsibility – GIS Workprocess and Dataflow Design

Project Responsibility: GIS Analyst

Eastern Virginia Emergency Regional Routable Centerline, Phase 2

King & Queen County, VA

Project Responsibility: GIS Analyst

Planimetric/Topo Data Update

Fairfax County, VA

Project Responsibility: GIS Analyst

Education

- Masters, Biology with Minor in Spanish, University of North Carolina, 2015

Experience

- 5 Years

% of Time

- 35%



JARRETT GREEN

GIS Developer

Overview

Jarrett is a GIS administer and technical developer on the Timmons Group Geospatial Services Team. He performs tasks related to GIS development, python scripting, mapping, data development, data analysis and project deliverable quality control based on defined parameters. **Jarrett has worked on multiple ArcGIS Online projects for local governments.** He is well versed in ArcGIS Desktop and Enterprise systems, and has worked on projects utilizing both custom and COTS applications. Jarrett has helped local governments implement and maintain their enterprise GIS leveraging both traditional and cloud based strategies.

Select Project Experience

Enterprise GIS Development and Implementation

Richmond International Airport, VA

Responsibility – GIS Operational Implementation & ArcGIS On-Line Consultant

Enterprise GIS Planning and Implementation to Support Asset Inventory and Collection

Virginia Department of Transportation

Responsibility – GIS Operational Implementation & ArcGIS On-Line Consultant

Enterprise GIS Planning and Implementation for Local Government Asset Management Operations

City of Forest Grove, Oregon

Responsibility – GIS Operational Implementation Consultant

Utility Field Inventory and GIS Adjustment

City of Virginia Beach

Project Responsibility - GIS Field Data Collection Coordination & ArcGIS Services Setup

Enterprise GIS Strategic Planning & Implementation

City of Fayetteville, NC

Project Responsibility - GIS Operational Implementation & ArcGIS On-Line Consultant

Education

- Bachelor of Arts, Geospatial and Environmental Analysis, Minor: Geosciences ,Virginia Tech, 2011

Registration

- Certified Enterprise System Design Associate 10.3

Experience

- 7 Years

% of Time

- 40%



Mark Harmon

CITYWORKS IMPEMENTATION CONSULTANT

Overview

Mark offers considerable experience in Cityworks consulting and enterprise system design gained through work with water utilities, State and local governments and private industry. His capabilities include - GIS systems planning and design, specification design and development, project implementation coordination, GIS training and end user support. Mark will support our City of North Miami efforts by ensuring our utility geodatabase design and development efforts are compatible with your existing GIS/IT architecture

Select Project Experience

Cityworks® Asset Management System Implementation

City of Garland, TX

Project Responsibility – Cityworks Implementation Lead Consultant

Cityworks® Enterprise Asset Management System Master Planning

City of Richmond, VA

Project Responsibility - Cityworks Implementation Lead Consultant

Cityworks® Enterprise AMS and PLL Implementation

City of Fayetteville, NC

Project Responsibility - Cityworks Implementation Lead Consultant

Cityworks® Enterprise Asset Management System Implementation

City of Auburn

Project Responsibility - Cityworks Implementation Lead Consultant

MWA Cityworks Server AMS/Cayenta Integration Implementation Approach

Macon Water Authority

Project Responsibility - Cityworks Implementation Lead Consultant

Skagit Co Cityworks Upgrade

Skagit Public Utility District

Project Responsibility - Cityworks Implementation Lead Consultant

Winston-Salem Cityworks Support

City of Winston-Salem, NC

Project Responsibility - Cityworks Implementation Lead Consultant

Alexandria SRL Cityworks Enhancements

City of Alexandria

Project Responsibility - Cityworks Implementation Lead Consultant

Education

- Bachelor of Science, Geographic Science, James Madison University, 2003

Experience

- 15 Years

% of Time

- 20%



Brian Ketchem

GIS INTEGRATION SPECIALIST

Overview

Brian is a GIS Analyst responsible for integrating GIS with Cityworks, AMS Analyst, responsible for configuration and implementation of Cityworks Server AMS software. He will be responsible for ensuring client satisfaction and assisting with the data process for implementations.

Select Project Experience

City of Fayetteville Cityworks and Survey123 Integration

City of Fayetteville, NC

Project Responsibility – GIS Integration Lead

Macon Water Authority Cityworks Cayenta Integration Design & Development

Macon Water Authority

Project Responsibility - GIS Integration Lead

ASUS Contract No 186200S Cityworks Implementation

American States Utility Services, Inc.

Project Responsibility - GIS Integration Lead

Bartow Co AMS Implementation

Bartow County, GA

Project Responsibility - GIS Integration and Implementation Tech

Cityworks® Asset Management System Implementation

City of Garland, TX

Project Responsibility - GIS Integration and Implementation Tech

PLL Public Portal and Tools Integration

City of Tallahassee, FL

Project Responsibility - GIS Integration Tech

Skagit Co Cityworks Upgrade

Skagit Public Utility District

Project Responsibility - GIS Integration and Implementation Tech

Winston-Salem Cityworks Support

City of Winston-Salem, NC

Project Responsibility - - GIS Implementation Tech

Education

- Bachelor of Science, Geography, Virginia Tech, 2014

Experience

- 4 Years

% of Time

- 40%



Matt Moore

SYSTEMS ARCHITECT AND SERVER SUPPORT SME

Overview

Matt is a Sr. Systems Architect in Timmons Group's Geospatial Division. He performs tasks related to systems management/administration, web administration, database administration & development, and applications development. Matt has worked on many systems architecture design, development, and implementation projects for Federal, State, and Local governments throughout the USA. He is well versed in implementing Enterprise systems, and has worked on projects utilizing both custom and COTS applications.

Select Project Experience

Systems Architecture and Administration

20+ Local and State Government clients

Responsibility – Technical Lead for Systems Design, Implementation, and Operation

Geospatial Web Systems Administrator

Air Force - Air Combat Command Installation

Responsibility – GIS Architect and Operational Implementation Consultant

Geospatial Systems Analyst

Air Force – - Air Combat Command Installation

Responsibility – Spatial Systems Implementation and Analysis

Education

- Bachelor of Science, Old Dominion University, 2004

Experience

- 15 Years

% of Time

- 40%



GIS STAFF RESOURCES

Timmons Group has the human resources available to successfully fulfill all of your GIS needs. This includes the resources specifically requested in the RFP and additional resources that are available for specific engagements as needed. The figure below shows our list of GIS resources. Job descriptions for select resources are included below.

The GIS staff is augmented by Subject-Matter-Experts in Transportation, Planning, Economic Development, Asset Management, Civil Engineering that can be leveraged for a specific engagement as needed.

Our applications development resources are experienced in developing Esri based applications for mobile and desktop user environments using the most current application development technologies; including HTML5, CSS3, Java Script, JQuery, Objective-C, Java, PHP, SqlServer, .NET, PhoneGap, ICENIUM (Titanium) and Eclipse. The application development staff is augmented by graphics user interface designers, technology infrastructure architects, testers, documentation experts, and trainers. The graph below shows our resources by category and their availability.

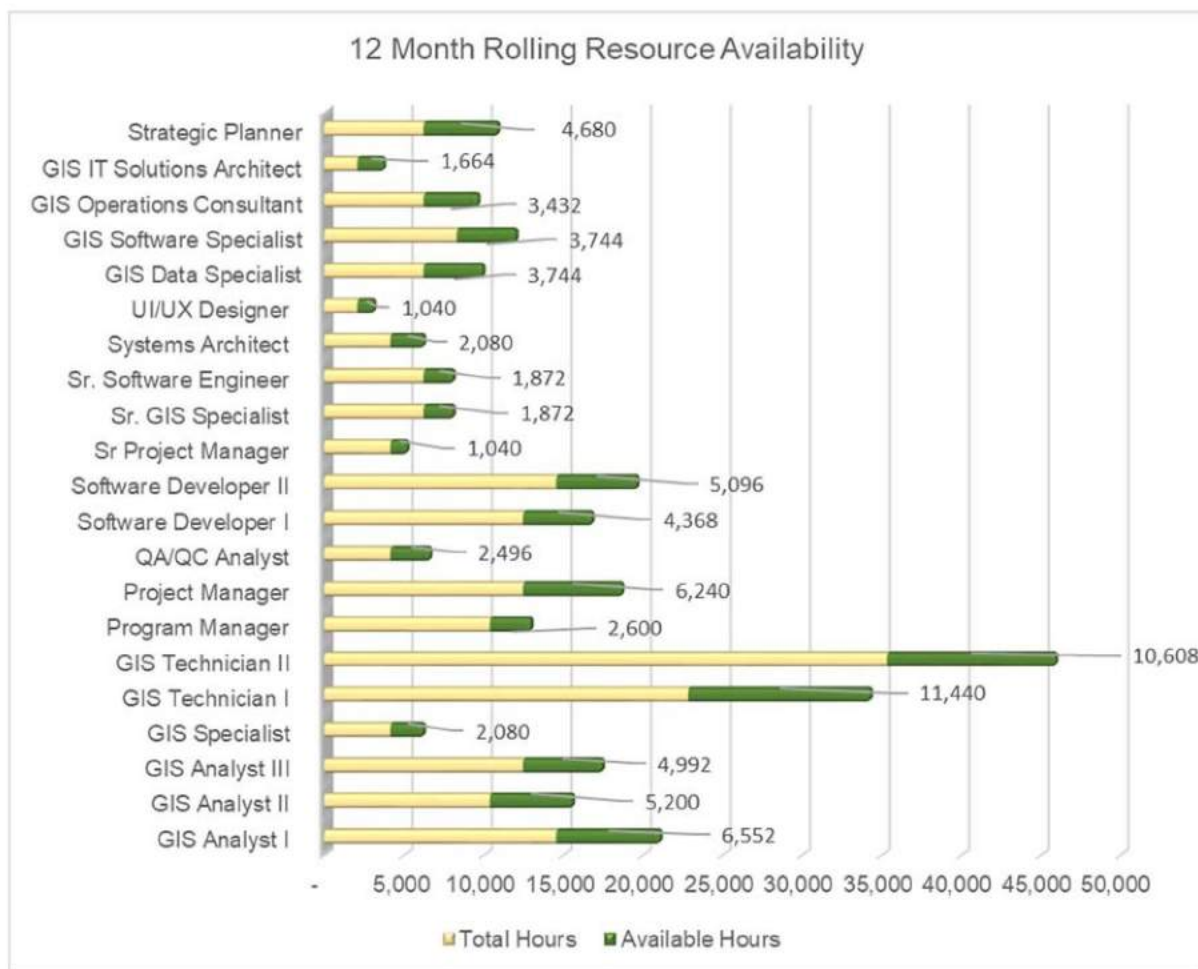


Figure 3 - Our GIS Resource Availability

ADDITIONAL STAFF RESOURCES

In the unlikely event we cannot fulfill a PO need with existing resources our Staff Resource Coordinator and Recruitment Coordinator leverage our pool of available resource resumes, established relationships with professional organizations, and universities throughout the US to identify candidates that meet the defined project criteria.

For engaging experienced professionals we use a process of interviews and assessments that provide the candidate an



opportunity to demonstrate their abilities and validate the experience shown on their resume. The Coordinators contact the resources, determine the eligibility to hire, and begin the candidate assessment process. Candidates are then screened on-line and in person by the Project Manager and Technical staff.

For engaging junior staff, we have offer student internships through universities. We bring students in, provide professional training, and then offer the "best of the best" opportunities for employment upon their graduation.



SCOPE OF SERVICES APPROACH

GIS PROJECT MANAGEMENT APPROACH

This section of our proposal addresses the **management processes and tools we use to provide GIS services**. It is organized by the following areas:

- Project Management Services and Tools
- PO Management

Project Management Services and Tools

Timmons Group provides the following Project Management services throughout the duration of each project:

- Perform business meeting(s) (in person or conference calls)
- Develop, in cooperation with the client Project Manager, a detailed Project Plan and Schedule
- Proactively manage and update Project Plan and Schedule, as required, throughout the duration of the Project. Project Plan and Schedule modifications will be facilitated upon common agreement between the client and the team project manager
- Coordinate project events with the client project manager and team members
- Author, edit, review and distribute project documentation and technical reports, as required
- Facilitate in-process review meetings with the client project manager and end-users as scheduled, and appropriate, throughout the duration of the project
- Perform miscellaneous project administration (e.g., internal project updates), and
- Anticipate problem areas then propose and facilitate solutions

The project team utilizes a variety of project management tools throughout the project lifecycle including:

- Microsoft Project – for schedule management
- Web-based Project Portal – for client communications and project document storage
- Secure FTP project folder or Dropbox folder – for data and program transfers
- Secure test environments - for software and data review and acceptance
- Subversion or Team Foundation Server (TFS) – for application code management
- TRAC or HP Quality Center – for application and data issue/bug tracking

PO Management

PO Start-up

Our PO management begins by meeting with client Project Manager to review and refine the PO purpose, goals, requirements, scope of work, PO assignments, schedule and budget. This is typically coordinated by the Timmons Group Project Manager. This meeting is typically attended (on-site or remotely) by the client's key management and technical staff, and the Timmons Group management team. We document user technical requirements and human resource requirements in terms of technical capabilities, timeframe, budget and performance location (on-site or remote).

A PO work plan is created to codify the purpose, goals, requirements, scope of work, task assignments, schedule and budget. It forms the basis for the PO deliverables, test and acceptance plans, and staffing requirements. Depending on the management approach and the nature of the PO this plan can be revised periodically throughout the project upon mutual agreement of our client and Timmons Group to reflect changes in client needs, technology, or PO parameters.

Staffing requirements are then identified for specific task engagements by our Project Manager in cooperation with our staffing Resource Coordinator. The staff assignments are proposed by Timmons Group and reviewed/approved by the client, as needed, prior to commencement of specific PO tasks.

On-Going PO Management

On-going management is provided by the Project Manager assigned to a specific PO. The Project Manager is the primary point of contact for our clients. They have the authority and responsibility to ensure the project is successful in our client's eyes and ours. This includes making sure that the right resources are available to perform the work when needed. In the event that staff changes are required during a staff augmentation PO, our Project Manager will alert the client Project



Manager and provide equitable alternatives for approval.

Issue/Action Item Management

During the course of the PO, the project manager will maintain a detailed issue/action item tracking log. This will include issue details, issue status, issue assignments, and issue resolution details. Action items will be tracked in a similar fashion. The client project manager is encouraged to contribute issue/action items to the list. This list will be presented to the client project manager on a periodic basis, as agreed to by the client and team project manager, using the Project Progress Report. This is normally done as part of a regularly scheduled project status report work process.

Risks:

Project Risks and Impediments		Risk/Probability					Mitigation		
		Probability	99						
			75						
			50						
			25						
			10						
			1	2	3	4	5		
		Impact							
		Probability	99						
			75						
			50						
			25						
			10						
			1	2	3	4	5		
		Impact							

Figure 4 - Risk and Mitigation Tracking Log

WORK ORDER MOBILIZATION

We anticipate responding to individual POs issued thru this contract vehicle. The POs will be one of two type: Deliverables based, with a defined scope, schedule, and fee and Staff Augmentation used for dedicated short and long term onsite and off-site staff engagement.

Timmons Group has the depth of staff and financial resources to mobilize our team in short order. We typically start work activities within 5 business days of receiving the official notice to proceed. Our work activities vary based on the PO scope and client needs.

The staff resources needed for a specific are identified during the PO Start-up described above. Our resource managers work with our project managers to review our staff pool and fulfill the PO needs. We currently have 100 + full-time GIS staff experienced in the development and operation of GIS for state and local governments. The selected resources are on-boarded to the project using the workflows described below.

Deliverables Based PO Workflow

We propose to use the workflow shown below to manage the PO deliverable production within the agreed upon time and cost constraints. This is a proven approach that has been used, successfully, on many deliverables based GIS projects. Our approach is organized into three key sections; Discovery, Development, and Operations Support.



Figure 5 - High Level PO Approach

DISCOVERY - This effort provides the information input for PO scope of services (e.g. planning focus, data development/maintenance needed, or application development focused/needs). Discovery defines/refines the scope, sets PO expectations, and creates the foundation for a successful project.

DEVELOPMENT – This is where GIS staff perform their work (planning, data development, etc.) and web developers code and test the application. The development and delivery of work products is usually done in an iterative approach. This enables our clients to see the work product results and ensure that they are getting what they need. Any changes to the project scope can be made early in the project delivery, with minimal disruption to the client and production resources.

OPERATIONS SUPPORT – This is where we deliver the final work product and provide GIS training to operational and end user staff. The training is task oriented and focuses on using GIS applications and workflows developed as part of the custom applications and COTS Esri GIS tools. We provide on-going support on an on-demand basis to enable the efficient integration and use of the GIS technologies within business operations.

Staff Augmentation PO Workflow

Staffing for a specific PO begins by meeting with client Project Manager to review and refine the project purpose, goals, requirements, scope of work, project assignments, schedule and budget. We document user technical requirements and human resource requirements in terms of technical capabilities, timeframe, budget and performance location (on-site or remote). Our resource managers work with our project managers to review our staff pool and fulfill the PO needs.

The qualified staff augmentation candidates are presented to the client for review and approval. Once approved, the staff person is on-boarded using the appropriate (client or Timmons Group) on-boarding process.



Figure 6 - Staff Augmentation

RFP 3.2.1 – GIS MAP LAYER CREATION AND MAINTENANCE SERVICES

GIS Data Experience

Timmons Group has over 28 years of experience creating and maintaining GIS data for organizations for local, regional, state, and federal governments. **Our GIS technical staff includes over 50 GIS techs and analysis with extensive office and field GIS data** creation and maintenance experience. Our data creation methods include heads up digitizing, georeferencing, geocoding, field data collection and validation, and UAV data collection.

We have developed and currently support many data layers that support state and local government agencies. Data layers supporting operations including:

- Transportation (Roadways, bus routes, trains, subway, airport zones, etc.)
- Public Utilities (water, sewer),
- Stormwater,
- Electric and gas utilities,
- Boundaries (parcels, zoning, landuse, political, jurisdictional, ESZ, watershed, etc.)
- Environmental (runoff, slope, terrain, LiDAR, endangered species, bathymetric surveys, etc.)

GIS Data Tools

We use the Esri ArcGIS suite of GIS Software tools and Trimble GPS units as our primary tools for data creation, maintenance, and quality control. We also use other software tools (e.g. Hexagon) should your specific needs require.



Timmons Group has developed a solid infrastructure for quality control and quality assurance (QA/QC) in support of our GIS data services. Data quality control begins by establishing the data parameters and domains that define data type, content, and format. The parameters include geometric and attribute logic checks.

Where possible, we incorporate the latest data QA/QC tools offered by the Esri (specifically, Workflow Manager, Data Reviewer and Task Assistant Manager) to automate, standardize, and manage the data processes. It provides tools and a collaborative and shared environment to improve the quality, value of geospatial data, and cartographic products through standardization, repeatability, and configuration of your production processes.

GIS Data Services

Our GIS data services include the design, development, documentation, and population of databases to support a wide variety of business user's needs. GIS Data development approach varies depending on the specific business data requirements, available data resources, data formats, and intended use platforms. Our data conversion experience includes:

- Data Conversion and Migration
 - Digitizing small to large scale (450,000 + features) projects using a heads-up approach
 - Paper to digital using heads-up digitizing (e.g. Parcel maps, Rights-Of-Way)
 - Attribute coding and editing of points, lines, polygons
 - Linking parcel data with tax records and computer aided mass appraisal (CAMA) systems
 - Raster and vector data projection and transformation
 - Non-GIS data location loading using geocoding tools and processes
 - Digital to digital data conversion using Extract, Translate, and Load (ETL) tools
 - Data QA/QC using automated processes and Esri Work Manager Extension Tools
- Field Data Inventory and Update
 - Feature collection and validation
 - Attribute collection and population
 - Data QA/QC
- Image Processing
 - Data acquisition
 - Classification
 - Loading
 - Data QA/QC

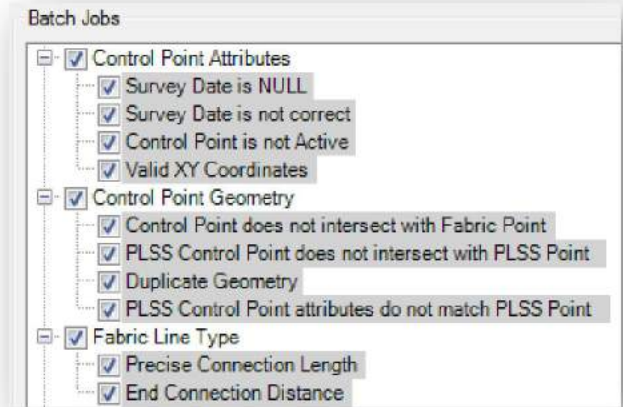


Figure 7 - Example GIS QC Checks

Data Creation Process Overview

Our data creation processing is typically managed using the Esri Production Mapping tools (specifically, Workflow Manager, Data Reviewer and Task Assistant Manager) to automate, standardize, and manage the data creation and QA/QC processes.

We have extensive experience using industry ETL tools in the market today. This includes the Esri Data Interoperability Extension (FME Workbench) and FME from Safe Software. We have setup ETL processes for on-time, periodic, and continuous use applications. We also provide training on the setup and use of ETL tools for our clients, should the need arise.

An example is the parcel data creation work we have completed for many local government entities. We heads-up digitizing using scanned images of original plats and deeds, overlaid on local datums and imagery to georeferenced and vectorize the parcels, rights-of-way, and other features shown on the source materials.

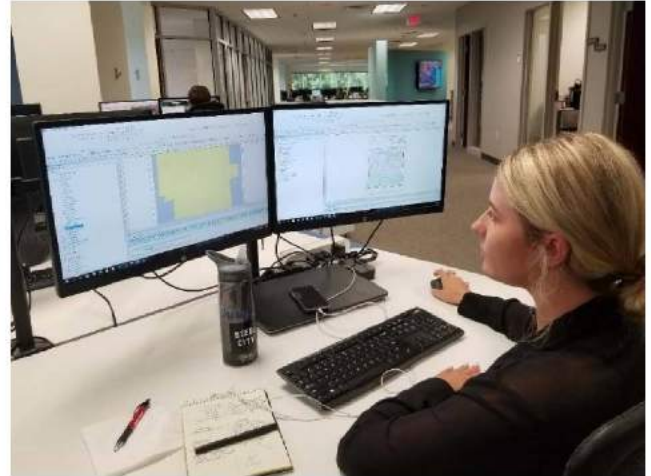


Figure 8 - Paper to Digital Data Conversion

Field Data Collection and Validation

Timmons Group develops workflows and processes utilizing a combination of Esri Production Mapping tools, Geoprocessing, and Decimeter/RTK based GPS to locate, validate, and collect field data.

An example is the field work we performed for the City of Virginia Beach Public Utilities. This two-phased project consists of the field inventory and location update of approximately 130,000 water meters and sanitary sewer cleanouts throughout the City's system and 10,000 key sewer manholes requiring Centimeter level locations and subsurface (invert) measurements. Timmons Group's project team developed workflows and processes that provided:

- Highly Accurate GPS Locations (Sub-foot Horizontal)
- GIS mapping in the field
- ArcGIS Mobile w/Mobile caching
- Esri's Data Reviewer to review/Flag adjustment anomalies
- Geoprocessing scripting to update CVBPU data locations
- Batch submission of and acceptance of data



Figure 9 - City of Virginia Beach Utility GIS Project

Example GIS Data Work Products

Emergency Response Systems Data Integration

Timmons Group provides GIS data validation, update, and maintenance services to support Emergency Operations including preparing data for Computer Aided Dispatch (CAD) systems, emergency map book (digital and paper) production, and GIS analysis services for Emergency Service Zone (ESZ) delineation and adjustment.



Figure 10 - Example GIS Data for CAD system

GIS Data Maintenance

Timmons provides GIS data maintenance for our clients who choose to focus their human resources and budget on the business operations, instead of licenses and data support staff. This is most common in operations where resources are scarce, and staff performs multiple duties and in cases where the data maintenance tasks occur sporadically. In these cases, we offer affordable, timely maintenance with predictable costs.

Examples of this include addressing and parcel maintenance with guaranteed next day turnaround. Our goal in GIS data maintenance services is to provide the level of service at a cost that meets our client's business needs and an affordable cost. We additionally offer staff augmentation services that can be contracted on a short- or long-term basis for data maintenance and update activities.

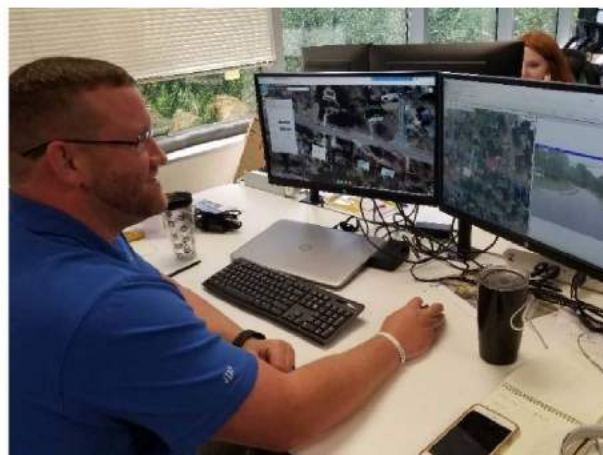


Figure 11 – Utility Data Updating

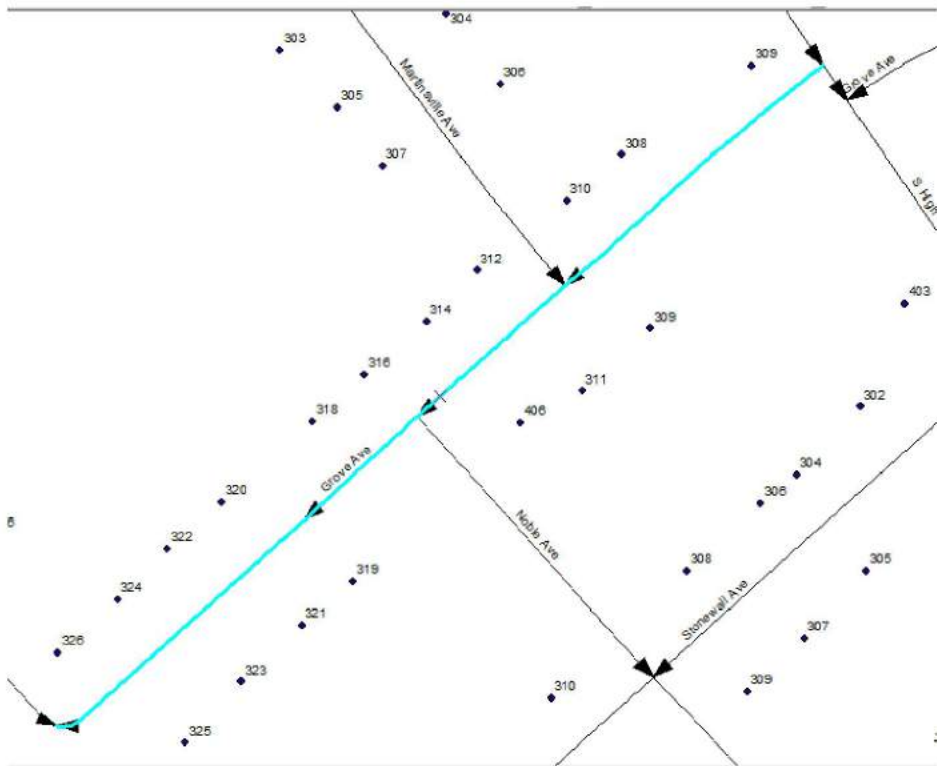


Figure 12 - Roadway and Addressing Updates

Image Processing

Timmons Group provides data collection and analysis services to support many different user requirements. Image processing tasks included:

- the identification of data sources,
- data acquisition and loading,
- raster analysis,
- data classification, and
- quality control.

Orthoimagery was downloaded for the area of interest from the USDA to interpret areas of impervious surface. Esri Spatial Analyst tools were used to create a signature file with sample data and raster bands. After the signature file was created, the Maximum Likelihood Classification (Spatial Analyst) tool was used to assign each cell a value based on the signature file. Polygons were created for each land cover type (e.g. parking, road, building, forest, field etc.). These polygons formed a guide for the rest of the process to interpret land cover over the entire imagery set.

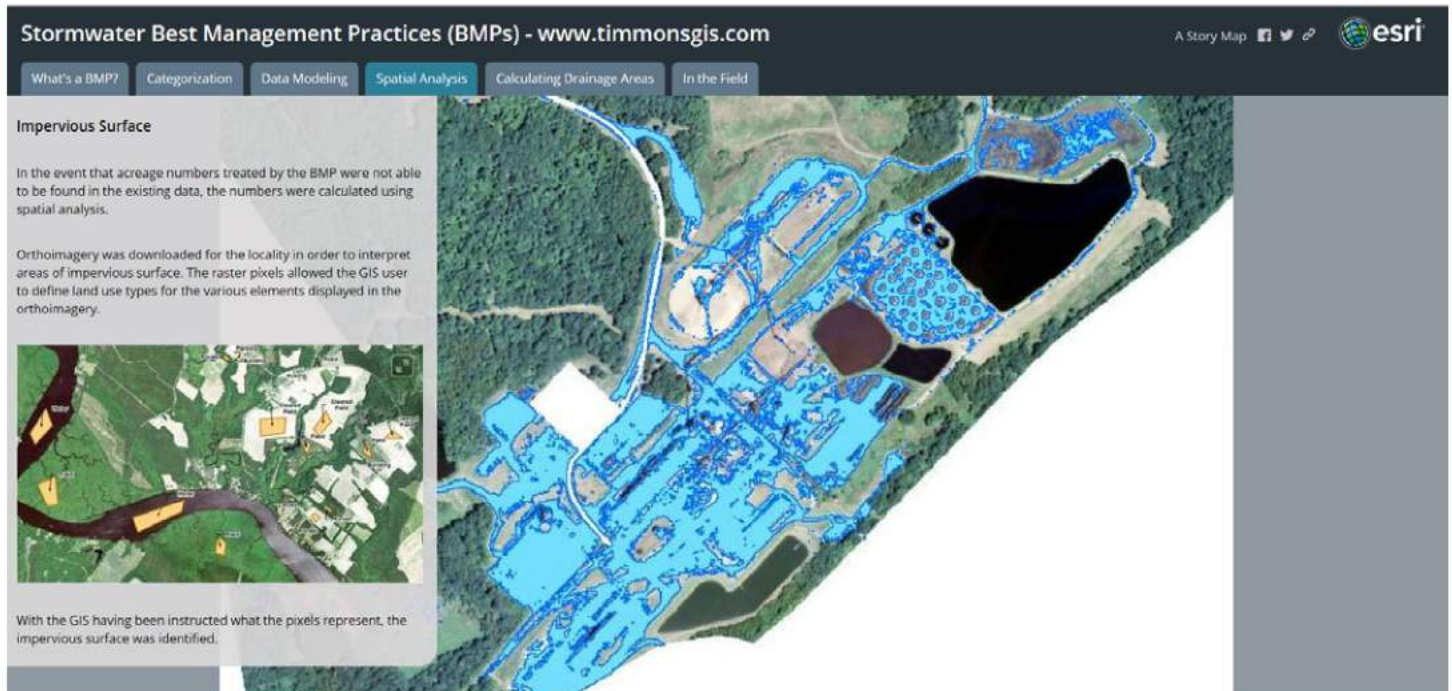


Figure 13 - Image Processing Example

Economic Development

Timmons Group Economic Development team helps leverage GIS technology to efficiently and effectively help our local government clients quietly determine the best potential sites for economic development success while *minimizing potential site and infrastructure development costs and maximizing Return on Investment*.

Analytical Data-driven Site Selection (or ADSS):

Utilizing our proven GIS analytical tools combined with our engineering knowledge and economic development expertise, we're able to streamline the site selection (or site "elimination") process to determine potential sites for development. Also, given the sensitive nature of property negotiations, our GIS data driven approach presents our clients with an "unbiased" view of the data and allows us to confidentially determine which sites have the best development potential, while investing minimal time and effort on your behalf.

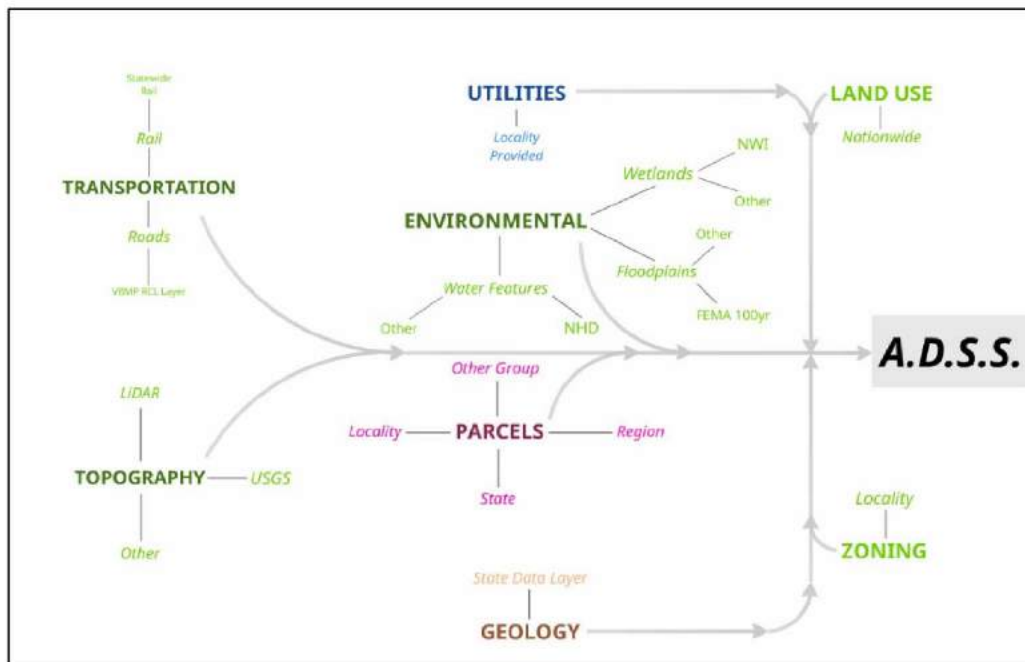


Figure 14 - Economic Development Analysis Approach



The ADSS process utilizes existing national and local GIS database information to help us determine where your best sites are located.

Site	Weighted Score	Overall Rank
Woodhaven Road Property	7.15	1
Blue Hills Golf Course	7.04	2
Franklin Area 13/14	7.03	3
Bradshaw Trust/Shadwell	5.89	4
North County Business Center	5.80	5
Whitesell	5.76	6
Exit 162	5.73	7 (tied)
Hollins/Carvin	5.73	7 (tied)
Troutville Park	4.67	9
Ingestre Farm	3.85	10

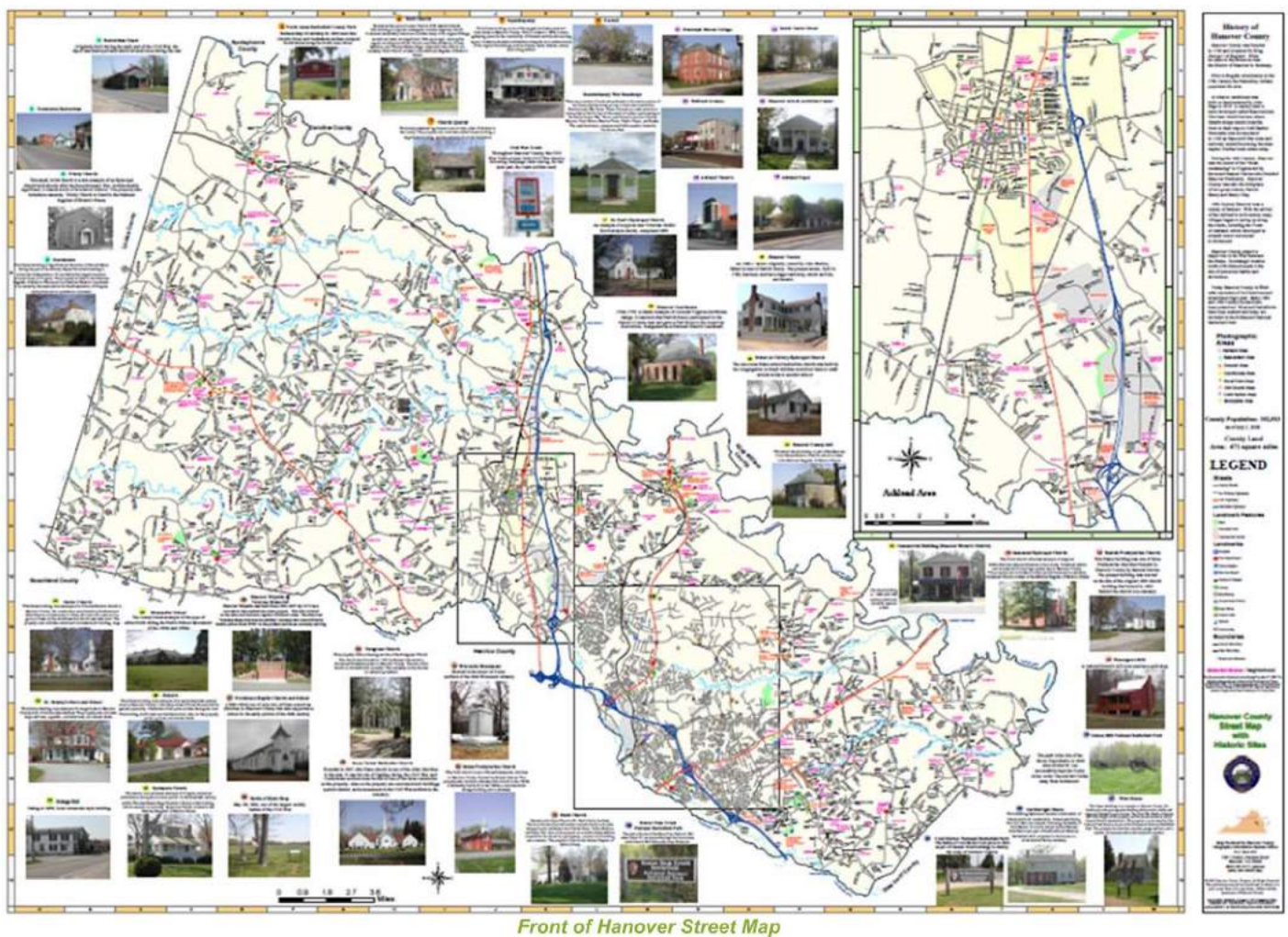
Figure 15 - Example E.D. Site Analysis Results

RFP 3.2.2 GIS MAPPING SERVICES

Timmons Group has been creating professional mapping products for over 25 years. Our cartographic and graphic design staff provide comprehensive digital and paper map design services. Map content, layout, symbology, scale, and thresholding are just some of the design and production services we work thru with your staff. We use the Esri map production tools to build, produce, and distribute mapping products. For recurring map products, we provide map production documentation and maintenance training so that your staff can maintain and update the map products.

Street Map

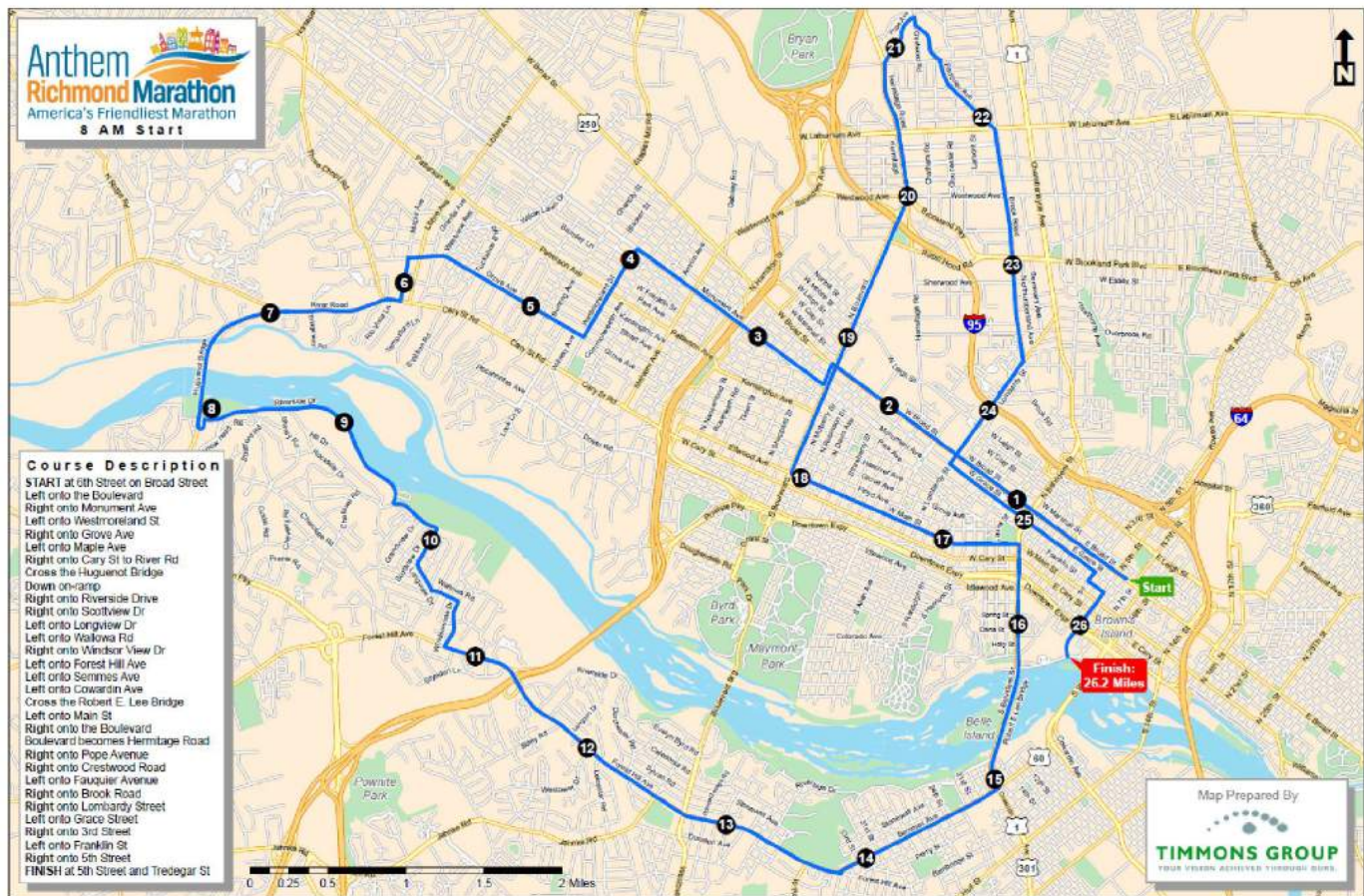
Timmons Group has created street maps for many state and local government clients. The map example below was created using Esri-based products and data and exported as an .eps for printing and folding by a professional printer using film negatives. The final product was a 44.25" x 34.375" double-sided map using 4 color printing, trimmed and folded.



Special Use / Custom Map Design and Development

Timmons Group GIS, cartographic, and graphic design staff work with your staff to define and develop custom map products for on-line and paper distribution. We work with your staff to define the business needs then create map products using an interactive approach. This interactive approach provides multiple opportunities to review map design and output products.

Below is an example special use map designed to manage a regional running marathon.



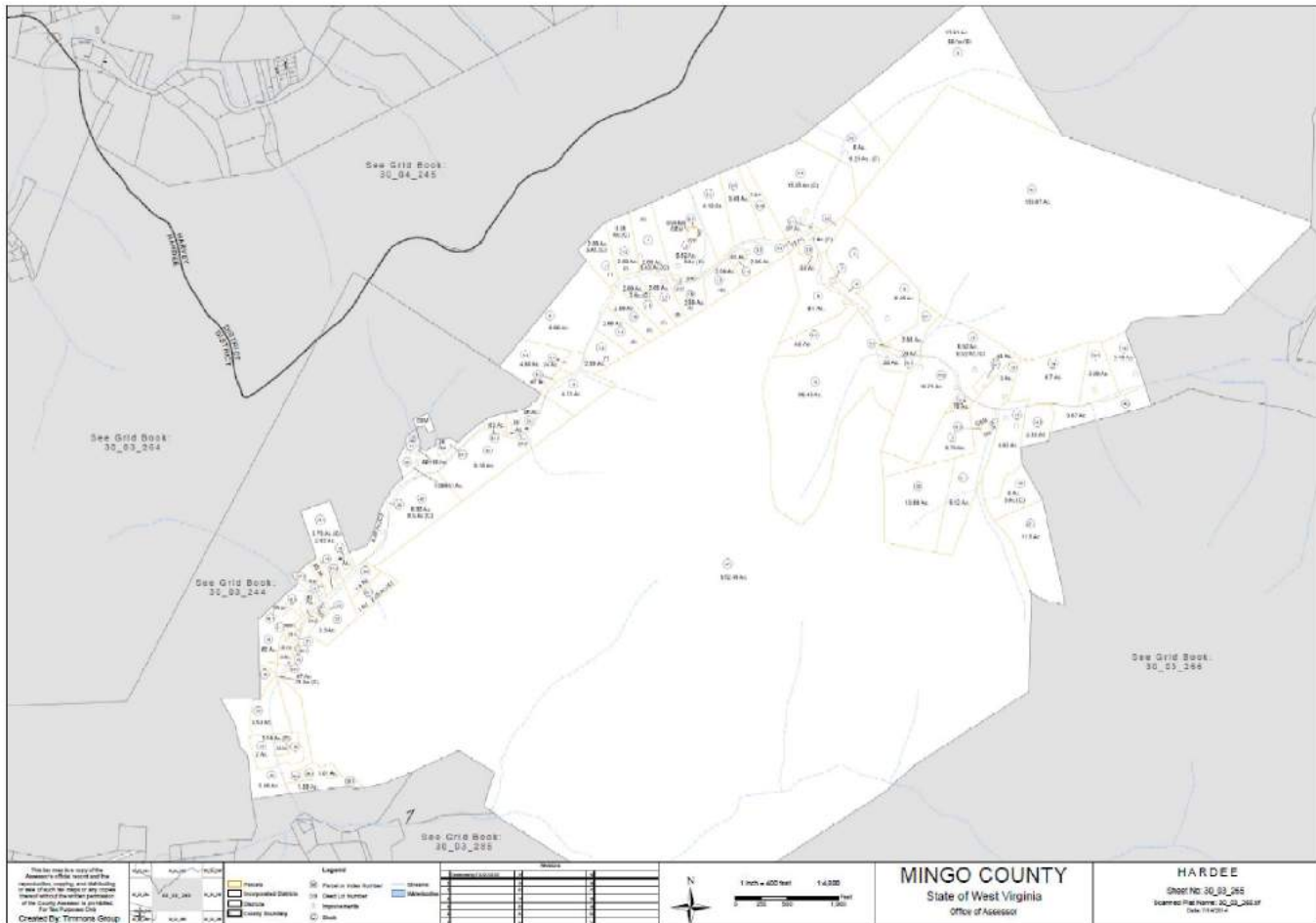
Custom Map Example

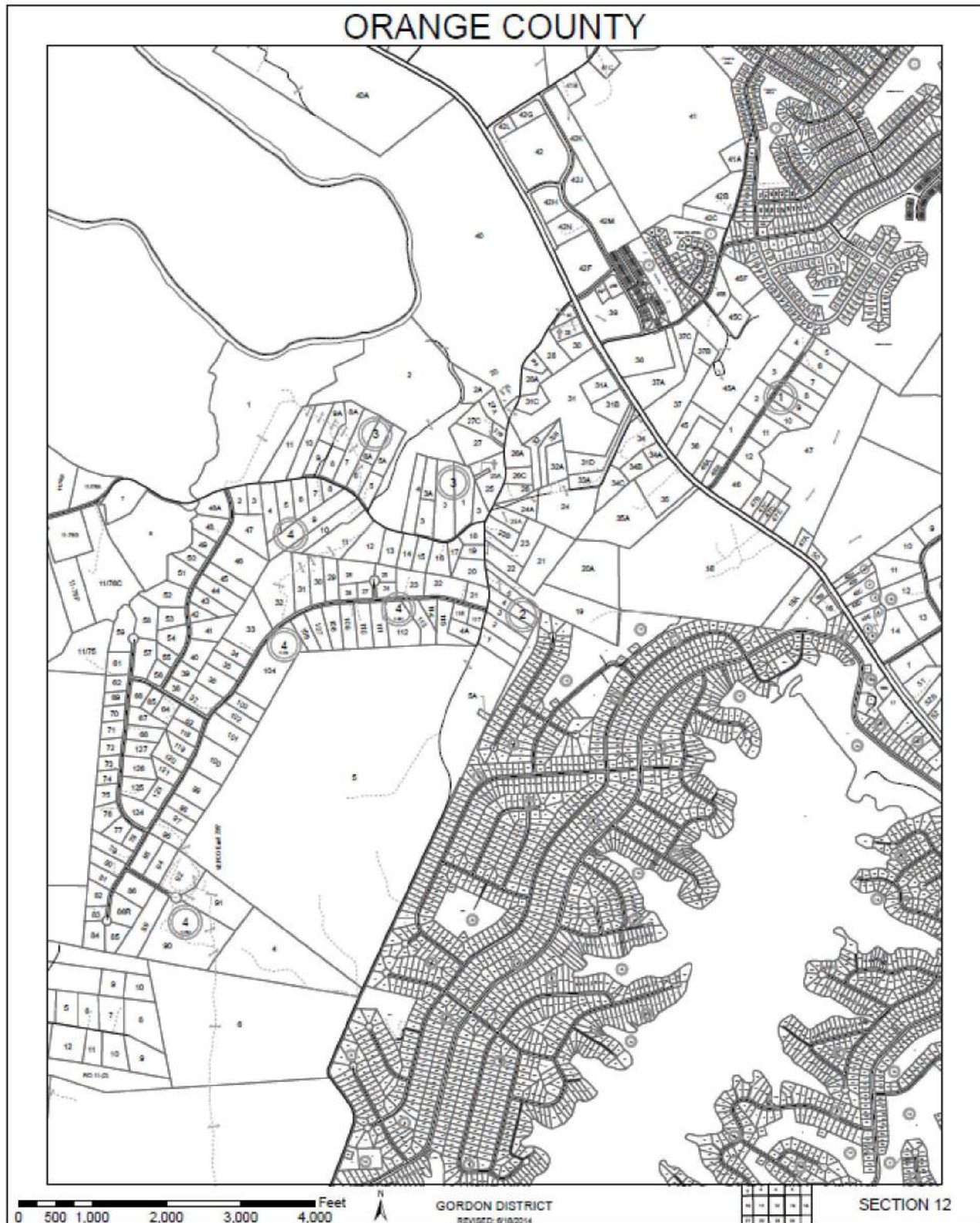


Map Books

Map books are created interactively with client staff. This interactive approach provides multiple opportunities to review templates and sample products. The map books can be produced in digital format to maintain into the future, and on paper following the finalization of the product.

Examples of map book page layouts are shown below.





RFP 3.2.3 CITYWORKS IMPLEMENTATION SERVICES

Cityworks Implementation Experience

Timmons Group is unique as it is one of three of Cityworks solution providers that is both a Platinum Implementation Partner and a Strategic Development Partner. We have been a Cityworks business partner for over 15 years.

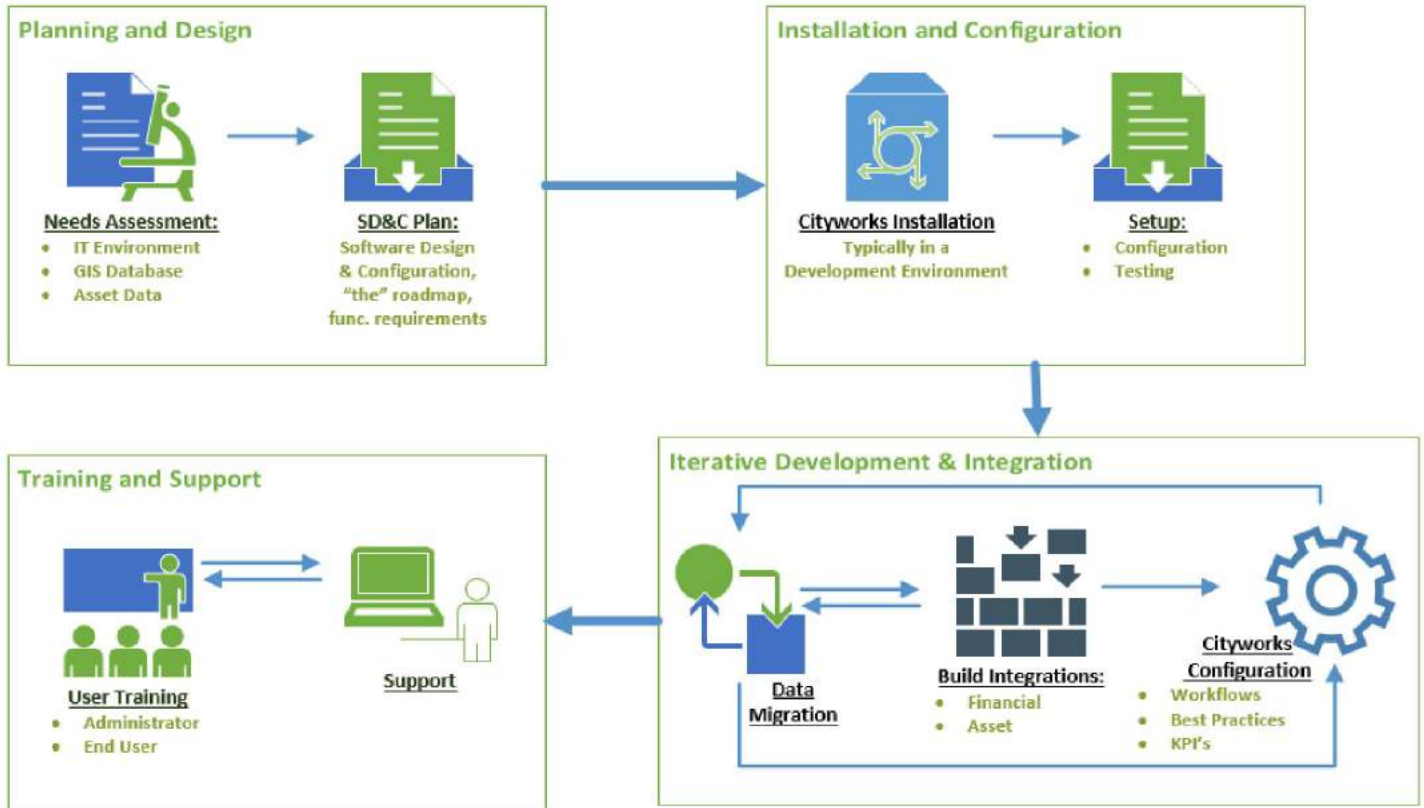


Figure 16 – Cityworks Implementation Overview

Our typical implementation services for Cityworks includes 2 to 3 integrations to other systems with our clients. These integrations include:

- Financial
- Customer Engagement
- CSM/CSR (Customer Service, billing)
- AVL
- SCADA
- CCTV
- Fleet Management
- Fuel Management
- Building/Facility Management
- Animal Control

The map below shows our 65+ Cityworks implementations across North America.



★ **Timmons Group Office Locations**

- | | | | |
|-----------------------------------|--|--|--|
| 1 Garland, TX | 18 Waterford Charter Township, MI | 35 Seattle, WA | 52 Asheville, NC |
| 2 Otay Water District, CA | 19 Altoona City Authority, PA | 36 Grand Rapids, MN | 53 Brookhaven, GA |
| 3 Alpharetta, GA | 20 Raleigh, NC | 37 Upper St. Clair, PA | 54 Frederick Water, VA |
| 4 Naperville, IL | 21 Allegheny County, PA | 38 Tallahassee, FL | 55 Montgomery County, MD |
| 5 Fayetteville, NC | 22 Chicago, IL | 39 Sugarland, TX | 56 Manatee County, FL |
| 6 Hamilton County, TN | 23 City of Winston-Salem, NC | 40 Bartow County, GA | 57 Florida Keys Aqueduct Authority, FL |
| 7 Skagit County PUD #1, WA | 24 Watsonville, CA | 41 North Miami Beach, FL | 58 St. Johns County, FL |
| 8 Auburn, AL | 25 Morro Bay, CA | 42 Grey Forest Utilities, TX | 59 Madison, WI |
| 9 Lafayette Consolidated Govt, LA | 26 Carpinteria Valley Water District, CA | 43 Herriman, UT | 60 Bonney Lake, WA |
| 10 Herndon, VA | 27 Shafter, CA | 44 Milwaukie, OR | 61 Renton, WA |
| 11 Richmond, VA | 28 Alcoa, TN | 45 Harrisonburg, VA | 62 Forsyth County, GA |
| 12 Alexandria, VA | 29 Goochland County, VA | 46 Lebanon, OH | 63 Yelm, WA |
| 13 Jackson, MS | 30 Petersburg, VA | 47 MetroConnects, SC | 64 Tigard, OR |
| 14 Washington DOT, DC | 31 Henderson, KY | 48 Las Gallinas Valley Sanitary District, CA | 65 Napa Sanitation District, CA |
| 15 Colonie, NY | 32 SeaTac, WA | 49 Macon Water, GA | 66 Regional Municipality of York, Canada |
| 16 Newport News, VA | 33 Sammamish, WA | 50 Mid Peninsula Regional Open Space, CA | |
| 17 Montgomery County, OH | 34 Weston, FL | 51 American States Utility Service | |

Figure 17 - Timmons Group's Cityworks Clients

Cityworks Implementation Approach

- Timmons Group utilizes a Modified Agile methodology to successfully implement Cityworks. We prefer this methodology because we feel it strikes the appropriate balance between developing a solution that is well designed, considers the best technology for achieving the desired outcome and requires a reasonable level of effort for our

clients. Our methodology is comprised of five (5) primary steps. The steps include Planning, Build, Training, Production Deployment, and Post Production System Review.

- **Planning** – Our planning is comprised of workshop(s) where we engage our clients and iteratively work through the business requirements, solution development, data needs, and data flow within/between Cityworks and other systems. This information is used to document user requirements thru user stories. The user stories guide the steps the follow.
- **Build** – In the Build step we develop and configure components of the solution using work sprints that are approximately 1 to 2 weeks in duration. The sprints iteratively fulfill the use cases/stories requirements and methodology developed during the Planning step. Utilizing this sprint approach to implementation encourages the stakeholders and development team to prioritize the most essential features and gives our clients a tangible, empirically based view of progress. Each sprint builds on the previous sprints deliverables, often replacing/updating some of the previous work as more is learned (iterative). Testing is done as part of sprint execution by developing code and automated tests simultaneously using techniques such as Test-Driven Development (TDD), pair programming and continuous integration. Since our component level solution testing is integrated within our development methodology we provide overall system and solution test within the development environment. Once the overall system is tested a User Acceptance Testing (UAT) Plan is created and delivered for UAT. Upon successful completion of this UAT the solution tools are ready for deployment.
- **Training** – Our team trains the end users how to use the system to fulfill their business needs. We train the technical support and management staff to keep the solution tool working correctly thru time.
- **Production Deployment** – After the solution tool has been developed (and tested throughout the development) we move on to deploying the solution tool into your production environment.
- **Post Production System Review** – Once the solution tool is in production we work as a team with our client stakeholders to verify that the solution tool fulfilled the requirements defined during the Planning step.



RFP 3.2.4 ATLAS/AS-BUILT WASTEWATER GIS COMPLIANCE

Timmons Group GIS services does not have direct experience working with Atlas Wastewater solutions software. However, we do have experience creating, validating, and maintaining GIS data to support wastewater management. This experience includes data conversion, field data collection, location validation, and GIS infrastructure network development.

Our GIS staff is augmented by our civil engineering staff that delivers cost-effective, innovative solutions for both the public and private sector Water and Wastewater Treatment, Transmission, Distribution and Storage System. Our services include master planning and feasibility studies, complete engineering and design and construction management.



RFP 3.2.5 GIS ANALYSIS AND QUALITY CONTROL SUPPORT

GIS Analysis Support Services

Timmons Group GIS modeling and analysis services provide our clients access to industry leading GIS analysis resources with experience in a wide variety of business verticals. Our GIS analysis services enable our clients to get timely decision support information without having to maintain a staff of GIS analysts.

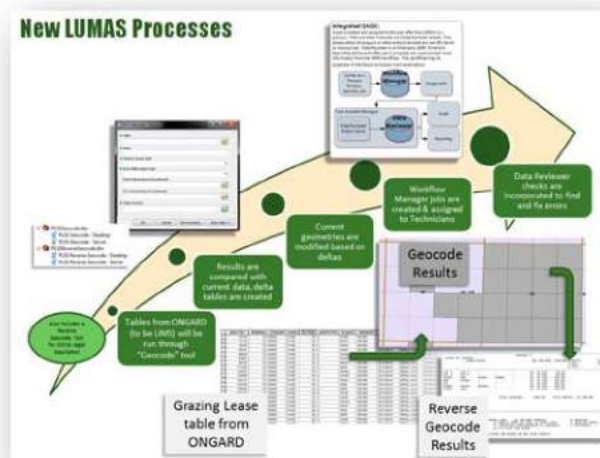
GIS analysis engagements can take many different forms, depending on the specific project needs. Sometimes we provide on-site staff augmentation resources working side-by-side with client staff to achieve a defined goal and provide knowledge transfer. Other times, our clients come to our offices and have access to our entire human and GIS resources that can be focused on specific client needs.

Analytic processes and data flows are defined and created using Industry standard and custom business information tool sets. The analysis tools transform the data into documentable and repeatable information sets that support the key performance metrics. The analysis scope and update frequency is defined by the business needs, available data, and user presentation tool selection.

Examples of GIS analysis for government activities include but are not limited to:

- GIS system design
- Map design and production
- Economic development
- Land planning and management
- Political and School redistricting
- Transportation routing
- Intelligent Transportation Systems design and implementation
- Financial systems integration
- Land rights and water rights adjudication assistance
- Utility systems management and predictive modeling

The graphic below shows analysis work for integrating geospatial tools into the management of surface and sub-surface land rights for the State of New Mexico.



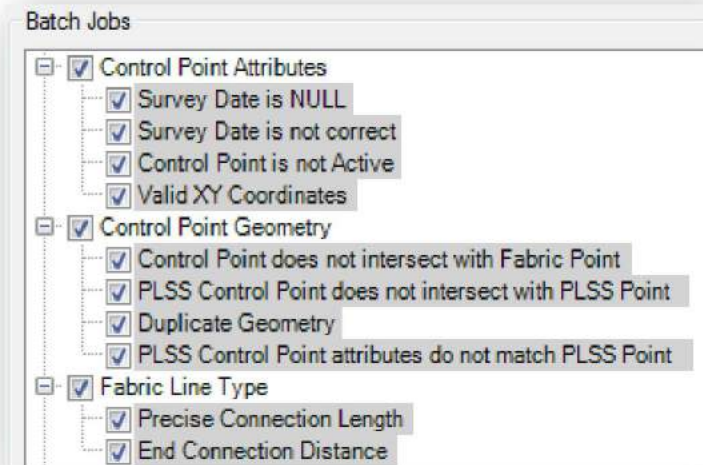


GIS QA/QC Approach

Timmons Group has developed a solid infrastructure for quality control and quality assurance (QA/QC) in support of our data services. Data quality control begins by establishing the data parameters and domains that define data type, content, and format. The parameters include geometric and attribute logic checks.

Where possible, we incorporate the latest data QA/QC tools offered by the Esri (specifically, Workflow Manager, Data Reviewer and Task Assistant Manager) to automate, standardize, and manage the data processes. It provides tools and a collaborative and shared environment to improve the quality, value of geospatial data, and cartographic products through standardization, repeatability, and configuration of your production processes.

Data quality parameters are used to configure the Esri work processes and data checks tools by leveraging the checks provided by Esri and then adding checks that are specific to your data (e.g. specific domain values for parcel attribution). Once configured, the tools are used to guide and manage our technical staff's data conversion and QC processing.



The benefits of using this approach and tools include:

- Clear and concise business driven data development specifications
- Streamlined GIS data creation, maintenance and map product production
- Early delivery and testing of data products to ensure they meet the business requirements
- Collaborative QA/QC between Team and Client
- Automated Data Validation
- Quickly navigate errors
- Zoom to features with errors
- Automated Error Tracking and Resolution with
 - Error notes
 - Correction Status
 - Validation Status

RFP 3.2.6 GIS INTEGRATION SERVICES

Timmons Group has extensive experience with integrating GIS and non-GIS (legacy) systems. System integration can be done using a number of different methods, depending on the business need and legacy system capabilities. These methods range from a periodic data file download/upload exchange to fully automated transaction level exchange where systems are updating each other's data on continuous basis.

Our proposed project team includes staff with recent experience in integrating GIS and non-GIS (legacy) systems on several high-profile projects. The resulting integrated business solutions provide access to spatial and business information on the desktop and mobile environments. Examples include:

- **Tyler Technologies** – Timmons Group has integrated Cityworks and Tyler Technologies EDEN and MUNIS software for multiple clients. Our recent experience includes:
 - **Auburn, AL** where we implemented four crucial interfaces between Tyler's MUNIS System and Azteca's Cityworks system. We also integrated Cityworks and Tyler EDEN to Open Edge (PayPros) for Point of Sale credit card processing and Laserfiche (or MS SharePoint) document management.

- **Alpharetta, GA** where we implemented a fully-integrated system for its Work Management and Compliance needs. It includes GIS-based computerized maintenance management system (CMMS) implementation leveraging the newest release and technology from Azteca Cityworks and integrating with the City's Tyler Technology Munis Financial and Utility Billing system, SeeClickFix for public reporting of needed repairs, ACS Firehouse for Fire Permit Management, and ePlan for online filing of designs for permit applications.
- Financial Systems – integration of GIS, Cityworks and financial systems information to support client billing and collections.
- Asset Management – Fairfax Water – integration of GIS and asset data to support asset management, maintenance, and modeling.
- CAMA – Multiple VA Localities – integration of GIS and parcel data to support parcel management and local government operations
- NVRRL – NoVA PSAPS – integration of GIS and roadway data to support regional routing of emergency service vehicles. The resulting data was consumable by all the major PSAP software packages
- SMART – US Forest Service, integration of GIS and land stewardship planning and management in a mobile environment, used throughout the USA.
- CG1V – US Coast Guard – Integration of Spatial and business data in a web-based environment to support all US Coast Guard mission areas worldwide.

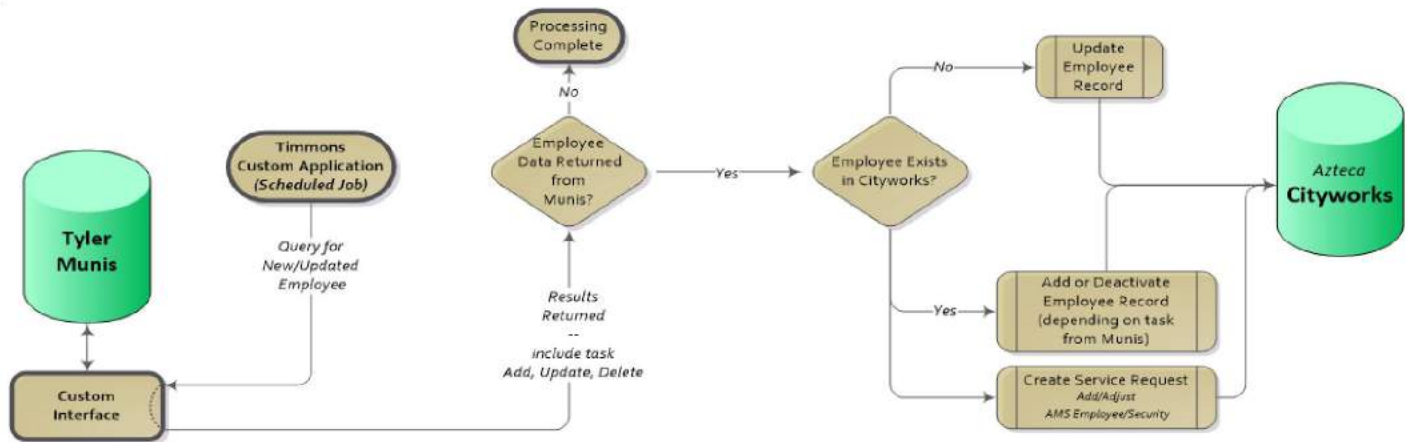


Figure 18 - Tyler Technologies to Cityworks Integration

RFP 3.2.7 GIS WEB APPLICATION DEVELOPMENT AND IMPLEMENTATION SERVICES

Application Development Experience

Timmons Group has over 15 years of experience developing GIS applications for organizations in local, regional, state, and federal government. Our GIS staff and government business subject matter experts team together to provide comprehensive GIS application development services from application design to maintenance and support. We proudly stand behind the solutions we've partnered with agencies to develop to help ensure the long-term return on investment is met.

Timmons Group uses a modified agile software development process that engages the project stakeholders and shows progress frequently while providing project oversight and risk management. We bring the lessons learned over many successful years delivering GIS applications and solutions to government agencies around the country that no other firm can bring to bear.



GIS Application Development and Implementation Services

Timmons Group provides the following application development services:

1. Custom Web-Based Applications Including Responsive Web Apps
2. Web application and data services development in enterprise environments using SOA
3. GIS Database Design and Modeling
4. Design and implementation of solutions for supporting large raster and vector datasets
5. Design and implementation of ArcGIS solutions in multi-user, multi-agency and enterprise environments
6. ArcGIS Desktop plugin and tool development
7. Custom ArcGIS applications that interface with GIS web services and enterprise GIS databases

Additional services include but not limited to:

- ArcGIS Solution Design, Development and Implementation
 - ArcGIS Desktop
 - ArcGIS Mobile
 - ArcGIS Online
 - ArcGIS Portal
 - ArcGIS Server
 - ArcGIS Web App Builder
- Custom Native Mobile Applications Design and Development
 - Android
 - iOS
 - Windows
- Custom Cloud-based Solutions on AWS and Azure
- Enterprise Data Management Design and Implementation
- Open source and proprietary third-party (e.g. Esri, Google, and Mapbox) GIS solution design and implementation
- Automated deployment pipelines for DevOps environments
- User Experience Design
 - Research
 - Creating User Personas
 - Identifying Key Workflows
 - Aligning technical assumptions with user expectations
 - Wireframes and Mockups
 - Layout and share key UI features via wireframes
 - Clickable prototypes for mock user experience
 - Full color mockups for look and feel
 - User Testing and Analysis
 - Remote and On-site User testing
 - Optimize methods for gathering user feedback
 - Application Usability Testing
 - Branding and Media
 - Custom logo design
 - Style Guide and design documentation
 - Collateral artwork creation- icons, illustrations, and print media
 - Design Quality Assurance
- Quality Assurance and Control
 - Test Strategy Design
 - Test Plan Design
 - Test Case Management
 - Data QA/QC
 - Batch Data Validation
 - Data Validation
 - Esri Data Reviewer
 - Data Quality Reporting
 - Software and Solution QA/QC

- Functional Testing
- Regression Testing
- Multiple Browser / Platform Testing
- Continuous Code Inspection
- Capacity Testing
- Load Testing
- Performance Testing
- Stress Testing
- Application Maintenance and Support
 - Application Maintenance via Regular Maintenance Cadence
 - Dedicated Staff for Tier 1 End User Support
 - Tier 2, 3 & 4 Technical Application and Solution Support

Application Development Approach

The Timmons Group team typically uses a modified Agile approach for GIS application development and implementation. This enables the efficient and timely project delivery and provides flexibility when requirements and design are not known with certainty or completeness at the project start. Adopting the Agile techniques will mean that the application will be built in prioritized, successive iterations (called Sprints) each of which produce functional product slices for client to review. The benefits of this approach include:

- Quicker delivery of functionally sound (usable) application components
- Highly visible product development progress via Reviews (aka – Sprint Reviews)
- Frequent validation of the product, as being on the right track with stakeholder needs and expectations
- Higher quality product owing to continual feedback, review and guidance

Process and Tools

Timmons Group has matured our process over the years for application delivery and support. A key area we have focused on is our testing and quality assurance/quality control (QA/QC) process. Timmons Group has a dedicated testing and QA/QC team. This team is matrixed across projects and focuses on the:

- Development and refinement of test cases
- Documentation, prioritization, and validation of bugs
- Creating regression tests for new and subsequent product releases
- Development of tools and procedures for testing

Our QA/QC staff work with the developers (web, mobile, and desktop) daily to test and approve all deliverables before the end of the sprint. They work closely with the clients, and their dedicated testers, to conduct user acceptance testing (UAT) at the end of each two-week sprint. Based on the results of the UAT process, QA/QC staff work with the client to report bugs, general feedback, and add items to the backlog (enhancement requests, etc.).

The process flow across the two-week sprint iterations includes the following:

- 15-day UAT (client)/regression (Timmons Group) testing period prior to go-live to fix any existing issues and accept all deliverables for production release (this can be negotiated to be longer or shorter depending on client needs)

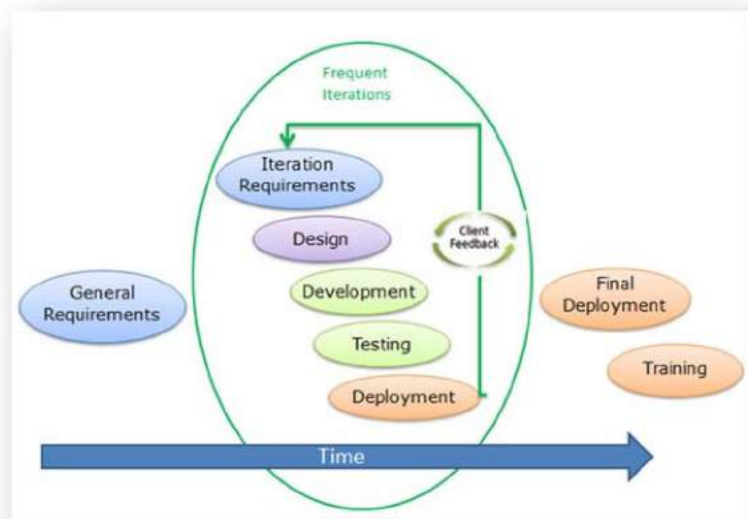
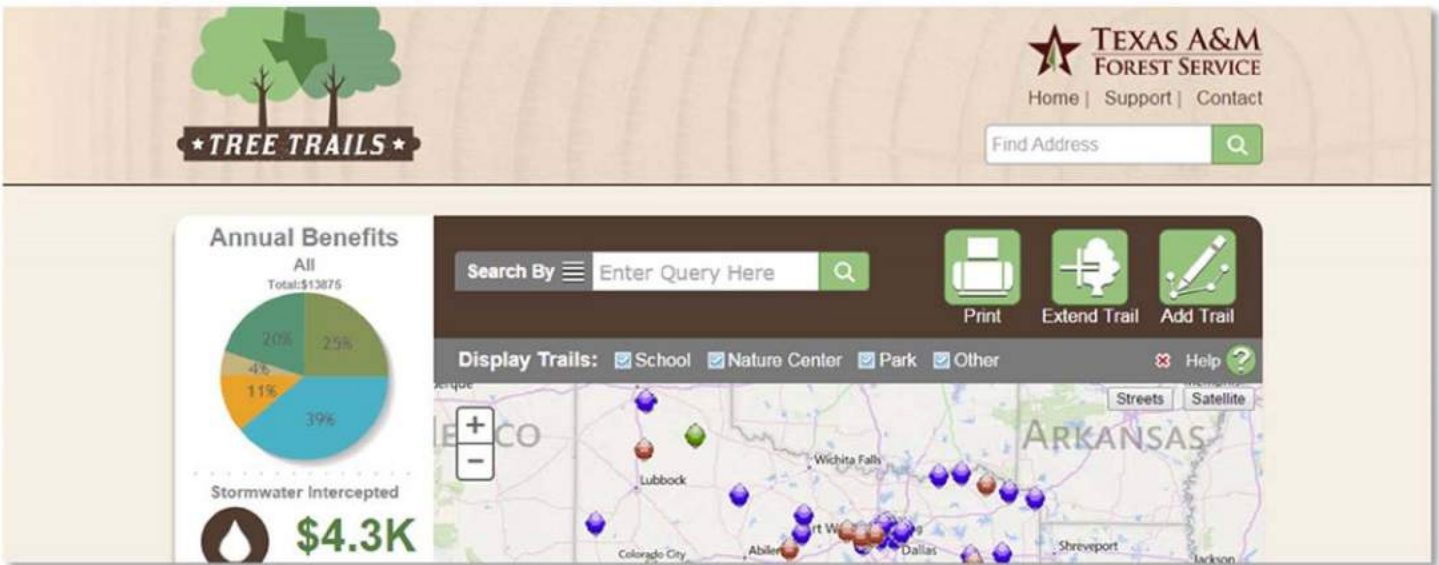


Figure 19 - Agile Project Management Process

- Bugs found during UAT are prioritized and incorporated in the next sprint (keeps team focused on current sprint goals)
- Timmons uses Pivotal Tracker for bug tracking and provides Excel or Google Sheet exports for client review/tracking
- Timmons Group provides release notes (list of functionalities tested, accepted, and ready for client testing), list of outstanding known issues, and test cases with each UAT release to the client to utilize during their testing

This process of using two-week iterations for product delivery allows the client to sign off on functionality which flows directly into monthly milestone billing and progress reporting. Frequent delivery coupled with internal Timmons Group and external client testing provides exceptional transparency into project progress and minimizes surprises and missed expectations.

Application Development Example Work Products



Texas A&M Forest Service

The Texas A&M Forest Service (TFS) contracted with Timmons Group to develop a mobile and desktop application to collect information about trees in the State of Texas. The application relies heavily on crowd-sourced content and is used to promote the relationship between people and the trees they encounter daily. It allows teachers, youth organization leaders, or anyone from the general public to enter information about trees and trails in Texas.

The project was completed in two phases. The initial phase included development of a native iOS mobile application for field data collection and supplemental desktop web application for use in a classroom environment. The second phase included development of a native Android mobile application and additional mobile and desktop web features.

Building the application as a native mobile app provided several benefits to the Texas A&M Forest Service, including the ability to access the device's camera and providing users an easy way to search, find, and download the app.

Key features of the application included

- Ability to create and edit trees and trails
- Ability to navigate (zoom and pan) a simple map to view trails and trees
- Ability to toggle the basemap between aerial and street map
- Ability to zoom to a user's location based on the device's GPS

The application also integrates with **Facebook**, leveraging the powers of social media, friends of friends, and drives outreach and education to new users.



Texas Wildfire Risk Assessment Portal Development

Working collaboratively with the Texas A&M Forest Service, Timmons Group developed the web-based wildfire risk information portal called TxWRAP (Texas Wildfire Risk Assessment Portal). The primary focus of TxWRAP is to make wildfire risk information and planning tools readily available to the public, Texas state agencies, local governments, and other stakeholders in a timely and efficient manner.

TxWRAP is the primary mechanism for the Texas A&M Forest Service to deploy risk information and create awareness about wildfire issues across the state. TxWRAP comprises a suite of web-mapping applications tailored to support specific workflow and information requirements for the public, local community groups, government officials, professional hazard mitigation planners, and wildland fire managers. Collectively, these applications provide the baseline information needed to support mitigation and prevention efforts across the state.

Public Viewer – “Identify Your Risk”

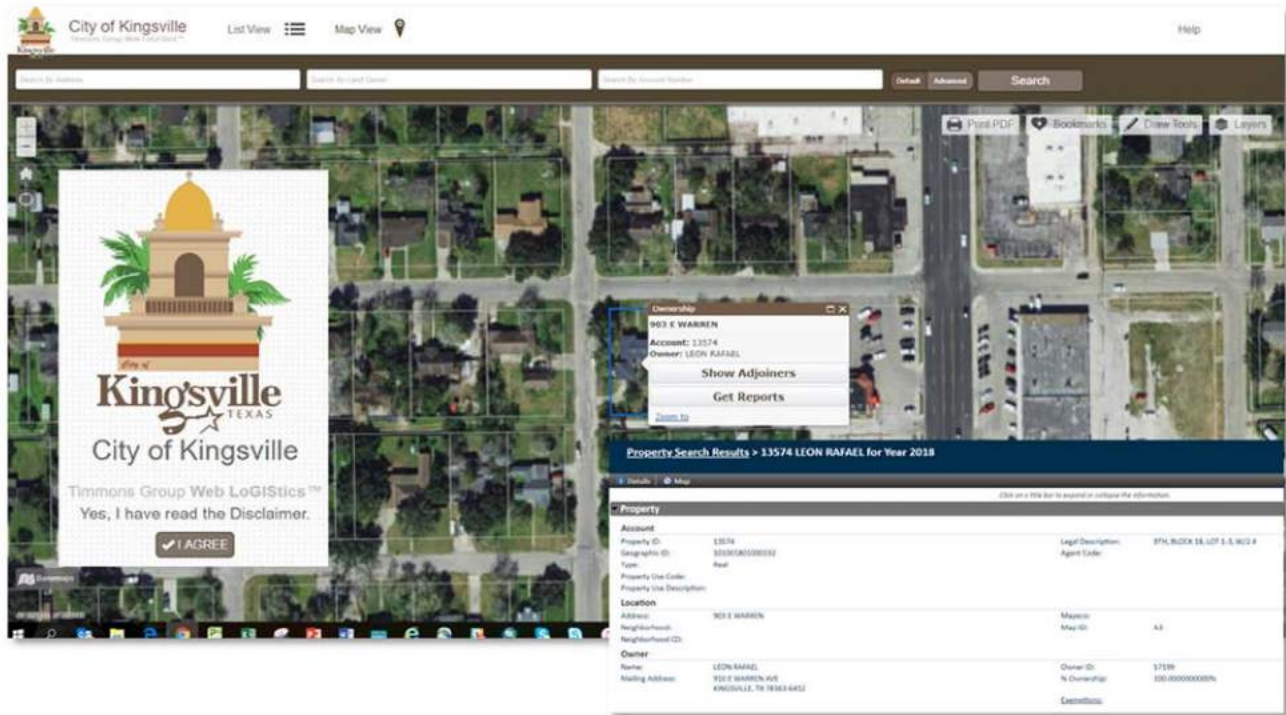
This app is designed to let users zoom to a place of interest, explore map themes, and identify wildfire risk for a specific location on the map. The featured tool in this application is called “What’s Your Risk?” It allows users to identify specific risk levels within a two-mile radius of a home or any other point of interest on the map and provides a link to additional resources for users wanting to know how to reduce their risk.

Professional Viewer – “Support Your Fire Protection Plans”

This app is designed to support the community wildfire protection planning needs of government officials, hazard mitigation planners, and wildland fire professionals. This application contains advanced functionality and additional map themes as compared to the Public Viewer. The key features of this application include the capability to define a project area, generate a detailed risk summary report, and export and download wildfire risk GIS data. Additional applications and tools are available to support task-specific requirements.

Features

- 2010 Texas Wildfire Risk data
- Apps for:
 - Public viewing
 - Professional mitigation planning
 - Community and home assessment
 - Fire occurrence explorer
- Works on mobile devices
- Map printing
- Define project areas
- Detailed risk summary reporting
- Export and download GIS data
- Public “What’s Your Risk?” tool



Web Logistics Implementation

City of Kingsville, TX contracted with Timmons Group to design, build and host a Web LoGistics website. Kingsville chooses to host its own data service, and Timmons Group built the application and hosts and maintains the application from our Richmond, Virginia office using **Amazon Web Services (AWS)**. Timmons Group offers the client the option to host all, some, or none of its website applications and data. While most of our clients choose to have Timmons Group host their data in conjunction with its application, the ability to consume client services is increasingly important for real time or near-real time data integrations.

Data Services:

- Creation of "missing" parcels utilizing the Cities tax parcel maps
- Acquisition and conversion of changes since the last map update cycle (estimated to be about 100 changes)
- Review and resolution of Parcel Identification issues
- Final CAMA Link development
- Delivery of Complete Parcel database – linked to CAMA System

Mapping Services

- Map book annotation and setup using Data Driven Pages
- Draft and final copy submitted on high quality bond paper
- PDF files with sufficient print quality and/or digital distribution

Website

- Annual Hosting of the Website
- Quarterly updates to the Data on the system
- Timmons Group Data maintenance on an ongoing as needed basis.
- Online Support Solution Services



Enterprise GIS Development and ArcGIS Online Portal

The City of Forest Grove, Oregon partnered with Timmons Group to employ our demonstrated expertise in designing and implementing Enterprise GIS Systems, converting existing geospatial data, and ArcGIS Online capabilities. Deliverables included in this project effort included

- Business process and requirement analysis
- Physical data model
- Data migration plan
- System design
- System workflows
- System implementation
- Data conversion
- Training
- ArcGIS Online Portal and administration training
- Collector for ArcGIS configuration and training

The City gained a fully functional enterprise GIS system with all existing geospatial data available in the new system through this effort. The City's project was completed within a 9-month timeframe in order to encapsulate future additions and next steps in the Fiscal Year 2016-17 budgeting process.



RFP 3.2.8 WEB BASED GIS DATA SERVICES

GIS Web Data Services

Timmons Group develops and implements web-based GIS data services that enable the sharing of GIS data for use on many different internal and public facing web pages. As updates are made to the data layers, the changes are available to all authorized users automatically thru the web services. Authorized access is controlled by leveraging our client's existing security authentication and access infrastructure.

ArcGIS Online and Portal Specialty

Timmons Group has an Esri ArcGIS Online Specialty designation from Esri. This enables us to provide our clients assistance with the setup and implementation of ArcGIS data and mapping services.



ArcGIS Online
Specialty

This includes ArcGIS Online, a public and private facing hosted ArcGIS mapping solution and Portal for ArcGIS a local, private facing ArcGIS mapping solution. Both of these solutions offer GIS tools and data services that enable users to leverage GIS in support of their daily work processes.

Our ArcGIS Online and Portal implementation strategy includes:

- Defining users (internal and external) and documenting their needs,
- Performing ArcGIS architecture design for hosted and/or local implementations,
- Specifying the system technology stack requirements for dev, test, and prod (as needed),
- ArcGIS server sizing and specification, including:
 - Portal for ArcGIS server,
 - Web Server,
 - Portal Hosting Server, and
 - ArcGIS Data Store (Relational & Tile Cache) server.

Our ArcGIS Online and Portal implementation steps include:

- Installation of Portal for ArcGIS sites.
- Installation of ArcGIS Server sites as Portal Hosting Servers
- Installation and configuration of ArcGIS Data Store as Data Store Servers
- Install and configuration of Web Adaptors for Portal sites and Portal Hosting Servers
- Federation of the Portal Hosting Servers with the sites.
- Enterprise Identity configuration on Portal for ArcGIS sites.

RFP 3.2.9 DISASTER RECOVERY PLANNING

Timmons Group provides disaster recovery planning as part of our RoadMap planning services. As part of the RoadMap Assess Phase, we document mission critical systems, resources, and users. Our data management and infrastructure development plans created during the Perform Phase include dataflows and work processes to federate data across the infrastructure on a periodic basis, thus creating a backup resource in the event of a data disaster.

In addition, we can work with your emergency operations and IT staff to assist with the planning and design of infrastructure to support redundant operations.



Figure 20 - RoadMap Process

RFP 3.2.10 ARCGIS SERVER UPDATE AND MAINTENANCE

Include infrastructure testing and update service content here.

ArcServer Configuration

Timmons Group provides ArcGIS Server configuration and implementation services to enable secured access to client's GIS data and web services. Our services include specifying the necessary infrastructure, setting up the infrastructure, loading the software and configuring ArcGIS Server, and setting up the web services.

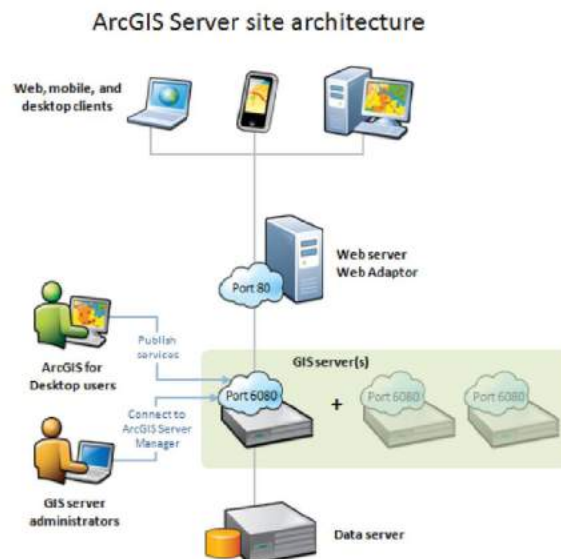


Figure 21 - ArcGIS Architecture Configuration

Once setup and configured, we document configuration and components. Then we work with our client's GIS and IT staff to ensure they have sufficient knowledge to perform operations and maintenance tasks.

Systems Architecture Testing, Documentation, and Recommendations Development

Timmons Group has GIS architecture SMEs who provide GIS infrastructure design, testing, evaluation, and documentation services to ensure that business users get the level of service required for their specific application needs.

This process typically includes documenting the specific business application performance needs and testing existing GIS infrastructure. We look at processing speed, bandwidth, storage, and security required to support the business applications. We then use testing software and processes to stress test the existing systems and evaluate the performance against the business requirements..

Stress testing software is used to generate the desired load by creating a set of repeatable scripts dictating what actions will be performed. These scripts are executed by a varying number of virtual users. While each test is running, the following metrics will be recorded:

- Server Memory Utilization
- Server Processor Utilization
- Server Networking Utilization
- Network Capacity and Saturation
- Request/Response Time
- Errors Reported

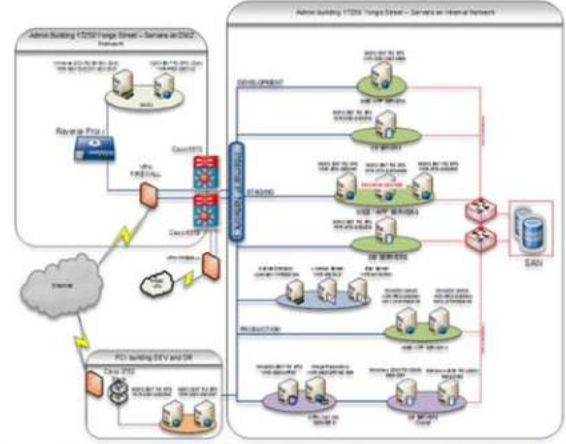


Figure 22 - Systems Architecture Design and Documentation

The existing infrastructure test results are evaluated using the user performance needs. We document the infrastructure performance gaps then develop recommendations to mitigate the gaps and guide the GIS infrastructure evolution. The end result of testing is a clear understanding of the flow of data through the entire environment and whether or not the current environment can handle the anticipated/projected user load with acceptable performance.

Below is a sample of some test results. These results are used to generate and support recommendations for GIS infrastructure change/update.

Location Number Concurrent Users	Jefferson City			Rolla			Eagle Bluff		Columbia			Montgomery City		St. Louis Regional		Public		
	10	50	100	10	50	100	10	50	10	50	100	10	50	10	50	10	50	100
Total Pages	126 3	2524	2535	1368	2621	2706	992	924	1300	2495	2340	784	249	293	71	852	1454	1277
Total Hits	144 44	30320	32858	15491	31078	34236	11434	12666	14746	29930	30686	7796	4333	3640	2869	8616	11187	11889
Total Iterations Completed	56	120	154	60	127	164	45	64	57	121	140	42	50	19	49	42	90	101
Total Throughput (MB)	128	365	568	133	369	583	109	243	131	365	546	37	81	61	75	114	184	196
Total Hit Errors	0	0	0	0	0	0	0	3	0	0	0	0	0	4	12	0	0	1
Total Action Errors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Average Pages /s	2.1	4.2	4.2	2.3	4.4	4.5	1.7	1.5	2.2	4.2	3.9	1.3	0.4	0.5	0.1	1.5	2.5	2.1
Average Hits /s	24.1	50.5	54.7	25.8	51.8	57.0	19.1	21.1	24.6	49.8	51.1	13.0	7.2	6.1	4.8	11.4	18.5	19.7
Average Request Response Time (s)	0.1	0.7	1.5	0.1	0.6	1.4	0.2	2.2	0.1	0.7	1.6	0.4	5.9	1.6	14.6	0.4	2.0	4.3
Average Page Response Time (s)	1.0	7.2	17.1	0.7	6.7	16.0	2.2	23.6	0.9	7.2	19.1	3.6	91.2	15.3	220.8	3.0	14.3	33.8
Average Throughput (Mb/s)	1.7	4.9	7.6	1.8	4.9	7.8	1.5	3.2	1.7	4.9	7.3	0.5	1.1	0.8	1.0	1.5	2.5	2.6
Error Rate (%)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.4	0	0	0
Total Duration Alerts (%)	0.0	0.0	0.0	3.8	7.2	3.4	4.1	94.8	0.0	3.9	1.8	3.9	75.5	91.5	95.5	0	0	0



COST PROPOSAL FORM

RATE TABLE

The rate table below includes the job categories requested in the RFP (GIS Manager, GIS Analyst, and GIS Technician) and select additional job categories that may be useful to the City.

Job Category	Hourly Rate (USD)
Systems Architect	\$ 161
GIS Solutions Architect	\$ 150
Project Manager	\$ 135
GIS Manager	\$ 122
Software Developer	\$ 122
GIS Analyst	\$ 99
GIS Specialist	\$ 77
GIS Technician	\$ 60

Randy Trott, Principal
Authorized Company Representative

09/13/2018
Date

Signature



JOB DESCRIPTIONS

Our staff includes many GIS and IT specialists that provide specific project services. The job descriptions for additional job categories proposed by Timmons Group are included below. Our specialized staff are available for use as needed to the City. The GIS Staff Resources section of this proposal includes a table showing our job categories and level of available resources. The summary job descriptions below provide details from select job descriptions.

GIS Solutions Architect

Essential Duties and Responsibilities

- Develop, analyze, recommend, and implement custom technology solutions for commercial and government clients
- Providing technical leadership and direction for Developers, QA / QC Engineers, and Project Managers
- Holding regular meetings with team to discuss technical solutions / new tech opportunities
- Leading ad-hoc project architecture meetings
- Contributing in project code reviews providing constructive feedback and mentorship to development team
- Working with Project Managers across a variety of projects to consult with clients on technical project decisions
- Helps to resolve technical issues
- Assisting with technical business development and RFP responses
- Provides exemplary consulting and customer service to all clients

Skills/Requirements

- 8+ years professional experience in application design, development, and implementation
- Demonstrated success in technical leadership within a professional services environment

GIS Specialist

Essential Duties and Responsibilities

- Collect GPS Positions for utility data, along with attribute information.
- Manages data files on a daily basis to ensure data integrity and data security.
- Interprets map information to determine the best approach to efficiently updating project area.
- Meets or exceeds overall quality control standards established by the client.

Skills/Requirements

- Associates degree or equivalent from two-year college or technical school in GIS, Surveying, Engineering, Geography, Information Systems or related degree, and at least one year of related experience and/or training; or Bachelor's degree or equivalent from four-year college in GIS, Surveying, Engineering, Geography, Information Systems or related degree; or equivalent combination of education and experience.
- Working knowledge and experience with data conversion using ArcInfo, ArcGIS, AutoCAD or Microstation.
- Must be able to assist in complex mapping, GIS development and production strategies using current knowledge of computer applications and technology.
- Must be able to assist the GIS Analyst in researching and recommending new methods, equipment, or programs to better accomplish tasks.
- Microcomputer background in GIS/Mapping software, computer aided drafting software, related third party mapping, GIS software applications, database management systems software and windows based operating systems.

Software Developer

Essential Duties and Responsibilities

The Geospatial Software Developer role is responsible for a wide variety of production tasks and some task supervision for ongoing projects. The role will be expected to assist Project Managers and fellow team members in meeting project deliverable requirements and deadlines. The successful candidate will be expected to understand and interpret client business applications and is responsible for developing applications and products to fulfill customer requirements. Additional responsibilities include but are not limited to:

- Work productively in a team environment, maintaining good communication with cross-functional team members throughout the project lifecycle
- Design, develop, implement, document and maintain custom geospatial solutions



- Lead the assessment, planning and resolution of technical issues.
- Analyze functional requirements and recommend adoption of new technologies, products, and services
- Lead monitoring and performance tuning of solutions and systems including performance tuning for Esri products and technologies
- Knowledgeable and capable of recommending solutions in a wide variety of technologies
- Work within an agile delivery methodology with a cross-functional team
- Provide exemplary customer service to all clients

Skills/Requirements

- 5+ years professional experience in geospatial application design, development, and operations
- Fluency in Esri products and technology including ArcGIS for Server and ArcGIS for Portal
- Experience with open-source geospatial technologies
- Understanding of application architecture best-practices
- Experience with full stack development including SQL, C# / Java, Python, HTML, CSS, and JavaScript
- Interest working with cloud technologies such as AWS and Azure

Systems Architect

Essential Duties and Responsibilities

The GIS Systems Architect is responsible for high end technical visioning, systems architecture, advanced data modeling and geoprocessing. The GIS Systems Architect applies Geographic Information System (GIS) and Database technology to provide GIS database support to critical mapping applications and support services. In this role, the GIS Systems Analyst performs research, analysis, design and creation of data products and geospatial databases. Additionally, this role requires collaboration with the Database Administrator to develop and maintain spatial databases, tune spatial content, and ensure the reliability of data content. The task list below is illustrative only and may include other related duties:

- UML-based modeling.
- Perform data manipulation, model design, development and integration tasks in a SQL Server or Oracle database environment.
- Assist in establishing best practices to be followed by data conversion/maintenance staff.
- Assist in documenting and developing client business application requirements.
- Create geoprocessing tasks using model builder.
- Extensive development of ESRI-based Python scripts.
- Manage and create ArcGIS services.
- Management of ESRI versions and versioning schemes.
- Installation of ArcSDE.
- Administration of ArcSDE users, roles and security models.
- Write application development and end user documentation as necessary.
- Participate in meetings with Technology Services and client staff to fully understand expected project outcomes.
- Work cooperatively with Project Managers and peers to complete assigned work.
- Proactively seek input and clarification from other employee's assigned to given projects in order to minimize time spent in performing the essential duties of the position.
- Document and develop client business application requirements.
- Perform cartographic tasks to develop end user map products.
- Analyze, define, model, implement and maintain databases.
- Provide on-going support for GIS programs and functions requiring programming and analysis.
- Troubleshoot problems associated with existing GIS applications, tools and data.
- Apply sophisticated geospatial analysis techniques to data sets.
- Provide process oriented approach to project work.
- Perform special projects as assigned.

Skills/Requirements

- Experience with ESRI GIS Software.
- Experience with SQL Server and Oracle database development and use.
- Ability to consult clients in best practices for data management including workflows, tools, governance models and



integration patterns.

- Knowledge of ESRI Production Mapping suite of tools including Data Review, Workflow Manager and Task Assistant Manager.
- Experience with ESRI geoprocessing tool development.
- Expertise with ArcGIS Server and Geodatabases.
- Require minimal direction in daily operation and problem resolution.
- Technical expertise obtaining, manipulating and organizing data as well as defining, planning and implementing analysis and processes.
- Technical experience in GIS with ESRI 9.x and/or 10.x ArcGIS Desktop.
- Fluency in scripting languages and tools such as: SQL, Python, .NET, ArcGIS Model Builder and other spatial data processing tools.
- Understanding of technologies and how to produce ArcGIS data services, manage caching and provide additional support for data or service consumers such as web-GIS applications and ArcObjects.
- Must be capable of correctly operating technical analysis equipment and computer equipment after being provided training.
- Ability to script and process automation experience.
- Ability to work independently as well as part of team with excellent time management skills to ensure deadlines are met.
- Must be able to read and interpret technical literature and source documents.
- Must possess analytical and problem-solving skills and be able to apply computer and technology knowledge toward solving assigned tasks and activities.
- Must be able to analyze complex mapping and GIS development and production strategies using current knowledge of computer applications and technology.
- Must be able to research and recommend new methods, equipment, or programs to better accomplish tasks.

Project Manager

Essential Duties and Responsibilities

The GIS Project Manager is the single point of contact for our client's projects. They are responsible for the data-to-day project activities, resourcing, and progress.

- A solid technical background in current technologies, system and process development methods, and the use of computing resources at all levels (especially GIS).
- Strong technical and analytical skills in a geospatial environment.
- The ability to explain complex technical issues to non-technical customers
- The ability to prepare and present complex technical information to non-technical audiences.
- Ability to know and apply Information Technology performance measures and evaluation processes.
- Must have PMI-PMP Certification.
- Experience managing all aspects of Information Technology (IT) procurement and implementation projects for government agencies.
- Experience with coordinating joint project teams consisting of both agency and IT contract resources.
- Understanding of government procurement requirements and experience with projects engaging vendors and professional service providers.
- Must have a bachelor's degree and seven (7) or more years of experience in the GIS Profession or in a related area.
- Familiar with a variety of the GIS profession concepts, practices, and procedures.
- Experience with a hybrid of traditional waterfall and Agile iterative project management methods.
- Knowledge and skill using Microsoft Project software.
- Must be available during standard business hours, Monday through Friday, 8 am to 5 pm PST.
- Must be proficient in Microsoft Office tools (Word, Excel, PowerPoint, Outlook, and Project).
- Must have experience interacting with customers to prepare requirements documentation.
- Must have experience designing test cases and scenarios.

Skills/Requirements

- Excellent verbal and written communication skills.
- Self-directed with an ability to organize and prioritize workload to align with strict timelines.



- Excellent coordination of complex processes, multiple schedules and reporting needs.
- Technical knowledge in the field of technological improvement.
- Experience preparing and delivering reports, recommendations, or alternatives.
- Communication: Strong communication skills, both verbal and written, are required.
- Risk management: Project Manager will be proactive in gathering information, identifying issues and recommending solutions so that the Project continues to move forward quickly.
- Technical knowledge: Project Manager must have sufficient technical knowledge to understand and help resolve technical issues.
- Organization: Project Manager will organize and manage a large number of tasks for the Project.
- Flexibility: The working environment and anticipated methodology requires flexibility to determine the best project management practices and processes to employ, between Agile and traditional methods.



CLIENT REFERENCES



REFERENCES (Form A-14)

List a minimum of three (3)

Name: St. Johns County Florida Utilities Contact: Tom Tibbitts, GISP PSM
Address: 1205 State Road 16
City: St. Augustine State: FL Zip: 32804
Contact Person: Tom Tibbitts, GISP PSM
Phone: 904.209.2636 E-Mail: ttibbitts@sjcfl.us
Type of Job Performed & Cost: Production Mapping Workflow and Data Quality Tools
\$91,000

Name: Port of Tampa Bay Contact: Stephanie Ringuet
Address: 1101 Channelside Drive
City: Tampa State: FL Zip: 33602
Contact Person: Stephanie Ringuet
Phone: 813.905.5145 E-Mail: sringuet@tampaport.com
Type of Job Performed & Cost: GIS Enterprise Managed Cloud Services
\$44,000

Name: City of North Miami Beach, FL Contact: Don Blalock
Address: 17050 NE 19th Avenue
City: North Miami Beach State: FL Zip: 33162
Contact Person: Don Blalock
Phone: 305.947.7581 E-Mail: donald.blalock@citynmb.com
Type of Job Performed & Cost: Cityworks® AMS Implementation
\$152,500

PRINT



REFERENCES (Form A-14)

List a minimum of three (3)

Name: City of Fayetteville Contact: Joseph Vittorelli
Address: 433 Hay Street
City: Fayetteville State: NC Zip: 28301
Contact Person: Joseph Vittorelli
Phone: 910.433.1863 E-Mail: jvittorelli@ci.fay.nc.us
Type of Job Performed & Cost: GIS Planning and Development
\$74,000

Name: City of Richmond Department of Public Utilities Contact: Jan Wyatt
Address: 900 E. Broad St., Room 115
City: Richmond State: VA Zip: 23219
Contact Person: Jan Wyatt
Phone: 804.646.8726 E-Mail: jan.wyatt@richmondgov.com
Type of Job Performed & Cost: Enterprise Asset Management System Master Planning
\$800,000

Name: City of Alpharetta, GA Contact: Pete Sewczwicz
Address: 2970 Webb Bridge Road
City: Alpharetta State: GA Zip: 30009
Contact Person: Pete Sewczwicz
Phone: 678.614.6132 E-Mail: psewcwicz@alpharetta.ga.us
Type of Job Performed & Cost: Cityworks® Enterprise Asset Management System Implementation
\$800,000

PRINT

FORM A-1



**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Timmons Group, Inc.

[print name of public entity]

by Randy Trott, Principal

[print individual's name and title]

for Randy Trott, Principal

[print name of entity submitting sworn statement]

whose business address is 1001 Boulders Parkway, Suite 300, Richmond, VA 23225

and (if applicable) its Federal Employer Identification Number (FEIN) is 54-1301413 (If the

entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes** means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

FORM A-1



6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**



Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.



The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.



The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Randall Troth

[signature]

Sworn to and subscribed before me this 13 day of September, 2018.

Personally known to me

OR Produced identification _____ Notary Public - State of Virginia

My commission expires 9-30-201

(Type of Identification)

(Printed typed or stamped Commissioned name of Notary Public)

Jennifer M. Miranowicz



**FORM "A-2"****NON-COLLUSIVE BIDDER CERTIFICATE**

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

Before me, the undersigned authority, on this day personally appeared
Randy Trott (Authorized Officer), who being by me
 duly sworn, deposes and says:

1. That he/she is the Principal of the corporation/partnership known and styles as Timmons Group, Inc., duly formed under the laws of the State of VA, on 18, 2018, is duly authorized to represent such corporation/partnership in the making of this Affidavit and certification.

2. That Timmons Group, Inc. (corporation/partnership) has not, within 6 months next preceding the date of this affidavit, entered into any combination, contract, obligation, or agreement to create nor that may tend to create or to carry out any restriction on secret, competitive bidding on the procurement of 67-17-18, GIS, to fix, maintain, increase, or reduce the price set out in the Proposal (bid) on the Project; to fix or maintain any standard or figure whereby the price bid in the Proposal is or has been in any manner affected, controlled, or established; or in any other manner to prevent or lessen competition in the bidding for the Project.

3. That Timmons Group, Inc. (corporation/partnership) has not, during such time, entered into, executed, or carried out any contract, obligation, or agreement with any person, corporation, or association of persons not to bid on this Project below a common standard or figure, to keep the price thereof at fixed or graded figures, to preclude a fair and unrestricted competition in the bidding of this Project, to regulate, fix or limit the bidding on the Project, or to abstain from engaging in the bidding on the Project, or any portion thereof.

4. That Timmons Group, Inc. (corporation/partnership) has not within 6 months next preceding the date of this Affidavit, either directly or through the instrumentality of trustees or otherwise, acquired assets shares, bonds, franchise, or other rights in or physical properties of any other corporation or partnership for the purpose of preventing or lessening, or in a manner that tends to affect or lessen, competition in the bidding on this Project.

5. That Timmons Group, Inc. (corporation/partnership) has not within such time entered into any agreement or understanding to refuse to buy from or sell to any other person, corporation, firm, or association of person who bids on the Project.



6. That no officer of Timmons Group, Inc. has, within Affiant's knowledge, during such 6 months made on behalf of its or for its benefit any such contract or agreement as is specified in this Affidavit.

7. That these representations and warranties will be true at the time of the bid opening.

Randy Trott

By: Randy Trott

Its: Principal

Authority Warranted

SWORN TO and subscribed before me this 13 day of September, 2018



J. Miranowicz
Notary Public
My Commission Expires:
9-30-2021



FORM "A-4"

QUESTIONNAIRE INSTRUCTIONS

PROJECT:

OWNER: CITY OF NORTH MIAMI

BIDDER: _____

INSTRUCTIONS

- A. All questions are to be answered in full, without exception. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The City of North Miami shall be entitled to contact each and every person/company listed in response to this questionnaire. The Bidder, by completing this questionnaire, expressly agrees that any information concerning the Bidder in possession of said entities may be made available to the City.
- C. Only complete and accurate information shall be provided by the Bidder. The Bidder hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The Bidder also acknowledges that the City is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a questions was provided by the Bidder, knowing it was false, it shall constitute grounds for immediate disqualification, termination, or rescission by the City of any subsequent agreement between the City and the Bidder.
- D. If there are any questions concerning the completion of this form, the Bidder is encouraged to contact the Purchasing Department via email at purchasing@northmiamifl.gov or via phone: (305) 895-9886.



QUESTIONNAIRE

Bidder's Name: Timmons Group, Inc.

Principal Office Address: 1001 Boulders Parkway, Suite 300

Richmond, VA 23225

Official Representative: Randy Trott, Principal

Individual

Partnership (Circle One)

Corporation

If a Corporation, answer this:

When Incorporated:

1953

In what State: Virginia

If Foreign Corporation:

Date of Registration with

Florida Secretary of State: 4/24/2018

Name of Resident Agent: COGENCY GLOBAL INC.

115 NORTH CALHOUN ST.

Address of Resident Agent: SUITE 4

TALLAHASSEE, FL 32301 US

President's Name: Brian Bortell

Vice President's Name: Tim Davey

Treasurer's Name: Vince Doherty

Members of Board of Directors:

If a Partnership:

Date of Organization: _____

General or Limited Partnership*: _____



Name and Address of Each Partner:

Name

Address

1. _____
2. _____
3. _____

***Designate general partners in Limited Partnership**

1. Number of years of relevant experience in operating similar business: 65
2. Have any similar agreements held by Bidder for a similar project to the proposed project ever been canceled?

Yes ()

No (x)

If yes, give details on a separate sheet.

3. Has the Bidder or any principals of the applicant organization failed to qualify as a responsible Bidder, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years? NO

If yes, please explain:

4. Has the Bidder or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? NO

If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary.

5. Person or persons interested in the proposal and Questionnaire Form _____ (have) x (have not) been convicted by a Federal, State, County or Municipal Court of any violation of law, other than traffic violations. To include stockholders over ten percent (10%). (Strike out inappropriate words).

Explain any convictions on a separate sheet.

6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest:

A. List all pending lawsuits: None



B. List all judgments from lawsuits in the last five years: None

C. List any criminal violations and/or convictions of the Bidder and/or any of its principals: None

7. Conflicts of Interest. The following relationships are the only potential, actual or perceived conflicts of interest in connection with this proposal: (If none, so state).

The Bidder understands that information contained in this Questionnaire will be relied upon by the City of North Miami in awarding the proposed Agreement and such information is warranted by the Bidder to be true. The undersigned Bidder agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the Bidder, as may be required by the City Manager.

The Bidder further understands that the information contained in this questionnaire may be confirmed through a background investigation conducted by the City of North Miami Police Department. By submitting this questionnaire, the Bidder agrees to cooperate with this investigation, including but not necessarily limited to fingerprinting and providing information for credit check.



I certify that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

Dated September 13, 2018

CONSULTANT:

Randall Trott

Timmons Group, Inc.

By Randy Trott

Its Principal

Sworn to and subscribed before me this 13 day of September, 2018

[Signature]
Notary Public

My Commission Expires:

9-30-2021



ADDENDUM TO BID DOCUMENTS

BID OPENING DATE: 9/18/2018

This form must be returned with your bid as acknowledgement of receipt of all addenda issued for this RFP, RFQ or IFB and must be signed in the space provided below. Bidder's failure to return this form will be deemed non-responsive and will not be considered for contract award.

Addendum No. 1	RT
Addendum No. 2	
Addendum No. 3	
Addendum No. 4	
Addendum No. 5	
Addendum No. 6	
Addendum No. 7	
Addendum No. 8	
Addendum No. 9	
Addendum No. 10	

Name: Randy Trott
Signature: *Randy Trott*
Date: 9/18/2018



Form "A-6"

BIDDER'S DISCLOSURE OF SUBCONTRACTORS AND SUPPLIERS

RFQ, RFP OR IFB NO. 67-17-18DISCIPLINE GIS

Team Composition Plan

Please provide the following for tracking purposes only:

Business Association	Business Name	Business Address	Business Phone #	Describe Type of Work to be Performed	% of Work	Diversity Class. *
Prime Contractor	Timmons Group, Inc.	1001 Boulders Pkwy, St 300 Richmond, VA 23225	804.200.6500	GIS	100%	n/a
Subcontractor						
Subcontractor						
Subcontractor						
Subcontractor						
Subcontractor						
Subcontractor						
Subcontractor						
Subcontractor						
Joint Venture						

Diversity Classification:

A = Asian American

B = African American

F = American Woman

H = Hispanic American

N = Native American

L=Local Vendor (North Miami)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BB&T Insurance Services, Inc. 2108 W. Laburnum Ave Suite 300 PO Box 17370 Richmond VA 23227	CONTACT NAME: Josh Clune PHONE (A/C, No, Ext): 804-678-5063 FAX (A/C, No): 888-751-3010 E-MAIL ADDRESS: JClune@bbandt.com														
INSURED Timmons Group Inc 1001 Boulders Parkway Suite 300 Richmond VA 23225	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER B : National Fire Insurance Co of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER C : American Casualty Co of Reading PA</td> <td>20427</td> </tr> <tr> <td>INSURER D : XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Continental Insurance Company	35289	INSURER B : National Fire Insurance Co of Hartford	20478	INSURER C : American Casualty Co of Reading PA	20427	INSURER D : XL Specialty Insurance Company	37885	INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Continental Insurance Company	35289														
INSURER B : National Fire Insurance Co of Hartford	20478														
INSURER C : American Casualty Co of Reading PA	20427														
INSURER D : XL Specialty Insurance Company	37885														
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER: 121333595** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		6050247042	11/11/2017	11/11/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6050247039	11/11/2017	11/11/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUE6050247056	11/11/2017	11/11/2018	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	650025679	11/11/2017	11/11/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	*Professional Liab.	N		DPR9919362	11/11/2017	11/11/2018	Per Claim \$2,000,000 Aggregate \$4,000,000 Deductible \$200,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*Umbrella coverage does not extend over Professional Liability

FOR INFORMATIONAL PURPOSES ONLY

CERTIFICATE HOLDER

Timmons Group Inc.
 1001 Boulders Parkway, Suite 300
 Richmond VA 23225

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

K Blanche

© 1988-2015 ACORD CORPORATION. All rights reserved.