

# Regional Basemap Committee

## Minutes

**TUESDAY ~ JUNE 16, 2015 ~ 2:00 P.M.**  
**WASHOE COUNTY ADMINISTRATION**  
**BUILDING C - CENTRAL CONFERENCE ROOM**  
**1001 EAST NINTH STREET, RENO, NEVADA**

### MEMBERS

Valerie Johnson, Chair  
Jon Walker, Vice-chair  
Neil Bandettini  
Gary Beekman  
Doug Campbell  
Matt Gingrich  
Mike Gump  
Rebecca Reid

**1. CALL TO ORDER AND ROLL CALL** [Non-action item]

Chair Johnson called the meeting to order at 2:00 p.m. A quorum was established.

**PRESENT:** Gary Beekman, Doug Campbell, Matt Gingrich, Mike Gump, Valerie Johnson, Rebecca Reid and Jon Walker.

**ABSENT:** Neil Bandettini.

**2. PUBLIC COMMENTS** [Non-action item]

There were no public comments.

**3. APPROVAL OF APRIL 21, 2015, MEETING MINUTES** [For possible action]

Hearing no public comment Chair Johnson asked for Board discussion or a motion.

*It was moved by Member Gingrich, seconded by Member Beekman, to approve the April 21, 2015, minutes, as submitted. The motion carried: Members Beekman, Campbell, Gingrich, Gump, Reid, Walker and Chair Johnson assenting; and Member Bandettini absent.*

**4. BASEMAP COMMITTEE FUND UPDATE** [Non-action item] – *An update and discussion regarding the Basemap fund.* Gary Beekman

Member Beekman noted that the balance is \$125,945.05 and that Washoe County had paid their \$10,000.00. Invoices have been sent to RTC, TMWA and Stantec.

**5. INVOICING MEMBERS** [For possible action] – *A review, discussion and possible action to approve invoicing NV Energy in June and invoicing City of Reno, City of Sparks, and Washoe County in July, each in the amount of \$10,000.*

Chair Johnson noted that NV Energy would be invoiced in June 2015 and the Cities of Reno and Sparks would be invoiced in July 2015.

**6. 2015/2016 ORTHOPHOTO FLIGHT** [For possible action] – *An ongoing review, discussion and possible action to approve, modify, or deny recommendations on the continued work on creating and releasing an RFP (Request for Proposal) for a Spring 2016 orthophoto flight.*

## *Regional Basemap Committee – Minutes*

June 16, 2015

Page 2 of 3

Gary Beekman drew attention to the map (copy on file) and noted the project area for 2-foot contour and spot elevations (hatched area on map) and 6-inch pixel resolution orthophotos (Project Area A, yellow area on map) and 1-foot pixel resolution orthophotos (Project Area B, green area on map). Member Beekman explained that page 2 in the draft RFP (Request for Proposal) covered the scope of work and drew attention to the list of required services, as well as optional services that vendors might or might not include in their bid offering. Member Beekman noted that most of pages 3-11 pertained more to Purchasing Department requirements. Page 4 covers project management and an additional project manager name might be added. Page 8 lists the award criteria and grading of vendor responses.

Member Campbell pointed out that the Regional Basemap Committee would be required to go with the lowest overall bid for required services, regardless of optional services, and suggested that a different approach may be necessary.

During the discussion, it was suggested that perhaps another approach would be to include all options as part of the RFP with the right to remove options. Other discussion noted concern about the term “options”, which may be problematic when seeking responses and price quotes. As the discussion continued, it was pointed out that legal counsel may be able to provide some insight as to the use of the term “options” as it pertains to the RFP process and subsequent evaluation.

Regarding 31.7 Response to Proposal Questions on page 13 and 31.9 Response to Technical Questions on page 14, as the discussion continued it was questioned whether a low bidder could be disqualified if their response to an inquiry was found to be less than satisfactory. It was noted that the proposed cost is only one aspect of the grading formula, that there may be a method by which a scale may be determined, and that a scale had been used for the Technical Questions in past RFPs and could be used in this RFP.

Regarding 33.3 Conditions During Photography on page 16, there was some discussion about ensuring leaf-off conditions during photography. A statement will be added to the RFP requiring respondents to describe how they will maximize leaf-free conditions.

Regarding 34 Control Requirements, it was pointed out that some respondents might use fewer control targets than other companies, in order to lower their costs, but that would provide a less accurate product in some project areas. It was also mentioned that the successful proposer would get with the County surveyor in advance of placing control targets. It was agreed that a statement requiring respondents to indicate how many control targets they will have in each project area would be added to the Technical Questions.

Regarding 34.3, 35.2, 36.2, and 38.2, surveyors from Washoe County and City of Reno provided corrections about the coordinate system, and the corrected text will be added to RFP.

Member Beekman then provided an overview of all the required and optional deliverables listed on the Cost Proposal Form on page 25. Required deliverables include TIF files of 6-inch resolution natural color orthophotos for Project Area A (563 square-mile Sections; yellow area on map) and TIF files of 1-foot resolution natural color orthophotos for Project Area B (852 square-mile Sections; green area on map). An option is 3-inch resolution orthophotos (TIF files) for Project Area A, which if selected would be instead of the 6-inch resolution imagery for that area. Required deliverables also

## *Regional Basemap Committee – Minutes*

June 16, 2015

Page 3 of 3

include TIF files of the natural color orthophotos resampled to lower pixel resolutions (1-, 4- and 10-foot resolution for Project Area A, and 4- and 10-foot resolution for Project Area B). Optional deliverables include TIF files of color infrared (CIR) orthophotos, with project areas and pixel resolutions same as the natural color orthophotos; compressed MrSID files of the orthophotos, which would help reduce storage space on servers and be easy to use in raster catalogs; and mosaics of the imagery in ECW format. The final optional deliverables are 2-foot contours and spot elevations for 442 square-mile Sections (hatched area on map). It was noted that the Tahoe-Reno Industrial Center (aka Tri Center Area, where Tesla is building) has been included in Project Area A and in the project area for optional contours and spot elevations.

It was pointed out that a data set of buildings had not been included in this RFP due to additional costs. It was emphasized that Washoe County maintains a data set of building footprints.

There was minor discussion of the per day penalty, that it must be approved by Washoe County legal and purchasing and also that the text should state that any penalty payment be made to the Regional Basemap Committee fund rather than Washoe County.

***It was moved by Member Gingerich, seconded by Member Beekman, to incorporate the changes discussed and forward the RFP (Request for Proposal) to Washoe County legal counsel and Washoe County Purchasing for final approval. The motion carried: Members Beekman, Campbell, Gingerich, Gump, Reid, Walker and Chair Johnson assenting; and Member Bandettini absent.***

- 7. SET NEXT MEETING DATE** [For possible action] – *A review, discussion and possible action to select a date for the next Basemap Committee meeting.*

After a brief discussion, a consensus was reached to call a meeting, possibly in August or September, to review the schedule and responsibilities after Washoe County purchasing and legal counsel have reviewed the RFP (Request for Proposal).

- 8. REGIONAL BASEMAP COMMITTEE MEMBER AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** [Non-action item] – *No discussion among committee members will take place on this item.*

No new topics were identified.

- 9. PUBLIC COMMENT** [Non-action item]

There were no public comments.

- 10. ADJOURNMENT** [Non action item]

Chair Johnson adjourned the meeting at 2:47 p.m.

**AS APPROVED BY THE REGIONAL BASEMAP COMMITTEE IN SESSION ON OCTOBER 23, 2015.**