

**PROPOSAL FOR GIS SERVICES
FOR THE
TOWN OF MILLIS, MA**

August 30, 2012

Cartographic Associates, Inc., a New Hampshire corporation with its main office located at 11 Pleasant Street, Littleton, New Hampshire, hereinafter called CAI, proposes to the Town of Millis, a municipal corporation located in Norfolk County, at 900 Main Street, Millis, Massachusetts 02054, hereinafter called the TOWN, to provide professional GIS services according to the specifications, terms, and conditions below written:

I. Scope of Services

1. Tax Map Text Conversion Services:

- A. CAI shall reconfigure / digitize the TOWN's existing tax map text a.k.a. property map or assessment map text. All digitizing shall be done using existing map prints.
- B. Text, if shown on the existing maps, to be digitized shall include all lines and all text as follows:

Text

- a. Road names
- b. Water names
- c. Easement names
- d. Parcel numbers
- e. Parcel areas
- f. Dimensions
- g. Adjacent town names
- h. Exempt parcels
- i. Match line text
- j. Grid coordinate values

C. Digital Drafting Standards

The intent of CAI's service is to convert and reconfigure the existing tax map text to coincide with any changes associated with the parcel map recompilation effort performed as a part of the MassGIS statewide parcel fabric project. The resulting digital product will support modifying a single data source for future tax map and GIS data maintenance services.

a. Text

All text is set to conform to the standard cartographic criteria. Below is a list showing the text size with corresponding scale sizes in feet. These will be set automatically along with the text style, layer, and color when the selection is picked from the menu. If a text height must be reduced, it will be dropped to

accommodate the cartographic need. The style command will be used to keep the same layer and style, avoiding any problems with information being placed in incorrect layers.

Text Template Size	40	50	100	200	300	400	500	1000
60	2.4	3	6	12	18	24	30	60
80	3.2	4	8	16	24	32	40	80
100	4.0	5	10	20	30	40	50	100
120	4.8	6	12	24	36	48	60	120
140	5.6	7	14	28	42	56	70	140
312	12.5	15.6	31.2	62.8	93.6	124.8	156	312

D. Digital Compilation/Hardware/Software

- a. All text shall be digitized using AutoCAD software, in a professionally acceptable format, per the standards previously listed in Item C.
- b. Delivery of data will be on CD-ROM. Final delivery product will be in AutoCAD and ESRI ArcGIS format suitable for use with ESRI's latest version of ArcView.

E. CAI emphasizes that all work for this project shall be done completely by its own experienced and trained in-house staff. No part of this process will be subcontracted or performed in any manner outside of CAI's offices. No off-shore facilities or individuals who are not U.S. citizens or legally authorized to work in the U.S. shall be employed on the project.

II. Town Responsibilities

- 1. The TOWN shall designate a project liaison who will be CAI's main contact during the course of the project, and who will be responsible for all TOWN related obligations in this project.
- 2. The TOWN shall provide and authorize CAI to acquire all necessary data for the successful completion of the project. In order to ensure the project timetable, authorization shall be provided within fifteen (15) days of CAI's request.

III. Deliverables

- 1. CAI shall deliver all digital data in AutoCAD and ArcGIS format.

IV. Project Timing

1. All text conversion services shall be completed within one hundred twenty (120) days of receipt of a duly executed contract.

V. Cost and Payment

1. Total cost for the services described herein shall be \$7,000.00.
2. Payment shall be made to CAI within 25 days of invoicing. Said invoicing shall be as follows:
 - A. Ten percent (10%), after execution of the contract.
 - B. Balance shall be invoiced monthly based on the portion of work completed and reported to the TOWN.