

Request for Proposal



GIS TAX PARCEL MAP DATABASE: Bradley Project

The Lincoln County Land Services Department is seeking to contract with an individual or entity to create Lincoln County's GIS parcel map database in the Town of Bradley that is derived from existing subdivision plat records and deed descriptions fit to the County's digital planimetric base map and GPS coordinate-referenced Public Land Survey System (PLSS) corners.

Specifications and instructions may be obtained from Jared Haas, Lincoln County Land Information Program Manager at Lincoln County Land Services (801 N. Sales Street, Merrill), from the County Clerk (801 N. Sales Street, Merrill) or online at www.co.lincoln.wi.us. Proposals must conform to the requirements of the specifications and instructions.

Proposals must be received by the Land Services Department on or before 4:00 PM on April 15, 2015 and will be publicly opened at the Land Services Department Office located at 801 N. Sales Street at 4:15 PM that day.

INSTRUCTIONS

1. PROPOSALS.

All proposals will be addressed to Lincoln County Land Services Department (Attn: Jared Haas, Land Information Program Manager), 801 North Sales Street, Merrill, WI 54452, and delivered to the Lincoln County Land Services Department. Proposals must be legibly printed or type written. Proposals must be sealed in an opaque envelope labelled "**Lincoln County Parcel Mapping Project - Bradley**". Proposals must set forth the scope of services to be provided and the qualifications of the individual or entity. Any deviation from the specifications or these instructions must be noted clearly and concisely. Proposals must be signed (by the individual or by a duly authorized representative of the entity) and dated. Proposals must remain firm for a period of ninety (90) days.

Issuance of this request for proposal does not confer any rights to any prospective proposer and does not obligate Lincoln County to engage in any procurement or to purchase. Any costs associated with the preparation of a response to this request shall be the sole responsibility of the person submitting the proposal.

Any confidential or proprietary information should be clearly marked as such. The County will use discretion with regards to disclosure of confidential or proprietary information contained in any proposal, but cannot guarantee that information will not be made public. As a governmental entity, the County is subject to Wisconsin's Public Records Law.

Once submitted, the proposals and any supplementary documents become the property of Lincoln County.

2. LATE PROPOSALS

Proposals that are not timely received will not be accepted. Late proposals will not be opened nor returned to the bidder. Proposals by email or fax will NOT be accepted. Actual receipt is required.

3. COMPETITIVE BID.

This is a competitive bid. The contract shall be awarded to the lowest responsible bidder.

4. PREVAILING WAGE RATE

Contractors may be required to pay not less than the prevailing wage rates on the project as established by the State of Wisconsin Department of Workforce Development, Equal Rights Division – Labor Stands Bureau, pursuant to Wisconsin Statutes. Copies of the prevailing wage rate determination (if applicable) will be incorporated in the contract documents by reference.

5. QUALIFICATIONS OF INDIVIDUAL OR ENTITY

Individual or entity shall be licensed, certified, accredited, and/or meet all of the necessary qualifications to perform the services/work contemplated. Lincoln County may make that investigation as it deems necessary to determine the ability of the individual or entity to

perform the services/work. Lincoln County reserves the right to reject any proposal if the individual or entity fails to satisfy the County that the individual or entity is qualified to perform the services/work contemplated.

Lincoln County may, in its' sole discretion, require proposers to submit sworn statements as to financial ability, equipment and experience in the work/services prescribed AND other matters that the County requires for the protection and welfare of the public in the performance of a public contract. Persons or entities offering bid proposals are strongly encouraged to incorporate such information (and references for recent, similar work performed) in their bids.

6. CONSIDERATION/AWARD OF CONTRACT

Lincoln County reserves the right to reject or accept any or all proposals, or parts thereof, and/or waive technical defects. This solicitation may be cancelled.

The award of this contract shall be to the lowest responsible and qualified individual or entity offering the most advantageous bid to Lincoln County, so long as the bid is deemed compliant.

A responsible individual or entity is one who is not only financially responsible, but who is possessed of the judgment, skill, ability, capacity and integrity requisite and necessary to perform a public contract according to its' terms. Lincoln County reserves the right to consider all elements entering into the question determining the responsibility of the individual or entity.

Lincoln County and/or its' designee may choose to conduct interviews of qualified and responsible proposers and/or contact current and former customers of proposer.

7. REQUEST FOR CLARIFICATION

Any requests for clarification or additional information deemed necessary by any Respondent to present a proper proposal shall be submitted in writing via e-mail at jhaas@co.lincoln.wi.us or mailed to Jared Haas, 801 N. Sales St., Suite 105, Merrill, WI 54452 by **April 7, 2015**. Lincoln County will respond by **April 10, 2015**, using e-mail in the form of an addendum addressed to all known prospective respondents.

Bidders assume responsibility for carefully examining the RFP and specifications for the work contemplated; investigating the conditions to be encountered; being satisfied as to the character, quality, and quantities of work to be performed and any materials to be furnished; understanding the requirements of the specifications, special provisions, and contract. Submission of a proposal shall be considered conclusive evidence that the bidder has made such examination.

8. CONTRACT

The successful individual or entity shall execute an Independent Contractor Agreement within fifteen (15) days after notice of the award of the contract is given. The request for proposal, instructions, specifications and proposal in their entirety form the primary basis of the agreement and will be made part of the agreement.

9. LETTER OF CREDIT OR BOND

The selected contractor will be required, within seven (7) calendar days of notification of award of the RFP, to post a "Performance Bond" at least equal to the contract price and valid for at least 90 days beyond the contract closing as security for the faithful performance of the work to be contracted.

10. LAWS AND REGULATIONS

The successful individual or entity must be cognizant of and shall abide by all applicable federal, state and municipal laws, ordinances, rules and regulations. Any permit, license, certification, accreditation (and any fee therefor) shall be the responsibility of the successful individual or entity.

11. ETHICS/CONFLICT OF INTEREST

It shall be unethical for any person to offer, give or agree to give any elected official, employee or former employee or to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement, a purchase request, influencing the contents of any specification or procurement standards, rendering any advice, investigation, auditing, or in any other advisory capacity in any proceedings or application request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.

12. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from the services provided by the Contractor for the request services addressed in this document.

13. INSURANCE

The selected individual or entity shall have adequate insurance coverage that will protect operations conducted under contract, whether performed by the contractor or anyone employed by them. The contractor shall be required to furnish the County an insurance certificate five (5) days prior to contract award, certifying the contractor is covered by the following types and amounts of coverage:

Type	Limits
Worker's compensation & Employer's Liability	Coverage A: \$ Statutory; Coverage B: \$100,000 Employers Liability
CGL/General liability (Bodily injury/Personal injury, Property damage)	\$1,000,000 each occurrence, Combined single limit \$2,000,000 each occurrence, Combined single limit (excavating/underground/collapse, if applicable to project) \$5,000,000 each occurrence, Combined single limit (if asbestos is involved in project)
Automobile liability – owned/hired/non-owned vehicles (Bodily injury/Property damage)	\$1,000,000 each occurrence, Combined single limit
Umbrella excess liability insurance	\$1,000,000 each occurrence, Combined single limit

Failure of County to demand such certificates or other evidence of full compliance with these insurance requirements or failure of contractor to identify a deficiency from evidence provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Contractor shall maintain insurance for the duration of the contract.

The certificate shall list the Certificate Holder and address as follows: Lincoln County, 801 North Sales Street, Merrill, Wisconsin 54452.

Insurance shall include under the General Liability and Automobile Liability Policies "Lincoln County, its employees, elected officials, representatives, and members of its boards and/or commissions" as "Additional Insured's".

All insurance shall include a thirty (30) day notice to the County prior to cancellation or material policy change.

Contractor shall require sub-supplier; if applicable, to furnish identical Certificates of Insurance to Lincoln County prior to contract taking effect.

14. NO ASSIGNMENT

Assignment by the selected Contractor to a third party of any contract entered into for this project is prohibited and will not be recognized by the County unless approved by the County in writing in advance.

15. DISPOSAL OF PROJECT-RELATED MATERIALS

Disposal of all materials must be at the Lincoln County Landfill located at N4750 Landfill Lane, Merrill, WI 54452 (715-536-9636).

16. TAX EXEMPT STATUS.

Lincoln County is a tax-exempt municipality under sec. 77.54(9a), Wis. Stats.

SPECIFICATIONS

1. PROJECT NARRATIVE

The project is to create Lincoln County's GIS parcel map database in the Town of Bradley that is derived from existing subdivision plat records and deed descriptions fit to the County's digital planimetric base map and GPS coordinate-referenced Public Land Survey System (PLSS) corners. Most of the of the existing County GIS data is based on and stored in a locally defined projection and coordinate system, herein referred to as the Lincoln County Coordinate System (LCCS), that is referenced to the Wisconsin State High Accuracy Reference Network (HARN). All digital map data produced under this project will need to be delivered in this coordinate system.

Original parcel mapping of the project area was completed in 2002 and is known to have significant mapping errors. It is the intent of the County to improve or replace that existing data. All existing data will be provided to the selected RFP respondent and will also be made available for review by potential respondents prior to submission.

The selected RFP respondent will be expected to work in a check-out or two-way replica geodatabase (further referred to as replica geodatabase) using ESRI software products. The geodatabase will be initially provided by the County. The County will make available a number of information sources necessary for the creation of the GIS parcel map database. Parcel data from the Lincoln County Register of Deeds, Highway Department, Surveyor, Land Services Department and other identified sources shall be gathered and analyzed so that the completed maps shall reflect the final products requested in the project deliverables. Necessary research in the Register of Deeds office is the selected respondent's responsibility.

This project entails parcel mapping for approximately 3,937 parcels. The Town covers approximately 63 square miles.

The county is currently using ArcSDE 10.3 with Microsoft SQL Server 2008 running on Windows 2008 Server and ArcGIS 10.3 desktop running on Windows 7.

2. SPECIFICATIONS/SCOPE OF SERVICES

These specifications/scope of services are intended to be primarily goal-oriented versus prescriptive in nature. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide the services described herein shall be furnished at the proposed price and shall conform in strength, quality and workmanship to that usually provided by the practice.

Bidders shall describe their approach to provide GIS services along with any guarantees or warranties of the profession.

The successful contractor will be expected to complete the proposed GIS parcel map database creation project through these two basic phases: Phase 1 – Pilot Project Area and Phase 2 – Parcel Creation.

Phase 1 – Pilot Project Area

Before beginning the creation of the complete parcel mapping for the Town of Bradley, a pilot project will need to be completed verified by the respondent's licensed surveyor and approved by Lincoln County. This Pilot Project Area is designed to show a variety of situations that may be encountered during the project as well as verify the processes and methods for both Lincoln County and the selected respondent. The Pilot Project Area will be Sections 5, 6, 7, and 8 of Township 34 North, Range 6 East in the Town of Bradley. An enlarged portion of the 2013 Lincoln County Plat Book has been included in Appendix 2 showing the Pilot Project Area. This area contains some larger parcels, small tracts, subdivisions, Certified Survey Maps (CSMs), as well as older written descriptions – these are samples of the types of legal descriptions that will be encountered throughout the entire project.

This will be a complete mapping within the 4 sections of the Pilot Project Area in the same manner that the selected respondent will be using to complete the entire project. This should include all polygons and lines with attributes, the PLSS grid, and section corners. Phase 1 data must be verified by the respondent's licensed surveyor prior to submission for review by Lincoln County.

Phase 1 will be complete when Lincoln County has approved the Pilot Project Area. The delivery of the Pilot Project Area will be done using the updated replica geodatabase. If Lincoln County has any comments, changes, or modifications to the data that is submitted for Phase 1 those will be communicated to the selected respondent in writing via email or letter mail. Any changes or modifications must be completed and reviewed before completion of Phase 1.

Phase 2 – Parcel Creation

After receiving approval for the completion of Phase 1, the selected respondent may continue with production, mapping and surveyor verification for the entire project area.

The final delivery of the parcel mapping data must be accompanied by two sets of digital color checkplots for the Town. One checkplot set will have a plain backdrop; the other set will use a backdrop of the Lincoln County 2010 orthophoto. Phase 2 data must be verified by a state licensed surveyor prior to submission for review by Lincoln County.

Phase 2 will be complete when Lincoln County has approved and accepted all parcel mapping data and checkplots for the Town of Bradley. If Lincoln County has any comments, changes, or modifications to the data prior to acceptance those will be communicated to the selected respondent in writing via email or letter mail. Any changes or modifications must be completed, reviewed, and accepted before completion of Phase 2.

Project Deliverables and Specifications:

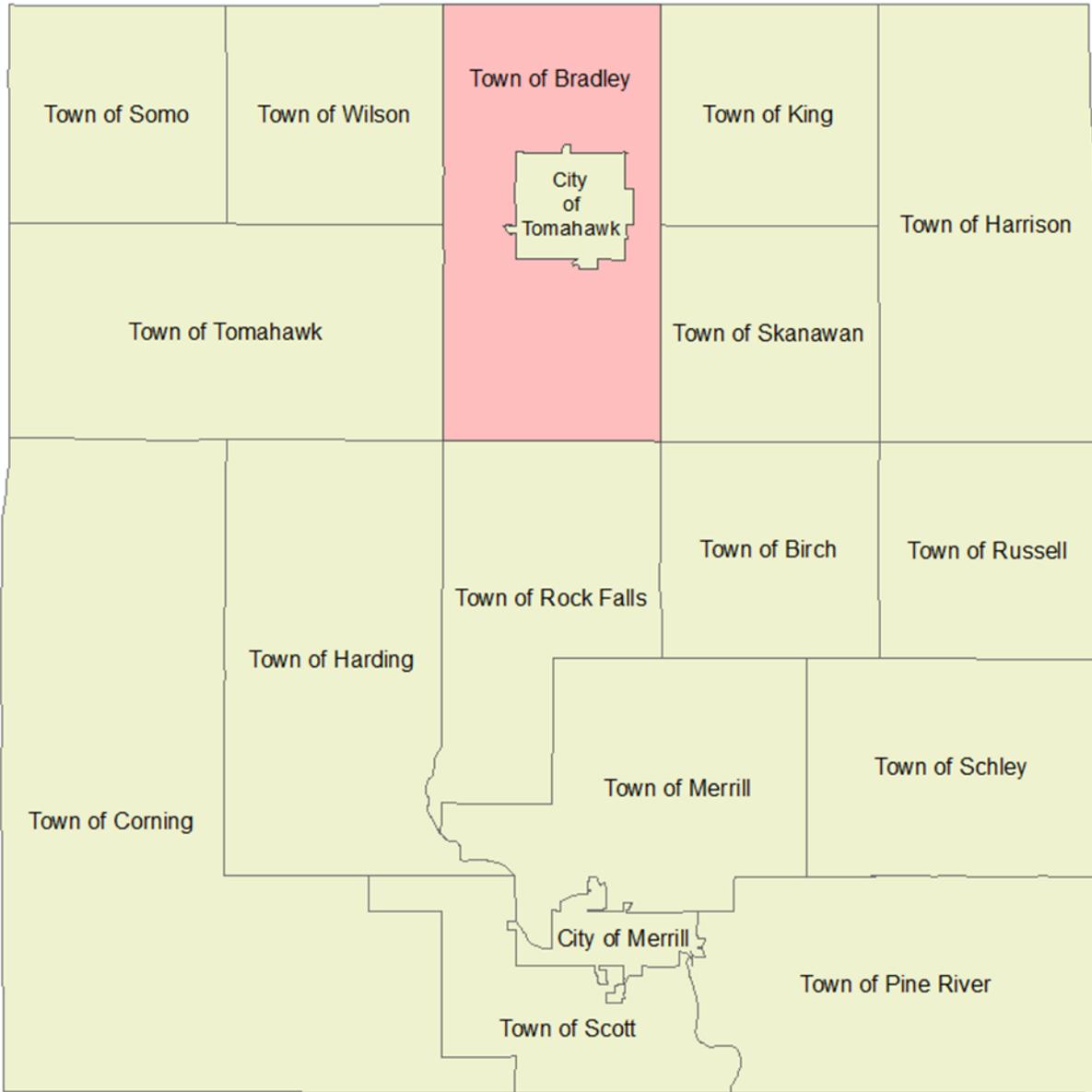
- A. Town-wide GIS parcel map completed in replica (ArcGIS version 10.3) geodatabase, including parcel polygons, parcel lines, simultaneous conveyance polygons, plotting index, etc.
 - i. All coordinate data will be created and stored using double precision coordinates.

- ii. Data should be referenced to the Lincoln County Coordinate System(LCCS).
 - iii. All fields and attributes will be completed.
 - iv. All current and active parcels must be mapped and represented.
 - v. Comment annotation layer will be created and contain information regarding any discrepancy in the mapping such as “NOTE: PARCEL 03235052519987 IS NOT EXCEPTED FROM 03235052519998”.
 - vi. Parcel lines will be coded to show what type of line they are such as parcel line, parcel/right-of-way, parcel/hydro, etc.
 - vii. Overlaps and gaps will be polygons with each type denoted in the PIN and PID fields.
 - viii. Any maps of record including, but not limited to, CSMs, subdivisions, and plats, that are tied to any PLSS grid line or to multiple section corners will not be adjusted to fit other features.
 - ix. All mapping must follow the Lincoln County Parcel Mapping Policies as shown in Appendix 4.
- B. Written documentation listing each piece of annotation that appears in the Comment annotation layer and the associated location of that annotation (example: the PIN of the parcel on which the annotation is located).
- C. Metadata should be updated prior to the final delivery of each Town for all data layers included.
- D. Digital Checkplots maps, in PDF format, will be included with the final delivery of the parcel mapping. Two sets of color checkplots are required. One color checkplot set will have a plain backdrop; the other color set will use a backdrop of the Lincoln County 2010 orthophoto.
- i. Checkplot depictions:
 - a. Label each parcel with the PIN information
 - b. Parcel lines will be visible and each type of line will be coded with a different symbology
 - c. Dimensions of line work will be visible
 - d. CSM, subdivision and plat names, lots, and blocks will be labeled
 - e. Roads will be labeled with their name using the information in the road features provided
 - f. Label water features using the information contained in the water features provided
 - g. Include title, map scale, town name, north arrow, legend, print date, and disclaimer
 - ii. Two scales of maps will be available for the selected respondent to choose from based on the scale that best depicts all parcels in each checkplot. The areas depicted on each of the checkplots will be delineated in the plotting index data layer in the replica geodatabase.
 - a. Scale Option 1. Most areas in the Town of Bradley should be printed at a scale of 1" = 400'. Each map will cover one section according to the PLSS grid.
 - b. Scale Option 2. Some areas specifically those along waterbodies may need to be printed at a scale of 1" = 100'. Each map will cover one quarter-quarter of one section according to the PLSS grid.

Data Provided By Lincoln County

- A. Initial replica geodatabase containing the data structure and existing parcel mapping which will be used throughout the project. The data structure, fields, and replica geodatabase information is listed in Appendix 3.
- B. Lincoln County 2010 orthophoto in Mr. SID format
- C. Reference GIS data in a personal geodatabase:
 - i. Road centerlines
 - ii. Addresses
 - iii. Water features
 - iv. PLSS First Division polygons
 - v. PLSS Second Division polygons
 - vi. PLSS Corners
 - vii. PLSS lines
 - viii. Existing Parcel Database
 - a. Parcel polygons and lines
 - b. Parcel history
 - c. Parcel topology
 - d. Easements polygons
 - e. Parcel line annotation
 - f. Plotting index
 - g. Comment annotation
 - h. Parcel construct lines and polygons
 - i. Simultaneous conveyance polygons
- D. Digital text file of tax parcels records from the AS/400 system containing tax number identifiers, short descriptions, limited parcel ownership, limited physical address information.
- E. All scanned and indexed maps currently available in the Land Services Department, excepting recorded documents. This information will be provided through an internet-based search site maintained by the County.
- F. Access to documents in the Lincoln County Register of Deeds Office.
- G. Lincoln County Disclaimer to be printed on checkplots and maps.
- H. Lincoln County Coordinate System projection (.prj) file.
- I. Data Structure attached hereto as Appendix 3.

Town Map



Lincoln County, Wisconsin

GENERAL REQUIREMENTS, PERMITS, CODES AND STANDARDS

- A. All work under this contract shall be done in strict accordance with State of Wisconsin DNR & DWD, Federal Environmental Protection Agency (EPA) Clean Air Act, Occupational Safety and Health Administration (OSHA) worker safety codes and regulations, and all applicable Federal, State and local regulations, standards and codes governing lead and asbestos abatement and any other trade work done in conjunction with this project. All applicable codes, regulations and standards are adopted into this specification and will have the same force and effect as this specification.
- B. The contractor shall apply for and have on-site all required permits and licenses to perform the work as required by Federal, State and Local regulations.
- C. It is the contractor's responsibility to provide all materials, equipment and labor necessary to achieve any clearance or approval to both do the work and to put the work into service.
- D. It is the contractor's responsibility to provide and maintain protection for the public from any hazards caused by this work.
- E. Contractor will need to be responsible for providing their own ladders, scaffolding or lifts necessary for the proper performance of the work.
- F. Contractor will be responsible for providing any necessary containment measures to protect occupants, workers and property.
- G. Contractor will be responsible for assuring that employees are provided with and wear any protective gear as required by any regulatory agency.
- H. Contractor shall provide a schedule indicating the approximate dates of all the key functions for the job.
- I. Contractor shall be responsible for the safe handling and transportation of all waste generated by this contract to the Lincoln County Solid Waste Landfill. Tipping fees shall be the responsibility of the contractor.
- J. Contractor shall assure that the project area is free of refuse/repared or replaced to the satisfaction of the County.
- K. Contractor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of the work, with respect to hire tenure, terms, conditions or privileges of employment, or a matter directly, or indirectly related to employment, because of age (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry.

3. REQUEST FOR CLARIFICATION

Any requests for clarification or additional information deemed necessary by any Respondent to present a proper proposal shall be submitted in writing via e-mail at jhaas@co.lincoln.wi.us or mailed to Jared Haas, 801 N. Sales St., Suite 105, Merrill, WI

54452 by **April 7, 2015**. Lincoln County will respond by **April 10, 2015**, using e-mail in the form of an addendum addressed to all known prospective respondents.

4. COMPENSATION

The contractor is to provide a fixed price/lump sum for the completed project.

A progressive payment schedule will be agreed upon in advance of the work; however, final payment for 25% of the project cost will be retained until 15 days after the completion of final inspection between contractor and Lincoln County Maintenance Director.

After award of the RFP, the time specified shall not be extended because of any delay attributable to the Contractor, but may be extended by the County, at its discretion, in the event of a delay attributable to the County or its authorized representative, or because of unavoidable delays caused by an act of God. Should the Contractor fail to complete the scope of work within the time agreed upon, the County may deduct a sum of \$125.00/day from any monies due or that may become due the Contractor for each and every calendar day that the scope of work remains uncompleted.

5. PROJECT SCHEDULE

EVENT	SCHEDULED DATE	TIME (all CST)
Release of RFP	March 25, 2015	8:00 AM
Written Questions Submitted	April 7, 2015	N/A
Written Answers Distributed	April 10, 2015	N/A
Proposals Due	April 15, 2015	4:00 PM
Proposals Opened	April 15, 2015	4:15 PM
Reference Checks	April 15 – April 29, 2015	N/A
Respondent Selection	April 29, 2015	N/A
Contract Completion and Notice to Proceed	May 20, 2015	N/A
Project Kick off Meeting	May 27, 2015	N/A
Completion Date For the Pilot Project	July 1, 2015	Close of business
Completion Date for T35N R6E	May 11, 2016	Close of business
Completion Date for T34N R6E	September 21, 2016	Close of business

6. QUALIFICATIONS

A. Relevant Experience: Experience performing GIS mapping; successful warrantees and guarantees on accuracy; high level of customer satisfaction.

B. Contractor Information

- i. Letter of introduction that includes name of contact person and contact information.

- ii. Office location(s), ownership and affiliation, size of entity/company
- iii. Entity's objective in relation to this project
- iv. Key project personnel including responsibilities and qualifications to do this work.
- v. References – provide client name, contact name/title/address/phone of at least three clients that have been or are currently being provided similar service within the last five (5) years

APPENDIX 3 – Data Structure

Summary Information

1 Feature Dataset and 9 Feature Classes
No Topology Datasets
No Geometric Networks
No Rasters
No Tables (Object Classes)
No Relationship Classes
10 Domains

Feature Datasets, Child Classes, Domains

Parcels - Feature Dataset

production_GIS_CommentAnno - Annotation
production_GIS_ParcelLineAnno - Annotation
production_GIS_ParcelLines - Simple
production_GIS_Parcels - Simple
production_GIS_plotting_index - Simple
production_GIS_SimConAll - Simple
production_GIS_SimConCurrent - Simple
production_GIS_SimConDivAll - Simple
production_GIS_SimConDivCurrent – Simple

Domains

AnnotationStatus
BooleanSymbolValue
BoundaryType
CartoLineType
HorizontalAlignment
SimConDivType
SimConType
STAFF
VerticalAlignment
YESNO

Parcels - FeatureDataset

Name Parcels
Description Parcels
DataTheme null

production_GIS_CommentAnno - FeatureClass

Name production_GIS_CommentAnno
ShapeType Polygon
FeatureType Annotation
AliasName production_GIS_CommentAnno
SubtypeFieldName AnnotationClassID
HasM false
HasZ false
Description REQUIRED: This feature class is used to note any errors, discrepancies, or decisions made for a parcel.
DataTheme REQUIRED: Common-use word or phrase used to describe the subject of the data set.

Field	Data Type	Length	AliasName	Description	Domain	DefaultValue	IsNullable
FeatureID	Integer	4	FeatureID	FeatureID			true
ZOrder	Integer	4	ZOrder	ZOrder			true
AnnotationClassID	Integer	4	AnnotationClassID	AnnotationClassID		0	true
Element	Blob	0	Element	Element			true
SymbolID	Integer	4	SymbolID	SymbolID			true
Status	SmallInteger	2	Status	Status	AnnotationStatus	0	true
TextString	String	255	TextString	Text of the Annotation			true
FontName	String	255	FontName	Font Name			true
FontSize	Double	8	FontSize	Font Size			true
Bold	SmallInteger	2	Bold	Bold	BooleanSymbolValue		true
Italic	SmallInteger	2	Italic	Italic	BooleanSymbolValue		true
Underline	SmallInteger	2	Underline	Underline	BooleanSymbolValue		true
VerticalAlignment	SmallInteger	2	VerticalAlignment	VerticalAlignment	VerticalAlignment		true

HorizontalAlignment	SmallInteger	2	HorizontalAlignment	HorizontalAlignment	HorizontalAlignment		true
XOffset	Double	8	XOffset	XOffset			true
YOffset	Double	8	YOffset	YOffset			true
Angle	Double	8	Angle	Angle			true
FontLeading	Double	8	FontLeading	FontLeading			true
WordSpacing	Double	8	WordSpacing	WordSpacing			true
CharacterWidth	Double	8	CharacterWidth	CharacterWidth			true
CharacterSpacing	Double	8	CharacterSpacing	CharacterSpacing			true
FlipAngle	Double	8	FlipAngle	FlipAngle			true
Override	Integer	4	Override	Override			true
GlobalID	GlobalID	38	GlobalID	GlobalID			false

Field: Status Domain: AnnotationStatus DefaultValue: 0	Field: Bold Domain: BooleanSymbolValue DefaultValue:	Field: Italic Domain: BooleanSymbolValue DefaultValue:
Field: Underline Domain: BooleanSymbolValue DefaultValue:	Field: VerticalAlignment Domain: VerticalAlignment DefaultValue:	Field: HorizontalAlignment Domain: HorizontalAlignment DefaultValue:

production_GIS_ParcelLineAnno - FeatureClass

Name production_GIS_ParcelLineAnno
ShapeType Polygon
FeatureType Annotation
AliasName production_GIS_ParcelLineAnno
HasM false
HasZ false
Description REQUIRED: This feature class is used to place dimensions of parcels.
DataTheme REQUIRED: Common-use word or phrase used to describe the subject of the data set.

Field	Data Type	Length	AliasName	Description	Domain	DefaultValue	IsNullable
FeatureID	Integer	4	FeatureID	FeatureID			true
ZOrder	Integer	4	ZOrder	ZOrder			true
AnnotationClassID	Integer	4	AnnotationClassID	AnnotationClassID			true
Element	Blob	0	Element	Element			true
SymbolID	Integer	4	SymbolID	SymbolID			true
Status	SmallInteger	2	Status	Status	AnnotationStatus	0	true
TextString	String	255	TextString	Text of the Annotation			true
FontName	String	255	FontName	Font Name			true
FontSize	Double	8	FontSize	Font Size			true
Bold	SmallInteger	2	Bold	Bold	BooleanSymbolValue		true
Italic	SmallInteger	2	Italic	Italic	BooleanSymbolValue		true
Underline	SmallInteger	2	Underline	Underline	BooleanSymbolValue		true
VerticalAlignment	SmallInteger	2	VerticalAlignment	VerticalAlignment	VerticalAlignment		true
HorizontalAlignment	SmallInteger	2	HorizontalAlignment	HorizontalAlignment	HorizontalAlignment		true
XOffset	Double	8	XOffset	XOffset			true
YOffset	Double	8	YOffset	YOffset			true
Angle	Double	8	Angle	Angle			true
FontLeading	Double	8	FontLeading	FontLeading			true
WordSpacing	Double	8	WordSpacing	WordSpacing			true
CharacterWidth	Double	8	CharacterWidth	CharacterWidth			true
CharacterSpacing	Double	8	CharacterSpacing	CharacterSpacing			true
FlipAngle	Double	8	FlipAngle	FlipAngle			true
Override	Integer	4	Override	Override			true
GlobalID	GlobalID	38	GlobalID	GlobalID			false

production_GIS_ParcelLines - FeatureClass

Name production_GIS_ParcelLines
ShapeType Polyline
FeatureType Simple

AliasName production_GIS_ParcelLines
 HasM false
 HasZ false
 Description The boundary elements necessary to construct the simultaneous conveyances, simultaneous divisions and tax parcels. Distance units and angle are system parameters assigned prior to editing.
 DataTheme TaxParcels

Field	Data Type	Length	AliasName	Description	Domain	DefaultValue	IsNullable
DIRECTION	String	14	Direction	The quantity of a direction of a boundary and the angle between a line and an arbitrary chosen reference line			true
DISTANCE	String	10	Distance	The quantity for the distance of a boundary and linear measure along a line			true
RADIUS	String	10	Radius	The radius of a circular curve is the distance from either the point of tangency or the point of curvature, measured along the perpendicular, to the curve center. The radius of a spiral is continually changing. Often abbreviated as R			true
DELTA	String	10	Delta	The angle at the center of radius of a circular arc included between the radii which pass through the beginning P.C. (point of curvature) and the ending P.T. (point of tangency) of the arc			true
TANGENT	String	10	Tangent	A straight line that touches a given curve at one and only one point and does not intersect the curve			true
ARCLENGTH	String	10	ArcLength	The length of a curve measured along the curved element			true
SIDE	String	1	Side	The side of the curved element where the radius is located L or R			true
BOUNDARYTYPE	String	50	Boundary Type	The hierarchy of evidence used to set a weight for spatial adjustments	BoundaryType		true
CARTOLINETYPE	String	50	Carto Line Type	The line type used to cartographically represent parcel boundaries	CartoLineType		true
CDate	Date	8	CDate	Date of feature creation			true
CWho	String	20	CWho	Staff creating feature	STAFF		true
UDate	Date	8	UDate	Date of updates occurring to feature			true

UWho	String	20	UWho	Staff updating feature	STAFF		true
GlobalID	GlobalID	38	GlobalID	GlobalID			false

production_GIS_Parcels - FeatureClass

Name production_GIS_Parcels
 ShapeType Polygon
 FeatureType Simple
 AliasName production_GIS_Parcels
 HasM false
 HasZ false
 Description The real property area that supports real estate assessment and tax systems

Field	Data Type	Length	AliasName	Description	Domain	DefaultValue	IsNullable
PIN	String	14	PIN	Parcel Identification Number, a 14-digit number found in land records system			true
PIDNO	String	18	PIDNO	Parcel ID, an 18-digit number found in the land records system			true
TAXPARCELINDICATOR	String	3	Tax Parcel Flag	The flag to indicate if the tax parcel polygon is taxable land	YESNO	YES	true
ROWINDICATOR	String	3	Road ROW Flag	The flag to indicate if the tax parcel polygon is a public or private road right-of-way	YESNO	NO	true
RRINDICATOR	String	3	Railroad Flag	The flag to indicate if the tax parcel polygon is a railroad corridor	YESNO	NO	true
HYDROINDICATOR	String	3	Hydrography Flag	The flag to indicate if the tax parcel polygon is under water	YESNO	NO	true
CDate	Date	8	CDate	Date of feature creation			true
CWho	String	20	CWho	Staff creating feature	STAFF		true
UDate	Date	8	UDate	Date of updated occurring to feature			true
UWho	String	20	UWho	Staff updating feature	STAFF		true
GlobalID	GlobalID	38	GlobalID	GlobalID			false

production_GIS_plotting_index - FeatureClass

Name production_GIS_plotting_index
 ShapeType Polygon
 FeatureType Simple
 AliasName production_GIS_plotting_index
 HasM false
 HasZ false
 Description REQUIRED: This feature class shows the area covered by individual checkplot maps.
 DataTheme REQUIRED: Common-use word or phrase used to describe the subject of the data set.

Field	Data Type	Length	AliasName	Description	Domain	DefaultValue	IsNullable
SECTIONNO	SmallInteger	2	SECTIONNO	Section Number			true
QSEC	SmallInteger	2	QSEC	1/4 section number			true
QQSEC	SmallInteger	2	QQSEC	1/4-1/4 section number			true
TOWN	SmallInteger	2	TOWN	Township number			true
TDIR	String	2	TDIR	Township direction			true
RANGE	SmallInteger	2	RANGE	Range number			true
RDIR	String	2	RDIR	Range direction			true
QUARTER	String	2	QUARTER	1/4 section letter designation			true
QQQUARTER	String	2	QQQUARTER	1/4-1/4 section letter designation			true
TITLE	String	50	TITLE	Title of the map defining the extent the map covers			true
TITLE2	String	50	TITLE2	Alternative Title of the map defining the extent the map covers			true
SCALE	Integer	4	SCALE	Scale the map represents (1:100 or 1:400)			true
GlobalID	GlobalID	38	GlobalID	GlobalID			false

production_GIS_SimConAll - FeatureClass

Name production_GIS_SimConAll
 ShapeType Polygon
 FeatureType Simple

AliasName production_GIS_SimConAll
 HasM false
 HasZ false
 Description REQUIRED: This feature class is used to store all active and retired Simultaneous Conveyances Boundaries.
 DataTheme REQUIRED: Common-use word or phrase used to describe the subject of the data set.

Field	Data Type	Length	AliasName	Description	Domain	DefaultValue	IsNullable
SimConID	Integer	4	Simultaneous Conveyance ID	Identifier used to tie the SimConAll feature class to the SimConDivAll feature class (Equal to the ObjectID)			true
SimComName	String	255	Simultaneous Conveyance Name	Name of SimCon			true
SimComType	String	50	Simultaneous Conveyance Type	Type of SimCon	SimConType	Subdivision	true
Recorded	String	7	Recorded	Indicates if document is a recorded document in the Register Of Deeds office	YESNO		true
RodDocNum	String	25	ROD Document Number	Register Of Deeds document number			true
MapNum	String	8	Map Number	Number of map in the plat file in the Land Information and Conservation office, if not a recorded map			true
Link	String	2147483647	Link	File path to the un-recorded documents			true
CartoName	String	255	CartoName	Field use to label features			true
CDate	Date	8	CDate	Date of feature creation			true
CWho	String	20	CWho	Staff creating feature	STAFF		true
UDate	Date	8	UDate	Date of updates occurring to feature			true
UWho	String	20	UWho	Staff updating feature	STAFF		true
GlobalID	GlobalID	38	GlobalID	GlobalID			false

production_GIS_SimConCurrent - FeatureClass

Name production_GIS_SimConCurrent
 ShapeType Polygon
 FeatureType Simple
 AliasName production_GIS_SimConCurrent

HasM false
 HasZ false
 Description REQUIRED: This feature class is used to store all active Simultaneous Conveyances.
 DataTheme REQUIRED: Common-use word or phrase used to describe the subject of the data set.

Field	DataType	Length	AliasName	Description	Domain	DefaultValue	IsNullable
SimConID	Integer	4	Simultaneous Conveyance ID	Identifier used to tie the SimConCurrent feature class to the SimConDivCurrent feature class (equal to the ObjectID)			true
SimComName	String	255	Simultaneous Conveyance Name	Name of SimCon			true
SimComType	String	50	Simultaneous Conveyance Type	Type of SimCon.	SimConType	Subdivision	true
Recorded	String	7	Recorded	Indicates if document is a recorded document in the Register Of Deeds office	YESNO		true
RodDocNum	String	25	ROD Document Number	Register Of Deeds document number			true
MapNum	String	8	Map Number	Number of map in the files in the Land Information and Conservation office, if not a recorded map			true
Link	String	2147483647	Link	File path to the un-recorded documents			true
CartoName	String	255	CartoName	Field use to label features			true
CDate	Date	8	CDate	Date of feature creation			true
CWho	String	20	CWho	Staff creating feature	STAFF		true
UDate	Date	8	UDate	Date of updates occurring to feature			true
UWho	String	20	UWho	Staff updating feature	STAFF		true
GlobalID	GlobalID	38	GlobalID	GlobalID			false

production_GIS_SimConDivAll - FeatureClass

Name production_GIS_SimConDivAll
 ShapeType Polygon
 FeatureType Simple

AliasName production_GIS_SimConDivAll
 HasM false
 HasZ false
 Description REQUIRED: This feature class is used to store all active and retired Simultaneous Conveyances divisions.
 DataTheme REQUIRED: Common-use word or phrase used to describe the subject of the data set.

Field	Data Type	Length	AliasName	Description	Domain	DefaultValue	IsNullable
SimConID	Integer	4	Simultaneous Conveyance ID	Identifier used to tie the SimConAll feature class to the SimConDivAll feature class.			true
SimConDivType	String	50	Simultaneous Conveyance Division Type	Type of division	SimConDivType	Lot	true
SimConBlock	String	20	Block Number	Block number of division, if applicable			true
SimConDivNo	String	25	Simultaneous Conveyance Division	Division number			true
DivLabel	String	75	Simultaneous Conveyance Division Label	Concatenation of SimConDivType and SimConDivNo to be used for labeling of the division			true
CartoName	String	255	CartoName	Field does not need to fill out			true
GroupName	String	100	GroupName	Field is used for labeling the block divisions			true
CDate	Date	8	CDate	Date of feature creation			true
CWho	String	20	CWho	Staff creating feature	STAFF		true
UDate	Date	8	UDate	Date of updates occurring to feature			true
UWho	String	20	UWho	Staff updating feature	STAFF		true
GlobalID	GlobalID	38	GlobalID	GlobalID			false

production_GIS_SimConDivCurrent - FeatureClass

Name production_GIS_SimConDivCurrent

ShapeType Polygon
 FeatureType Simple
 AliasName production_GIS_SimConDivCurrent
 HasM false
 HasZ false
 Description REQUIRED: This feature class is used to store all active Simultaneous Conveyances divisions.
 DataTheme REQUIRED: Common-use word or phrase used to describe the subject of the data set.

Field	Data Type	Length	AliasName	Description	Domain	DefaultValue	IsNullable
SimConID	Integer	4	Simultaneous Conveyance ID	Identifier used to tie the SimConCurrent feature class to the SimConDivCurrent feature class			true
SimConDivType	String	50	Simultaneous Conveyance Division Type	Type of division	SimConDivType	Lot	true
SimConBlock	String	20	Block Number	Block number of division, if applicable			true
SimConDivNo	String	25	Simultaneous Conveyance Division	Division number			true
DivLabel	String	75	Simultaneous Conveyance Division Label	Concatenation of SimConDivType and SimConDivNo to be used for labeling of the division			true
CartoName	String	255	CartoName	Field does not need to fill out			true
GroupName	String	100	GroupName	Field is used for labeling the block divisions			true
CDate	Date	8	CDate	Date of feature creation			true
CWho	String	20	CWho	Staff creating feature	STAFF		true
UDate	Date	8	UDate	Date of updates occurring to feature			true
UWho	String	20	UWho	Staff updating feature	STAFF		true
Object_ID_1	Integer	4	Object_ID_1	Object_ID_1			true
GlobalID	GlobalID	38	GlobalID	GlobalID			false

AnnotationStatus - Domain

DomainName AnnotationStatus
Description Valid annotation state values.
FieldType SmallInteger
Domain Type CodedValue

Code	Name
0	Placed
1	Unplaced

BooleanSymbolValue - Domain

DomainName BooleanSymbolValue
Description Valid values are Yes and No.
FieldType SmallInteger
Domain Type CodedValue

Code	Name
1	Yes
0	No

BoundaryType - Domain

DomainName BoundaryType
Description The parcel boundary type assigned to reflect the hierarchy of parcel boundary evidence (used to assign weights to fabric)
FieldType String
Domain Type CodedValue

Code	Name
Control Boundary	Control Boundary
Control Reference Line	Control Reference Line
Simultaneous Conveyance Boundary	Simultaneous Conveyance Boundary
Parcel Boundary	Parcel Boundary
Other	Other
Unknown	Unknown
Not a Boundary	Not a Boundary
Simultaneous Conveyance Division Boundary	Simultaneous Conveyance Division Boundary

CartoLineType - Domain

DomainName	CartoLineType
Description	The cartographic line type assigned to the boundary to reflect cartographic needs
FieldType	String
Domain Type	CodedValue

Code	Name
Condo Building Boundary	Condo Building Boundary
ROW Boundary	ROW Boundary
Hydrography Boundary	Hydrography Boundary
Other	Other
Unknown	Unknown
Simultaneous Conveyance Boundary	Simultaneous Conveyance Boundary
Tax Parcel Boundary	Tax Parcel Boundary
Tax Parcel Historical Boundary	Tax Parcel Historical Boundary
ROW	ROW
Meander Line	Meander Line

HorizontalAlignment - Domain

DomainName	HorizontalAlignment
Description	Valid horizontal symbol alignment values.
FieldType	SmallInteger
Domain Type	CodedValue

Code	Name
0	Left
1	Center
2	Right
3	Full

SimConDivType - Domain

DomainName	SimConDivType
Description	Simultaneous Division Type
FieldType	String
Domain Type	CodedValue

Code	Name
Lot	Lot
Park	Park
Outlot	Outlot
Building	Building
Unit	Unit
General Common Element	General Common Element
Limited Common Element	Limited Common Element
Ingress/Egress	Ingress/Egress
Plot	Plot

Other	Other
Unknown	Unknown

SimConType - Domain

DomainName	SimConType
Description	The type of simultaneous Conveyance
FieldType	String
Domain Type	CodedValue

Code	Name
Subdivision	Subdivision
Condo	Condo
CSM	CSM
Assessor Plat	Assessor Plat
Cemetery Plat	Cemetery Plat
Other Plat	Other Plat
Plat of Survey	Plat of Survey

STAFF - Domain

DomainName	STAFF
Description	names of county staff who edit and create data
FieldType	String
Domain Type	CodedValue

Code	Name
Scott Gatletka	Scott Gatletka
Tim Tarras	Tim Tarras

NCRP	NCRP
Tonya Rasmussen	Tonya Rasmussen
unknown	unknown
other	other
Audrey Cox	Audrey Jensen
Chad Besaw	Chad Besaw

VerticalAlignment - Domain

DomainName VerticalAlignment
 Description Valid symbol vertical alignment values.
 FieldType SmallInteger
 Domain Type CodedValue

Code	Name
0	Top
1	Center
2	Baseline
3	Bottom

YESNO - Domain

DomainName YESNO
 Description a domain for yes no fields
 FieldType String
 Domain Type CodedValue

Code	Name
YES	YES

NO

NO

APPENDIX 4 – Lincoln County Parcel Mapping Policies

Determining Align to Shape Tolerances

The Align to Shape tolerance shall be defined as the maximum distance a feature will be allowed to be classified as coincident to other features. Distances greater than this maximum distance will not be allowed to be zipped to other features. These areas will be classified as GAPS or OVERLAPS within the Parcels Feature class. Maximum distances are determined by the amount of the section has been surveyed. The following is the distances set forth by Lincoln County.

1. For sections that have only the outside boundary surveyed, the distance will be 4 feet or less in order to use the Align to Shape tool.
2. For a section that has had the quarter sections lines surveyed, the distance will be 2 feet or less in order to use the Align to Shape tool.
3. For a section that has had the aliquot lines surveyed, the distance will be 1 foot or less in order to use the Align to Shape tool.

Aliquot surveyed lines can be obtained from Certified Survey Maps (CSM's), Subdivision maps, Condo plats or other documents where the surveys reference the LCCS. If the bearing and distance on two documents that use the same aliquot line differ, consult the County Surveyor or Assistant on which line to hold.

Using the Align to Shape tool

When you have finished COGO'ing and rotating (see rotation for further details) in the parcel construct lines for the new parcel, you will need to verify if these lines are coincident with the surrounding area. If they are not coincident the lines must be aligned to the surrounding area or vice versa. To determine the alignment direction (to the parcel construct lines or to the surrounding area) use the following guidelines.

1. Align the parcel construct lines to the PLSS lines. Check to make sure no new section break down has been filed with the County Surveyor. See Section Breakdown Policy.
2. Align the surrounding area to the parcel construct lines if the document is a Simultaneous Conveyance (Sim Con).
3. For metes and bounds descriptions where they are coincident with any Sim Con's, align the parcel construct lines to the surrounding area.
4. For metes and bounds descriptions where the document uses degrees, minutes AND seconds align the surrounding area that are not Sim Con's to the parcel construct lines.
5. For metes and bounds descriptions where the above do not apply best judgment must be used. Review of surrounding descriptions, use of aerial photography and consulting with the County Surveyor or Survey Assistant will help in this determination.

Rotation

Rotation will occur on all Sim Con's and Deeds that are not referenced to the LCCS or Solar bearings.

Topology

The following topological rules will be applied to the 9.3.1 geodatabase.

Parcels

- Must not have overlaps
- Must not have gaps
- Boundary must be covered by ParcelLines
- Boundary must be covered by PLSS_Lines

ParcelLines

- Must not have Dangles
- Must not Self-Intersect
- Must not Self-Overlap
- Must be covered by PLSS_Lines

SimConDivCurrent

- Boundary must be covered by SimConCurrent

Lincoln County will eventually move to the ESRI parcel fabric. In order to do this the following set of topology rules taken from ESRI's white paper "Loading Data into a Parcel Fabric" must be applied.

[Line feature class] Must Be Covered By Boundary Of [Polygon feature class]

[Line feature class] Must Not Self-Overlap.

[Line feature class] Must Not Self-Intersect.

[Line feature class] Must Be Single Part.

[Line feature class] Must Not Intersect Or Touch Interior.

[Polygon feature class] Boundary Must Be Covered By [Line feature class].