



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

www.ninemilecreek.org

MEMO

TO: Nine Mile Creek Board of Managers
FROM: Erica Sniegowski
DATE: November 6, 2018
RE: Story Map

Background

The concept of a story map to celebrate the history and accomplishments of the District as part of 60th anniversary celebrations was presented at the October 17th NMCWD Board of Manager's meeting. At that meeting, the board requested additional information (regarding accessibility) and time to consider the proposal. Since then, staff has discussed accessibility issues with Smith Partners and Barr Engineering. As a result, it is concluded that story maps are at tool that can be used by the District. Staff and legal counsel can provide additional information at the November board meeting, as requested.

An updated scope of work from Barr Engineering is provided, which addresses optimizing accessibility of the story map as part of Task 1.

Recommended Motion

Approve the story map scope of work, with a budget not to exceed \$28,000 without prior approval.

November 6, 2018

Erica Sniegowski
Nine Mile Creek Watershed District
12800 Gerard Drive
Eden Prairie, MN 55346

Re: Proposed Scope of Work: Web-based Story Map for 60th Anniversary of the Nine Mile Creek Watershed District

Dear Ms. Sniegowski:

Thank you for requesting us to assist you with this project. This letter puts forth a proposal for scope and budget for the design of a web-based Story Map to highlight the history of the Nine Mile Creek Watershed District (NMCWD or District) in honor of its 60th anniversary as an organization.

To provide a custom, flexible solution for you we have organized this project into four tasks. It is our intention that the four project tasks would occur concurrently to allow for a dynamic development process that elicits your feedback while ensuring the timely completion of this project. Elements of each project stage would be presented at a series of project meetings as indicated with the tasks outlined below.

Scope of Work

Task 1 – Kick-Off Meeting and Content Outlining

Estimated budget: \$1,500

Task 1 will include the following:

1. Project kick-off meeting to brainstorm overall Story Map content structure. During this meeting, we will discuss and seek guidance on the data and functionality requirements of the web application. Several existing examples will also be reviewed during this meeting. As part of this meeting, we will discuss options to optimize accessibility of the Story Map web content as reasonably feasible, including exploration of various Story Map templates.
2. Develop draft content outline for review and comment by District staff based on outcomes of kick-off meeting. The outline will identify all data to be either procured or generated throughout the development process.
3. Review and update content outline for reference throughout the Story Map develop process.

Deliverables:

- Draft and final content outline

Task 2 – Content Development and Data Acquisition

Estimated budget: \$13,000

Task 2 will include the following:

1. Develop content by extracting from existing resources (Barr databases, District records, etc.). Content will include review of historical photographs, maps, aerial photography, and project records for potential inclusion in the final Story Map.
2. Create and manage a shareable online storage database for District use throughout project development to include all content.
3. Coordinate and conduct meeting to review available content and discuss additional requirements for content generation. Prepare for video interviews.
4. Work with District staff to collect reflections from identified District associates including but not limited to former Board members, City officials and former Administrators. These reflections can be gathered using a short questionnaire or phone interviews to gather quotes and solicit other interesting insight into the District's history.
5. Produce video interviews with up to three people associated with the NMCWD. Includes preparation of interview questions to be reviewed by District staff.
6. Edit video interviews and prepare for inclusion in the draft Story Map.
7. Create GIS data for use in online web maps within the Story Map.

Deliverables:

- Online content storage database
- DVDs of final interviews

Task 3 – Story Map Development

Estimated budget: \$10,500

Task 3 will include the following:

1. Develop draft online Story Map utilizing content collected and generated in Task 2
2. Coordinate and conduct meeting to demonstrate the draft Story Map
3. Update Story Map based on feedback from District staff
4. Provide a second draft of the updated online Story Map for District staff review (web viewing)
5. Prepare final Story Map based on feedback from the second draft, including publishing for public use.
6. Prepare Barr servers to host the Story Map, upload the final version, and publish to the web.
7. Coordinate with District staff to ensure appropriate hyperlinks or embedding from District website.

Deliverables:

- First draft of Story Map
- Second draft of Story Map
- Final draft of Story Map, published online

Optional Task 4 – Story Map Hosting, Data Management, and Updates

Estimated budget: \$3,000

The scope of professional consulting services includes:

1. Troubleshoot any initial issues and from then on, maintain the web site map and make minor updates as necessary for the following two years.

Deliverables:

- Online Story Map

Assumptions:

- Includes hosting, maintenance and updates for an anticipated two-year period after project completion.
- Maintenance and updates are anticipated to be approximately 1-2 hours per month

Schedule

Work shall commence immediately upon approval of the proposed Scope of Work by the Board of Managers. Our understanding is that the 60th Anniversary Celebration will be in the summer of 2019 and that the Story Map should be online prior to that event.

Budget

The estimated project cost is summarized in the table below.

Task	Task Description	Estimated Cost
1	Kick-Off Meeting and Content Outlining	\$1,500
2	Content Development and Data Acquisition	\$13,000
3	Story Map Development	\$10,500
	Subtotal	\$25,000
4	Optional: Story Map Hosting, Data Management, and Updates	\$3,000
	Total	\$28,000

The proposed cost of the services would be billed on a time and expenses basis not to exceed \$25,000 without prior approval by you. If included, the total including the optional Task 4, would be \$28,000. We are happy to revisit the scope of this project if you have any suggested revisions.

Please contact me if you have any questions about this proposal at (952) 832-2785 or jkieffer@barr.com.

Sincerely,



Janna Kieffer P.E.
Vice President
Barr Engineering Company