

GEOPORTAL

TECHNICAL WORKING GROUP

NSDI CAP Grant G12AC20127 - Alaska

GENERAL BACKGROUND & PURPOSE:

The State of Alaska has long been geospatially data poor. This is being addressed and as expanding datasets are acquired sustainable warehousing, stewardship and distribution solutions are necessary. The over-arching goal of this effort is to assess stakeholder needs and requirements in order to devise a holistic plan to establish a public facing authoritative one stop geoportal.

In 2012 the Statewide Digital Mapping Initiative (SDMI) received a National Spatial Data Infrastructure (NSDI) grant to assess metadata requirements and was repurposed in 2013 to address metadata and geoportal requirements. Dewberry Engineering was hired in April 2014 through the US Geological Survey's Geospatial Products and Services Contracting vehicle (GSPC) to provide professional consulting services in developing the geoportal plan and an ISO Metadata learning tool. The outcome of this effort will be a State sponsored RFP for professional services regarding data stewardship, warehousing and distribution of geospatial data holdings relevant to Alaska. The resulting geo-portal must be compatible with National Mapping Standards and the National Map.

As the initial SDMI contract comes to an end (June 30, 2015), the State seeks to investigate its alternatives for geoportal services related to cost, functionality and sustainability. A variety of solutions will be evaluated; both short-term and long-term. The outcome of the effort focused on the long term solution will be a State-sponsored RFP for geoportal services. All interested parties will NOT be barred from participating in the RFP just because they assisted in the effort to develop the technical component(s) of the RFP.

Finally, an ISO Meta Data learning tool is to be developed to serve as an initial or basic on-line tutor to assist in the adoption of ISO metadata while providing an underlying understanding of ISO metadata standards. This tool will be publicly accessible on the Alaska Geospatial Council (AGC) website when approved.

STEERING COMMITTEE BENCHMARKS:

1. **On-Line Stakeholder Survey:** An on-line stakeholder survey is to be conducted to better understand stakeholder requirements and needs in terms of preferences, functionality and performance of the proposed geoportal. This survey is to be open to the public not later than **June 30**, and remain open until close of business **July 14**. In order to meet this time line the following must be completed:
 - a. **GIS Stakeholder List:** AK-DOT/PF maintains a fairly robust e-mail list that was used for development of the strategic plan. However, it has grown stale and needs to be updated.

Gathering GIS stakeholder oriented mailing lists and sifting to avoid duplicates needs to be conducted prior to **June 15**.

- b. Approval of Survey Invitation:** The contractor will develop and the steering committee will approve or provide input to the invitations (final invitation prior to **June 15**).
 - c. Survey Question Development:** Survey questions need to be developed, input from the steering committee and TWG will be required. Approval of survey content prior to **June 15**. Dewberry to deliver tabulated survey results not later than **July 18**.
- 2. Physical Stakeholder Meeting (July 21):** Due to funding concerns, only one physical stakeholder meeting is to be held in Anchorage. Two additional on-line stakeholder meetings are to be scheduled. The purpose of these meetings is to relay survey results to the stakeholders and gain additional input. Prior to this meeting the contractor will provide a tabulated report illustrating survey results. Again, invitations and agenda will need to be approved by the steering committee prior to **June 25**. Invitations sent out **July 8** with follow up reminders sent **July 7 & July 14**. Webinars **July 18 & July 23**.
 - 3. Key Official Interviews (16):** Key officials in leadership roles are to be interviewed by the contractor, interview questions will need to be developed as well as the list of officials to be interviewed. Some interviews will be conducted in person in conjunction with the physical stakeholder meeting but others will have to be conducted by phone. Steering committee approval of final list and interview questions to be completed prior to **July 25**. Interviews to be completed prior to **Sept 10**.
 - 4. Stakeholder Findings Report (Dewberry):** Report to be delivered not later than **September 15**. Steering committees input and review to be completed prior to **September 25** (if any).
 - 5. Draft Geo-Portal and Metadata Registry Plan:** Delivered by the contractor not later than **October 1**. Steering committee input and review due to contractor no later than **October 15**.
 - 6. Second Draft Geo-Portal and Metadata Registry Plan:** incorporating steering committee input and review posted to the AGC website for public review and comment no later than **October 24**. Public comment - one week (**Oct 24 – Oct 31**). Steering committee has three days to review public comments.
 - 7. ISO Metadata learning tool:** Delivered, functioning and hosted on AGC website not later than **November 1**.
 - 8. Final Draft:** Final Geo-Portal and Metadata Registry Plan with responsible public comment incorporated as warranted **November 5** (by steering committee) Final document with vetted public comment incorporated by contractor **November 12**. Contractor has one week to incorporate public

comment as vetted by the steering committee and mark the work product final. Final plan posted to AGC website **November 13**. Grant close-out complete no later than **November 30**.

9. State RFP:

- a. **Posted / Advertised:** (November 14 – December 1)
- b. **RFP response closure:** (December 15)
- c. **State review of proposals** (December 16 – January 23)
- d. **Notice of Intent** (January 26) 10 day protest period
- e. **Notice to Proceed** (February 5 – assuming no protest)

**Proposed Steering
Committee Meetings &
Straw Man Agendas**

Weds – May 28 – 10:30 AM	<p>Kick Off:</p> <ul style="list-style-type: none"> • Introduction • Proposed meeting dates/times • Review of tasks going forward • Stakeholder e-mail Lists • Review of survey content & input (if available) • Review of survey invitation (if available) • Interim public facing data serving solution
Tues – June 10 – 10:30 AM	<ul style="list-style-type: none"> • Final review of survey oriented materials, questions and invitation • Final Review of physical stakeholder meeting materials, agenda and invitation • Review key leadership questions & determination of interviewees
Tues – June 24 – 10:30 AM	<ul style="list-style-type: none"> • Final review of interview questions and list of interviewees
Tues – July 8 – 10:30 AM	<ul style="list-style-type: none"> • Final Preparation for physical meeting & Webinars. Tabulated survey results to be distributed July 18 electronically-no action required.

Mon – July 21 – 1:30 PM	<i>Physical Stakeholder Meeting. Tour of ETS / DMVA w/ contractor for local infrastructure – architecture awareness (this may occur later in the week).</i>
Tues – Sept 23 – 10:30 AM	Review of Stakeholder Findings Report (will be distributed electronically September 15) Input sent to Dewberry, if any, Sept 25.
Tues – Oct 7 – 10:30 AM	Review of draft Geoportal / Metadata Registry Plan (distributed electronically Oct 1)
Tues – Nov 4 – 10:30 AM	Review of public comment and input. Responsible input incorporated into final document to be posted not later than November 15.
TBD – 1:00 PM – 4:00 PM	<p><i>State employees only:</i></p> <ul style="list-style-type: none"> • Review of proposals for geoportal (distributed electronically Dec 16) • Determination of successful bidder • Award of notice of intent

**GEOPORTAL TECHNICAL WORKING GROUP
MEMBERS & CONTACT INFO**

Member	Agency	Contact
Nick Mastrodicasa – Co-chair*	SOA/Dept. of Transportation	(907) 266-2776 nick.mastrodicasa@alaska.gov
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* Denotes steering committee members responsible to guide outreach activity, agenda and the professional services contractor. All members are welcome to attend meetings and provide input.

- **NOTE:** Meeting dates and times are relevant to achieving the above noted benchmarks in a timely fashion, having said that, steering committee attendance is appreciated and significant to the effort.

MEETING MINUTES

MAY 28, 2014

- General Introduction to Steering Committee / background discussion
- Meetings changed to Tuesdays
- Suggested RFP dates too aggressive, C Jones to submit alternate dates.
- Oregon Geospatial Enterprise Office Link
<http://www.oregon.gov/DAS/CIO/GEO/pages/index.aspx>
- Discussion to convene a sub committee to investigate sun-setting restrictive imagery licenses and up-lift to public domain to avoid authentication issues in distribution.

- *Discussion on sustainability of geoportal (operational budget &/or e-911 surcharge).*

June 24 / 26, 2014:

- *Final review of Survey Questions*
- *Steering Committee discussion of and resolution to clarify line of questioning*
- *Re-organization of questions to better follow USER / PUBLISHER / EMERGENCY SVCS and etc.*
- *Survey approved to be launched.*
- *(Survey Launched June 30 – Survey closes July 14)*
- *Request that Steering Committee members make suggestions as to the content of executive interview questions.*

July 8, 2014:

- *Chris H. to send out meeting invites to cover all meetings week of July 7.*
- *Steering Committee concurrence of Executive Interview list of names*
- *Tabulated results to be distributed to Steering Committee no later than July 18*
- *208 survey responses as of this July 8 AM*
- *Survey reminder to be sent July 9.*
- *Concern expressed by DC DNR through Chris H. that local governments have strong representation in geoportal due process. Discussion illustrated local governments are satisfactorily represented.*
- *Lance Ahern described Anchorage Muni's effort to move to an enterprise geospatial center of excellence model.*
- *Request for updated geoportal effort OVERVIEW be sent to Steering Committee by Co-Chairs.*
- *Request that copies of what is sent to executive interviewees as invitation be copied to technical representatives.*
- *Second request that Steering Committee members make suggestions as to the content of executive interview questions.*
- *Collection of AGOL pages distributed to Anne Johnson. Collected thus far:*
 - <http://adfg.maps.arcgis.com>
 - <https://soa-dnr.maps.arcgis.com/home/>
 - <https://akdot.maps.arcgis.com/home/>
 - <https://adec.maps.arcgis.com/home/index.html>