



MEMORANDUM

To: Board of County Commissioners
From: Mike Russell, Public Works Director
Grant DeJongh, Assistant Public Works Director
Date: 06/27/2025
Subject: Amend contract C55-2023 for additional digital imaging services in 2025 and 2027

This memo outlines a request by the Public Works Department to amend contract C55-2023 with Capitol Asset and Pavement Services, Inc., for additional digital imaging services in 2025 and 2027.

BACKGROUND:

In July 2023, Columbia County (“the County”) signed contract C55-2023 with Capitol Asset and Pavement Services, Inc., (CAPS) for pavement condition inspection and reporting and digital imaging services for County roads. The inspection services were contracted for 2023, 2025, and 2027, reflecting the biennial pavement condition indexing cycle. The digital imaging services were only contracted for 2023.

IMAGING SERVICES:

These imaging services entail the successive photographing of County roads in both directions of travel. These photographs are indexed by mile posting and are viewable through the proprietary StreetPix Viewer application. In effect, this provides a digital library of all County roads at the time that the photographs were taken, similar to a street view function in a mapping application. Since many Columbia County roads have either not been photographed by such mapping services or have severely outdated data, this provides a unique opportunity for the County.

The data provided is highly valuable to the Public Works Department, as it is used routinely for permitting, inspection, and planning services, as well as to address maintenance and safety concerns. Given the large and decentralized nature of the County, the ability to perform initial research and reconnaissance from the office is critical to staff efficiency. Having seen recent information about the condition or status of a road segment, visits in the field are more productive, as staff already have an idea of what they are encountering. Additionally, the County now has three series of this data – corresponding to 2018, 2021, and 2023 – which allows staff to observe changes in the roads and road conditions over the past five years.

PROPOSED AMENDMENT:

The proposed amendment (Amendment 1) would authorize the same digital imaging services CAPS has provided previously for calendar years 2025 and 2027. A breakdown of the costs for imaging services is provided, below:

2023 (completed)	\$33,900
2025 (proposed)	\$36,500 (+7.67%)
2027 (proposed)	\$38,700 (+6.03%)

Overall, the proposed amendment would add \$75,200 to C55-2023. The original contract, which included inspection services, was for \$95,600.

The original contract contains provisions that, if funding is not available, the services can be terminated. This clause is retained with the proposed amendment. The proposed work to be performed in 2025 was included in the FY26 budget.

RECOMMENDATION AND PROPOSED MOTION:

The Public Works Department recommends that the Board of County Commissioners approve the proposed amendment to contract C55-2023 and sign on consent agenda at a future meeting.

Proposed motion:

“Chair of the Board, I move to approve the proposed Amendment 1 to contract C55-2023 with Capitol Asset and Pavement Services, Inc., for digital imaging services in the amount of \$75,200 and direct staff to place the amendment on a future consent agenda.”