

**AMENDMENT 1  
to the PERSONAL SERVICES CONTRACT  
BETWEEN COLUMBIA COUNTY and CAPITOL ASSET & PAVEMENT SERVICES**

This Amendment 1 is to the Agreement made and entered into by and between COLUMBIA COUNTY, a political subdivision of the State of Oregon, hereinafter referred to as "County", and CAPITOL ASSET & PAVEMENT SERVICES INC., hereinafter referred to as "Contractor, dated July 12, 2023.

WHEREAS, County wishes to obtain additional digital imaging services from Contractor that were not provided for under the original Agreement; and

WHEREAS, Contractor is willing to provide these additional services for the additional compensation set forth in Exhibit C.

NOW, THEREFORE, it is hereby agreed as follows:

1. Effective Date. This Amendment 1 is effective on the date last signed below.
2. Completion Date. The previously agreed completion schedule is unchanged however, the 2025 work provided for under Exhibit C shall be completed no later than December 31, 2025, with the remaining work under Exhibit C to be completed no later than December 31, 2027.
3. Contractor's Services. The services to be completed under Exhibit "A" (digital imaging services) of the original Agreement and Exhibit "B" (GIS paving inspection services) of the original Agreement are unchanged by this Amendment 1. By this Amendment 1 Contractor agrees to provide the additional services described in the Contractor's Proposal, labeled Exhibit "C". True copies of Exhibit A, Exhibit B, and Exhibit C are attached hereto, and by this reference incorporated herein. In case of conflict between Contractor's Proposals and the Agreement or any amendment thereto, this Agreement and all amendments thereto shall control.
4. Consideration. The consideration provided under the original Agreement is unchanged by this Amendment 1. In addition, for the services described in Exhibit C County shall pay Contractor \$36,500 for the 2025 services and \$38,700 for the 2027 services. These payment include compensation for all expenses.
5. Project Status. The Parties agree that as of the date of this Amendment 1 all projects for the years 2023 and 2024 have been completed and that all compensation for that work has been received.

**CAPITOL ASSET & PAVEMENT SERVICES INC.**

By: 

Name: Paul Wigowsky, President

Date: 6/20/2025

Approved as to form

By: \_\_\_\_\_  
Office of County Counsel

**BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON**

By: \_\_\_\_\_  
Kellie Jo Smith, Chair

By: \_\_\_\_\_  
Casey Garrett, Commissioner

By: \_\_\_\_\_  
Margaret Magruder, Commissioner

Date: \_\_\_\_\_

Exhibit A



Capitol Asset & Pavement Services, Inc.

PO Box 7840  
Salem, OR, 97303  
Phone: 503.689.1330  
Fax: 503.689.1440  
[www.capitolasset.net](http://www.capitolasset.net)

Michael Russell  
Columbia County Road Department

February 9, 2023

RE: Cost Proposal for the Digital Imaging of Columbia County Roads

Dear Michael,

As per our email conversation last week, I have enclosed for your consideration a proposal for the digital imaging of the Columbia County Road network in fiscal 2024/25. This proposal includes the digital imaging on all gravel & paved road as maintained by the Columbia County Road Department. This proposal is based upon filming approximately 550 center line miles of roads during the summer of 2024.

Hopefully the scope of services I have attached in Exhibits #1 and #2 (compensation) satisfy your expectations; The digital Imaging inventory can only take place once the weather turns a little warmer, usually around early May and needs to be completed by late September. All phases of the deliverables shall be completed by (9/30/2024).

We here at Capitol Asset & Pavement Services Inc. look forward to assisting you on this project as you take a very positive step in continuing to monitor the health of your county road network. You will find no firm in the Northwest that has done more county digital imaging than what our staff brings to this project, and we look forward to sharing our vast experience with you. If you have any questions relating to this document, please feel free to contact either Paul Wigowsky, or myself.

I can be reached at Joel M. Conder @ 503 884-6663, [jconder@capitolasset.net](mailto:jconder@capitolasset.net). Paul Wigowsky will be handling the digital imaging aspect as project manager. He can be reached any time as well at 503 551-6891 [pwigowsky@capitolasset.net](mailto:pwigowsky@capitolasset.net)

Capitol Asset & Pavement Services Inc. thanks you at this time for allowing us to submit this proposal and look forward to hearing back from you should the scope of services contained in Exhibits #1 and #2 meet with your approval.

Respectfully submitted,

Joel M Conder  
Senior Project Manager  
Capitol Asset & Pavement Services Inc.

**Capitol Asset & Pavement Services Inc.**  
**Scope of Services**

**ROADSIDE DIGITAL IMAGING - SERVICE DESCRIPTION**

Service	Description	Cost
Collect Images and Road Data	<p>Capitol Asset &amp; Pavement Services Inc. shall collect road digital images and data. Two synchronized images shall be captured for each data point. Images shall be captured from a driver's point of view (straight ahead) and right view at approximately 45° angle to the right. Data captured will be synchronized with each Image pair and each data point shall include Road number, Road Name, Milepost, GPS XYZ coordinates, and crossroad (where applicable). Quality of GPS coordinates is subject to a clear view of sky, and where view is blocked, GPS may be unavailable. GPS quality in good conditions is generally within 1 meter. Data and Images shall be captured at a rate specified by County. Images will be captured at 200 image pairs per mile, per direction, or every 21.1 ft. This can be modified to intervals from 10.5 to 105 ft (in 5.28 ft increments) at no additional charge to county. Images and data shall be collected in two directions of travel (increasing and decreasing). Images shall be stored in JPEG image format (each image is approximately 300kb in size).</p> <p>This quote is based upon approximately <b>550</b> centerline miles of paved &amp; gravel roads in Columbia County.</p>	<b>\$33,900</b>
Provide Viewer software	Streetpix Photolog Viewer software shall be unrestricted while used for Columbia County business. County shall have license to install and utilize software on an unlimited number of computers, so long as those computers are owned by County and used for County business. This includes any department under County jurisdiction. County shall not have the right to distribute viewer software to any other government or private entity.	<b>Included</b> (No additional charge)
Install Viewer software	Capitol Asset & Pavement Services Inc. shall install photolog viewer software onto Columbia County computers. If desired, Server-side program and data (including images) shall be installed on a Columbia County central network server. CAPS Inc. shall provide Columbia County IT staff with training and instructions to install software (client and server) on any additional computers.	<b>Included</b> (No additional charge)
Provide Viewer Software Training &	CAPS Inc shall provide Columbia County staff with training as to maintenance and use of Viewer software. CAPS Inc. shall also provide technical support to Columbia County IT staff for the	<b>Included</b>

Technical Support.	purpose of maintaining program installations or troubleshooting errors. Up to four (4) hours of on-site or remote training included. Up to forty (40) hours of on-site and remote technical support included.	Additional support beyond 40 hrs. at <b>\$145/hr</b>
Deliverables	CAPS Inc. shall provide data, images, software installation executable, and instructions to County on external USB 2.0 hard drive.	

**EXHIBIT #2**

**COMPENSATION**

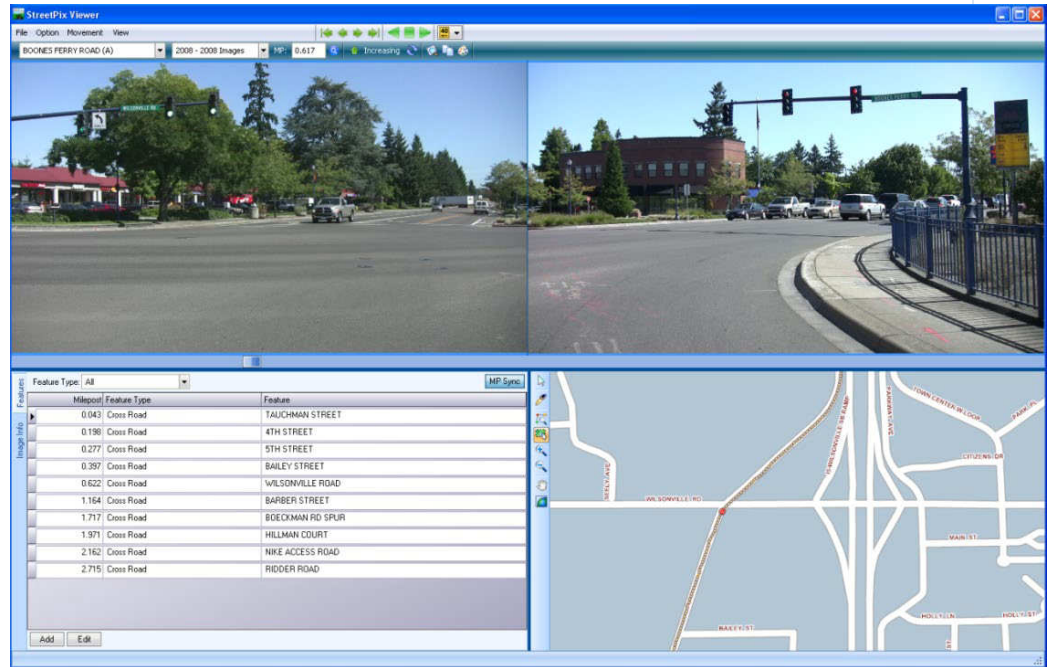
Capitol Asset & Pavement Services Inc. shall be compensated at the dollar amount of **\$33,900.00**, for work performed as described in Exhibit #1 as “Digital Imaging” on approximately 550 centerline miles of roadway within Columbia County. Capitol Asset & Pavement Services Inc. shall invoice one (1) lump sum bill upon final satisfactory completion of the 550 miles of roadway filming.

## DIGITAL PHOTOLOG

We plan to film each county road in both directions using our roadside digital imaging collection vehicle. This vehicle is equipped with two 2.1-megapixel camcorders which capture images at intervals of from 10-100 ft (25 ft. is standard, but actual interval to be chosen by county), a GPS unit that will capture coordinate information for each image pair, and Distance Measuring Instrument that will capture milepost.

### StreetPix Viewer Information

- Two images displayed for each data point. One facing forward, other at approximately 45° to the right (to capture right-of-way features).
- GPS coordinate information captured for each data point.
- Novatel submeter GPS unit used.
- Milepost from Distance Measuring Instrument captured for each data point.



- Map displayed showing current location. User can click on map and be taken to nearest data point.
- Images collected in both directions. Click flip icon and see images captured in opposite direction.
- User-friendly controls. VCR-like controls to play, reverse, skip images. Acts like a virtual drive down the Road.
- Feature Inventory spreadsheet-like grid – displays asset feature information.
- Viewer can store/display multiple years of data.
- Copy images to clipboard, print image, or export image to file

See more information at <http://www.capitolasset.net/RoadsideDigitalImaging.html>

- Software is compatible with current versions of Microsoft Windows (XP, Vista, Windows 7)
- Client-server application. Database is Microsoft SQL Server, installed on a network server.
- Images are in Jpeg format and stored on network server drive.
- Software on each client machine accesses data and images on server.
- (Can also be installed in a stand-alone version)

# Capitol Asset & Pavement Services Inc.

## Metadata Sheet

(For StreetPix & Mobile GPS Data Collection)

A major difficulty in the geospatial data community is the lack of information that helps prospective users to determine what data exist, the fitness of existing data for planned applications, and the conditions for accessing the data. That is why it is imperative for these notes to be sent in conjunction with the data you are receiving. In today's ever changing GPS technology forum, many new uses are being applied. One of the more popular methods has been the evolution of precise GPS surveying from a relative difficult, expensive and complicated technology that could only be used in the so-called "static" mode, to a technique that has tremendous flexibility. This technique is called "kinematic" meaning moving receiver mode. This "on-the-fly" GPS data collection is a relatively new and semi-complex technology and is used by **Capitol Asset & Pavement Services Inc.** during the data collection part of this proposed project. The data that you will be receiving with these notes will be collected in the kinematic mode. Though the kinematic mode increases the number and range of GPS applications that can be used, please be aware of the real and sometimes perceived constraints on the GPS performance and accuracy. It is then sometimes necessary to understand the fundamental principles of the GPS hardware, software, processing algorithms and operational procedures.

The data that will be contained within the deliverable information will be collected, processed and compiled by **Capitol Asset & Pavement Services Inc.** The data that **Capitol Asset & Pavement Services Inc.** delivers to their clients is believed to be accurate; however, a degree of error is inherent in all kinematically collected information. The data will be distributed "as-is" without warranties of any kind, either expressed or implied. The risk or liability resulting from the use of this data is assumed by the user. **Capitol Asset & Pavement Services Inc** can charge for the service of collecting or supplying this coordinate information to clients, but we in no way represent ourselves as professional land surveyors. **Capitol Asset & Pavement Services Inc** makes no warranties of any kind and disclaims all liability to any persons or agencies. **Capitol Asset & Pavement Services Inc** also does not warrant or guarantee the accuracy or completeness of this kinematically gathered information.

**All questions regarding the StreetPix data should be addressed to the imaging project manager:**

Paul Wigowsky  
Digital Imaging Project Manager  
Capitol Asset & Pavement Services Inc.  
(503) 551-6891 or [paul@capitolasset.net](mailto:paul@capitolasset.net)

Exhibit B



Capitol Asset & Pavement Services, Inc.

PO Box 7840  
Salem, OR, 97303  
Phone: 503.689.1330  
Fax: 503.689.1440  
[www.capitolasset.net](http://www.capitolasset.net)

January 26, 2023

*Mr. Michael Russell  
PW Director - Columbia County  
1054 Oregon St  
St. Helens, OR 97051*

RE: Pavement Management Software Program Update & Re-inspection Services

Dear Mike,

As per our email conversation from this past week regarding pavement management, I have enclosed for your consideration a proposal for the pavement re-inspections of the Columbia County Road network. This is a non-binding cost proposal and is meant for budgeting purposes for the task of re-inspections and updating of the entire pavement management system. It is also based upon re-inspecting the same mileage we took part in during the last inspection cycle over 5 years ago, (390 paved miles). Any new roads that need to be added to the database that were paved by the county since our last inspection cycle, will be added at no charge up to 5.0 C/L miles (395 miles).

Hopefully the scope of services I have attached in Exhibits 1, as well as the terms I have included within compensation satisfy your expectations; please contact me at your earliest convenience so we may schedule your project sometime during the 2023 calendar year.

We here at Capitol Asset & Pavement Services Inc. look forward to assisting you on this project as you take a very positive step in continuing to monitoring the health of your county road network. You will find no firm in the Northwest that has more experience in county road inspections & analysis than what our staff brings to this project, and we look forward to sharing our vast experience with you. If you have any questions relating to this document, please feel free to contact either Paul or myself. I will be the person managing the re-inspection project, (Joel M. Conder at 503.884-6663 (cell), email at [jconder@capitolasset.net](mailto:jconder@capitolasset.net)). Paul Wigowsky will be handling the software updating and reporting processes, and he can be reached at 503.551-6891 or at [paul@capitolasset.net](mailto:paul@capitolasset.net)

Capitol Asset & Pavement Services Inc. thanks you at this time for allowing us to submit this proposal and look forward to hearing back from you should the scope of services contained in these following exhibit meet with your approval.

Sincerely,  
Joel M Conder  
Senior Project Manager – Capitol Asset

## Services, and Cost (Exhibit #1) - Pavement Ratings

Service & Timeframes	Description	Cost
Kickoff Meeting & Data Gathering	Upon entering a contract with Capitol Asset & Pavement Services Inc. Our Senior Project Manager shall meet with county staff to discuss project timelines and notice to proceed. Other agenda items shall include, but are not limited to: contact information of county staff, local rules & regulations, press releases (if needed), obtaining any historical road information to include in new database; As-builds, and recent maintenance & rehabilitation activity.	<b>Included</b>
New Segmentation of County roads not currently in Database Network	Capitol Asset & Pavement Services Inc. shall physically measure any new county-maintained paved roads with an electronic distance measuring instrument in order to get accurate segment lengths. Each segment shall be measured for width using an engineering wheel. Pavement type, functional class, # of lanes, begins & end location and year constructed are just a few of the fields that shall be collected. All field data will be recorded electronically using a laptop computer and added to the new existing Streetsaver database.	<b>Included up to 5 new miles</b>
Linking of GIS segments (If not currently linked)	CAPS, Inc will set up the GIS section link within the StreetSaver® Online program. Using the GIS Toolbox Section Link feature, CAPS, Inc will link each database section to the road centerline file provided by the County. Database section beginning and ending location descriptors will be matched to corresponding beginning and ending points in the road centerline file. Once complete, this will allow the creation of various maps using the StreetSaver® GIS reporting feature (Road PCI condition, Segments needing rehabilitation, maintenance history, etc). During the inspection process all gis road links shall be verified.	<b>Included</b>

Service & Timeframes	Description	Cost
Distress Rating of approximately 390 miles of county maintained paved roads.	A 2-person crew, led by our Senior Inspection Crew Leader, will inspect all roads that are to be included in the study that currently reside within the county's Streetsaver database. This is done by windshield drive-by, and then turning around and inspecting the most representative area of the segment. A minimum of 10% of each section will be inspected. This inspection process is all gathered electronically with our own data collection software program that has built-in error protection to help assure accurate data collection. This portion of the project shall take approximately 4-6 weeks to complete.	<b>\$28,900</b>
Further Populating of Database - Uploading of Distress Data – Calculations	Capitol Asset & Pavement Services Inc. shall take all collected field data and import into current Streetsaver pavement management database. All pertinent road data (M&R) collected from the county shall also be input into database. A pavement condition index (PCI) shall be calculated based upon the new distress rating data.	<b>Included</b>
Software Training for County Staff (if requested)	Upon successful completion and delivery of the “final” Budget Options Report, Capitol Asset & Pavement Services Inc. shall train staff in proper use of the pavement management software system. This will be done by conducting a 3-4 hour on-site training class at the county's location of choosing within Columbia County.	<b>Included</b>
Future Pavement Inspections.  <b>On-going</b>	2025 Re-inspections of all Arterials, ½ of all Collectors, and 1/2 of Locals  2027 Re-inspections of all Arterials, ½ of all Collectors, and 1/2 of Locals	<b>\$15,900</b>  <b>\$16,900</b>  <b>(optional)</b>

## Services, and Cost (Exhibit #1) - Pavement Ratings - Continued

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Service & Timeframes	Description	Cost
Custom Reporting and Maintenance & Rehabilitation Recommendations (M & R)	Based upon the MTC Streetsaver software and the Columbia County strategies, Capitol Asset & Pavement Services Inc. will produce customized budget options reports. Columbia County shall receive various reports showing cost-effectiveness of current or future various Maintenance & Rehabilitation strategies. Capitol Asset & Pavement Services Inc shall run multiple budget scenarios using actual as well as suggested dollar amounts. The county will be able to look at the impacts of a reduced or increased road maintenance funding and make more informed decisions as to the direction the county would like to take.	<b>Included</b>
Deliverables	Capitol Asset & Pavement Services Inc. will deliver all the above-mentioned services for one (1) lump sum price of...	<b>\$28,900</b>

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# FEE SCHEDULE

## HOURLY BILLABLE RATES STRUCTURE JANUARY 1, 2023 THRU DECEMBER 31, 2027

(For services requested beyond deliverables within the aforementioned lump sums)

Position Description	Hourly Rate
President	\$155.00/hr
Vice-President	\$145.00/hr
Senior Project Manager	\$145.00/hr
Senior Programmer	\$135.00/hr
Management Analyst	\$105.00/hr
Engineering Tech.	\$95.00/hr
Data Collection Coordinator	\$85.00/hr
Accounts Payable Clerk	\$70.00/hr
Travel Charge per mile	\$ 060.5/mile

### Not to Exceed Clause -

The total price of this quote for 2023 is (\$28,900.00) and is based entirely on an estimate and may not be exceeded without the written authorization from a Columbia County representative, or by change order to this proposal. CAPS Inc. will be obligated only to a total price based on actual quantity accepted and charged at the fixed prices (\$28,900) for PMP services as set forth above or to be agreed upon.

If the four year contract option is approved then the total price of the contract may increase to as much as (\$61,7000).with annual billing amounts not to exceed:

**2023 - \$28,900 2025 - \$15,900 2027 - \$16,900**

Exhibit C



Capitol Asset & Pavement Services, Inc.

PO Box 7840  
Salem, OR, 97303  
Phone: 503.689.1330  
Fax: 503.689.1440  
[www.capitolasset.net](http://www.capitolasset.net)

Michael Russell  
Columbia County Road Department

March 25, 2025

RE: Cost Proposal for the Digital Imaging of Columbia County Roads

Dear Michael,

I have enclosed for your consideration a proposal for the digital imaging of the Columbia County Road network. This proposal includes the digital imaging on all gravel & paved road as maintained by the Columbia County Road Department. This proposal is based upon filming approximately 550 center line miles of roads during the summer of 2025, and again in the summer of 2027.

Hopefully the scope of services I have attached in Exhibits #1 and #2 (compensation) satisfy your expectations; The digital Imaging inventory can only take place once the weather turns a little warmer, usually around early May and needs to be completed by late September. All phases of the deliverables shall be completed by October 31 of each year image collection takes place.

We here at Capitol Asset & Pavement Services Inc. look forward to assisting you on this project as you take a very positive step in continuing to monitor the health of your county road network. You will find no firm in the Northwest that has done more county digital imaging than what our staff brings to this project, and we look forward to sharing our vast experience with you. If you have any questions relating to this document, please feel free to contact either Paul Wigowsky, or myself.

I can be reached at 503 689-1330, [paul@capitolasset.net](mailto:paul@capitolasset.net). I will be handling the contracting as well as the project management.

Capitol Asset & Pavement Services Inc. thanks you at this time for allowing us to submit this proposal and look forward to hearing back from you should the scope of services contained in Exhibits #1 and #2 meet with your approval.

Respectfully submitted,

Paul Wigowsky  
Senior Project Manager  
Capitol Asset & Pavement Services Inc.

**Capitol Asset & Pavement Services Inc.  
Scope of Services**

**ROADSIDE DIGITAL IMAGING - SERVICE DESCRIPTION**

Service	Description	Cost
Collect Images and Road Data	<p>Capitol Asset &amp; Pavement Services Inc. shall collect road digital images and data. Two synchronized images shall be captured for each data point. Images shall be captured from a driver’s point of view (straight ahead) and right view at approximately 45° angle to the right. Data captured will be synchronized with each Image pair and each data point shall include Road number, Road Name, Milepost, GPS XYZ coordinates, and crossroad (where applicable). Quality of GPS coordinates is subject to a clear view of sky, and where view is blocked, GPS may be unavailable. GPS quality in good conditions is generally within 1 meter. Data and Images shall be captured at a rate specified by County. Images will be captured at 200 image pairs per mile, per direction, or every 21.1 ft. This can be modified to intervals from 10.5 to 105 ft (in 5.28 ft increments) at no additional charge to county. Images and data shall be collected in two directions of travel (increasing and decreasing). Images shall be stored in JPEG image format (each image is approximately 300kb in size).</p> <p>This quote is based upon approximately <b>550</b> centerline miles of paved &amp; gravel roads in Columbia County.</p> <p>CAPS will collect images and data in 2025, and again in 2027.</p>	<p><b>2025</b> <b>\$36,500</b></p> <p><b>2027</b> <b>\$38,700</b></p> <p><b>Total Cost</b> <b>\$75,200</b></p>
Provide Viewer software	<p>Streetpix Photolog Viewer software shall be unrestricted while used for Columbia County business. County shall have license to install and utilize software on an unlimited number of computers, so long as those computers are owned by County and used for County business. This includes any department under County jurisdiction. County shall not have the right to distribute viewer software to any other government or private entity.</p>	<p><b>Included</b> (No additional charge)</p>
Install Viewer software	<p>Capitol Asset &amp; Pavement Services Inc. shall install photolog viewer software onto Columbia County computers. If desired, Server-side program and data (including images) shall be installed on a Columbia County central network server. CAPS Inc. shall provide Columbia County IT staff with training and instructions to install software (client and server) on any additional computers.</p>	<p><b>Included</b> (No additional charge)</p>

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Deliverables	CAPS Inc. shall provide data, images, software installation executable, and instructions to County on external USB 2.0 hard drive.	

**EXHIBIT #2**

**COMPENSATION**

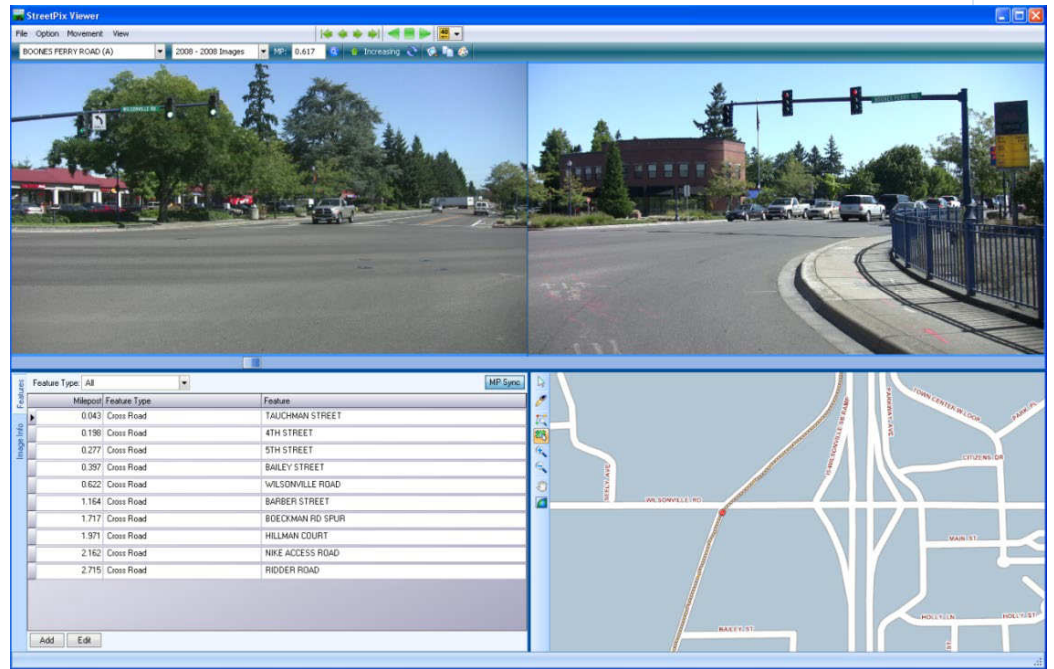
Capitol Asset & Pavement Services Inc. shall be compensated at the dollar amount of **\$75,200**, for work performed as described in Exhibit #1 as “Digital Imaging” on approximately 550 centerline miles of roadway within Columbia County. Capitol Asset & Pavement Services Inc. shall invoice one (1) lump sum bill per year upon final satisfactory completion of the 550 miles of roadway filming.

## DIGITAL PHOTOLOG

We plan to film each county road in both directions using our roadside digital imaging collection vehicle. This vehicle is equipped with two 2.1-megapixel camcorders which capture images at intervals of from 10-100 ft (25 ft. is standard, but actual interval to be chosen by county), a GPS unit that will capture coordinate information for each image pair, and Distance Measuring Instrument that will capture milepost.

### StreetPix Viewer Information

- Two images displayed for each data point. One facing forward, other at approximately 45° to the right (to capture right-of-way features).
- GPS coordinate information captured for each data point.
- Novatel submeter GPS unit used.
- Milepost from Distance Measuring Instrument captured for each data point.



- Map displayed showing current location. User can click on map and be taken to nearest data point.
- Images collected in both directions. Click flip icon and see images captured in opposite direction.
- User-friendly controls. VCR-like controls to play, reverse, skip images. Acts like a virtual drive down the Road.
- Feature Inventory spreadsheet-like grid – displays asset feature information.
- Viewer can store/display multiple years of data.
- Copy images to clipboard, print image, or export image to file

See more information at <http://www.capitolasset.net/RoadsideDigitalImaging.html>

- Software is compatible with current versions of Microsoft Windows (XP, Vista, Windows 7)
- Client-server application. Database is Microsoft SQL Server, installed on a network server.

- Images are in Jpeg format and stored on network server drive.
- Software on each client machine accesses data and images on server.
- *(Can also be installed in a stand-alone version)*

## **Capitol Asset & Pavement Services Inc.**

### **Metadata Sheet**

(For StreetPix & Mobile GPS Data Collection)

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**All questions regarding the StreetPix data should be addressed to the imaging project manager:**

Paul Wigowsky  
Digital Imaging Project Manager  
Capitol Asset & Pavement Services Inc.  
(503) 551-6891 or [paul@capitolasset.net](mailto:paul@capitolasset.net)

PO Box 7840 SALEM, OR 97303 \* 503.689-1330 office \* 503.689-1440 fax \* [www.capitolasset.net](http://www.capitolasset.net)