

January 24, 2024

Honorable Joel Maerten
Supervisor
Town of Pendleton
6570 Campbell Blvd.
Lockport, NY 14094



Re: Proposal for Professional Engineering Services
GIS Program Support and Administration Services 2024
File No. 22J1-0113A – BG 411

Dear Supervisor Maerten:

Nussbaumer & Clarke, Inc. (Nussbaumer) is pleased to submit this proposal to provide engineering support services to the Town for the integration and utilization of ESRI ArcGIS Online software. ArcGIS online will serve as a planning tool and data recording platform for various Town departments such as the Planning Board, Building Department, Clerks Office, Water and Sewer Departments, and Highway Department.

Nussbaumer has subcontracted with GHD's GIS Group in support of this Project. GHD has GIS expertise coupled with our knowledge of the Town will deliver a cost-effective Project that will exceed expectations.

SCOPE OF WORK

TASK 1 – Project Initiation and ArcGIS Online Account Setup:

- Schedule a kickoff meeting with Town Department heads and other appropriate Town staff to review the schedule, discuss goals and objectives, and establish the ArcGIS Online account management team. At this meeting, we will further define team roles and administration access. Nussbaumer will coordinate with ESRI to establish a Town GIS account.
- The initial fee for the ArcGIS Online platform can vary somewhat but is estimated at \$1,000.00 based on anticipated data needs and access for two system administrators. The annual cost is not included in this scope of work.

Task 2 – Mapping Initiative:

- Using the ArcGIS platform, the Nussbaumer Team will compile available data from various public sources (Niagara County, NYS GIS Clearinghouse, etc.), Town land uses and zoning, infrastructure (water and sewer system and drainage), and data collected as part of the updated master plan. As part of this task, the Team will establish web interfaces for public use, providing information on the mapping initiatives to the Town residents.

Task 3 –Field Mapping Program:

- Incorporate ESRI desktop and ArcGIS online solutions into a field investigation program. As part of this task, our project team will develop the framework for a sewer, water, and drainage system asset database, supplementing available data with data to be collected from the field. ESRI's Survey 123 mobile applications are proposed for the collection of data from the field and updated project GIS databases used by the staff. The Collector and Survey123 applications allow users to capture location and descriptive data in the field using mobile devices (ie: hydrant, valves, manhole locations, etc.).



- Updating of the stormwater infrastructure will also be used to satisfy mapping requirements of the new 2024 MS4 General Permit (GP-0-24-001) which became effective on January 3, 2024.

Task 4- Technical Support:

- Provide technical support, troubleshooting, and issue resolution as needed.
- Tailoring ArcGIS Online training to meet the Town's specific needs.

FEE

Nussbaumer will begin work on this project immediately upon approval and proposes to provide the above referenced scope of services covering the 2024 calendar year for the lump sum fee of \$11,000.00.

All work will be completed in accordance with the current Engineering Retainer Services Agreement between Nussbaumer and the Town of Pendleton.

Upon acceptance of our proposal, please sign where so indicated and return the copy to Nussbaumer. This will then serve as our Agreement and Notice to Proceed.

On behalf of Nussbaumer, we appreciate the opportunity to present this proposal and look forward to working with the Town on implementation of a Town GIS platform. If you have any questions or need any additional information, please feel free to call.

Sincerely,

NUSSBAUMER & CLARKE, INC.

David M. Britton, P.E.
Vice President – Municipal Engineering

Accepted by: TOWN OF PENDLETON

Signature: _____ Title: _____

Printed Name: _____ Date: _____