

August 16th, 2024

Mayor Guy Titus
City of Greenfield
10 South State Street
Greenfield, Indiana 46140

RE: On-Call Agreement Task Order – 2024 GIS Assistance

Mayor Titus:

Butler, Fairman and Seufert, Inc. (BF&S) is pleased to provide the following task order proposal to provide services for 2024 GIS Assistance. All terms of the On Call Agreement dated _____, 2024, between City of Greenfield and BF&S shall apply.

Scope of Work

On call GIS assistance as needed for setup, administration, policies, procedures, and user training for Citywide Enterprise GIS System. The following are roadmap items for successful implementation. It is the intent to utilize and train City Staff whenever possible throughout the implementation.

- Install, setup ArcGIS Server and SQL Database Server. Approximately 2-3 days, on site.
- Work with IT on hierarchy for data access and network connectivity which meets City IT protocols. Approximately 1 day, onsite.
- Research with City staff existing GIS data for migration into new GIS servers. Approximately 1 week, onsite and remote.
- Research key City processes and existing data management software for data integration into new GIS servers. Approximately 1 week, onsite and remote.
- Prioritize and migrate data into new servers. Existing processes and data will remain in place until new servers are tested, and trustworthy for City use. Approximately 2-3 weeks, onsite and remote.
- Identify creators or power users and begin building workflows and map services for map consumers. Approximately 1 week, onsite and remote.
- Work with creators or power users to create applications for data collection and web maps. To be determined, onsite or remote.
- Continued staff training as needed. To be determined, onsite or remote. One on one or small group training preferred.



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Fees

The fees will be based on the number of hours spent and the attached current rates. The fees will not exceed \$36,000.00 unless approved in writing. Invoicing will be billed monthly in accordance with the on-call agreement between BF&S and City of Greenfield.

If you have any questions, please contact us at (765) 713-4615. If you should find the above arrangement acceptable, please approve by signing below.

Sincerely,
BUTLER, FAIRMAN & SEUFERT, INC.

Michael Eichenauer
Executive Vice President

Acceptance by City of Greenfield

Guy Titus, Mayor

Date

Attest:

Lori Elmore, Clerk-Treasurer

Date

