

## **RESOLUTION 24-03**

### **A RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE AN AMENDMENT WITH OHM ADVISORS FOR GENERAL FUND GIS SERVICES**

**WHEREAS**, the City of Spring Hill adopted Resolution 23-32 to approve an amendment to a professional services agreement with OHM Advisors for General Fund GIS Services; and

**WHEREAS**, this amendment will appropriate additional funds to assist with continuing GIS projects until additional staff can be hired; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Mayor and Aldermen of the City of Spring Hill authorizes the Mayor as follows:

1. To approve the Professional Services Agreement Amendment with OHM Advisors attached to perform Tasks 1-4 (GIS Services referenced in attached proposal) in the amount of \$37,000, to be coded to 110-41642-54549. This funding was approved in Budget Amendment #1.
2. To authorize the Mayor to execute the agreement with OHM Advisors.

**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 2<sup>nd</sup> day of January, 2024.**

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney



ARCHITECTS. ENGINEERS. PLANNERS.

October 26, 2023

Mr. David Kerr, GIS Manager  
City of Spring Hill  
199 Town Center Parkway  
Spring Hill, TN 37174

RE: Proposal for Professional Services  
2023-2024 GIS Services

Dear Mr. Kerr:

Thank you for continuing to allow OHM Advisors to provide professional services to the City of Spring Hill (City) for assistance in expanding the usage of your current Geographic Information System (GIS). We have prepared this letter proposal based on our work alongside City GIS staff to create and maintain GIS across departments in the City of Spring Hill. This proposal represents our understanding of the project, scope of services, schedule, and compensation.

### **Statement of Understanding**

Early on in discussions, the City and OHM agreed to establish each City department in GIS. This began with a full inventory of the City's current GIS data and discussions with each department about their current workflows and needs. OHM then proceeded to establish the City's online GIS environment and create group pages specific to each department. Existing data was updated and formatted to allow for continuous updates and inspections. OHM hopes to continue to work alongside the City to further bolster their use of GIS.

The City's ArcGIS Online environment is constantly evolving as departments collaborate and new staff is brought on. Data is shared across departments and general administration of data access and groups is constantly required to maintain data organization and security.

To aid the City's overall GIS efforts into 2024, this general as-needed proposal has been broken down into tasks by department.

### **Scope of Services**

#### **Task 1: GIS Department General Support**

OHM will provide ongoing support as requested by the GIS Department and City Management. This includes but is not limited to:

- ArcGIS Online Administration
- Advisement to GIS staff on ArcGIS Portal establishment and integration with ArcGIS Online, as well as general questions and guidance.
- Software application support and recommendations
- Reference and training documentation
- Data updates and assistance
- Any tasks assigned by the City GIS Manager

#### **OHM Advisors\***

209 10TH AVENUE SOUTH, SUITE 154  
NASHVILLE, TENNESSEE 37203

T 615.649.5264

OHM-Advisors.com



## **Task 2: Parks and Recreation Department General Support**

To aid the Park and Recreation Department in the maintenance and upkeep of their current and future GIS efforts, OHM Advisors will include continued ArcGIS Online administrative support and as-requested support for GIS data creation and updates, application development (field/desktop), and application training and support, as well as any other potential GIS needs that may arise from the department.

OHM will provide ongoing support as requested by Parks and Recreation. This includes but is not limited to:

- Data edits and creation
- Field map and application changes
- Field map and application creation
- Maintenance and upkeep of custom solutions
- In-person meetings and training
- Reference documentation
- Software application support and recommendations

## **Task 3: Planning and Zoning Department General Support**

To aid Planning and Zoning in the maintenance and upkeep of their current and future GIS dashboards and applications, OHM Advisors will include continued ArcGIS Online administrative support and as-requested support for GIS data creation and updates, application development (Field/desktop), and application training and support, as well as any other potential GIS needs that may arise from the department.

OHM will provide ongoing support as requested by the Planning and Zoning Department. This includes but is not limited to:

- Data edits and creation
- Field map and application changes
- Field map and application creation
- Maintenance and upkeep of custom solutions
- In-person meetings and training
- Reference documentation
- Software application support and recommendations

## **Task 4: Public Works Department General Support**

To aid Public Works in the maintenance and upkeep of their current and future GIS efforts, OHM Advisors will include continued ArcGIS Online administrative support and as-requested support for GIS data creation and updates, application development (Field/desktop), and application training and support, as well as any other potential GIS needs that may arise from the department. This includes updates to roadway, sign, stormwater, and bulk pick up applications and data, as well as any other requests from Public Works staff.

OHM will provide ongoing support as requested by Public Works. This includes but is not limited to:

- Data edits and creation
- Field map and application changes



- Field map and application creation
- Maintenance and upkeep of custom solutions such as vehicle tracking and bulk pickup
- In-person meetings and training
- Reference documentation
- Software application support and recommendations

**Clarifications:**

- OHM and City will discuss the level of effort required for each additional task and determine a proposed budget for the requested services. No work will proceed without consent from staff.
- OHM will keep City GIS staff updated as budget is used. Budget can be shifted between tasks as the City GIS Manager sees fit.

**Schedule**

This as-needed general services agreement is intended to span the 2024 calendar year. We are prepared to commence work on this project immediately.

**Compensation**

OHM Advisors will provide the above-outlined professional services in accordance with the following fee schedule. Rates are subject to change per calendar year. Exhibit 2 (attached), “Standard Terms and Conditions”, is incorporated into this proposal by reference.

Proposed Task Description	2024 Budget
Task 1: GIS Department General Support	\$ 10,000
Task 2: Parks and Recreation General Support	\$ 10,000
Task 3: Planning and Zoning Department General Support	\$ 12,000
Task 4: Public Works Department General Support	\$ 5,000
<b>TOTAL</b>	<b>\$ 37,000</b>

Notes: “**Hourly (Estimated Fee)**” represents the budget estimate for 2024 (per the rates identified in our Hourly Rate Schedule). Rates are subject to change for work completed in 2023 vs 2024. Budget estimate shall serve as a maximum. Any requested work beyond this fee must be approved by the City prior to proceeding.

**Authorization and Acceptance**

If this proposal is acceptable to you, your signature on this letter with a copy returned to me will serve as our authorization to proceed.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project. This proposal is valid for 30 days. If you have any questions or comments, please contact me at [helen.orlet@ohm-advisors.com](mailto:helen.orlet@ohm-advisors.com) or (903) 818 7792.



Sincerely,  
OHM Advisors

A handwritten signature in blue ink that reads "Helen Orlet".

Helen Orlet  
Project Manager, GIS  
Date: 10/26/2023

Acceptance  
City of Spring Hill, TN

A handwritten signature in blue ink that reads "Jim Haggman".

Name: Jim Haggman  
City of Spring Hill, Tennessee  
Date: 1-2-2024

Attachments: 2023 Standard Rate Schedule  
Terms and Conditions