

Scope of Work

Town of Blue River – Open Space & Trails Web Map Application

Date: May 11, 2023

Project Introduction

1. PROJECT BACKGROUND

The Town of Blue River is contracting the services of Muller Engineering Company to develop and maintain two interactive ESRI ArcGIS Online based mapping applications. One will be an internally focused data repository for use by the Town and its Open Space & Trails Advisory Committee, and the other will be a public-facing informational and explorable Trails & Open Space map suitable for the general public.

2. PROJECT LIMITS

The interactive map will include details within the Town of Blue River limits, and any adjacent publicly available pertinent easements.

3. PROJECT COSTS

The total cost of this project is estimated at \$14,000.

4. WORK DURATION

The duration for this project is assumed to be 10 to 12 weeks following NTP and includes the following phases:

- Mapping Application Development: 6 weeks
- ToBR Final review and approval: 2 weeks
- Final deliverable: 2 weeks

5. CONSULTANT RESPONSIBILITY AND DUTIES

Throughout the entirety of this project, the Consultant will be responsible for: development of mapping application, data updates, and providing hosting cost information for the application. Costs related to hosting and maintaining the site are not included in this scope.

6. WORK PRODUCT

The work in the scope of services for this project will be contracted on an individual Task Order basis, as needed, or determined by the Town of Blue River.

1. Project Management and Coordination

1. BLUE RIVER CONTACT

The Contract Administrator for this project is: Michelle Eddy, Town Manager and Project Manager (PM) as referenced below.

2. PROJECT COORDINATION

The Consultant assumes coordination will be with the Town Manager, Michelle Eddy, who will act as liaison between Muller Engineering Company and the Open Space & Trails Advisory Committee. The scope assumes preparation, attendance, and follow-up from three (3) virtual meetings with the Town Manager and committee, three (3) virtual meetings with the Town Manager, and one (1) virtual Board Meeting.

3. MONTHLY REPORTING AND BILLING

The Consultant shall monitor scope and budget and report progress monthly. The Consultant will develop and implement change management procedures to manage work progress. These updates as well as change management strategies will be documented in monthly progress reports accompanying the consultant invoices.

4. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

The Consultant will conduct internal QA/QC reviews of all deliverables throughout the process in accordance with Muller's Quality Management Program.

DELIVERABLES

1. Monthly Invoice
2. Monthly Progress Report

2. Application Development

1. REVIEW REFERENCE MATERIALS

The Consultant will review and incorporate materials as provided by the Town Manager on 2/7/2023.

2. DEVELOP APPLICATION

1. DRAFT Outline of data layers for Town Review and Comment
2. Coordinate development of data from existing Parks & Open Space sources for trail alignments, easements, and open space land.
3. Town review of mapped features from existing Parks & Open Space Inventory tables.
4. DRAFT 100% Mapping Application for Review and Comment.
5. Final Mapping Tool

DELIVERABLES

1. Outline of data layers for initial review
2. 100% DRAFT Mapping Application
3. Final Mapping Application
4. Data Deliverable *(A static file geodatabase with all the spatial data created throughout the application development process - optional)*

3. Maintenance Period

1. HOSTING THE APPLICATION (not included)

The scope includes time to initially host the platform. At time of completion, the Consultant will coordinate with the Town to discuss the most cost-effective host option: Hosted by Consultant, or hosted by Town of Blue River. If hosted by Consultant, costs will be handled as part of the Town's ongoing general consultation services contract with Muller.

Should the Town decide to have its own ArcGIS Online organizational account, a Creator User Type for ArcGIS Online costs \$550/year which would allow for hosting, presentation, and analysis of data, online mapping applications, dashboards, and Storymap information.

2. GENERAL MAINTENANCE AND SCHEDULED APPLICATION UPDATES

General maintenance and/or scheduled application updates will be handled as part of the Town's ongoing general consultation services contract with Muller. Details will be discussed at that point in time when maintenance or updates are requested by the Town.

EXCLUSIONS AND ASSUMPTIONS

1. One round of review comments is anticipated with each review milestone described in Section 2.2.
2. Application will include print option on toolbar for custom snips as needed.
3. Application will be developed using static and dynamic data via ESRI ArcGIS Online.