



March 11, 2024

Ms. Renée Barron  
Community Development Director & Zoning Administrator  
City of Gladstone  
1100 Delta Avenue  
Gladstone, MI 49837

Re: Geographic Information System (GIS) Services  
Budgetary Proposal

Dear Ms. Barron:

Colligo GIS (Colligo) appreciates the opportunity to submit this budgetary proposal to the City of Gladstone (City) for the above referenced services.

This proposal outlines an approach for providing as-needed GIS support, including the management of your existing Esri ArcGIS Online account. We understand that your GIS needs may vary, and this proposal offers a flexible solution to address those needs effectively.

## **SCOPE OF SERVICES**

1. Colligo will work collaboratively with City personnel who currently have access the City's ArcGIS online account to gain an understanding and maintain current levels of access.
2. Colligo will work collaboratively with City personnel who currently have access the City's ArcGIS online account to the City's ArcGIS online account to assist in the development of additional processes and data.
3. Colligo will update the City's cemetery GIS map. This will be completed by reviewing the existing map against existing cemetery records provided by the City. Existing GIS items that can be retained will be updated to accommodate any new processes required by the City. Items that are determined to be of greater expense or effort to be retained and reused will be re-mapped to meet the City's requirements. Attributes of importance will include:
  - a. Name of interred.
  - b. Plat, Lot, Block location.
  - c. Date interred.
  - d. Lot Owner.
  - e. Date Purchased.
  - f. Page.
  - g. Affiliation.
4. Colligo maintain and administer the City's ArcGIS Online account for City personnel who currently have access the City's ArcGIS online account.
5. Colligo will continue maintain the access to ArcGIS Online data and maps to those City personnel that are current users at current access levels and current user roles and permissions.
6. Colligo will archive all items currently incorporated in the City's existing ArcGIS Online account.

7. Colligo will inventory and catalog all items included in the City’s ArcGIS Online account. Categories will include Web Maps, Feature Layers, Tile Layers, Layer Files and Apps. Files in each of these categories will be preliminarily assigned as High, Medium and Low priority. This preliminary assessment will be reviewed with the City where it will be determined which items to retain and which to discard.
8. Colligo will provide the City with an extra layer of GIS functionality by providing one (1) Management level license and one (1) Mobile level license to the Colligo GIS platform. The Colligo GIS platform does not require additional software installations, hardware or IT support. The three main components of Colligo are the Management, Desktop and Mobile level licenses. Colligo consumes, creates, and is compatible with ESRI data formats. Additionally, Colligo gives the ability to create unlimited proprietary and public web-based maps to share your GIS information at a read-only level internally or with the public. Access will be provided at no cost for 3 months providing an evaluation period to the City. As part of this evaluation Colligo will create the following maps that will be accessible to necessary City personnel. These maps will include:
  - a. Tax Parcel Map.
  - b. Zoning Map.
  - c. Land Use Map.
  - d. Cemetery Map.
 Additional maps will be created at the request of the City if data is existing and available. These maps could include:
  - a. Electrical Distribution.
  - b. Recycling
  - c. Contours
  - d. Storm Water (SAW).
  - e. Sanitary Sewer (SAW).
  - f. Water Distribution
9. Colligo will train designated City personnel in the use of the Colligo GIS platform once individual roles, permissions and levels of access are determined.
10. Colligo will provide technical support and troubleshooting in the use of the ArcGIS Online service.
11. Colligo will, when requested, provide the City with as-needed GIS services. These services will be invoiced at the rates listed in the Fees section of this proposal. If it is determined the effort to complete the requested as-needed GIS services will be more than eight (8) hours, Colligo will provide the City with a scope of work and cost proposal prior to work beginning. Examples of this data could include:
  - a. Tax parcels.
  - b. Zoning.
  - c. Cemetery
  - d. Utility
  - e. Transportation
  - f. Map Creation
  - g. Web Mapping
  - h. Support existing City public facing web maps.

**FEES – COLLIGO SUBSCRIPTION**

In accordance with the assumptions and conditions set forth in this letter the scope of services listed above items one (1) through ten (10) will be completed for a lump sum amount of \$32,00.00.

<b>AS NEEDED GIS SERVICE RATE SCHEDULE</b>	
Technician 21	\$99.00 per hour
Technician 23	\$110.00 per hour

**ASSUMPTIONS**

This proposal does not include any IT services that could include hardware, software installation or network configuration.

If the City wishes to continue use of the Colligo GIS Platform once its evaluation period is complete, standard subscription rates will apply and can be found under pricing on the Colligo website at ColligoGIS.com.

If other additional services are requested that are considered outside of the scope of this proposal, Colligo will provide the City with an additional scope of services and cost proposal.

**PERFORMANCE SCHEDULE**

Colligo anticipates completing all tasks in a timeframe not to exceed four (4) months. Colligo will notify the City if, during the course of the project, this timeframe is expected to exceed four (4) months.

If you accept this proposal a Colligo GIS Users Agreement and Work Order will be provided for your signature.

We appreciate the opportunity to submit this proposal. If you have any questions or comments, please call me at (906) 774-3440.

Sincerely,  
COLLIGO GIS

Gary D. Hoaglund (of Coleman Engineering on behalf of Colligo GIS)  
GIS Manager

GDH

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