



7/5/2024

Pat Brust  
Director of Advanced Communications  
Rochelle Municipal Utilities  
910 Technology Parkway  
Rochelle, IL 61068  
T: 815.561.2052  
[pbrust@rmu.net](mailto:pbrust@rmu.net)

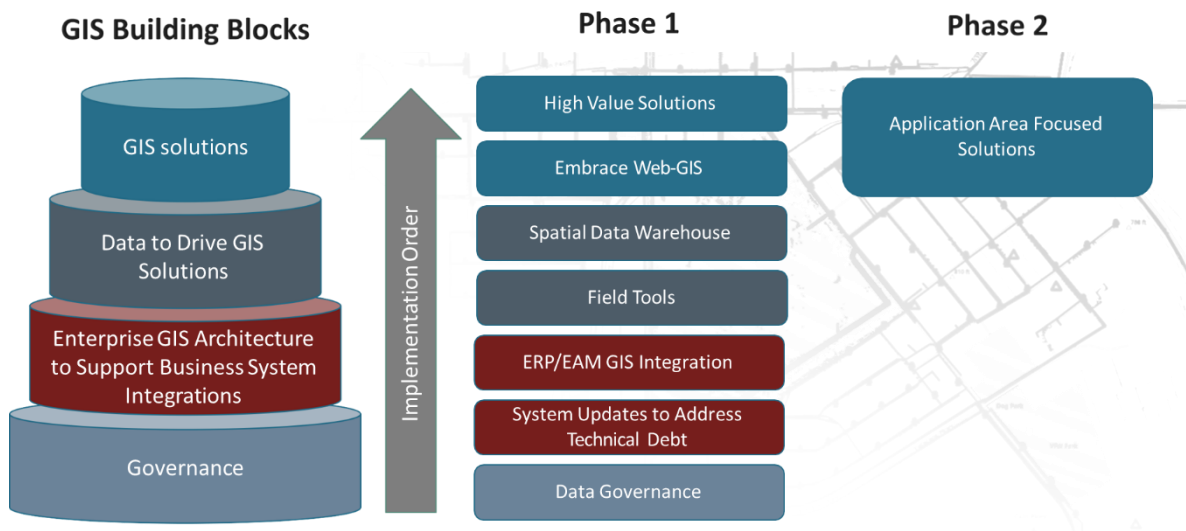
Dear Mr. Brust,

Cultivate Geospatial Solutions (CGS) is very pleased to offer the City of Rochelle Annual Enterprise GIS Program Management Staff Augmentation Services in support of the City's GIS Program and Department business needs. This proposal includes support covering Years 4-5 periods from July 2024 to June 2026.

## PROPOSED SERVICES

Your CGS GIS Manager will continue to be Douglas Lynch, GISP and the City will continue to have access to the talented staff they have already been working closely with in the current contract period. Mr. Lynch will continue to handle the day-to-day task needs involving the City of Rochelle's GIS Program and work closely with the City's GIS Coordinator. CGS recognizes that the goal of the City's GIS Program is for the City's GIS Coordinator to direct the GIS Program. CGS is flexible, understanding, and in complete support of this goal.

It is noteworthy that Years 1-3 have focused on establishing and updating the City's GIS database structure, and applications to support the enterprise GIS, including the establishment of GIS asset layers supporting the VUEWorks enterprise asset management systems, and configuration of Department-level GIS dashboards based on business needs as identified in the graphic below under **GIS Building Blocks**. The continuation of services will involve elements listed under **Phase 1 and Phase 2**.



3500 Depauw Blvd., Suite 10807 Indianapolis, IN 46268

The following GIS Program Services are available to the City of Rochelle:

- Enterprise GIS Administration training/support for City GIS Coordinator
- Esri Enterprise GIS system design and implementation
- Esri Enterprise geodatabase design
- Enterprise performance testing and tuning
- Custom script automation to enhance reporting/business workflows via available APIs and relational databases
- Enhanced field data collection tools and techniques
- VUEWorks asset management planning support
- VUEWorks GIS integration support
- Planning support
- Solution configuration with Esri tools
- Business process analysis to maximize GIS return on investment (ROI)
- Break-Fix (GIS servers, map services)
- Digitization (including as-builts)
- Map service development
- Geospatial data conversions
- Web map creation
- Dashboard creations
- Advanced analytics data visualization
- Data governance roadmaps
- ArcGIS Enterprise software upgrades and optimization
- Strategic planning, needs assessment, prioritization, and GIS audits
- Training documentation development
- Staff training facilitation



## TASK EXECUTION PROCESS

CGS will work closely with the City to determine GIS task needs and priorities. All tasks will be loaded and supported using CGS' JIRA ticketing system. Each task will have its own ticket ID initiated with the following potential statuses: Not Started, In Progress, or Completed for each ticket. CGS understands that occasionally there will be emergency GIS data needs. To accommodate emergency GIS data/mapping need requests, CGS will use the ticketing system to allow the Department staff requestor to initiate the ticket, which therefore sends an email to CGS alerting them to the requestor's need and expected timeline for completion. The CGS GIS Manager will continue to work closely with the City's GIS Coordinator to handle ticket priority. The following workflow describes the ticket initiation to closure process.



## CONTINUED BENEFITS TO THE CITY OF ROCHELLE, ILLINOIS

The following list describes realized benefits for the City of Rochelle:

- Depth of technical expertise of the organization in the hiring, supervision, and training of the individual in the role
- Depth of technical expertise and ongoing education in the industry of the individual filling the role
- Individual filling the role has access to peers with similar technical abilities for collaborative problem-solving
- Reduced costs of “hiring”, training, and continued education
- Access to a “bench” of talent reducing potential disruption resulting from extended leaves or staff leaving the organization
- Access to a “bench” for backfilling vacations
- Access to a “bench” when working “events” or special projects
- The individual you are working with has peers to collaborate with and work with
- The ability to obtain a more expensive higher paid resource than if you hired internally
- Greater return on investment by the City through the ability to bring on a higher level of experience and expertise
- Access to expertise in the development of global strategies for the City
- Ownership of, and management of the larger implementation and outcomes (rather than focus on individual discrete small projects or tasks)

## ASSUMPTIONS

- City will provide CGS with access to the City's GIS data, VUEWorks, and other system environments, for data analysis and integrations to meet City business needs.

PROPOSED COSTS

| CGS Services Description  | Year 4 Cost<br>July 2024-June 2025     | Year 5 Cost<br>July 2025-June 2026     |
|---|--|--|
| Annual Enterprise GIS Program Management<br>Staff Augmentation Services (Years 4 and 5) | \$125,000<br>Billed Monthly @ \$10,416 | \$125,000<br>Billed Monthly @ \$10,416 |

Invoicing will be done monthly and will include the following in a monthly invoice and status report:

- Summary of tickets/task accomplished by Department
- Summary of action items

If the proposal meets the City of Rochelle’s satisfaction, please sign and email a digitally scanned copy of this agreement to me at dlynch@cultivategeospatial.com. We appreciate the opportunity to continue partnering and serving the City of Rochelle to meet its GIS management needs as an arm extension of staff.

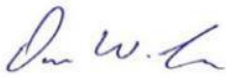
Sincerely,



Douglas W. Lynch, GISP  
Principal, Owner

Authorization Signatures:  
Cultivate Geospatial Solutions, LLC

City of Rochelle, Illinois

By:   
Douglas Lynch, GISP  
Title: Principal, Owner

By: \_\_\_\_\_ Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_