



September 14, 2023  
File: 193801776

**Mr. Dan Buchholtz, Administrator**  
City of Spring Lake Park

**Reference: City of Spring Lake Park, GIS and Mapping Updates – Scope of Work**

Dear Dan,

This letter is a follow-up to our meeting this summer regarding the need to update the city's Geographic Information (GIS) and mapping. We have prepared the following proposed scope of work and fee estimate for establishing an Organizational ArcGIS Online ("AGO") account for the City of Spring Lake Park.

Please review this work plan at your convenience. We welcome the opportunity to further discuss our understanding of the project and the necessary tasks we see as part of this process.

### **Project Understanding**

The City of Spring Lake Park has existing GIS data in Infraseek related to their utility systems and planning purposes that they would like to upload into a cloud-based GIS system for reference and utilization from office and mobile environments. The City has past information that the City would like to have populated/transferred to a GIS system and webmap for utilization by City staff.

### **Scope of Work**

#### **Task 1 Setting up and ArcGIS online mapping GIS System**

Stantec will assist with establishing an AGO account for the Owner. ArcGIS online is a collaborative cloud-based GIS that allows you to use, create, and share maps, apps, layers and data. With ArcGIS online you can create web maps for your organization to share internally and externally. These maps can be used through web browsers or by field staff to collect or update data using ESRI application on tablets or smart phones. Stantec staff will publish the existing Infraseek GIS data that we currently have access to (see below for datasets). These layers have current attributes associated with each, and Stantec will publish each dataset with these attributes. In addition, we will include additional attributes for each of the storm, sanitary and water layers. These attributes will be determined by discussions with city staff. We will include up to 5 attributes for each layer with dropdown options. Record plan information that is stored in Infraseek will be brought into the GIS system as well, record plans will be stored as attachments to the features. These published datasets will be used to create an overall web map as well as individual web maps for water, sanitary sewer, storm sewer, electrical and planning.

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<b><u>Feature</u></b>	<b><u>Information Uploaded</u></b>
Base Features	Municipal boundary, tax parcels, subdivisions, roads, easements, aerial photos, topographic maps
Planning	Zoning, Land use
Natural Features	Wetlands, streams, lakes, flood hazard zones, soils, contours
Sanitary Sewer	Pipes, services, manholes, lift stations
Storm Sewer	Pipes, drain tiles, catch basins, culverts, manholes, flared ends
Water	Pipes, services, valves, wells, hydrants, curb stops

### Basic Assumptions/Exclusions

Stantec has based the Scope of Services contained in this proposal on the following assumptions:

- City of Spring Lake Park will need to purchase ArcGIS licensing to gain access to their ArcGIS online system. Based on our discussions, you can assume a budget amount of \$1,500 to \$2,000 for the licensing (purchased directly by the City).
  - Stantec will assist the City with the ArcGIS license procurement.
- The City will also have to purchase a license through Environmental Systems Research Institute (ESRI) to utilize the webmap. You can assume a budget amount of \$2,000 for the ESRI licensing (purchased directly by the City).
  - Stantec will assist the City with ESRI license procurement.
- For GPS accurate data the City of Spring Lake Park will also need to purchase GPS unit. Assume a budgeting cost for one unit of approximately \$3,500.
- Information published to the webmap will be information that Stantec currently has from past City GIS work.

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- The work plan does not include any new data collection or attribution of data.
- Future projects or additional information that the City wants uploaded into the webmap can be completed on an hourly basis at that time.
- We have assumed 5 hours of time for training for City staff for utilizing the GIS webmap. Any necessary additional training can be provided on an hourly basis.

## Fee Estimate and Schedule

### Task 1

Stantec's estimated fee is \$19,500, this will be billed on a time and materials basis. The work outlined herein will be completed in 90-120 days after authorization. In addition to the \$19,500 estimated Stantec fee, you will also want to budget \$3,500 for a new GPS unit and \$3,500 to \$4,000 for the ArcGIS and ESRI licensing.

Regards,

**Stantec Consulting Services Inc.**



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**Jordan Shuck**  
Associate, Senior GIS Specialist  
Direct: 763 479-4275  
[jordan.shuck@stantec.com](mailto:jordan.shuck@stantec.com)



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**Phil Gravel**  
Principal  
612-712-2000  
[phil.gravel@stantec.com](mailto:phil.gravel@stantec.com)