



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES
WORKSHOP MEETING AGENDA

MEETING DATE: March 26, 2024
AGENDA ITEM SECTION: Discussions
AGENDA ITEM NO. : 1
AGENDA ITEM: GIS Services proposal
ITEM BACKUP DOCUMENTATION: 1. AI Engineers proposal for Geographic Information System (GIS) Services



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February 15, 2024

Robert Yamuder
Village Administrator
Village of Dobbs Ferry
112 Main Street
Dobbs Ferry, NY 10522

Re: Geographic Information System (GIS) Services

Dear Mr. Yamuder:

AI Engineers, Inc., Dolph Rotfeld Engineering Division, (AIE/DRE), is pleased to hereby submit this proposal, scope of work and fee schedule for providing Engineering Services in connection with building the Village's infrastructure/asset Geographic Information System (GIS). AIE/DRE will be partnered with Sam Wear of eSpatially New York, who will work as a sub-consultant to AIE/DRE to perform and coordinate the needed tasks for this assignment. We appreciate the village's willingness in providing us an opportunity to submit a scope and fee proposal under the terms of our Professional Engineering Services Agreement.

PROJECT UNDERSTANDING & SCOPE

Phase I AGOL Viewer Build:

1. The Village's infrastructure/asset GIS will be built utilizing ESRI's industry leading ArcGIS Online (AGOL) environment. AGOL is an entirely Cloud-based system which will not require any desktop/client software. AIE/DRE proposes a minimal number of AGOL users licenses to be purchased by the Village (cost less than \$2K annually) to get the system up and running for the first 12-24 months. AGOL pricing is extremely affordable and can be scaled to the needs of the Village in the future both for in-office and field/mobile workers.

AIE/DRE will assist the Village in communicating with ESRI to acquire the necessary AGOL software and assist the Village, with ESRI support in establishing AGOL user accounts for Village staff.

2. The infrastructure/asset GIS viewer will initially include an inventory of "as-is" *available geospatial datasets from Westchester County GIS*. It is anticipated this inventory will include:

- Sanitary System (mains and manholes) including both local and Westchester County system features;
- Stormwater structures and mains;
- Water distribution system including fire hydrants (Village to request data from Westchester County GIS);
- Most recent tax parcel data (to be requested from Town Assessor/Tax Map Maintenance Contractor);
- Address points (aligned with property parcels);
- 2018 (and soon to be available 2023) village-wide planimetrics including building footprints, edge of pavement, sidewalks, and much more;
- Environmental datasets (available from Westchester County GIS);
- Spring 2023 aerial photography including 2021, 2018, and several historical aerial flights dating back to 2000;
- Any other data provided by Village consultants in ESRI shapefile format (NAD 1983) that may be readily available.

Once the best available and "as-is" inventory of geospatial data are included in the proposed AGOL viewer, AIE/DRE will provide training on how to access and use the AGOL viewer to identified Village staff. AIE/DRE will assume annual maintenance and updating of the data as part of the annual services contract.

3. Completion of the inventory will produce a spreadsheet of relevant geospatial datasets which will include definitions such as name, format (shapefile/AutoCAD), location (village, Westchester County GIS, contractor office), approximate age/date of data, data steward, and recommended/required maintenance. Geospatial data "gaps" will also be identified so as to guide future data development efforts with AI/DRE.

Phase II Asset Attribute Updating:

AIE/DRE understands that the village wishes to build on the existing GIS mapping of sanitary sewer and storm drainage infrastructure. Phase II would add additional information with respect to these systems, updating attributes in the current GIS system with information acquired through any upcoming SSES program and the anticipated Storm Drain CCTV inspection as well as any other information from the current Flood Mitigation Studies. This phase can also include visual inspection of structures and recording of data such as condition, material, depth, pipe inlets, updating location and connectivity, pictures, etc. as needed. AIE/DRE would also tailor and develop templates for field inspection of the manhole structures for use by AIE/DRE staff and DPW personnel. The gathered data would be uploaded from a field tablet to the GIS environment to be further manipulated or edited on the desktop.

This phase can also include:

- Identify training opportunities for Village staff in the use of AGOL for both in-house staff and field workers. AIE/DRE will also identify and recommend field tablets for use by Village staff.
- CCTV video storage & work order/inspection records as needed for sewer/storm.
- Prepare "GIS" boiler-plate language for Village engineering/infrastructure projects which can be included in future contracts. Such language will ensure data deliverables will be compatible with AGOL and can be easily integrated into the viewer by AIE/DRE.

The exact scope and estimated budget of Phase II projects will be determined once Phase I is complete at your request.

FEE ESTIMATE:

The following estimated fee is for budget purposes only and will be billed based on personnel utilized and actual hours spent in conformance with our current Professional Engineering Services Agreement, with the following additional personnel categories.

- GIS Senior Technician @ \$165/hour
- GIS Technician @ \$130/hour
- GIS Field Technician @ \$130/hour

Our estimated fee for the task items set forth above shall be allocated as follows:

	Fee
Phase I - AGOL Viewer Build	
Task 1	\$2,500.00
Task 2	\$20,000.00
Task 3	\$2,500.00
Phase II - Asset Attribute Update	T.B.D.
Total	\$25,000.00

* Tasks include fees for eSpatially New York consultation. All will be billed hourly as required based on the personnel assigned per the rate schedule as set forth under our current Professional Engineering Services Agreement, or as defined in this proposal.

The above estimated fees shall not be exceeded without prior written authorization by the Village. AIE/DRE will invoice for the above work each month as incurred for hourly work.

Fees do not include reimbursable expenses such as printing and reproduction costs and express delivery other than first class mail, permitting fees or materials testing. A suggested budget of **\$750** is recommended for reimbursable items. Any work outside of this scope will be based on the personnel assigned and the hourly rates as previously agreed to under our current Professional Engineering Services Agreement, or as defined in this proposal.

The proposed scope of work presented herein is based on information available to AIE/DRE at this time. If conditions change, unforeseen circumstances are encountered, or work efforts are redirected, this agreement may require modification.

We appreciate the opportunity to work with you on this project. Please do not hesitate to contact us with any questions you may have.

If this proposal is satisfactory, please indicate your acceptance in the space designated below.

Respectfully submitted,

A handwritten signature in black ink that reads "Anthony Oliveri".

Anthony Oliveri P.E.
Vice President



Dolph Rotfeld Engineering Division

Agreed to this _____ day of _____ 2024

By: _____
For the Village of Dobbs Ferry