



January 16, 2025

Ms. Tracey Balint, P.E.
City Engineer
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

RE: Amendment for Proposal for Professional Engineering Services
Asset Management Data Integration

Dear Ms. Balint:

OHM previously provided the City with a proposal in November 2022 to assist the City with the integration of previously collected MACP and PACP data into the City's GIS. That work was predominantly completed in 2023, and after initial delivery and review of the data by the City, some additional enhancements to the data and training were requested. The following is a detailed proposal for the additional tasks that were requested:

SCOPE OF SERVICES

Task 1: Schema Updates

Under this task OHM will update the MACP and PACP database schemas per the direction provided by the City. Specific tasks include:

- Update the media link with Rochester Hills local data location.

Task 2: GIS Dashboard Update

Under this task OHM will update the online GIS maps with the updated schemas, incorporate the MACP and PACP inspection information and share the web maps with the appropriate GIS group accounts. Specific tasks include:

- Revise media links in online GIS maps.
- Share online GIS maps with appropriate City staff accounts.

Task 3: Data Integration Documentation

Under this task OHM will create documentation that explains the processes and procedures for incorporating newly collected MACP or PACP inspection information into the City's online GIS maps. Specific tasks include:

- Creation of slide deck which depicts the step-by-step procedure for processing raw MACP or PACP data into a format which can be incorporated into the online GIS maps.
- Run through workflow on how to append new data to the existing feature service.

Task 4: Training Sessions

Under this task, OHM will conduct two different training sessions for City staff. Both training sessions will be held at the City. Specific tasks include:

- City to provide example of inspection data. OHM will process the data prior to training and use example data to create documentation in Task 3.
- Up to a half day (four-hour) training session with City staff that details the processes and procedures to receive raw MACP or PACP inspection data and edit it to be appended to the online GIS dashboards.

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- A two-hour training session with City staff that highlights the functionality of the online GIS maps. This will highlight how staff can utilize the dashboard and access the data within the dashboards while in the field.

COMPENSATION

OHM Advisors will perform the outlined services above based on an hourly, not to exceed basis, in accordance with the terms of our continuing services agreement with the City. The following is a summary of proposed not-to-exceed budgets:

▪ TASK 1 – Schema Updates	\$ 1,900
▪ TASK 2 – Dashboard Updates	\$ 1,800
▪ TASK 3 – Data Integration Documentation	\$ 2,000
▪ TASK 4 – Training Sessions	<u>\$ 4,000</u>
Project Total	\$ 9,700

ASSUMPTIONS & EXCLUSIONS

City Responsibilities:

- Provide local file naming structure to link inspection media too.
- Provide an example of inspection data that the City would like to have incorporated into their GIS. This will be for the training session with City staff.

CONCLUSION

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City. Depending on the City’s schedule for the training sessions, we believe the work can be completed in the next 8 to 10 weeks. Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Sincerely,
OHM Advisors

Rhett Gronevelt, P.E.
Principal In Charge

CITY OF ROCHESTER HILLS

Recommended:

BY: _____
Tracey Balint, P.E., Public Utilities Engineer

Date

Approved:

BY: _____
Bryan K. Barnett, Mayor

Date