



## AUTHORIZATION FOR PROFESSIONAL SERVICES

**CLIENT:** City of Blue Ridge  
Attn: Honorable Donna Whitener, Mayor and City Council  
480 West First Street  
Blue Ridge, GA 30513  
Phone: (706) 632-2091  
E-mail: [donna@cityofblueridgega.gov](mailto:donna@cityofblueridgega.gov)

**CONSULTANT:** Hayes, James & Associates, Inc.  
3830 E. First Street, Suite 1  
Blue Ridge, Georgia 30513

**DATE:** November 30, 2017

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**RE: *Task Order B***  
**GIS Mapping Services – Data Dictionaries Update and New Layers**  
Professional Services Agreement  
Hayes|James Project No.: 16-0630-PW

The CLIENT herewith requests and authorizes the CONSULTANT to perform Mapping and GIS Services described below and agrees to the terms as follows.

### Basic Services

The Consultant will carry out the following tasks:

1. Develop new "data dictionaries" for the City's Trimble GPS data collection unit. These data dictionaries allow the City's field personnel to collect the appropriate information when out in the field, including Unique ID, year of installation, diameter/size, material, inverts/elevations, and other attributes specific to each of the features. The water and wastewater features that will have new data dictionaries are listed below:
  - a. Hydrants
  - b. Water Valves
  - c. Meters
  - d. Water mains
  - e. Demand Zone Meters
  - f. Manholes
  - g. Gravity sewers
  - h. Force mains

- i. Wastewater Valves
2. Create new layers, for the following features:
  - a. Demand Zone Meters
  - b. AMRs – approximately 1,600 new Automatic reading meters were provided to be imported based on latitude and longitude. This information will be processed through ArcGIS tools to locate on the map and create a new shape file. This layer will become the new Meter layer, as the City is the process of replacing all of its old meters with AMRs and will continue to gather additional information.
3. Create updated maps based on updated GIS information.
4. Submit all updated information, including "Base map" mxd files to City personnel. All files to be placed on the City's secure server to allow access to any mapping personnel, as necessary.
5. Develop and provide a 1-day in-person refresher workshop including practice sessions to City personnel on the following items:
  - a. Incorporation and/or update of layers and features.
  - b. Data attribute input
  - c. Data visualization
  - d. Usage of new data dictionaries in Trimble unit.

### **Fee for Basic Services**

The CLIENT agrees to pay in accordance with the following:

CONSULTANT'S fee budget for the Basic Services described above will be a total lump sum amount of \$4,700.

### **Reimbursable Expenses**

No reimbursable expenses are anticipated for this task order.

### **Schedule**

CONSULTANT will proceed immediately upon authorization and anticipates completion of these services within 60 days, based on City personnel availability.

### **Authorization**

The services described will begin upon official authorization to proceed by the City. Please return an executed copy of this authorization for our files.



**Terms and Conditions**

All terms and conditions of the original agreement between the parties, dated November 29, 2016 remain the same.

Please sign in the space provided and return one original copy to our office. We appreciate the opportunity to provide Blue Ridge this service and look forward to working with you on this project.

**HAYES, JAMES & ASSOCIATES, INC.**

**CITY OF BLUE RIDGE, GA**

By:  \_\_\_\_\_

By: \_\_\_\_\_

Name/Title: Reid W. Dyer, R.L.A.  
Vice President

Name/Title: Donna Whitener  
Mayor

By:  \_\_\_\_\_

Attest: \_\_\_\_\_

Name/Title: Bruce W. Hamilton, R.L.S.  
Survey Principal

Name/Title: \_\_\_\_\_

Date: November 30, 2017

Date: \_\_\_\_\_

RWD/bm