

November 8, 2023

Steve Repasch  
Bethlehem Authority  
10 Church Street  
Bethlehem, PA 18018

Proposal for Professional Services  
Bethlehem Authority GIS Services 2024  
Colliers Engineering & Design Proposal No.: BHW0001P

Dear Mr. Repasch,

Colliers Engineering & Design, Inc. (DBA Maser Consulting) is pleased to submit this proposal to provide professional services for Bethlehem Authority as an on-call service not to exceed option.

This proposal contains some high level tasks that we are anticipating for the 2024 GIS program initiatives.

This proposal is divided into four sections as follows:

- Section I** – Scope of Services
- Section II** – Client Contract Authorization

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design (CED) to meet project schedules.

## Section I – Scope of Services

Based on our conversations and information noted above, we propose to complete the following:

### Task 1.0: On-Call GIS Services

CED will provide GIS services, coordination, and support to Bethlehem Authority as needed. CED has GIS staff with a broad and experienced background to handle GIS efforts required by the Authority. The ability to pull from this resource pool is of tremendous value to the Authority and allows quick response and quality solutions.

Examples of the services to be provided under this not to exceed on-call include the following:

- Maintenance and upgrades to the current Bethlehem Authority Esri AGO based GIS Program

- Creation and modification of GIS data layers (Buckeye pipeline, William Transco, Authority property boundaries, watershed information, transmission lines).
- Review and extraction of data from historic maps to the GIS program
- GIS Program Training for Authority staff (office and mobile field applications)
- Organization and management of existing maps, data, and documents within the GIS program
- Troubleshooting and resolving issues in the GIS program
- Providing direction and leadership in the field of GIS.

## Schedule of Fees

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services. This proposal fee is based on the Rates, and Business Terms and Conditions of Colliers Engineering & Design engineering contract with Bethlehem Authority.

Task Name	Fee
Not to Exceed	\$15,000.00

## Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

- Project task assignments larger than 15 hours, will be cost estimated with a delivery schedule to the Authority for approval before start of task
- We are estimating this contract will cover approximately 100 hours of GIS staff time. Estimate is based on various title / rates typically used for historic tasks we have done for the Authority.

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, Colliers Engineering & Design may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

## Section II- Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

If you find this proposal acceptable, please sign where indicated above in Section IV, and return one signed copy to this office. **Payment terms are NET30 of receipt of invoice.** This proposal is valid until December 31, 2023.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,

Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)



Suzanne Zitzman, GISP  
Discipline Leader

cc: Leonardo E. Ponzio, PLS, Colliers Engineering & Design (via email)

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