

RESOLUTION 24-297

**A RESOLUTION TO APPROVE CONTINUING SERVICE AGREEMENT
FOR OHM, INC. PROFESSIONAL SERVICES AGREEMENT FOR
UTILITY WORK ORDER AND GIS SUPPORT**

WHEREAS, the City of Spring Hill Board of Mayor and Aldermen approved the professional services agreement with OHM, Inc. to assist with developing a program for Inflow and Infiltration ("I&I") reduction repairs, manhole rehabilitation and maintenance with Resolution 19-92 and Amendment No. I with Resolution 20-30 and Amendment No. 02 Resolution 20-68 and Resolution 22-46; and

WHEREAS, OHM, Inc. has submitted a Continuing Service agreement to their existing contract that provides for additional assistance with Water Plant, Distribution, and Wastewater Plant work orders and GIS support work; and

WHEREAS, all responsibilities and contractual obligations of the original contract remain; and

WHEREAS, Task order No. 4 with compensation and payment for Task 1 and 2 of total project scope not to exceed cost of \$24,000.00; and

WHEREAS, the funding for this contact will be funded from FY 2024-2025 budgeted funds of \$24,000.00.

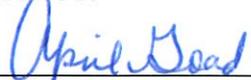
NOW, THEREFORE, BE IT RESOLVED, that the City of Spring Hill Board of Mayor and Aldermen:

1. Approve the continuing service agreement for OHM for utility work order and GIS support, attached hereto
2. Authorize the mayor to sign the continuing services agreement

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on the 16th day of December 2024.


Jim Hagaman, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney



REQUEST: *Approval of Resolution 24-297*
SUBMITTED BY: Jessica Weaver, Utility Director
DATE: December 16th, 2024
RE: To approve the continuing services agreement with OHM for Utility Work Orders and GIS support
ATTACHMENTS: Contract from OHM

PURPOSE:

The purpose of this memo is to request approval of the continuing services agreement with OHM for Utility work orders and GIS support.

BACKGROUND:

The City entered into a contact with OHM to begin the process of developing an I&I reduction program for the sanitary sewer system with resolution 19-92 on June 17th 2019 with expanded services added through resolutions 20-30 and 20-68 and 22-46. Our current program is working with OHM providing the scope of work on an hourly basis per rates presented in the original proposal with a not to exceed amount of \$694,860 with a breakdown of tasks including:

1. Flow Meter Installation and Analysis
2. Sewer Inspection Guidance, Data Review and Rehabilitation Recommendations
3. Construction Administration
4. Field Services- SSES Inspection Assistance
5. GIS Development
6. AI CCTV Coding Software

With OHM's current scope and expertise of the City's Sewer Collections, Staff recommends continuing with the current vendor to extend that expertise to the rest of the Utility work order and GIS systems. OHM has provided a scope of services to expand our existing work order system and GIS portal to incorporate the Water Plant, Wastewater Plant and Water Distribution divisions. This will also provide for the creation of dashboards and progress tracking for the Board of Mayor and Alderman.

FINANCIAL IMPACT:

This item will be funded from budget FY 24/25 of \$24,000.00 (410-52010-52541)



STAFF RECOMMENDATION:

Staff recommends approval of Resolution 24-297 to approve the continuing service agreement with OHM for professional services assistance with the Work Order and GIS program.

Task Order No. 4
Utility Work Order and GIS Support
Dated 12-16-2024
To
CONTINUING SERVICES AGREEMENT
Between
Orchard, Hiltz, & McCliment, Inc.
And
CITY of SPRING HILL
Dated June 20, 2019
For
PROFESSIONAL SERVICES

CLIENT: City of SPRING HILL

PROJECT: *UTILITY DEPARTMENT WORK ORDER AND GIS SUPPORT*

ATTACHMENT A - SCOPE OF SERVICES

At the request of the Client, this scope of services outlines GIS support to be provided to the City of Spring Hill Water & Sewer Departments. The Client has requested assistance in developing and maintaining a Work Order System, which will be integrated into the Client's existing GIS portal, as well as creating custom dashboards to track progress. The following describes the services we will provide to help expand the Client's current GIS and asset management capabilities.

Task 1 – Work Order System Creation & Maintenance

Using the existing GIS software and infrastructure, the Consultant will develop a work order system to support utility department staff with scheduled asset maintenance, repairs, and inspections. As of this project supplement, the Consultant has already created the initial Work Order System for CCTV inspections of lateral and main lines, manhole inspections, and jetting and flushing operations. The Consultant will assist the Client in expanding the Work Order System to include water department and plant maintenance activities, as well as other activities as the Client requests and budget allows.

The Work Order System enables dispatchers to assign tasks to mobile workers, who can complete the tasks using ArcGIS FieldMaps and report task completion in ArcGIS WorkForce. However, Esri plans to merge these functionalities into FieldMaps by mid-2025, providing all ArcGIS Online organizations—including the City of Spring Hill—with a single application for both dispatching and reporting, at no additional cost.

The Consultant will assist with this transition to ensure the Client remains current with new features and capabilities. This will save the Client time and reduce costs by eliminating the need for additional software, leveraging staff training on Esri ArcGIS applications, and ensuring seamless communication with live GIS data.

Task 2 – Additional GIS Support

Task 2 extends the efforts related to the Work Order System. As new Work Orders are created and completed, valuable data will be generated, including maintenance history, types of maintenance performed, and staff resource utilization. The Consultant will assist the Client in presenting this data through an online dashboard, allowing for daily, monthly, and yearly summaries of work completed. These summaries can be exported and shared with decision-makers.

The Consultant will collaborate with the Client to refine workflows, dashboards, and maps to ensure optimal functionality for both managers and field staff. As the budget permits, the Consultant will continue to enhance

the system's functionality to meet the Client's evolving needs and will develop additional applications as requested.

Should the Client decide to transition to a more robust Work Order System in the future, all data will be available in both tabular and GIS formats, with unique IDs and associated GIS asset IDs for all work performed.

ATTACHMENT B –PERIOD OF SERVICE

Task	Estimated Activity Period
Task 1 – Work Order System Creation & Maintenance	12 Months
Task 2 – Additional GIS Support	12 Months

ATTACHMENT C - COMPENSATION AND PAYMENT

Fee:

OHM ADVISORS proposes to provide the Scope of Work included in this Proposal on an hourly basis per rates presented herein, and shall not exceed \$25,000 based on the task breakdown:

Task	Estimated Compensation
Task 1 – Work Order System Creation & Maintenance	
Task 1A – Water	\$5,000
Task 1B – Sewer	\$5,000
Task 2 – Additional GIS Services	
Task 2A – Water	\$7,000
Task 2B – Sewer	\$7,000
TOTAL	\$24,000

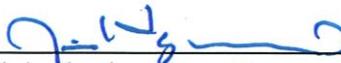
Budgets between tasks will be reallocated, if necessary, based on the needs and changes in scope. Should deviations in the Scope of Work cause additional work tasks or Additional Services to be required, an amendment to this Proposal Amendment will be necessary. The conditions established herein will be the basis of such amendment. A 2025 Hourly Rate table will go into effect on January 1st, 2025.

City of Spring Hill

CLIENT

Orchard, Hiltz, & McCliment, Inc.

CONSULTANT


 Chris Clausi
 Interim City Administrator
 Mayor


 Greg Sanford, P.E.
 Principal

December 16, 2024

 Date

12/2/2024

 Date

Attachments: Exhibit 1 – 2024 Hourly Rate Schedule & 2025 Hourly Rate Schedule
 Exhibit 2 – Standard Terms and Conditions

OHM ADVISORS 2025 HOURLY RATE SCHEDULE



Classification	Level				
	I	II	III	IV	V
Professional Engineer	\$160	\$172	\$186	\$205	\$215
Graduate Engineer	\$140	\$150	\$154	\$162	\$175
Architect/Interior Designer	\$110	\$138	\$165	\$193	\$220
Landscape Architect	\$125	\$130	\$150	\$165	\$180
Planner	\$115	\$135	\$160	\$175	\$185
Project Coordinator/Urban Designer	\$85	\$120	\$130	\$155	\$175
Design Technician	\$110	\$128	\$145	\$163	\$180
Technician	\$105	\$123	\$140	\$156	\$165
Project Specialist	\$135	\$165	\$195	\$220	\$235
Professional Surveyor	\$150	\$166	\$180	\$195	\$210
Surveyor	\$110	\$126	\$138	\$153	\$168

Classification	I	II	III
Administrative Support	\$80	\$105	\$130
Technical Aide	\$80	\$85	\$90
Subject Matter Expert	\$235	\$285	\$360

Principal	\$237
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