

**CONTRACT  
CITY OF BROKEN ARROW  
GREEN CITY GIS  
PROFESSIONAL SERVICES CONTRACT**

The City of Broken Arrow, an Oklahoma Municipal Corporation (City) and Geographic Technologies Group® (GTG) (Consultant) with principal place of business located at 1202 Parkway Drive, Goldsboro, NC 27534, hereby enter into the following Contract:

The City Manager representing the City desires to employ the professional services of the Consultant to perform the professional services as outlined in the work plan.

The Consultant shall perform all duties, responsibilities and requirements set out in the Professional Services Contract Work Plan, attached hereto and made a part hereof.

These duties, responsibilities and requirements shall begin upon the execution of this Contract. The term of this agreement is for one year and the total time allowed for contract maintenance data update completion shall not exceed 28 hours.

It is agreed that the Consultant shall be compensated at a rate not to exceed five thousand four hundred dollars (\$5,400.00) for the entire Scope of Services rendered. The Consultant shall submit invoices, requesting payment for services rendered, to the Recreation Technician in accordance with hours and expenses incurred. The invoices shall be in a format satisfactory to the Recreation Technician. Payment will be made following the first eligible City Council meeting occurring after the date on the invoice.

The Consultant agrees that this professional service shall be treated as an important service to the City and also agrees to commit the time necessary to perform the professional services in a professional manner.

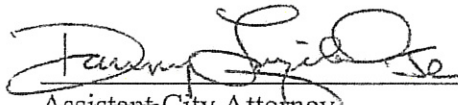
The parties agree that the Consultant's position is not a traditional City employee position, therefore the foregoing constitutes all the benefits and other forms of compensation due the Consultant, acting in the role of an independent contractor, and therefore ineligible for all other benefits paid to regular full-time City employees. The Consultant agrees to abide by and comply with all of the City's Administrative Policies.

The Consultant shall acquire all insurance policies required for professional liability insurance, auto insurance, and/or health insurance. The Consultant shall be responsible for his/her own vehicle expenses and any other indirect costs incurred in fulfilling the stated contract requirements.


The foregoing Professional Services Contract supersedes all previous negotiations and may not be modified except by a written order executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized officers or representatives on the dates set forth below.

Approved as to form:


  
Assistant City Attorney  
Deputy

Attest:

  
City Clerk [Seal]

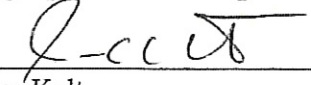


City of Broken Arrow, Oklahoma  
A Municipal Corporation

By:   
Michael Spurgeon, City Manager

Date 3/27/2020

Geographic Technologies Group

By:   
James Kelt  
213 N. Fredonia Street  
Longview, TX 75601  
919-759-9214, ext. 156

Attest:

\_\_\_\_\_  
Corporate Secretary (Seal)/Witness

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

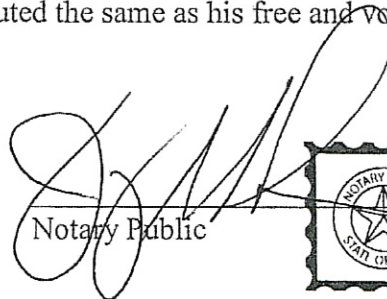
### VERIFICATIONS

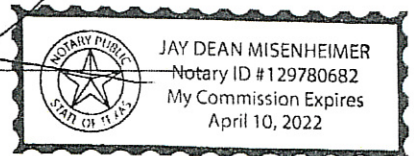
State of Texas )  
 )§.  
County of Gregg )

Before me, a Notary Public, on this 2<sup>nd</sup> day of March 2020, personally appeared James Kelt, known to me to be the President, Corporate Officer, Member, Partner or Other: Member Vice President (Please circle or specify) of Geographic Technologies Group and to be the identical person who executed the within and foregoing instrument, and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

My Commission Expires:

4/10/2022

  
Notary Public



**CITY OF BROKEN ARROW  
PROFESSIONAL SERVICES CONTRACT  
GREEN CITY GIS  
PROFESSIONAL SERVICES CONTRACT WORK PLAN**

**1.0 PROJECT UNDERSTANDING:**

- 1.1 The City of Broken Arrow (Owner) requires certain professional services in order to provide Geodatabase Design to implement the Green City GIS. As a result, the Owner requires that Geographic Technologies Group (Consultant) provide the specific professional services detailed below under Scope of Services below.

**2.0 SERVICES OF THE OWNER:**

- 2.1. Furnish to Consultant all data, in its possession, necessary for the service provider to complete the contract requirements.
- 2.2. Designate in writing a person to act as its representative in respect to the work to be performed under this agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define the Owner's policies and decisions with respect to materials, equipment, elements and systems pertinent to the services covered by this agreement.

**3.0 SCOPE OF SERVICES:**

- 3.1 The Consultant shall provide professional services identified in this section:
  1. Create Parks Dashboard
  2. Remote Parks Data Clean-Up Training (2-4 Hours)
    - a. Shortcuts and Tips (ArcGIS Pro)
  3. RecTrac Repair/Training (Not to exceed 8 Hours)
    - a. Shadowing Ethan
  4. Annual Support: (Not to exceed 16 hours)
    - a. Phone
    - b. Email
    - c. Training and Education
      - ii. Database Updates – VPN Sharing/Phone/Email support
      - iii. Ex. (New Domains/Feature Classes/Attribute Fields/Types)

**4.0 SPECIAL CONDITIONS:**

- 4.1 Professional liability insurance is not required since services are not under the oversight of a state board.

**5.0 SCHEDULE:**

- 5.1. The schedule is (365) days from the day of the Notice to Proceed.

## **6.0 CORRESPONDENCE:**

- 6.1 All correspondence associated with this project shall occur between the following parties unless specifically stated otherwise:

### **A. Owner Contact**

Mr. Matt Hendren,  
Parks & Recreation Director  
485 N. Poplar Street  
Broken Arrow, OK 74012  
(918)-259-7000 Ext. 7442

### **B. Consultant**

Mr. James Kelt, GISP  
President Corporate Software  
213 N. Fredonia Street  
Longview, TX 75601  
(888)-757-4222 Ext. 156