

September 18, 2025

Mayor Marc Citrin  
Village of Tuxedo Park  
80 Lorillard Road  
Tuxedo Park, NY 10987

Re: **Proposal to Establish an ArcGIS Online Organization**

Dear Mayor Citrin:

Following our recent discussion with the Capital Planning Committee, Weston & Sampson proposes to provide services in accordance with the Village's request on the Establishment of an ArcGIS Online Organization, as described herein. Weston & Sampson (ENGINEER) has historically provided a static read-only copy of the Village of Tuxedo Park's (OWNER) GIS, including water, wastewater, and some limited stormwater assets to the OWNER at regular intervals in a Packaged Map Format (PMF). The intent of this project is to migrate available data from the PMF which is a deprecated technology, to ArcGIS Online which will allow for the Village to have easier access to its GIS information.

### **SCOPE OF SERVICES**

The ENGINEER will affect the purchase of an ArcGIS Online organization on behalf of the OWNER. The purchase will include two (2) Creator level users to serve as administrators, one (1) mobile worker, and three (3) viewer level users. The users provide annual subscription access to ArcGIS Online from Esri. The cost of the first year is assumed in the fee of this project with subsequent years being payable directly to Esri. The estimated cost for this complement of users is \$2,175 annually.

The ENGINEER will work with OWNER to establish the organization once purchase has been made and to configure the organization for access including inviting user and setting up appropriate groups where necessary. Weston & Sampson will publish to the OWNER's organization all feature layers currently represented in the PMF and establish a simple utility viewer for the users to interact with the data. The viewer will have configured pop ups and allow for the review of attribution just as is currently available in the PMF.

### **SCHEDULE**

The ENGINEER will begin work on this project immediately following receipt of a Notice to Proceed and conclude work within 30 business days.

### **FEE SCHEDULE**

For services performed under this AGREEMENT, the OWNER agrees to pay the ENGINEER the lump sum fee of **\$10,000** for the scope of services described above in this AGREEMENT. Fees for this PROJECT shall be billed monthly as they accrue based upon the services performed as a percentage of the total lump sum fee. The

### **ADDITIONAL TERMS AND CONDITIONS**

Weston & Sampson's services will be provided as described herein and in accordance with our previously approved Term's & Conditions under our current 2025 On-Call Services Agreement. To accept this proposal, please sign below. Once signed, return a copy of each to this office.

We look forward to continuing to assist the Village with this important infrastructure project. Please feel free to call 518-463-4400 or email [zongolj@wseinc.com](mailto:zongolj@wseinc.com) if you have any questions.  
Very truly yours,

**Weston & Sampson PE, LS, LA, ARCHITECTS, PC**



Joseph M. Zongol, PE  
Senior Associate

ACCEPTED FOR:  
**Village of Tuxedo Park**

Accepted by: \_\_\_\_\_

Title: \_\_\_\_\_

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

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