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COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

January 31, 2025

Erie County Legislature
92 Franklin Street , 4th Floor
Buffalo, New York 14202

**RE: Geographic Informational System (GIS) Technical Support Services
Award of Two Year On-Call Contract – LaBella Associates, DPC**

Dear Honorable Members:

This resolution requests authorization for the County Executive to enter into a contract with Labella Associates. This contract is the On-Call Geographic Information Systems (“GIS”) Support Services. This contract provides specialized technical support for public works GIS system and services during emergencies and for the development and implementation of DIS systems.

Should your Honorable Body require further information, I encourage you to contact Deputy Commissioner William Geary of the Department of Public Works. Thank you for your consideration on this matter.

Sincerely yours,

Mark C. Poloncarz, Esq.
Erie County Executive

cc: William Geary Jr., Commissioner Department of Public Works
Karen Hoak, Deputy Commissioner Highways

MEMORANDUM

To: Erie County Legislature
From: Department of Public Works
Re: Geographic Informational System (GIS) Technical Support Services
Award of Two Year On-Call Contract – LaBella Associates, DPC
Date: January 31, 2025

SUMMARY

It is recommended that the County Executive be authorized to execute a contract with Labella Associates for geographic information systems (“GIS”) application development, asset inventory development, technical services, and on-call services. Labella Associates was selected via a request for proposal (RFP) utilizing the County Selection Process.

FISCAL IMPLICATIONS

The Labella Associates contract will not exceed \$200,000. Funding is available in the amount of \$200,000 in Fund 410, Fund Center 122, Capital Project A.24050, 2024 IT & GIS Services. Tasks would be negotiated and assigned with the understanding that the aggregate costs of assigned tasks cannot exceed the above amount.

REASONS FOR RECOMMENDATION

Erie County Division of Highways (“Division”) is operating below its potential due to significant gaps in information needed to support efficient operations. GIS has proven to be an excellent platform to catalog and detail the assets and operations for DPW.

BACKGROUND INFORMATION

The Division maintains 772 highway structures, 1200 centerline miles of roads and hundreds of pieces of equipment. The age and lack of standardized data, labor shortage, time consuming asset research and the resulting reactive management cost the Division time and money. The Division needs to present information regarding road closures, restrictions and asset inventories utilizing GIS applications. GIS is required for filing reports for NYS and Federal agencies, grant applications, as well as tracking asset life cycles.

CONSEQUENCES OF NEGATIVE ACTION

Asset management, constituent response and proactive planning are all handicapped by the lack of consistent and accurate data. The efficiency of the division will not continue to improve without improved asset data and asset management systems to aid in responsive formal reporting.

STEPS FOLLOWING APPROVAL

The County Executive will execute a contract with Labella Associates. Information from the engineering consultant will determine follow-up actions.

COMPTROLLER'S OFFICE REVIEW

The proposed legislation has been reviewed by the Office of the Comptroller and is related to an authorized capital project for which there are sufficient appropriations for the action proposed.

Timothy C. Callan 1/15/25

Timothy C. Callan
Deputy Comptroller
Comptroller's Office

A.24050 – 2024 IT & GIS Services

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF PUBLIC WORKS

RE: Geographic Informational System (GIS) Technical Support Services
Award of Two Year On-Call Contract – LaBella Associates, DPC

WHEREAS, the Department of Public Works, Division of Highways (DPW), maintains a Geographic Information Solutions (“GIS”) System for asset management; and

WHEREAS, as a result of this system, Erie County DPW will operate more efficiently as well as respond to the public with consistent and accurate data; and

WHEREAS, the Department of Public Works, Division of Highways, determined through a Request for proposals that Labella Associates has the appropriate experience in GIS technical services and application development, Labella was selected using Erie County consultant selection process; and

WHEREAS, funding for this contract is available from the capital project hereinafter noted.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the County Executive or Deputy County Executive to execute a contract with Labella Associates for providing consulting services to assist DPW with the implementation of GIS technology for an amount not to exceed \$200,000; and be it further

RESOLVED, that authorization is hereby given for the sum of \$200,000 be appropriated from Fund 410, Funds Center 122, Project WBS A.24050 2024 IT & GIS Services; and be it further

RESOLVED, that authorization is hereby given for the Division of Budget and Management to make any technical adjustments to effectuate this resolution; and be it further

RESOLVED, that two certified copies of this resolution be sent to the Department of Public Works, Office of the Commissioner, and one copy each to the County Executive’s Office, Comptroller’s Office and Division of Budget and Management.

TO: TIMOTHY CALLAN, COMPTROLLER'S OFFICE

PROPOSED RESOLUTIONS REQUIRING RULE 55

CONTRACT APPROVAL CHECKLIST
CONFIRMATION OF AVAILABILITY OF FUNDS IN CAPITAL PROJECTS


REQUESTING DEPARTMENT

COMPLETE ITEMS 1 THROUGH 5

1. CONTRACTOR'S NAME Labella Associates
2. AMOUNT OF CONTRACT \$200,000
3. PROJECT NUMBER A.24050 = \$200,000
4. PROJECT TITLE GIS Technical Support Services – LaBella Associates
5. DEPARTMENT CONTACT Funding questions: William Geary Jr. at 7555
Letter pickup: Christy Weber, 8301

COMPTROLLER'S OFFICE

COMPLETE ITEMS 6 AND 7

6. AVAILABILITY OF FUNDS \$ 200,000.00
 7. PERFORMED BY 
- Date Sent to Comptroller's Office: 01/13/2025

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