

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS
TUESDAY, APRIL 7, 2020 – 7 PM**

CALL TO ORDER - CHAIRMAN HENRY

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

PUBLIC COMMENT

CHAIRMAN & BOARD MEMBERS' COMMENTS

MANAGER'S REPORT

OLD BUSINESS

NEW BUSINESS

RESOLUTION 20-12 AUTHORIZING THE EXECUTION OF A FINANCE AGREEMENT WITH FORD MOTOR CREDIT COMPANY, LLC -***Mr. Gotshall***

ACTION ON AN AGREEMENT WITH GENERAL CODE, LLC TO PROVIDE THE MUNICITY SOFTWARE SUITE - ***Mrs. Zerbe***

SUBDIVISION AND LAND DEVELOPMENT

DISCUSSION ON THE CROWN CENTRE DEVELOPMENT - ***Mark DiSanto***

IMPROVEMENT GUARANTEES

PAYMENT OF BILLS - LOWER PAXTON TOWNSHIP & LOWER PAXTON TOWNSHIP AUTHORITY

ANNOUNCEMENTS

ADJOURN

NEXT BOARD MEETING TUESDAY, APRIL 21, 2020; 7:00 P.M.

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS**

RESOLUTION 20-12

RESOLUTION OF THE SUPERVISORS OF LOWER PAXTON TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA, AUTHORIZING THE EXECUTION OF A FINANCE AGREEMENT WITH FORD MOTOR CREDIT COMPANY, LLC - MUNICIPAL FINANCE AND LOWER PAXTON TOWNSHIP

WHEREAS, Lower Paxton Township has entered into a finance agreement with Ford Motor Credit Company, LLC – Municipal Finance for the acquisition of the 2020 Ford F-550 Truck.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LOWER PAXTON TOWNSHIP, does hereby approve the Finance Agreement between Lower Paxton Township and Ford Motor Credit Company, LLC – Municipal Finance.

BE IT FURTHER RESOLVED, that the Lower Paxton Township Board of Supervisors has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Township for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and hereby designates and authorizes the “Township Manager” or his “designee” to execute and deliver the Agreement on the Township’s behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule.

ADOPTED this 7th day of April 2020 by the Lower Paxton Township Board of Supervisors, Pennsylvania in lawful session duly assembled.

Attest:

Chris Judd, Secretary

Lowman S. Henry, Chairman

SEAL



LOWER PAXTON TOWNSHIP

425 PRINCE STREET, HARRISBURG, PA 17109
PHONE: (717) 657-5600 FAX: (717) 724-8311
www.lowerpaxton-pa.gov

BOARD OF SUPERVISORS

LOWMAN S. HENRY
CHAIRMAN

GARY A. CRISSMAN
VICE CHAIRMAN

CHRIS JUDD
SECRETARY

ROBIN L. LINDSEY

NORMAN C. ZOUMAS

MEMO TO: Brad Gotshall, Township Manager

FROM: Amanda Zerbe, Community Development Manager *az*

DATE: March 2, 2020

SUBJECT: Municipality 5 Proposal for Service

Over the past four months I have been researching software that will fill a need for the Community Development Department, as well as several other departments within the Township. I have had meetings with five software representatives and researched over 15 companies. After a considerable amount of time, 5 meetings and countless emails, we have landed on Municipality 5 as the company we wish to sign with for software needs.

Municipality 5 is a new cloud-based, multi-platform software for municipalities. The software is one of the only providers that encompasses both sides of community development- permitting and land development. This program is robust and will allow us to streamline every aspect of what we do in Community Development. From the inception of the plan electronically, to the establishment of Improvement Guarantees, through the permitting process and code enforcement. The Sewer Department will be utilizing the system for inspections, property maintenance, and Improvement Guarantees. The Public Works Department will be using it for the Sign Department as they work closely with us for this process. Parks & Recreation will be able to use the software for park maintenance. The front desk staff attended the meeting for the software and is looking forward to the system. At this time, the Finance Department will not interact with the system, however they will need to use it if we would start to take credit card payments.

I have discussed the program at length with Bill Weaver and he is satisfied with the product and proposal. Ricky Lopez has also reviewed the IT requirements for the software and is satisfied with the requirements.

In preparing for the transition to a software program to streamline performance and job duties, I have worked with Approved Code Services to ensure they will utilize Municipality 5 for logging inspections and issuing Certificates of Occupancy. This will drastically help the Community Development Department as hours each day are spent tracking permits and hand logging the inspections on the backs of paper permits.

This software system is rated highly in all ranking for this type of software. Nimblegov ranks it the "overall best".

The company is owned by the International Code Council. Until recently the company was owned by General Code (ECODE 360). This is great news for both the code enforcement and building departments as the software will integrate with the codes while in the field on inspections. What used to be multiple

steps to send a letter for code enforcement violations, is now a one-click process (if we provide the adequate tools for field work).

I have included the proposal, as well as some additional information as an attachment to this memo.

Please let me know if you would like to discuss the benefits of the system with me. We plan on phasing the system in. The public facing portal will be introduced in 2021 if the additional funds are available. The overwhelming process of integrating paper and countless spreadsheets to the program, as well as learning to use the system to the full potential, is going to take at least six months.

Should you wish to contact the sales representative, the contact information is on the attached proposal. Since the allocation for software has already been approved in the budget, I hope that we can move ahead with the signing of contracts quickly so that our demo program will be set up and we can start getting a feel of the program before the peak of the summer permitting.

Thank you for your consideration on this most exciting matter.

Amanda Zerbe

From: Neil Glotfelty <neil@approvedcode.com>
Sent: Monday, February 17, 2020 9:09 AM
To: Amanda Zerbe
Cc: 'Natalie Spoonhour'
Subject: Re: Demo of Muncity 5 - feedback

*** This is an external email. Please use caution when clicking on links and downloading attachments ***

Amanda,

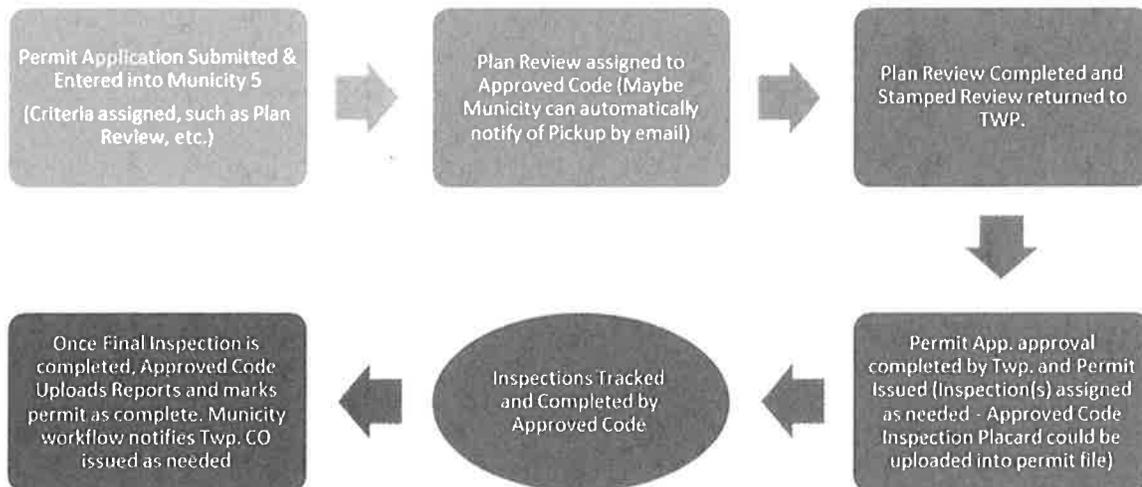
The demo of Muncity 5, desktop and mobile, was helpful. I have of course heard about Muncity, but I have never interacted with it, so it was nice to see it up close. Thank you for setting up this demo.

It seems that the most likely place for us to interact directly with the system will be towards the end of the workflow via the desktop application. The chart below may describe this interaction in brief, but there of course will be several implementation decisions needed to set this up efficiently.

The mobile app will no doubt be a help in centralizing your team's inspection appointments and reporting. For us, it will be more efficient for to upload our reporting once the final building inspection is completed.

I know that there are a myriad questions and decisions that need to be discussed and made in an implementation like this one, so please let me know if I can assist. I would be happy to stop by again – anytime.

As to the plumbing permit, Irv said that there are no UCC reasons for not combining everything into one permit. You would just need to be sure to capture the revenue on the new application.



Thank again,

Neil

Approved Code Services, Inc. | 717.506.0464
5060 Ritter Road, Suite A2 | Mechanicsburg, PA 17055
www.ApprovedCode.com | neil@ApprovedCode.com



— EST. 2007 —

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Township of Lower Paxton

Dauphin County

Proposal for Municipity™ Integrated Parcel Management SaaS

March 2, 2020

Valid for 3 months



Liz Mistretta
Solutions Account Executive
585-705-7412
LMistretta@generalcode.com

**GENERAL
CODE**



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MUNICIPITY PROGRAMS OF WORK

Municipality provides a variety of functionality to streamline and automate important aspects of the Building, Planning and Zoning functions within a municipal government. The Programs of Work can apply to one department or it can be spread across multiple departments depending on how the government operation is structured. Following are each of the current Programs of Work within Municipality 5 along with descriptions and the processes supported in each of the POW's.

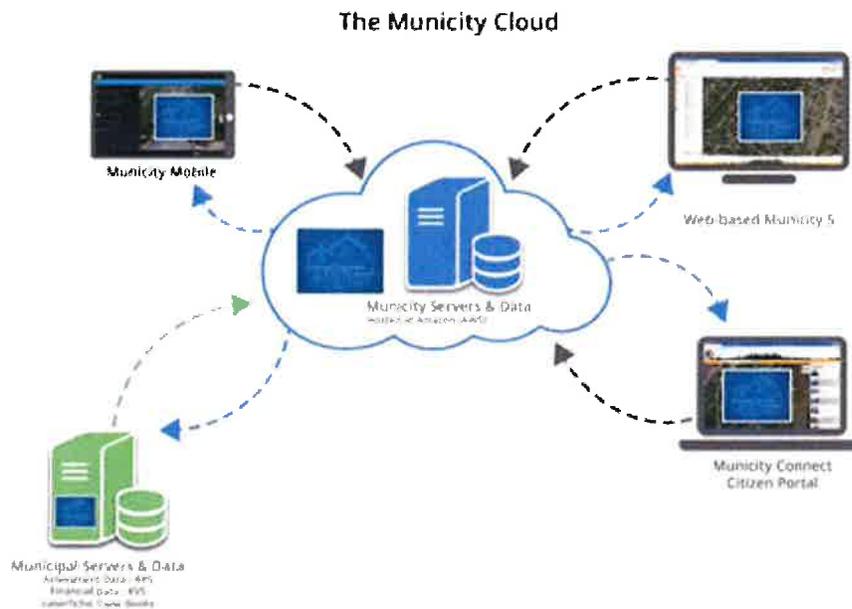
Programs Of Work	Description	Processes Within Program Of Work
Application to Certificate	To identify, approve, track, and monitor changes/enhancements to all structures in the city	<ul style="list-style-type: none"> • Processing Permit Application • Inspection and Re-inspection for Permitted Work and Closing of a Permit • Mobile application(additional)
Code Enforcement	To identify violations, issue tickets and prescribe reparations(fees & timeframe for compliance)	<ul style="list-style-type: none"> • Identifying and Verifying Code Violation • Issuing Notice of Violation • Ticketing and Court Process for Outstanding Violation
Assets and Work Orders(DPW)	Functionality to complete and track Work Orders, Assets and Inspections	<ul style="list-style-type: none"> • Work order creation • Task templates • Inspection templates • Processing a work order • Console view • Reports

MUNICIPALITY PRODUCT OVERVIEW

THE MUNICIPALITY SUITE

The Municipality Suite is a set of hosted software products that work together to provide your municipality with the best functionality that serves the needs of each user and usage environment. At the core of the system is a Microsoft SQL database that contains all your municipal data – parcels, owners, building permits, violations, variances, fees, etc. All of the modules of Municipality access and update this database in real-time so there is no synchronizing required or lag time between activities. **Municipality 5** is the web-based interface for Municipality which provides users access to all Municipality data anywhere with an Internet connection, as well as some enhanced functionality like advanced analytics and reporting. Municipality 5 also includes advanced GIS capabilities that enable you to visualize all your parcel data, permits, complaints, inspections, etc. via a geographical (map) interface. **Municipality Mobile** combines the ease of use of a tablet or smart phone with the power and functionality of Municipality. Users can complete inspections, issues stop work order or violations, take photos, or just access any Municipality data necessary to be as productive as possible in the field. Finally, the **Municipality Connect** module allows the municipality to extend the information from the Municipality database to a public web-site, reducing calls and foot traffic into the office. Optionally the **Municipality Connect** module can be utilized to accept on-line permit application and issue reporting, allowing users, via a log-in, to track the status of their applications and permits.

General Code staff will preload the data information provided by the Township into the Municipality software. This includes: parcel data, fee schedules, mapping integration, zones, and historical data conversion (permits, complaints, etc – this may be quoted separately depending upon the volume of data). The included standard forms and reports will be updated to include your municipality's logos and standard text. Configured forms and reports can be created at an additional cost.



PROJECT DELIVERABLES (PROGRAMS OF WORK)

MUNICIPALITY 5 – WEB BASED MUNICIPALITY:

Parcel Information - Search for parcels by owner, address, parcel number and then view all parcel assessment information, including owner, owner's address, zoning, property class, acreage, etc. Municipality captures full property history, including ownership changes and historical ownership information.

Contact Management – Fully integrated contact manager allows you to track all your contact information, including contractor insurance, worker's comp. and basic licensing.

Permitting - The permitting module of Municipality allows users to track all activities on a permit including permit type, status, construction cost, contractors, inspections, fees, and tasks. The permit editor is extremely flexible and can be configured by the users to display the information they require and arrange it in the order they find most convenient.

Permit Wizard for: 563 06 125 Editors

Type: RENOVIATION - INTERIOR Status: PENDING Permit Number:

Application Date: 12/18/2017 Permit Date: Expiration Date: 12/17/2018 Assigned To:

Group #: Construction Cost: 10000 Square Footage: Residential/Commercial: Residential

Description:
Kitchen rehab. New sink, counter tops, fixtures. New line for gas stove.

Owner / Tenant / Applicant Add Contact

Fullname	Role	Phone	Email	Applicant	Delete
William J Mathews	OWNER			<input type="checkbox"/>	X
Dale Cooper	Contractor			<input checked="" type="checkbox"/>	X

Add Fees? Yes No

Add Fee Bulk Pay Fees

Fee Type	Description	Amount	Paid	Date Paid	Pay Type	Check #
1 State Fee	1%	25	<input checked="" type="checkbox"/>	12/18/2017		X
Alter / Remod...	820-0300-48181	25000	<input checked="" type="checkbox"/>	12/18/2017		X

Total Due: \$25,025.00 Total Paid: \$25,025.00

Add Inspections? Yes No

Add Inspection Edit Inspection Types

Inspection Type	Sch Date	Start Time	All Day	Inspector
ROUGH-IN			<input type="checkbox"/>	X
ELECTRICAL ROUGH			<input type="checkbox"/>	X
PLUMBING ROUGH			<input type="checkbox"/>	X

Municipality 5 – Permit Creation Wizard

Permits – Tracks all building permits from acceptance of an application through completion of inspections, and final issuance of CO's or CC's.

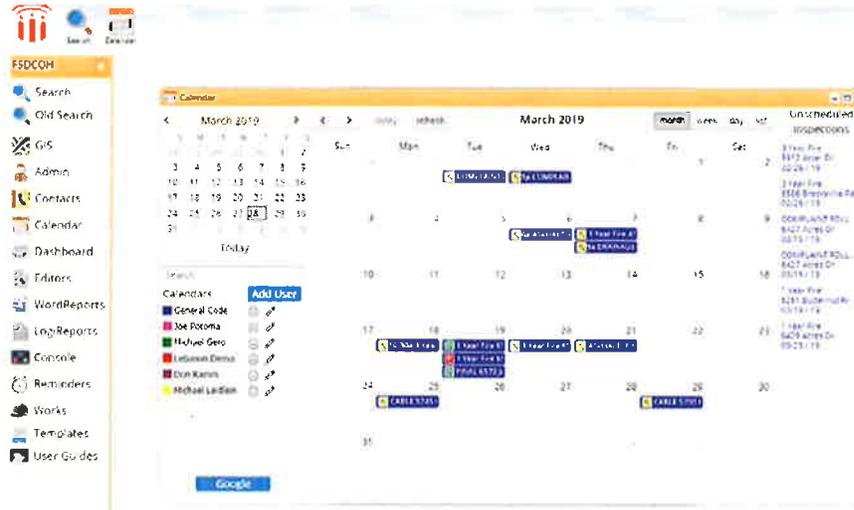
Permit Inspections – Full tracking and scheduling of inspections, including checklists, documents and pictures. Pre-defined inspection templates can be created for each permit-type to ensure all inspections are completed before a permit is closed.

Permit Fees – Track all fees related to each building permit.

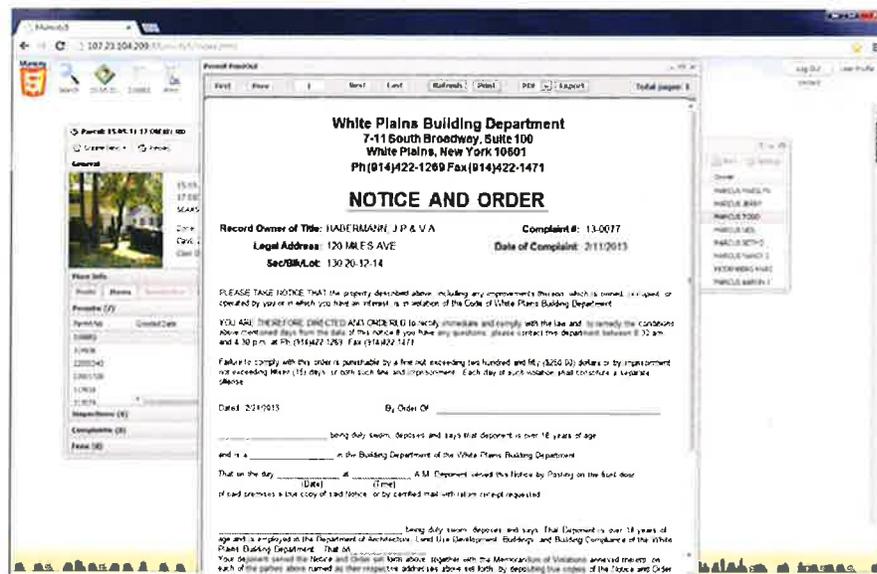
Permit Tasks– Assign tasks/prerequisites that have to be completed prior to permit issuance. Create tasks based on templates and automatically assign them to the responsible parties. Get notification when tasks are completed.

Workflow – Configure your permit/application workflow to your liking. Permit Templates allow users to define processes (reviews, inspections, fees, etc.) based on permit type.

Appointment Calendar – Appointment Calendar for scheduling of inspections. With appropriate user rights you can view multiple inspectors from one calendar and re-assign or re-schedule inspections. Completing inspections from the calendar automatically completes the inspections on the associated permit.



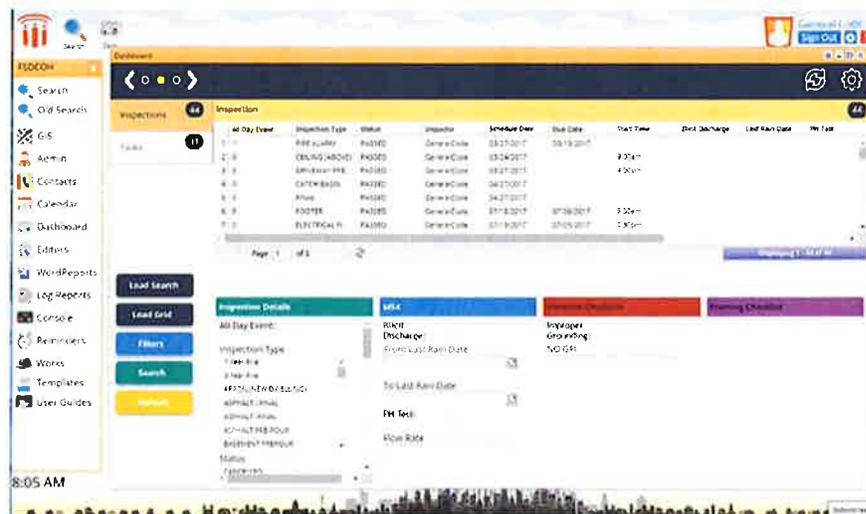
Code Enforcement - Track all complaint activity including issuance of violations based on the [muni-type] code, state building code or fire code. Create summonses, track court appearances, levy fines, and attach pictures and documents. Create documents such as notice of violation, accusatory, affidavits of service.



Municipality 5 Complaint – Notice Printout

Media – Attach any electronic files to your parcels, permits, inspections or complaints. Upload pictures, documents, PDF files, and videos and then rearrange into subdirectories. Print or email the files. View all pictures in a slideshow, add notes, or download to your computer.

Dashboard / Analytics - View all the latest activities of your department, such as applications submitted, permits issued, complaints issued, inspections completed, tasks assigned, etc. Configure the dashboard to your preferences by choosing from a variety of graphs and data views.



Muncicity 5 - Dashboard

Printing – Muncicity 5 is delivered with several standard printouts. These documents include:

- Parcel Information / History / Title Search.
- Permits.
- Approval / Denial Letters.
- Certificates (CO, CC, Temporary CO).
- Inspection Results (Passed / Failed Letter).
- Daily Inspection Schedule.
- Complaint Notice.
- Accusatory / Affidavit.
- Summons / Appearance Ticket

Reports – Muncicity 5 comes standard with the following reports:

- Applications Submitted
- Permits Issued
- Permits Issued w/ Cost of Construction
- Expired Permits
- Certificates (COs/CCs) Issued
- Temporary COs Issued
- Complaints / Violations Issued
- Open Complaints / Violations
- Resolved Complaints / Violations
- Inspections Completed
- Overdue Inspections
- Fees Collected
- Unpaid Fees
- Ad hoc reporting

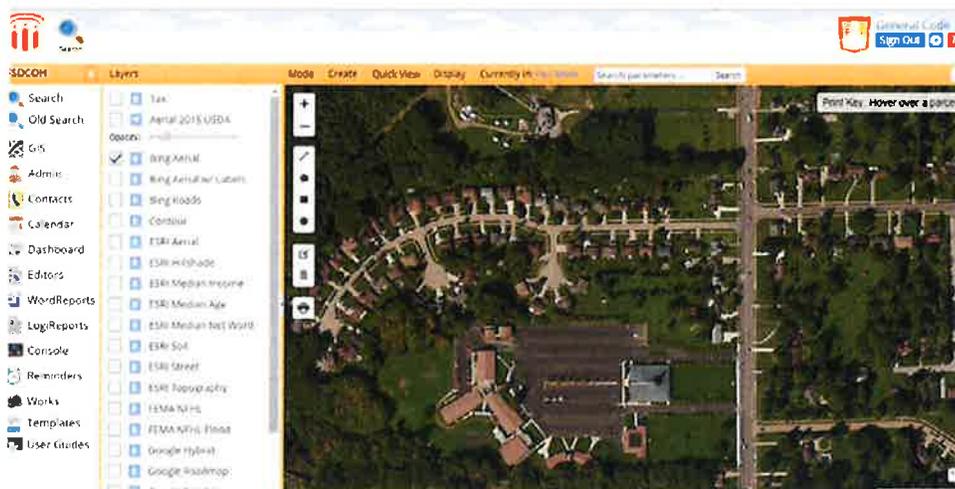
Additional custom reports available.

Communications - The Muncity 5 software has a fully integrated Posting/Notification system that allows users to follow all actions that have occurred on a parcel, permit or violation. This includes general comments added by users and program generated actions such as approving a permit or pass/fail of an inspection. These posts are visible on each item in the program and optionally users (office staff / inspectors) can become a “follower” of an item and receive notifications via email, text messages or Twitter when an action has occurred. In conjunction with the Muncity 5 –Connect Module residents and contractors can also “follow” an item and get notifications when something occurs such as their building permit being issued or an inspection being completed.



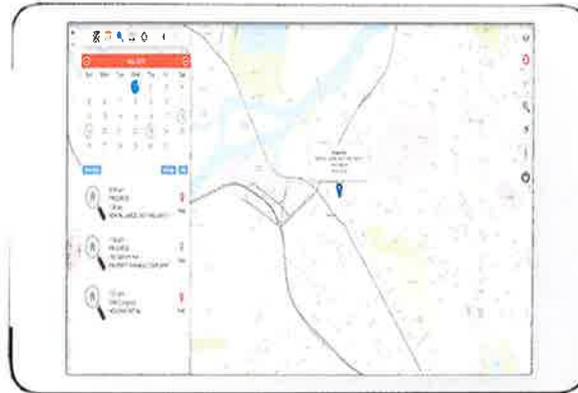
Muncity 5 – Posts/Notifications via Text Message

GIS – The GIS capabilities in Muncity 5 enable the visualization of all of your Muncity data via a geographic interface. Muncity GIS utilizes geospatial layer data from a variety of sources (the municipality, the County, the State and even some generally available layers from the federal government).



MUNICIPITY MOBILE:

The Muncity Mobile application allows users to interact directly with the Muncity database via most Android, iOS, and Windows-enabled devices. There is no need to synchronize once you get back to the office – you are working with live data. Google Chrome is the preferred browser.



Functions



- Create Complaints, Appointments, Violations, and more.
- Schedule and complete inspections.
- View your inspections schedule in a list or calendar view.
- Pull up information on any parcel in your municipality.
- Map Assets and Work Orders

- Search for items and parcels in the database using the advanced search option.
- Search items can be projected on the map and color-coded based on status.



SAMPLE IMPLEMENTATION SCHEDULE

*Dates not provided as they will be coordinated with Client in initial Kick-Off meeting

Estimated Implementation Timeline		
	Task	Responsible Party
1	Initial Contact	
1.1	Customer Introduction Letter Initial Kick-off meeting - Introduce General Code Team - Explain Overall Project time line	General Code
1.2	- Identify Customer Stakeholders and their Roles - Review Project Phases - Review Format and Frequency for Project Status reports - Review Format for Meeting Minutes	General Code and Customer
1.3	Project Governance - Key project stakeholders will meet to review and confirm overall project schedule and develop a solution implementation plan	General Code and Customer
Phase 1 - Parcel Management		
2	Kickoff and Data collection -	
2.1	Project Phase Kick-off meeting - Identify Subject Matter Experts - Review project phase schedule - Define Roles and Responsibilities for Phase - Review customer initial data and requirements that must be gathered - Review Municipality Workbook Structure	General Code and Customer
2.2	Information Gathering: - Collect required documentation related to project phase processes - Consolidate Legacy Data - Identify and Document Processes that will be part of Municipality Implementation - Each Department Completes relevant portions of Municipality Workbook	Customer
2.3	Process Review Meetings - Meet with each Subject Matter Expert to review their current process and their requirements - Review workbook spreadsheet and define data needed from subject matter expert - Duration will vary depending on number of Subject Matter Experts in the phase	General Code and Customer
2.4	Workbook Review - Review all collected data and consolidate data - Identify additional information needed - Define and write up users stories and requirements - Assign Due Dates for Customer to return needed information	General Code
2.5	Review Requirements documentation with Customer - Requirements documentation provided to Customer prior to meeting - Team reviews documentation and Customer provides feed back	General Code and Customer
2.6	Requirements Reviewed and Signed-off - Customer reviews, updates and signs off on requirements	Customer
2.6	Issues and Sprints - Customer requirements are converted to issues and sprints are scheduled for configuration	General Code
		Contingency time incase tasks need to be revisited
3	Base Configuration and Data Conversion	
3.1	Creation of Customer Site and Database Configuration	General Code
3.2	Parcel and Assessment Data Import	General Code
3.3	Parcel Management Configuration	General Code
3.4	Initial Testing	General Code

4 Data Review		
	Data Review Meeting - Project Team meets every week to review configuration	
4.1	- Customer Provides Feedback on system configuration - General Code Makes updates until system meets requirements - Testing scripts are written up based on customer processes	General Code and Customer
4.2	Customer Testing Scripts - scripts are shared with Customer SME's for Review and completion	Customer
4.3	Testing Review Meeting - Meet to discuss results of testing	General Code and Customer
4.4	Corrections and Additional Configuration based on feed back	General Code
4.5	Final Testing Meeting and Sign Off - Final process walk through - Final Release is agreed too - Go-live and training dates are confirmed	General Code and Customer Contingency time incase tasks need to be revisited
5 Testing and Documentation		
5.1	Training Team Creates Custom Documentation for Training Classes Additional System Testing and Load Testing Completed	General Code Contingency time incase tasks need to be revisited
6 Training and Go-Live		
6.1	Classroom Training Sessions	General Code and Customer
	Data Refresh	
6.2	- new copy of parcel data and other needed legacy data to be sent to GC - reimport of data by GC	General Code
6.3	System Live and In Use	
6.4	One on One Follow-Up Training	General Code and Customer
	Go-Live Support	
6.5	- Check-in with each department to see if there are issues or if additional training is needed - Issue/Enhancement tracking started	General Code and Customer
7 Final Implementation & Post Support		
	Project Team Support	
7.1	- Customer is notified that PM is primary Point of Contact for next 20 days - PM Checks in weekly to review Issues/ Enhancements Spreadsheet	General Code and Customer
7.2	Internal GC Internal Transition to helpdesk - Meet with helpdesk to review final build	General Code
	Customer Transition to helpdesk - Final PM meeting for phase	
7.3	- Customer is introduced to help desk and notified that they are primary point of Contact - review next steps for any outstanding items - Confirm Phase Requirements met and close phase	General Code and Customer

Phase 2 - Online Constituent Portal		
8	Kickoff and Data collection -	
	Information Gathering: - Collect required documentation related to project phase processes - Identify and Document Processes that will be part of Municipality Implementation - Each Department Completes relevant portions of Municipality Workbook	Customer
8.1	Workbook Review Meeting - Review all collected data and consolidate data - Identify additional information needed - Define and write up users stories and requirements - Assign Due Dates for Customer to return needed information	General Code
8.2	Review Requirements documentation with Customer - Requirements documentation provide to Customer prior to meeting - Team reviews documentation and Customer provides feed back	General Code and Customer
8.3	Requirements Reviewed and Signed-off - Customer reviews, updates and signs off on requirements	Customer
8.4	Issues and Sprints - Customer requirements are converted to issues and sprints are scheduled for configuration	General Code
8.5		
9	Base Configuration and Data Conversion	
9.1	Online Portal Configuration	General Code
9.2	Initial Testing	General Code
10	Data Review	
	Data Review Meeting - Project Team meets every week to review configuration - Customer Provides Feedback on system configuration - General Code Makes updates until system meets requirements - Testing scripts are written up based on customer processes	General Code and Customer
10.1	Customer Testing Scripts - scripts are shared with Customer SME's for Review and completion	General Code
10.2	Testing Review Meeting - Meet to discuss results of testing	General Code and Customer
10.3	Corrections and Additional Configuration based on feed back	General Code
10.4	Final Testing Meeting and Sign Off - Final process walk through - Final Release is agreed too - Go-live and training dates are confirmed	General Code and Customer
10.5		
11	Testing and Documentation	
11.1	Training Team Creates Custom Documenation for Training Classes	General Code
11.2	Additional System Testing and Load Testing Completed	General Code
12	Training and Go-Live	
12.1	Remote Training	General Code and Customer
12.2	System Announced and in Use Go-Live Support	Customer
12.3	- Check-in with each department to see if there are issues or if additional training is needed	General Code

ANNUAL SERVICE AND SUPPORT

The annual service and support agreement provides the Township of Lower Paxton's with service and support on the Muncity System. This includes advice for procedural questions, configuration updates, regular software updates and software fixes for problems encountered.

As part of this purchase, the Township of Lower Paxton agrees to allow remote access to its desktop systems with a minimum of broadband Internet connection. High-speed Internet connectivity is preferred. Support will be provided utilizing software such as GoToMeeting or GoToAssist.

Security and Compliance

Muncity inherits best practices of security policies, architecture and operations processes of its underlying platform, which is continuously audited, meets requirements for numerous compliance programs, and benefits from accredited certifications. Periodic Trustwave vulnerability scans ensure PCI compliance of financial platforms. All sites are certificate secured, and web traffic is protected by SSL encryption.

Prevention and Detection

Automated assessments improve the security and compliance of Muncity applications. Servers are hardened based on recommendations from industry standard CIS security benchmarks, known vulnerabilities and exposures, runtime behavior analysis, and security best practices. Network traffic is actively monitored for security risks, immediate notifications are provided in case of suspected malicious or unauthorized behavior.

Storage and Recovery

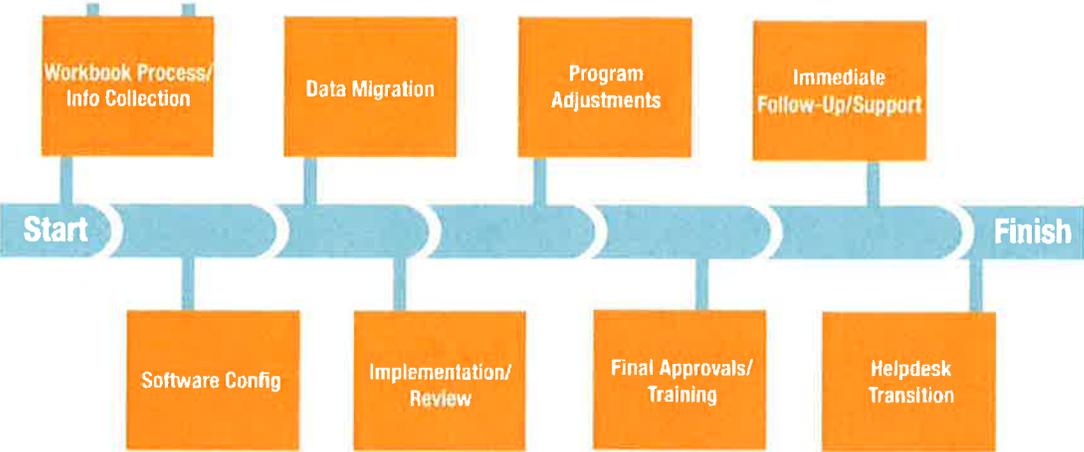
Customer data is secured in a private network, and databases backed up and stored remotely in multiple regions. Data access is secured by IAM best practices.

The Importance of the Customer's Involvement in successful implementation

It is imperative that there be buy in from all parties involved within the project in order for it to be successful. Please review the following considerations:

- Commitment from Management for Change and managing resistance
- Senior Project Manager assignment from Customer – single point of contact
- Supervisors' role in learning and becoming inside expert to support users
- Clarity relating to desired integrations and their functionality
- Access to all relevant data for incorporation early in the process
- Commitment to schedules and timelines

SAMPLE IMPLEMENTATION TIMELINE



Additional annual service and support program details are described in Appendix B.

INVESTMENT DETAIL & OPTIONS

Prices noted for setup, configuration, training, and other services are valid for 6 months from the date of this proposal.

Line Item Description	First Year	Annual Recurring
Municipality 5 / Web-hosted Subscription		
Annual Core Municipality5 Site Subscription	\$39,075	\$45,000
Annual Core Municipality5 Mobile Subscription – 3 Users	\$675	\$675
Implementation and Training of (on-site up to 4 days):	\$42,250	
<ul style="list-style-type: none"> • Code Enforcement • Applications to Certificates • Assets and Work Orders 		
Integrations: eCode360 and ESRI GIS	\$3,000	\$3,000
Total Price	\$85,000	\$48,675

***Note – does not include integrations with additional 3rd party applications or Data Migrations.**

1. Adjustments to Performance Schedule; Delays.

Adjustments to Schedule. Upon the mutual consent of the Municipality and General Code, the “Performance Schedule” may be changed or extended as provided under “Delays” below.

Delays. Client must notify General Code, in writing, immediately upon learning or otherwise becoming aware, of any difficulties that may delay the delivery of services or deliverables. Such notification must identify the reason for the delay, as well as the anticipated period of delay. General Code may require a payment of 50% of the balance due under specific Milestone(s) impacted for any delay on Client’s part with a duration of more than one calendar week. This clause shall not apply in case of force majeure.”

AUTHORIZATION & AGREEMENT

The Township of Lower Paxton, Pennsylvania hereby agrees to the procedures outlined above, to General Code's Terms and Conditions which are available at <http://cms.generalcode.com/terms-conditions>, and authorizes General Code to proceed with the project.

Year 2 forward: \$48,675

PAYMENT SCHEDULE

SUBSCRIPTION

- 100% of the First-Year subscription price shall be invoiced upon site license activation – payable within 30 days of authorization
- 100% of the Subsequent years' subscription price shall be invoiced at the 1-year anniversary of license activation

SERVICES – SETUP, IMPLEMENTATION, TRAINING & TRAVEL

- 20% of the total services price shall be invoiced upon project kickoff and data collection completion
- 25% of the total services price shall be invoiced upon Software Configuration and Review with customer
- 30% of the total services price shall be invoiced upon Revisions/finalization of software configurations
- 25% of the total services price shall be invoiced upon training

TOWNSHIP OF LOWER PAXTON, DAUPHIN COUNTY, PENNSYLVANIA

By: _____ In the Presence of: _____
 Title: _____ Title: _____
 Date: _____ Date: _____

GENERAL CODE, CMS, LLC

By: _____ In the Presence of: _____
 Title: _____ Title: _____
 Date: _____ Date: _____

1. **Sign the Proposal**
 2. **Fax or email the Authorization & Agreement Section only to: Sales@generalcode.com • fax (585) 328-8189**
 3. **Mail the signed Proposal to General Code at: 781 Elmgrove Road • Rochester, NY 14624**
- General Code will then sign and mail a copy of this agreement back to the Municipality for its records.**



APPENDIX A - MUNICITY™ RECOMMENDED MINIMUM SPECIFICATIONS

Workstations:

Processor	Intel i3 2.7ghz or better
Operating System	Windows 7, 8, 8.1, 10 (32 or 64 bit)
Optimal Browser	Chrome v.59+
Hard Drives	5 GB of free disk space for software an temporary files
RAM	Minimum 4 GB
Monitor	Minimum 17" monitor recommended for optimal viewing
Internet Access	Program is web-based. Support is handled online. Internet access and ability to access via GoToAssist required on all workstations.

Mobile Device (if applicable):

General	<p>Android, iOS, Windows enabled device</p> <p>Mobile can be used in offline mode</p> <p>Camera recommended for taking photos in the field</p> <p>Recommended 8 inch screen</p>
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Network Recommendations:

General	<p>There is a confirmed interference with some antiviruses that check every network call before allowing it to be sent through the browser.</p> <p>White-list all of the Muncity domains in your firewalls/router/antivirus.</p> <p>*.Muncity5.com/*</p> <p>*.MuncityMedia.com/*</p> <p>*.MuncityReports.com/*</p>
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Remote Access:

The client agrees to allow remote access to its desktop systems with a minimum of broadband Internet connection. High-speed Internet connectivity is preferred. Support will be provided utilizing software such as GoToMeeting or GoToAssist.

APPENDIX B – MUNICIPALITY PARCEL MANAGEMENT SAAS ASSURANCE PLAN PROGRAM DETAILS

Included in your MSAP (Municipality Subscription Assurance Plan) are the following services:

Help Desk Support

Procedural or Technical Questions may be addressed to the Municipality Help Desk by either calling General Code's toll-free number (855-436-5500) or by submitting them to the Municipality Help Desk via e-mail (MunicipalitySupport@generalcode.com). The Municipality Help Desk is available 8 a.m. - 5 p.m. EST Monday - Friday.

General Code will acknowledge any questions phoned or e-mailed into the Help Desk within eight (8) business hours. General Code will attempt to address the issue as quickly as possible. In cases where the issue is not able to be resolved during the initial review, the Help Desk technician will issue a Case number to the customer for future reference. The Case number is used to track the issue in our internal problem tracking system. In some instances, it may be necessary to escalate the issue to the software manufacturer for assistance. In those cases, General Code will act as the mediator with the manufacturer to attempt to get the issue resolved as quickly as possible.

Method of Support

General Code provides its Help Desk support remotely via the internet utilizing web browser tools such as GoToAssist. The customer agrees to provide remote internet access to their client workstation(s) as needed. Broadband internet connectivity at the customer site is preferred, but a minimum of a 56kb modem is required.

Training

Basic procedural questions will be addressed by the Help Desk as outlined above. New user training or existing user Refresher training on the use of Municipality is the responsibility of the customer. Training services may be contracted through General Code at an additional fee.

Customer's Obligation

In order to participate in the MSAP program, the Customer is required:

- To issue a purchase order for or complete payment on an invoice for the annual MSAP.
- To contact General Code *prior* to implementing significant network changes that have the potential to impact the Municipality system. Some examples would be operating system changes on the PC, replacement of existing PCs or server(s), and changes in network configurations.
- To have Internet access on all workstations where the Municipality client is configured and be willing to allow our Support Technicians remote access to the Customer's Municipality system via GoToAssist or other acceptable remote access tool.
- To designate an IT contact and to provide the name, phone number and e-mail address.
- To describe technical issues completely in order to provide General Code's Help Desk staff sufficient information to be able to diagnose and reproduce the problem, including any identified error codes.

APPENDIX C – MUNICIPALITY TRAINING SAMPLE

Building Department

- ❖ Introduction to Municipality
 - Parcel search
 - Parcel data review
 - Occupants

- ❖ Application to Certificate process
 - Creating an application
 - Assigning tasks
 - Converting an application to a permit
 - Managing contacts
 - Assigning tasks
 - Overview of inspections
 - Collecting fees
 - Print permit
 - Converting a Permit to a Certificate
 - Print certificate
 - Reports

- ❖ Inspection process
 - Introduction to Municipality
 - Search for a parcel
 - Parcel information review
 - Schedule an inspection
 - Review of Inspection Calendar
 - Recording inspection results
 - Inspection checklists
 - Attaching documents and pictures
 - Print schedule and any associated inspection letters

- ❖ Complaint Process
 - Search for a parcel
 - Parcel information review
 - Creating a new complaint
 - Scheduling an inspection
 - Violations
 - On-line code
 - Summons/Appearance Ticket
 - Court Appearances
 - Attaching documents and pictures
 - Managing the calendar
 - Reports

Fire Safety

- ❖ Managing fire inspections
 - Introduction to Municipality
 - Search for a parcel
 - Parcel information review
 - Occupants
 - Inventory
 - Occupancy
 - Interval inspections
 - Operating permits
 - Collect fees
 - Creating a fire complaint
 - Console – fire inspections
 - Attaching documents and pictures
 - Print inspection documents
 - Reports

Planning Department

- ❖ Planning project
 - Creating a project
 - Adding parcels
 - Project dates
 - Managing contacts
 - Project tasks
 - Template overview
 - Predecessors
 - Financials
 - Fees
 - Escrows
 - Bonds
 - Meeting management
 - Attaching documents and pictures
 - Reports

Zoning Department

- ❖ Zoning application
 - Creating an application
 - Zoning dates
 - Managing contacts
 - Tasks
 - Template overview
 - Predecessors
 - Financials
 - Fees
 - Escrows
 - Bonds
 - Meeting management
 - Attaching documents and pictures
 - Denied Building Permits
 - Reports

Municipality Mobile

- ❖ Inspection process
 - Reading/understanding calendar and schedule view
 - Opening and editing inspection
 - Recording results and pass/failing inspection
 - Scheduling inspections
 - Reviewing Permit/Complaint/Parcel
 - Print and email results
 - Taking and saving pictures
- ❖ Searching
 - Search parameters
 - Map view
 - Review of parcel data
- ❖ Complaints/Work Orders
 - Entering required fields
 - Associating items with a parcel

Municipality 5 GIS

- ❖ Overview of features
 - Searching for parcels
 - Toggling/stacking GIS layers and editing transparency
 - Creating abutter notices/printouts
 - Viewing permits/code enforcement on map
 - Drawing polygons
 - Printing maps

Municipality Connect

- ❖ Resident functions
 - Searching for and reviewing parcel information
 - Requesting an inspection
 - Apply and pay for a permit
 - Printing and emailing permit document
- ❖ Administrative tools
 - Reports
 - Approval of permits
 - Flexibility of permit process

Read Only Users

- ❖ Overview of Municipality (for read only users)
 - Introduction to Municipality
 - Search for a parcel
 - Parcel information review
 - Review of other data available in Municipality

APPENDIX D – REFERENCES AND TEAM INFORMATION

CUSTOMER REFERENCE INFORMATION	
Customer Information	
• Company/Organization Name	City of Schenectady
• Company Address	105 Jay Street, Schenectady, NY 12305
• Contact Name and Position	Lisa Adamyk, Principal Audit Clerk
• Phone Number	518-382-5199, x5357
• Email Address	LAdamyk@schenectadyny.gov
• Contact Name and Position	John Coluccio, Signal Superintendent
• Phone Number	518-382-5065
• Email Address	JColuccio@schenectadyny.gov
• Website Address (if available)	http://www.cityofschenectady.com
Demographic Information	
• Company/Organization Size	80 Users
• Solutions/Systems Installed, Installation Timeframe and Sequence	Municipity 5
• Dates(s) Solution/System Installed	2019

CUSTOMER REFERENCE INFORMATION	
Customer Information	
• Company/Organization Name	Town of Smithtown NY
• Contact Name and Position	Peter Clarke
• Company Address	65 Maple Avenue, Smithtown, NY
• Phone Number	(631) 360-7520
• Email Address	pclarke@tosgov.com
• Website Address (if available)	http://www.smithtownny.gov/
Demographic Information	
• Company/Organization Size	47 Users
• Solutions/Systems Installed, Implementation Timeframe and Sequence	Municipity Enterprise 2013, Municipity Connect – 2014.
• Dates(s) Solution/System Installed	2013
• Number of People Required on Implementation (include internal and external)	3
• Version of Solution/System Currently In Use	3.10.0.66

ABOUT GENERAL CODE

Serving the needs of local government for over 55 years, General Code, LLC has provided a variety of products and services to more than 3,000 clients throughout the United States, including the Muncity™ Integrated Parcel Management Suite. Our staff has developed, implemented and maintained many projects for various local governments, ranging from small towns and villages to major cities and counties.

On November 16, 2017 it was announced that General Code, LLC became a wholly-owned subsidiary of the International Code Council (ICC). The decision to bring these complementary organizations together was based on the desire to deliver a broader set of digital solutions for ICC members.

“This acquisition of General Code will provide a perfect complement to our product and service portfolio,” said Code Council Chief Executive Officer Dominic Sims, CBO. “We are strategically aligned with similar missions and goals, focused on safety and serving our members and customers.”

TEAM STRUCTURE / ORGANIZATIONAL CHART

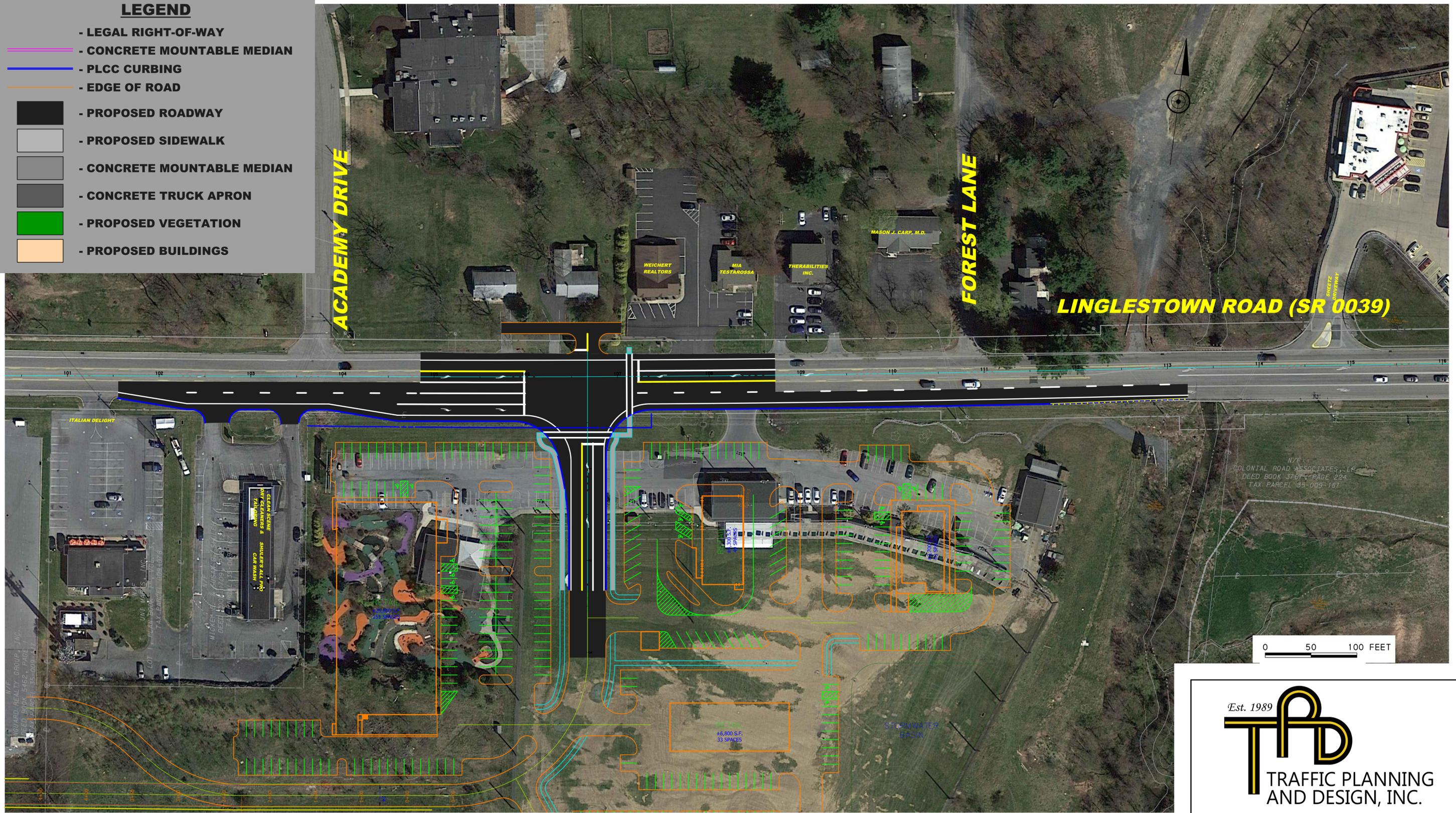
General Code will provide a Project Manager as a single point of contact for the Muncity project. This will ensure consistency across the projects, and direct access for question resolution, project status updates, change order requests and issue escalation. In addition, General Code will assign various specialists across the duration of the project based on expertise needed and schedule.

During Consultation and Project Planning, the General Code team will discuss process needs, system requirements, make technical recommendations and answer questions. Finally, the Project Manager will work with the Muni Type Project Manager and Team to set schedules, identify users and security and set a tentative timeline for the Implementation.

Training of IT staff and End-Users will be performed by General Code’s Installer/Trainer(s). These individuals will work with groups of end-users to train them on various aspects of the Muncity system.

LEGEND

- LEGAL RIGHT-OF-WAY
- CONCRETE MOUNTABLE MEDIAN
- PLCC CURBING
- EDGE OF ROAD
- PROPOSED ROADWAY
- PROPOSED SIDEWALK
- CONCRETE MOUNTABLE MEDIAN
- CONCRETE TRUCK APRON
- PROPOSED VEGETATION
- PROPOSED BUILDINGS



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 4/2/2020 4:24:52 PM 11:50:0001

CONCEPT PLAN NOTES

- THESE NOTES ARE AN INTEGRAL PART OF THIS CONCEPT PLAN. THIS CONCEPT PLAN HAS BEEN PREPARED AT CLIENT'S REQUEST, IS CONCEPTUAL AND PRELIMINARY IN NATURE, AND SHALL NOT BE USED FOR PURPOSES OF CONSTRUCTION OR ANY OTHER USE. THIS PLAN IS SUBJECT TO CHANGE AND REFINEMENT AS THE DESIGN IS FURTHER DEVELOPED AND REVIEWED BY MUNICIPALITIES, AGENCIES, AND OTHERS.
- ENGINEER DOES NOT MAKE ANY REPRESENTATION REGARDING THE ACCURACY OF THE INFORMATION CONTAINED HEREIN AND ACCEPTS NO LIABILITY FOR THE INFORMATION CONTAINED HEREIN.
- CLIENT MUST OBTAIN WRITTEN APPROVAL FROM PREPARER PRIOR TO RELEASE OF THIS PLAN TO ANY THIRD PARTY. ANY OTHER USE BY A THIRD PARTY IS STRICTLY PROHIBITED.
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- ANY RIGHT-OF-WAY LINES OR PROPERTY LINES DEPICTED ON THIS PLAN ARE UNVERIFIED AND MUST BE CONFIRMED BY A PROFESSIONAL LICENSED SURVEYOR. EVEN IF NOT DEPICTED HEREIN, RIGHT-OF-WAY OR EASEMENT ACQUISITIONS MAY BE NECESSARY AS PART OF THIS PROJECT. FINAL RIGHT-OF-WAY OR EASEMENT ACQUISITIONS SHALL BE BASED ON ENGINEERED AND APPROVED PLANS.

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8-0	DAUPHIN	0039	--	1 OF 3

LOWER PAXTON TOWNSHIP

CROWN CENTRE TRAFFIC IMPROVEMENTS

04/02/2020



LEGEND

- LEGAL RIGHT-OF-WAY
- CONCRETE MOUNTABLE MEDIAN
- PLCC CURBING
- EDGE OF ROAD
- PROPOSED ROADWAY
- PROPOSED SIDEWALK
- CONCRETE MOUNTABLE MEDIAN
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**CROWN CENTRE
TRAFFIC IMPROVEMENTS**

04/02/2020