



December 17, 2025

Mr. William Weaver  
Sewer Department Director/Authority Liaison  
Lower Paxton Township Authority  
425 Prince Street, Suite 139  
Harrisburg, PA 17109

**VIA Email: [wweaver@lowerpaxton-pa.gov](mailto:wweaver@lowerpaxton-pa.gov)**

Dear Mr. Weaver:

Subject: 2026 GIS Support Services Proposal

Carroll Engineering Corporation (CEC) is pleased to provide you with this proposal for Geographic Information System (GIS) support services. This proposal is to provide various services upon request of Lower Paxton Township.

CEC proposes providing services on a time and material basis following our standard hourly rates indicated below. Services are to be rendered in accordance with specific task instructions. We are in a unique position to have institutional knowledge with Mr. Ben Beattie from our office. Mr. Beattie will be the primary Project Manager for Lower Paxton Township. If additional support is required, or a designated task requires a unique level of expertise, we may utilize another staff member as appropriate.

<b>Designated Representative (Ben Beattie):</b>	<b>\$ 133.00</b>
GIS Department Manager:	\$ 175.00
Senior GIS Project Manager:	\$ 156.00
GIS Project Manager:	\$ 133.00
Senior GIS Analyst:	\$ 119.00
GIS Analyst:	\$ 107.00

Billing will be monthly based upon work completed by Carroll Engineering. Services are to be rendered in accordance with the services described above and the 2026 Standard Consulting Contracting Terms and Conditions attached. Reimbursable expenses shall be in accordance with the attached 2026 Schedule.

This proposal represents the entire understanding between you and this office with respect to this project and may only be modified in writing, signed by both of us. If this proposal satisfactorily sets forth your understanding of the arrangement between us, we would appreciate your signing of the enclosed copy of this letter in the space provided and returning same to this office.

*Today's Commitment to Tomorrow's Challenges*

Corporate Office:  
949 Easton Road  
Warrington, PA 18976  
215.343.5700

630 Freedom Business Center  
Third Floor  
King of Prussia, PA 19406  
610.572.7093

433 Lancaster Avenue  
Suite 200  
Malvern, PA 19355  
610.489.5100

105 Raider Boulevard  
Suite 206  
Hillsborough, NJ 08844  
908.874.7500

The information contained herein is based upon your preliminary outline and is subject to change. The costs outlined herein reflect the agreed scope of work and are intended for implementation as the budget allows. Services conducted are estimated at \$44,500. Any adjustments will be addressed through a formal change process should additional requirements arise.

**Proposal for 2026 GIS Support Services**

1. Digitization of Stormwater & Sewer Drawings \$17,000.00

Services will be performed to convert the Authority’s sewer and stormwater as-builts and design drawings into GIS format, including the attachment of relevant profiles and plan extents. The proposed plans consist of BC-2A, 2B, 2C, 5B, and the Road Dedication Stormwater plans from 2019–2023. Additional plans will be digitized as projects are completed or when they become available, ensuring the Authority maintains a comprehensive and up-to-date digital record of its utility infrastructure.

2. GIS Data Ingestion / Conversion \$7,000.00

Services will be implemented to modernize the Authority’s utility infrastructure datasets, ensuring data continuity, improved management, and enhanced accessibility. The existing sewer network layers’ attachments will be transferred to the new feature service, while the 2024 HRG Pilot Area stormwater data will be integrated into the main dataset to expand the comprehensiveness of the Authority’s stormwater records. The parcel point layer, identified by yellow dots, attachments will be migrated to the new Sewer Parcel Points layer. HRG’s CloudCompli stormwater outfall historic inspection data will be converted and imported into ArcGIS. Also, HRG’s current MS4 outfall inspections on Survey123 will be brought in and linked to each asset to improve data ownership and visibility for staff. Additionally, Logics Billing Software data will be transferred and updated quarterly to maintain current information on the new Sewer Parcel Points layer.

3. QA/QC of Stormwater / Sewer Network & Impervious Surface \$8,000.00

Improvements will be made to ensure the accuracy and functionality of the Authority’s utility infrastructure datasets. Stormwater and sewer network connectivity issues, including dangles, duplicates, and other topology errors, will be identified and corrected to establish proper network relationships and enable accurate tracing and analysis for future opportunities such as Utility Network. Additionally, stormwater impervious surface data will be reviewed and adjusted to reflect current conditions, improving the reliability of stormwater management calculations and regulatory compliance reporting.

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23-0068.W [www.carrollengineering.com](http://www.carrollengineering.com)

4. Creation of Geospatial Roadmap \$11,000.00

Services will be provided to create a comprehensive strategic plan that builds upon the Authority's 2020 geospatial roadmap. The updated plan will include a historic summary evaluating the implementation and outcomes of the 2020 roadmap, followed by individual, on-site meetings with each department head to assess current GIS usage, identify departmental needs, and gather input on future requirements. Occasional quarterly / monthly visits may occur to keep the roadmap priorities up to date with the growing needs of the Township / Authority. Based on these assessments, a forward-looking strategic plan will be developed to guide the Township and Authority's geospatial initiatives, technology investments, and data management priorities for the coming years.

5. Website Improvements \$1,500.00

Improvements will be implemented for the Township's official website and the Lower Paxton at Work ArcGIS Hub Site ([www.lowerpaxtonatwork.com](http://www.lowerpaxtonatwork.com)), in accordance with the provided guidelines and requests, to enhance functionality, user experience, and accessibility.

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Mr. William Weaver, Sewer Department Director/Authority Liaison  
Page Four  
December 17, 2025

We would like to thank you for your consideration of our proposal. If you should have any questions or need further clarification, please feel free to contact me at 215-586-4395.

Very truly yours,

CARROLL ENGINEERING CORPORATION

Aaron Brouse  
Vice President

Accepted this 17th day of December, 2025, for  
Carroll Engineering Corporation, by:

Aaron Brouse

Signature

Aaron Brouse

Name (Print)

Vice President

Title

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2025, for  
Lower Paxton Township, by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

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## 2026 REIMBURSABLE EXPENSE RATES

The following represent reimbursable expenses to all contracts for professional services. All such expenses shall represent an additional charge and shall not be included in the basic fee, unless otherwise noted in the contract.

In-House Bulk Photocopying (includes labor, binding materials, etc.)

Black                      \$.30 each

Color Image              \$1.25 each

Postage - Federal Express, Certified, Insured, Overweight - 1.1 times actual cost

Vehicles - Mileage Maximum Federal Reimbursement Rate

Tolls            1.1 times actual cost

Parking        1.1 times actual cost

Plan Reproduction (excluding labor)

Black                      \$0.50 per square foot

Mylar                     \$5.00 per square foot

Color                     \$2.50 per square foot

Minimum charge       \$25.00 (up to 2 prints)

Mounting Board (excluding labor) - \$7.50 per square foot

Reimbursable Expense Labor (plan reproduction, board mounting, delivery/pickup) - \$50.00 per hour

Subconsultants - 1.1 times actual cost      (including engineering, laboratory, outside printing/photocopying and other reimbursable charges)

Others – All other expenses directly assignable to a contract as an additional service shall be invoiced at 1.1 times actual cost. Equipment to be used in the performance of services will be itemized in the agreement as a reimbursable expense.

### *Today's Commitment to Tomorrow's Challenges*

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**CARROLL ENGINEERING CORPORATION**  
**GEOGRAPHIC INFORMATION SYSTEM SERVICES**  
**2026 STANDARD CONSULTING CONTRACTING TERMS AND CONDITIONS**

These terms and conditions set forth herein are included by reference in the Letter Agreement for the performance of geographic information system (GIS) services which are described in the Letter. The Letter Agreement shall take precedence over these General Provisions to the extent there is any inconsistency or contradictory statement. The parties agree that these Standard Terms and Conditions shall apply to any additions to, or modifications of, the Scope of Work in the Agreement. It is agreed that Carroll Engineering Corporation and Client may use their standard business forms (such as purchase orders, acknowledgement, etc.) to administer the activities under this contract. However, Carroll Engineering Corporation expressly rejects the terms and conditions which may be contained in those business forms. The parties agree that the use of such forms shall be solely for the convenience of the party, whether or not such document is signed. None of the provisions, terms, and conditions contained on such forms shall be applicable to this Agreement. The Client agrees that any alteration of this Agreement shall not be binding except if it is in writing and signed by an officer of Carroll Engineering Corporation, except for the following: the Scope of Work may be altered by the parties in the field, upon written authorization of Client or Client's agents or employees. The Client is invited to request changes to these terms & conditions, and assumes the risk of failing to read or understand each individual item.

1. Timing of Proposal: Carroll Engineering Corporation (hereinafter referred to as CEC) agrees that the Letter Agreement shall remain open and may be accepted by Client for thirty (30) days from the date of the Letter. Acceptance of the Agreement after the end of the 30-day period shall be valid only if CEC elects to reaffirm the Letter Agreement.
2. General: CEC shall perform professional services in connection with the project and in accordance with the scope of services established by Client and described in the proposal. CEC will strive to perform services under the Agreement in a manner consistent with generally accepted principals of practice, and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality, under similar conditions, and at the same time. No other representation, expressed or implied, and no warranty or guarantee is included or intended in the Agreement or in any report, opinion, document or otherwise. Services not stated in the proposal shall be considered as additional services. Any additional services will be completed on the basis of CEC's standard hourly rates, plus reimbursable expenses. If Client requests CEC to provide additional services on this project or a related project before a written agreement is consummated for the other services, the terms and conditions of this Letter Agreement shall apply in full.
3. Reliance on Information Provided by Others: Client agrees to indemnify and hold CEC harmless from and against any and all damages, liabilities, and costs, including costs of defenses, arising out of the use of documents and information provided by Client, excepting only those damages, liabilities, and costs for which CEC is found to be solely liable by a court or forum of competent jurisdiction.
4. Subconsultants: CEC has the right to employ or retain such independent consultants, associates and subcontractors as it may deem appropriate to assist it in the performance of the services required. The fee for all consultants contracted directly by CEC will be invoiced at 1.1 times actual cost.
5. Authority to Sign: The individual signing this Letter Agreement warrants that he has authority to sign as, or on behalf of, Client for whom or for whose benefit CEC's services are rendered. If such individual does not have such authority, he understands and agrees that he is personally responsible for this Letter Agreement to CEC in addition to any liability that Client may have.
6. Assigns: Neither Client nor CEC shall assign, sublet, or transfer interest in this agreement without the written consent of the other.
7. Third Party Beneficiaries: Nothing under this Letter Agreement shall be construed to give any rights or benefits in this Letter Agreement to anyone other than Client and CEC. All duties and responsibilities undertaken pursuant to this Letter Agreement will be for the sole and exclusive benefit of client and CEC and not for the benefit of any other party.
8. Client Responsibility: Client shall make all provisions for the CEC staff to enter upon public or private property, and shall provide legal services required for the project. It is understood CEC is acting as a consultant for Client to provide advice and consultation on the proposed project. Client shall designate a person to act with authority on their behalf in respect to all aspects of the project, shall examine and respond promptly to CEC's submissions, and give prompt written notice to CEC whenever they observe or otherwise becomes aware of any defect in the project. In the event Client does not respond to a submission from CEC within five (5) calendar days, Client shall be considered to have given its approval.
9. Duties of Public Official: CEC will not accept responsibility and will be held harmless by the Client for any item which by law is clearly assigned to a public official and which requires approval by said official, regardless of any recommendation or review completed by CEC in order for said official to perform the assigned duties.
10. Fees: Fees for services shall be as so stated in the proposal/contract. CEC reserves the right to adjust fees on the basis of annual standard hourly rate adjustments during January of each calendar year. Fee adjustments will typically be made for projects continuing for more than one year, unless otherwise stated in the proposal/contract.

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11. Meeting Attendance: In order to provide a fair and reasonable cost for professional services, the fee stated in the proposal does not include attendance at meetings unless otherwise stipulated.
12. Reimbursable Expenses: Direct expenses shall be considered an additional charge, unless otherwise stated in the contract. Such expenses shall be in accordance with the current CEC Reimbursable Expenses Tabulation (see attached).
13. Payment: Payments shall be made to CEC on the basis of invoices for services rendered. Payment shall be due within thirty (30) days of the date on the invoice presented. If Client fails to make full payment due CEC within thirty (30) days, a charge at the rate of 1-1/2% per month will be applied to the unpaid balance. CEC reserves the right to retain all code, electronic material, plans, documents and related project material, and to suspend or terminate services under this agreement until full payment for services and any accumulated charges is made. It shall be understood that if Client fails to make any payment within 90 days, CEC will submit an invoice via certified mail, and will suspend all services with no other notice to Client until all outstanding balances are paid. In the event an action to enforce overdue payments under the agreement is filed, Client agrees to indemnify and hold harmless CEC from and against any and all reasonable fees, expenses and costs incurred by CEC, including, but not limited to, arbitration and attorney's fees, court costs, and other claims-related expenses.
14. Termination: This agreement is subject to termination by Client or CEC, with seven days prior written notice, should the other fail to perform his obligation hereunder. In the event of any termination, CEC shall be paid for all services rendered to the date of termination, all reimbursable expenses and reimbursable termination expenses, if all services have been satisfactorily performed.
15. Limitation of Liability: CEC shall perform the services under this Letter Agreement with the care and skill ordinarily used by members of CEC's profession practicing under similar conditions at the same time and in the same locality. There are no other warranties, express or implied in this Letter Agreement or in any reports, opinions, drawings, specifications or other documents furnished under this Letter Agreement, or otherwise. CEC shall not be liable for the results of services performed with professional care and skill. To the fullest extent permitted by law, CEC's total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Letter Agreement from any cause or causes including, but not limited to CEC negligence, errors, omissions, strict liability, intentional acts, breach of contract or breach of warranty shall not exceed \$50,000 or the amount of total compensation under this Letter Agreement, whichever is greater. It is understood CEC's liability will extend to those matters that can be discovered by a knowledgeable Professional using a reasonable amount of effort. Should Client find the above terms unacceptable, CEC will obtain Professional Liability Project Insurance covering only this project and invoice Client for any additional insurance program.
16. Indemnification: To the fullest extent permitted by law, CEC shall indemnify Client, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of CEC or CEC's officers, directors, members, partners, agents, employees or subconsultants in the performance of services under this Agreement.  
  
To the fullest extent permitted by law, Client shall indemnify CEC, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Client or Client's officers, directors, members, partners, agents, employees or subconsultants in the performance of services under this Agreement.
17. Force Majeure: Neither party shall hold the other responsible for damages or for delays in performance caused by force majeure, acts of God, unusual weather conditions, unanticipated site conditions, changes in applicable law, or other acts or circumstances beyond the control of the other party or that could not have been reasonably foreseen and prevented. Should such acts or circumstances occur, both parties shall use their best efforts to overcome any difficulties arising from such events and to resume the project as soon as reasonably possible.
18. Use of Documents: All documents, including plans, maps, specifications, field notes, reports, computer files, etc. prepared by CEC pursuant to this Letter Agreement are instruments of service and shall remain the property of CEC. Upon payment for services, CEC will grant Client a limited license to use all documents for the purpose intended under the scope of services being provided. This license is not transferable without CEC approval.  
  
CEC will invoice for reproduction cost plus direct expenses associated with preparation of these documents. It shall be understood no professional certifications, seals, or signatures will be provided with reproducible plans, computer files, and similar documents. Client hereby agrees that copies of documents will not be made by anyone, other than CEC, without the written approval of CEC. If a limited license is granted and digital files are released, CEC does not guarantee the files will be compatible with licenses, systems, software application packages, or computer hardware.
19. Certifications: CEC does not maintain professional liability insurance covering liability associated with many certifications requested by Clients. In the event a certification is requested, the Client must totally indemnify CEC against any and all costs, damages, and other expenses that could arise from the issuance of such certifications. As an alternative, CEC will determine an additional fee associated with the risk of certification. The fee will be due and payable prior to issuance of the certification.

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**GEOGRAPHIC INFORMATION SYSTEM SERVICES**  
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20. Dispute Resolution: All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This agreement to arbitrate will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction. All demands for arbitration and all answering statements thereto which include any monetary claim must contain a statement of the total sum or value in controversy. The arbitrators will not have jurisdiction, power or authority to consider, or make findings (except in denial of their own jurisdiction) concerning any claim, counterclaim, dispute or other matter in question where the amount in controversy of any such claim, counterclaim, dispute or matter is more than \$200,000 (exclusive of interest and costs). No arbitration arising out of, or relating to, this agreement may include, by consolidation, joinder or in any other manner, any person or entity who is not a party to this agreement. The award rendered by the arbitrators will be final. Judgment may be entered upon it in any court having jurisdiction thereof, and will not be subject to modification or appeal except to the extent permitted by Section 10 and 11 of the Federal Arbitration Act (9 U.S.C.10,11).
21. Performance of Others: During the course of this engagement, CEC may be required to report on the past or current performance of others engaged, or being considered, for engagement, directly or indirectly, by the Client; and to render opinions and advise in that regard. Those about whom reports and opinions are rendered may, as a consequence, initiate claims for libel or slander against CEC. To help create an atmosphere in which CEC feels free to be candid, the Client agrees to waive any claim against CEC, and to defend, indemnify, and hold CEC harmless from any claim or liability for injury or loss allegedly arising from professional opinions rendered by CEC to the Client or the Client's agents. The Client further agrees to compensate CEC for any time spent, or expenses incurred, by CEC in defense of any such claim, in accordance with CEC's prevailing fee schedule and expense reimbursement policy.
22. Laws, Rules, Codes, Ordinances and Regulations: CEC will use professional efforts and judgments to interpret applicable requirements and other federal, state, and local laws, rules, codes, ordinances, and regulations as they apply to the project, but CEC cannot and does not warrant or guarantee that the project will comply with all interpretations and/or requirements of other federal, state, and local laws, rules, codes, ordinances, and regulations as they may apply to the project.