



CITY OF POMONA COUNCIL REPORT

June 17, 2024

To: Honorable Mayor and Members of the City Council

From: Anita D. Gutierrez, City Manager

Submitted By: Sam Wong, Innovation and Technology Director

SUBJECT: AWARD OF CONTRACT TO DRAW TAP GIS, LLC FOR GEOGRAPHIC INFORMATION SYSTEM CONSULTING AND SUPPORT SERVICES

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Award a three-year Professional Services Agreement (PSA) to Draw Tap GIS, LLC (“Draw Tap”) for GIS consultation services. The agreement is set at a cost of \$737,880 for the first year, subject to an annual increase of 5% for the subsequent years. Additionally, this agreement includes an option to extend for two further one-year terms; and
- 2) Authorize the City Manager to execute the agreement and any extensions or amendments thereto on behalf of the City, subject to review by the City Attorney.

EXECUTIVE SUMMARY:

Approval of the recommended action will facilitate the continued use of Draw Tap GIS, LLC (“Draw Tap”) for Geographic Information System (GIS) consultation services, ensuring the retention of vital expertise, facilitating the seamless progression of ongoing and future GIS projects for the City of Pomona. Staff conducted a Request for Proposal (RFP) to award a new contract starting July 1, 2024, for GIS Services and Support. Based on the evaluation of proposals, Draw Tap was the most qualified, responsible, and responsive firm for the services needed.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$250 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$250 or

more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT:

The recommended term for the Draw Tap agreement is for FY 2024-25 and the next two fiscal years. The total cost of the contract with Draw Tap for GIS services for FY 2024-25 is \$ 737,880 paid in equal monthly payments of \$ 61,490 per month beginning in July and ending in June. This amount is included in the FY 2024-25 Adopted Operating Budget under accounts 101-1740-52185-00000 for \$25,826, 101-2501-52185-00000 for \$62,720, 208-2520-52185-00000 for \$88,546, 571-8122-52185-00000 for \$316,255, and 581-2522-52185-00000 for \$244,534. Sufficient funding for future fiscal years will be budgeted accordingly from the Information Technology Fund taking into account a 5% year-over-year increase as delineated in Table 1 below.

Table 1

	Year One (FY24/25)	Year Two (FY25/26)	Year Three (FY26/27)	Optional Year Four (FY27/28)	Optional Year Five (FY28/29)
Total Per Year	\$737,880	\$774,774	\$813,513	\$854,188	\$896,898
Total Per Month	\$61,490	\$64,565	\$67,793	\$71,182	\$74,741

PREVIOUS RELATED ACTION:

On May 21, 2018, the City Council awarded a professional services agreement to Draw Tap for Citywide GIS services. This agreement has undergone multiple amendments to expand the scope of services offered to various departments in the City that including Public Works, Water Resources, and IT. The first two amendments occurred on May 6, 2019, and August 5, 2021 to expand services and extend contract term. On March 7, 2022, the City Council approved a two-year extension with Draw Tap through 2024. Subsequently, the agreement was amended three more times on October 3, 2022, April 1, 2023, and May 15, 2023 for expansion of services to Public Works, development of Youth Service Provider Dashboard for Neighborhood Services, and extend support for Public Works Assets Management project, respectively.

DISCUSSION:

In June 2018, the City of Pomona engaged Draw Tap to provide comprehensive GIS services, focusing primarily on mapping and data management. Over time, the utilization of GIS has significantly evolved, becoming an integral part of various City operations. As GIS technology advanced, so did its use in data-driven analytics, leading to an increased demand for application development across City departments. In response, several GIS apps were developed, allowing

staff to make necessary data entries remotely and in the field. This evolution in GIS applications has spurred further improvements in current practices and expanded the scope of services that the City relies upon.

The current agreement between the City and Draw Tap is due to expire on June 30, 2024. In anticipation of the expiring agreement, IT Department issued RFP No. 2024-25 “GIS Services and Support” on April 18, 2024. The solicitation notified three hundred nineteen potential consultants that resulted in thirty-eight downloads of the RFP and ended with two bids. The evaluation committee consisted of 4 panelists from 3 departments and evaluated proposals based on project approach, qualifications, and experience. The evaluation committee found Draw Tap to be the most qualified.

Combined Scores
GIS Services and Support
RFP No: 2024-25

Rank	Firm	RFP & Cost Evaluation Score
	<i>Total Possible Points</i>	<i>310</i>
1	Draw Tap GIS	300
2	Blue Raster	250.92

The attached agreement includes all the citywide services currently provided by Draw Tap along with new foreseeable initiatives and assessments. The agreement ensures the continued maintenance, management, and expansion of systems and services for the City.

Prepared by: Daniel Lucinian, IT Management Analyst

ATTACHMENT:
Attachment No. 1 – Draw Tap GIS, LLC Agreement