



CITY OF POMONA COUNCIL REPORT

Date: May 21, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: John A DePolis, Information Technology Director

Subject: **Award a Professional Services Agreement to Draw Tap GIS, LLC (Draw Tap) for Geographical Information Systems (GIS) services for three (3) years, in the amount of \$175,000 for year one, with the opportunity to renew for two (2) additional years, in one year increments, with a 3% increase each year of the agreement.**

OVERVIEW

Recommendations - That the City Council:

1. Award a professional services agreement to Draw Tap for GIS for three (3) years, in the amount of \$175,000 for year one, with the opportunity to renew for two (2) additional years, in one year increments, with a 3% increase each year of the agreement.
2. Authorize the City Manager, or designee, to execute an agreement and any subsequent amendments, subject to review by the City Attorney.

Fiscal Impact – In FY 2018 the City paid Conduent \$215,390 for GIS services. The fiscal impact for the proposed 3 year contract with Draw Tap is as follows:

Year	Annual	Month
Year 1	\$175,000	\$14,583
Year 2	\$180,250	\$15,021
Year 3	\$185,658	\$15,471
Option Year 4	\$191,227	\$15,936
Option Year 5	\$196,964	\$16,414

Previous Council Action - The initial contact for GIS service was approved in 1999. An additional GIS Supplemental Service Agreement was approved by Council to expand GIS services in 2004. GIS was outsourced to Conduent who then outsourced the services to Draw Tap for a total agreement amount of \$343,218, not including any additional hardware and licensing.

EXECUTIVE SUMMARY

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The current agreement for Information Technology (IT) and GIS contract services is due to expire on June 30, 2018. Staff conducted a Request for Proposals (RFP) to award a new contract starting July 1, 2018. As a result, Draw Tap has been selected as the most qualified firm to perform the GIS services portion of the contract; therefore, retaining the skill set, intellectual property and continuity with the GIS developments currently in progress. The recommended term is for three (3) years, in the amount of \$175,000 for year one, with the opportunity to renew for two (2) additional years, in one year increments, with a 3% increase each year of the agreement.

DISCUSSION

Draw Tap has been providing the City's GIS services for the past two years as a subcontractor under the current IT contractor, Conduent. Retaining the skill set, intellectual property, institutional knowledge and continuity with current GIS developments is imperative to the City's operations. Draw Tap, has over 13 years of experience in Enterprise GIS with various local government, public safety and utility agencies, as well as field-to-office asset inventory systems experience.

Draw Tap's Chief Executive Officer, Patrick Ward, holds a Master of Science in GIS from the University of Redlands, is certified by the GIS Certification Institute as a Geographic Information Systems Professional (GISP), and is also ESRI Certified as an ArcGIS Desktop and Enterprise Administration Associate. Mr. Ward specializes in Web GIS design, implementation, administration, training and requirements gathering.

In 2016, Draw Tap completed an Information Technology Focused GIS Needs Assessment for the Information Technology Department at the City of Pomona. This project included the architecture and implementation of the current ESRI based GIS Platform called "Pomona Portal GIS (PPGIS)". PPGIS includes integration into other City software systems that utilize spatial GIS data including EnerGov, Sedaru, Crime View and PPGIS, that also provides data via JavaScript/HTML5 web mapping applications. A public facing portal for city residents and field crew activities is available through Pomona Public GIS and is hosted securely in ESRI's cloud infrastructure, ArcGIS Online. Draw Tap presented PPGIS to City Council during a Pomona Council Meeting in June 2017. Below are some of the current projects being implemented by Draw Tap.

- **Homeless Encampment Clean-up Project.**

Draw Tap designed and developed mobile applications for digital collection of data using field tablets by Public Works, Community Services and Police Department staff. These applications allow end users to conduct site contact interviews and document the cleanup of illegally built homeless encampments within the City. For this project, Draw Tap interviewed City staff on current workflows, then designed and built out the Homeless Encampment Clean-up project using ESRI mobile applications.

Draw Tap staff is currently providing office and field training. Now that data is being collected from the field, Draw Tap will be incorporating this data into PPGIS for viewing by city staff. Additionally, Operation Dashboard applications for management personnel will be deployed. City of Pomona staff and Draw Tap will be presenting the collaborative "Homeless Encampment Clean-up Project" at the 2018 ESRI User Conference in July 2018.

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- **Local Update of Census Addresses Operation (LUCA)**

LUCA is a chance for local governments to review and comment on the U.S. Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. Draw Tap is working with City of Pomona staff to review addresses and include new residential addresses into the Census Bureau's mapping system.

- **Water Resources Data Updates**

Draw Tap is working with the Water Resources Department staff to update the GIS database schema and data standards for use in the Sedaru application.

- **Damaged Sidewalks Inventory**

Draw Tap is working with Public Works Department staff to convert damaged sidewalk address locations into digital GIS format.

- **GIS System Maintenance and Administration**

Draw Tap is currently responsible for the remote maintenance and administration of the City of Pomona's Enterprise GIS, including Microsoft Windows Server infrastructure, Relational Database Management System (RDBMS) using Microsoft SQL Server, Spatial Database Engine (ArcSDE), ArcGIS for Server, Portal for ArcGIS and ArcGIS Online. The GIS system currently has full integration in EnerGov for Permitting and Planning, Sedaru for Water Resources, Crime View for the Police Department, and exports data for a soft integration with PSSI CAD in Police Dispatch.

The current agreement for IT and GIS outsourced services is due to expire on June 30, 2018. Staff conducted a Request for Proposal (RFP), RFP number 2017-17, to select and award a new agreement for outsourced Help Desk, Network Management and GIS services. Interested firms could respond to all, or a portion of, the advertised services. The RFP was posted to PlanetBids on September 28, 2017 and closed on October 31, 2017. Of the 60 prospective bidders that downloaded the RFP, seven firms responded. After a thorough evaluation of each response, staff determined Draw Tap to be the most qualified proposer for the GIS services portion of the RFP. The Help Desk and Network Management services would require further review. Therefore, staff conducted a staffing and cost analysis study to assess the feasibility of bringing the Help Desk and Network Management services in-house. After comparing the feasibility study results to the RFP results, staff has determined bring these two services in-house is a viable recommendation. Therefore, the final recommendation is to award only the GIS services to the most qualified firm, Draw Tap GIS, LLC.

Prepared by: John A DePolis