



CITY OF POMONA

COUNCIL REPORT

May 6, 2019

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted By: John A DePolis, Information Technology Director, and
Darron Poulsen, Water Resources Director

SUBJECT: Amend the Professional Services Agreement to Draw Tap GIS, LLC for Geographical Information Systems (GIS) Services in the Amount of \$90,000

RECOMMENDATION:

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

- 1) Amend the professional services agreement with Draw Tap GIS, LLC, for GIS services in the amount of \$90,000; and
- 2) Authorize the City Manager to execute said agreement amendment with Draw Tap subject to review by the City Attorney.

PREVIOUS RELATED ACTION:

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

On May 21, 2018 Council awarded a professional services agreement to Draw Tap GIS, LLC (Draw Tap), for 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.

EXECUTIVE SUMMARY:

Approval of the recommended Council action will enable the Water Resources Department (WRD) to amend the agreement with Draw Tap for GIS services. The amendment is needed to ensure that that WRD GIS data is accurate and up-to-date. It is important that the GIS database is maintained with up to date records since the WRD is now fully utilizing digital maps for engineering and field operations. Additionally, the Computerized Maintenance Management System (CMMS) will fully leverage the GIS database and will require integration for proper operation of the system.

FISCAL IMPACT:

The approved term for the Draw Tap agreement is 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. The recommended amendment will increase the annual agreement to \$272,950 for proposed FY 2019-20 (which will be year 2 of the agreement). The increased contract amount (billable to WRD) is included as part of the proposed FY 2019-20 Operating Budget, Information Technology Fund 675.

During the remainder of FY 2018-19, staff anticipates expenses to be limited to \$7,500. Funds are available in the approved 2018-19 Water Operations budget, account number 571-8122-52285-00000 (\$5,250) and 581-2522-52285-00000 (\$2,250), for the total amount of \$7,500.

DISCUSSION:

Draw Tap was awarded a base level contract to provide the City with GIS services in May 2018 by City Council action. WRD has a greater need to for GIS services than what is provided by the current contract. The following list includes some of the additional Scope of Work which is recommended as part of the contract amendment:

- Upload data into City's geodatabase from internal and external sources
- Input information into the GIS geodatabase from As-built plans and information provided by contractors and consultants
- Generate custom GIS data queries and analysis as requested by WRD staff
- Generate a variety of specific, high quality cartographic and thematic maps and provide spatial analysis for WRD staff, internal meetings, and Council meetings
- Receive and format data records and/or facilitate transfer of electronic files into GIS from computer aided-design (CAD) database
- Provide assistance to WRD engineering staff regarding engineering capital projects or other special assignments as needed
- Digitize water system detail sheets while creating new GIS Atlas maps if not available
- Digitize new sewer infrastructure construction drawings
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- Metadata creation for water, sewer, and storm water datasets

As the City moves forward with the implementation of the CMMS, it becomes imperative that the information found in the geodatabase accurate and up-to-date. The recommended amendment will enable the City to become more efficient and gain better access to accurate WRD infrastructure information.

Prepared by:

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