

7. **CONSENT AGENDA**

- m. Approval of an agreement with GTG as City's GIS partner for Phase I in the amount of \$19,800 a GIS needs assessment and long-range GIS implementation plan and authorize the City Manager to execute same

MEMORANDUM

DATE: August 13, 2008

TO: Judie Zimomra, City Manager

FROM: Bert Smith, MIS Director

RE: Recommendation for City GIS Needs Assessment

BACKGROUND

Staff has been utilizing GIS data sources from Lee County to assist with management of Sanibel land zones. GIS technologies are being gradually incorporated into more and more systems here at the City. Staff determined that the City needs assistance with evaluating our current GIS needs, the current technology available to develop a long range GIS Plan.

This plan has the following objectives:

1. Improve the City's GIS operational capacity as a means to enhance the delivery of services to the citizens of Sanibel.
2. Develop a central, integrated and cost efficient GIS System for the City of Sanibel.
3. Eliminate redundant and stand-alone mapping and graphic systems.
4. Identify method for centralized geographic data creation, storage and backup, which can be made accessible by all users.
5. Perform a survey of current data sets.
 - Identify the sets the City creates.
 - Identify the sets the City uses from other organizations.
 - Identify duplicate or parallel data sets.
 - Develop the best management for GIS and AutoCAD data.
6. Audit of City's current hardware and GIS System to identify what additional equipment and/or upgrades and programming would be required.

7. Make systems recommendation on hardware, ESRI applications, and any other additional tools.
8. Identify training needs to meet GIS goals.
9. Identify what departments would be responsible for GIS functions. Assess if a viable GIS implementation plan can be developed with current City staffing.
10. Help City determine what GIS products (i.e. reports, what data accessible, layers, accuracy, maps, aerials, pictometry, etc) the City needs and in what timeframe.
 - Define specific priorities for next steps.
 - Define specific opportunities for GIS applications.
 - Define how the City and Lee County GIS systems could be linked to ensure cost effectiveness and full integration.
11. Identify action plan, schedule and preliminary costs.

The City released an RFP to identify a firm to perform a GIS needs assessment for the City. A staff committee reviewed the sealed bids and narrowed down the selection to two finalists. After further review, staff has selected a firm to recommend to council for award of this project.

RECOMENDATION

Staff is recommending authority to enter a contract with Geographic Technologies Group, to be funded by existing CIP funds in the amount of \$19,800. A copy of the contract is attached.

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CONTRACT FOR SERVICES

This **Contract for Services** entered into by and between the **City of Sanibel**, Florida a municipal corporation, 800 Dunlop Road, Sanibel, Florida 33957, hereinafter called "the City," and **Geographic Technologies Group, Inc.**, a North Carolina corporation of 1202 Parkway Drive, Goldsboro, North Carolina 27534 hereinafter called GTG;

WITNESSETH THAT:

WHEREAS, the City desires to engage GTG to provide professional services for GIS Needs Assessment and,

WHEREAS, the City finds that the proposed Scope of Services (Attachment A) and terms of this Contract are acceptable; and,

WHEREAS, GTG desires to provide said services and agrees to do so for the compensation and upon the terms and conditions as hereinafter set forth,

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Employment of GTG. The City hereby engages GTG and GTG hereby agrees to perform the professional services hereinafter set forth. The intent of this Contract is to set out the general terms by which the Scope of Services (Attachment A) is agreed to.
2. Scope of Services. GTG shall perform, in a professional manner, the services set forth in Attachments to this Contract (Attachment A – Scope of Services) which outline the scope of services, schedule, and fee.
3. Extra Services. GTG shall provide extra services, not specifically called for in the Scope of Services (Attachment A), only upon written authorization from the City.
4. Time of Performance. GTG will commence work on or as soon as practicable after the date of execution of this contract and all work as set forth in the Scope of Services (Attachment A) shall be completed within the time specified in the Scope of Services (Attachment A) assuming the timely submission of all required data (current hardware and software specifications, a list of available/existing GIS data) and the scheduling of all meetings and reviews by the City. The attached time-line in the Scope of Services (Attachment A) reflects commencement of work beginning at the

time of the kickoff meeting. However, preliminary data gathering and distribution of a questionnaire will begin before the kickoff meeting.

If the City requests modifications to the Scope of Services (Attachment A), the time of performance of GTG shall be adjusted appropriately.

GTG's services under this Contract shall be considered complete at the date when the submissions for that phase have been accepted by the City.

5. Meetings. This Contract includes attendance by GTG at meetings, as identified in the Scope of Services (Attachment A), to make presentations or to otherwise review the progress of the work.
6. Reports. GTG shall prepare and submit to the City reports as called for in the Scope of Services (Attachment A), attached hereto.
7. Compensation. GTG agrees to perform the services provided for in the Scope of Services (Attachment A) and the City agrees to compensate GTG for such services as set forth in the Scope of Services (Attachment A).

Payment to GTG will be made within thirty (30) calendar days of acceptance of deliverables.

8. Personnel. GTG represents that it has, or will secure at its own expense, all personnel required to perform the services under this Contract and that such personnel will be fully qualified to perform such services.
9. Responsibilities of the City. It is agreed that the City will have the following responsibilities under this Contract:
 - (a.) The providing of all available information, data, reports, records, and maps to which the City has access and which are needed by GTG for the performance of the services provided for herein.
 - (b.) Providing assistance and cooperation for GTG in obtaining any other needed material that the City does not have in its possession to complete the Scope of Services (Attachment A).

- (c.) Making available the services of the City as may be necessary to obtain information as needed to perform the work program set forth in the Scope of Services (Attachment A).
- (d.) The designation of a single representative who will be authorized to make necessary decisions required on behalf of the City and will serve to provide the necessary direction and coordination for the project.

All such responsibilities shall be conducted in a timely manner and without undue delay so as not to delay GTG in the performance of its services.

- 10. Delays Beyond the Control of GTG. It is agreed that events that are beyond the control of GTG or the City may occur which may delay the performance of the Scope of Services (Attachment A). In the event that the performance of the Scope of Services (Attachment A) by GTG is delayed beyond its control, GTG shall notify the City of such delay and the reasons therefore, and the City may, at its discretion, extend the time of performance appropriately.
- 11. Dispute Resolution. The parties will attempt in good faith to resolve any controversy or claim arising out of or relating to this contract promptly by negotiation between appropriate parties who have authority to settle the controversy.

The disputing party shall give the other party written notice of the dispute. Within ten (10) days after receipt of said notice, the receiving party shall submit to the other a written response. The notice and response shall include:

- (a) a statement of each party's position and a summary of the evidence and arguments supporting its position, and
- (b) the name and title of the designated representative who will represent that party.

The GIS Director shall meet at a mutually acceptable time and place within twenty (20) days of the date of the disputing party's notice and thereafter as often as they reasonably deem necessary to exchange relevant information and to attempt to resolve the dispute.

If the controversy or claim has not been resolved within thirty (30) days of the meeting of the appropriate parties, the parties shall endeavor to settle the dispute by ~~standard mediation practices under North Carolina law.~~ *MAY RESORT TO ANY REMEDY AUTHORIZED BY LAW. JURISDICTION SHALL BE IN LEE COUNTY, FLORIDA. THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH THE LAWS OF FLORIDA.*

INITIALS:

12. Changes. The City or GTG may, from time to time, request modifications or changes in the Scope of Services (Attachment A). Such changes, including any increase or decrease in the amount of GTG's compensation, which are mutually agreed upon by and between the City and GTG, shall be incorporated in written amendments.
13. Termination of Contract. This Contract may be terminated by either the City or GTG with fourteen (14) days written notice. In the event of such termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by GTG shall, at the option of the City, become its property. GTG shall be entitled to receive just and equitable compensation for work accomplished prior to the termination.
14. Assignability. This Contract shall not be assigned or transferred by either GTG or the City without the prior written consent of the other.
15. Liability and Standard of Care. GTG shall perform services for the City in a professional manner, using that degree of care and skill ordinarily exercised by consultants practicing in the same or similar locality as the project. The total liability of GTG whether in contract, tort (including negligence, whether sole or concurrent), or otherwise arising out of, connected with or resulting from the services provided pursuant to this contract shall not exceed the total fees paid for the work in question.

The City acknowledges that GTG is a Corporation and agrees that any claim made by the City arising out of any act or omission of any director, officer or employee of GTG in the execution or performance of this contract shall be made against GTG and not against such director, officer, or employee.

GTG will maintain the following minimum limits of insurance during the term of this agreement:

1. General Liability

- Each Occurrence: \$1,000,000
- Fire Damage (Any one fire) \$50,000
- Medical Expenses (Any one person) \$10,000
- Personal & Adv Injury \$1,000,000
- General Aggregate \$2,000,000

Coverage shall include contractual liability, products and completed operations, independent contractors, broad form general liability extensions, and per contract aggregate.

2. Automobile Liability – Combined Single Limit \$1,000,000

3. Worker's Compensation Statutory Limits

Each Accident -\$500,000

Each Disease – Each Employee \$500,000

Each Disease – Policy Limit \$500,000

4. Professional Liability insurance on an occurrence or claims made basis with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit. This policy shall cover GTG, all employees, and/or volunteers and all independent contractors, subcontractors and professional contractual persons hired or retained by GTG.

Further, GTG will sign a confidentiality agreement and a hold harmless agreement in connection with this Contract.

16. Payments. The City of Sanibel will make payments to GTG not to exceed nineteen thousand eight hundred dollars (\$19,800) as stated in the Scope of Services (Attachment A). GTG will not exceed this amount without prior written authorization from the City.

IN WITNESS WHEREOF, GTG and City of Sanibel have executed this Contract as of the date written below and under the laws of the State of Florida.

The City, Geographic Technologies Group, Inc.

The City of Sanibel, Florida

By: _____

By: _____

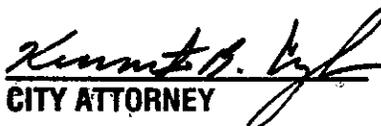
Title: _____

Title: _____

Date: _____

Date: _____

APPROVED AS TO FORM:


CITY ATTORNEY



Attachment A: Scope of Services

The following proposed Scope of Services and Table of Contents (TOC) is based on the City of Sanibel's Request for Proposals (RFP). Our team understands that the City has expressed a desire for the selected consulting company to address the following:

- *The City currently uses ESRI's ArcView in the City's MIS and Natural Resources Departments*
- *The City's Public Works and Utilities Departments have extensive use of AutoCAD, for both engineering and land-based data sets.*
- *The scope of work shall produce a comprehensive and strategic analysis of the City's existing needs and potential uses for Geographic Information Systems (GIS) that will:*
 - *Improve the City's GIS operational capacity as a means to enhance the delivery of services to the citizens of Sanibel.*
 - *Develop a central, integrated and cost efficient GIS System for the City of Sanibel.*
 - *Eliminate redundant and stand-alone mapping and graphic systems.*
 - *Identify method for centralized geographic data creation, storage and backup, which can be made accessible by all users.*
 - *Perform a survey of current data sets.*
 - *Identify the sets the City creates.*
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 - *Identify duplicate or parallel data sets.*
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 - *Audit of City's current hardware and GIS System to identify what additional equipment and/or upgrades and programming would be required.*
 - *Make systems recommendation on hardware, ESRI applications, and any other additional tools.*
 - *Identify training needs to meet GIS goals.*
 - *Identify what departments would be responsible for GIS functions. Assess if a viable GIS implementation plan can be developed with current City staffing.*
 - *Help City determine what GIS products (i.e. reports, what data accessible, layers, accuracy, maps, aerials, Pictometry, etc) the City needs and in what timeframe.*
 - *Define specific priorities for next steps.*
 - *Define software opportunities for GIS applications.*
 - *Define how the City and Lee County GIS systems could be linked to ensure cost effectiveness and full integration.*
- *Identify action plan, schedule and preliminary costs.*

Our team believes that to accomplish the tasks outlined in the RFP (as stated above) a proposed scope of services and action plan must be structured and understandable to all parties. GTG's scope of services includes two distinct phases: Phase I: GIS Needs Assessment, Phase II: System Design and Implementation Plan.



Kick-Off Presentation

GTG will give a one-hour presentation introducing the GIS Needs Assessment and System Design and Strategic Implementation Plan. GTG will describe the process including data gathering techniques, evaluation and analysis, and final products.

Phase I: GIS Needs Assessment

1.0 A GIS Needs Assessment: The needs Assessment should document the current reality of GIS Systems Citywide:

- 1.1 Needs Assessment will include, but not be limited to:
 - 1.1.1 Interview current and future city GIS technology users, roles and representatives
 - Administration
 - Building
 - City Attorney
 - City Council
 - City Manager
 - Civic Center
 - Clerk's Office
 - Finance
 - Natural Resources
 - Parks and Recreation
 - Planning and Code Enforcement
 - Police
 - Public Works
 - Utilities
 - 1.1.2 Document existing Governance (Management) of GIS
 - 1.1.2.1 Centralized
 - 1.1.2.2 Decentralized
 - 1.1.2.3 Hybrid
 - 1.1.3 Identify City stakeholders
 - 1.1.4 Document business related practices and processes
 - 1.1.4.1 Perform Preliminary Gap Analysis
 - 1.1.5 Review of existing and potential departmental GIS programs throughout the City of Sanibel
 - 1.1.6 List GIS staffing including users, creators, and developers
 - 1.1.7 Develop current data catalog and document data flows
 - 1.1.8 Perform an Architectural Assessment
 - 1.1.9 Diagram and list
 - 1.1.9.1 GIS Hardware configurations
 - 1.1.9.2 GIS Software applications
 - 1.1.9.3 GIS Data Layers
 - 1.1.9.3.1 Develop Existing Master Data List (MDL)
 - 1.1.9.4 Data acquisition methods and practices
 - 1.1.10 Brief description of how other cities and counties are saving money and improving revenue with enterprise GIS systems
 - 1.1.10.1 Use GTG's Guidelines to ROI
 - 1.1.10.2 Use GTG's Case Studies and Best Practices



- 1.2 Facilities among stakeholders a list of outcomes that are desired. The list should specifically focus on several key areas, but not limited to:
 - 1.2.1 Improved efficiencies and public access
 - 1.2.2 Leveraging enterprise resources
 - 1.2.3 Improved GIS field applications, GPS and wireless
 - 1.2.4 Acceptance and access of digital construction and as-built plans
 - 1.2.4.1 Digital Submission Requirements
 - 1.2.4.2 Data Standards
 - 1.2.4.3 Scanning and Geo-referencing
 - 1.2.5 GIS vehicle routing and tracking
 - 1.2.5.1 Use of AVL
 - 1.2.6 Standardize GIS input and output
 - 1.2.7 Specify cost savings in measurable terms
 - 1.2.7.1 GTG's ROI Outcomes
 - 1.2.8 GIS use with homeland security and disaster mitigation
 - 1.2.8.1 Preparedness
 - 1.2.8.2 Response
 - 1.2.8.3 Recovery
 - 1.2.9 Improved safety response and reporting
 - 1.2.9.1 Emergency Notification
 - 1.2.10 Improved integration of existing systems
 - 1.2.11 Improved efficiencies in election reporting, redistricting, and precinct analysis
 - 1.2.12 Improved address gathering and assignment and master address list to be used by multiple agencies including emergency responders
 - 1.2.12.1 Evaluate Central Addressing System and Maintenance
 - 1.2.12.1.1 MSAG
 - 1.2.12.1.2 ANI-ALI (Public Safety)
 - 1.2.13 Integration of maintenance management and master data with SAP (Systems Applications and Products)
 - 1.2.13.1 Evaluate ESRI Arc Server Solution
 - 1.2.14 Improved parcel development and maintenance strategies

Phase II: System Design and Implementation Plan

2.0 GIS System Design

- 2.1 Conduct a comparative GAP analysis between existing system and desired outcomes; include in the analysis:
 - 2.1.1 List the ideal data collection, storage, sharing methods, and data model
 - 2.1.2 Identify applications to improve efficiency, effectiveness, and excellence
- 2.2 The conceptual design should include:
 - 2.2.1 Document and diagram of:
 - 2.2.1.1 Hardware configuration
 - 2.2.1.2 Software configuration
 - 2.2.1.3 Procedures and best practices
 - 2.2.1.4 Staffing and Training requirements
 - 2.2.1.5 Departmental data ownership, Custodianship, acquisition, and maintenance responsibilities
 - 2.2.1.5.1 Meta Data Strategy



- 2.2.2 List each proposed application, alternatives and best guess cost estimates, and the expected benefits and estimated return on investment.

3.0 The GIS strategic implementation plan will be based on the system design. The plan should focus on identifying a strategy for improving City business processes using GIS technology.

- 3.1 Document potential effectiveness improvements and cost avoidance realized by shared applications, hardware, software, personnel resources, and data
- 3.2 Document applied use of GIS technology to improve departmental and enterprise business processes that span the organization
- 3.3 Propose ways to improve communication and education amount users
 - 3.3.1 Evaluate User Groups
 - 3.3.2 Steering Committee
 - 3.3.3 Newsletters
 - 3.3.4 Training and Education
 - 3.3.5 Technical Support
 - 3.3.6 Governance
- 3.4 Recommend GIS standards, protocols, and best practices for implementation with new systems
- 3.5 Identify new ways GIS can directly benefit the public and City services
- 3.6 Identify new ways GIS can directly benefit public safety and emergency responders
- 3.7 Include a recommended staffing plan that minimizes redundant roles and responsibilities
- 3.8 Recommend ways City departments who are not currently utilizing GIS could make use of the technology to better service the public, facilitate interdepartmental collaboration, or improve reporting to management
- 3.9 Assist the City in the identification and development of departmental GIS goals and objectives to realize the vision of an Enterprise GIS program
- 3.10 Provide a Citywide and departmental needs Assessment – A comprehensive inventory of current and potential City GIS efforts
- 3.11 Recommended strategies and best practices to develop, acquire, share, maintain and utilize data
- 3.12 Recommend approaches to centralized or departmental GIS coordination
- 3.13 Proposal of a management team structure to develop an enterprise-level program, driven by consensus, for guiding the direction of GIS investments including costs and savings in measurable terms
- 3.14 Propose a City GIS phased Implementation Plan with low, medium and high cost solutions
- 3.15 Propose integration methods between GIS software and existing City applications including SAP, Tidemark, AES, Property Data System and RMMS
- 3.16 Recommend potential cost recovery strategies through the distribution of GIS data and services
- 3.17 Recommend strategies to provide public user access to GIS

4.0 GIS Plan of Action should list a reasonable phased timetable based on organizational priorities

- 4.1 Provide an executive summary
- 4.2 List each action
- 4.3 List each priority



- 4.4 Provide a desired phased timetable for actions
- 4.5 List action dependencies
- 4.6 Estimate cost for each action
- 4.7 Estimate payback for each action
- 4.8 Identify which groups in the organization should perform which actions

Deliverables

- 1.0 GIS Needs Assessment and Strategic Implementation Plan Document – ten (10) copies, including electronic format in MS-Word and PDF, organized in four (4) parts including:
 - 1.1 Needs Assessment and System Design and Implementation Plan
- 2.0 Executive Summary – ten (10) copies, and in digital format in MMS-Word and PDF
- 3.0 Throughout the entire implementation process, GTG will provide on-site regular status updates and reports to include:
 - 3.1 One (1) Kick-off meeting
 - 3.2 Monthly Status Reports to Project Manager
 - 3.3 Quarterly Reports
 - 3.4 Twenty (20) Final Reports to Project Manager for distribution to the Project Team

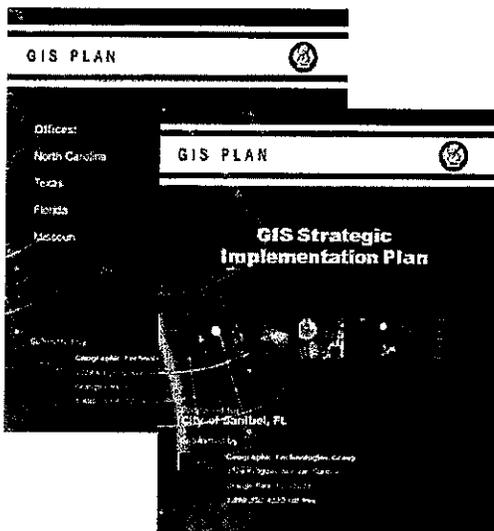


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Glossary



Time Frame for Project Completion

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Phase I: GIS Needs Assessment						
Kick-off Presentation	●					
1.0 GIS Needs Assessment	●					
Phase II: System Design and Implementation Plan						
2.0 GIS Conceptual System Design			●			
3.0 GIS Strategic Implementation Plan			●			
4.0 GIS Plan of Action				●	●	●

● On-site Interviews, Deliverables and Presentations