

# **RIVERSIDE PUBLIC UTILITIES** Board Memorandum

# **BOARD OF PUBLIC UTILITIES**

## DATE: DECEMBER 10, 2018

#### **ITEM NO:** 10

SUBJECT: FIVE (5) MASTER PROFESSIONAL CONSULTANT SERVICES AGREEMENTS IN RESPONSE TO REQUEST FOR PROPOSAL NO. 1738 FOR GEOGRAPHIC INFORMATION SYSTEM SERVICES CONSULTING PANEL FOR A TWO-YEAR TERM FOR A CUMULATIVE AMOUNT NOT TO ECEED \$2,750,000 AND WORK ORDER NO. 1911437 FOR A TOTAL OF \$1,206,521TO FUND THE RIVERSIDE PUBLIC UTILITIES SHARE OF CITYWIDE GEOGRAPHIC INFORMATION SYSTEM TECHNOLOGY UPGRADE PROJECT

### ISSUES:

Recommend that the City Council approve five (5) Master Professional Consultant Services Agreements in response to Request for Proposal No. 1738 for the Geographic Information System services consulting panel for a two-year term and a total compensation not to exceed \$1,000,000 per contract with a maximum cumulative total of \$2,750,000 and approve Work Order No. 1911437 for a total of \$1,206,521 to fund the Riverside Public Utilities share of the Citywide Geographic Information System Technology Upgrade Project.

#### **RECOMMENDATIONS:**

That the Board of Public Utilities:

- Recommend that the City Council approve the Master Professional Consultant Services Agreements with Utility Data Contractors, Inc., dba UDC, Inc., Englewood, Colorado; PSOMAS, Riverside, California; Nobel Systems, Inc., San Bernardino, California; DCSE, Inc., Laguna Hills, California; and SSP Innovations, LLC, Centennial, Colorado, for the Geographic Information System services consulting panel for a two-year term, and a total compensation not to exceed \$1,000,000 per contract for a maximum cumulative total of \$2,750,000;
- 2. Recommend that the City Council authorize the City Manager, or his designee, to execute the Master Professional Consultant Services Agreements for the Geographic Information System services and each supplemental agreement when a project is assigned; and
- 3. Approve Work Order No. 1911437 for a total of \$1,206,521 to fund the Riverside Public Utilities share of the Citywide Geographic Information System Technology Upgrade Project.

# BACKGROUND:

A Geographic Information System (GIS) is data, software, hardware and processes utilized to collect, manage, analyze and present geographic and geo-referenced data. GIS is used throughout the City of Riverside (City) to manage, share and use spatial data and related information to address a variety of needs, including data creation, modification, visualization, analysis and dissemination. During the City Council technology workshop held on May 22, 2017, staff demonstrated the benefits of GIS and how it aids in the facilitation of smart city, digital community, and business-ready initiatives.

In the early 1990s, the City designed and built a customized GIS system called Computer Automated Design Mapping & Engineering (CADME). The CADME system was built on Environmental Systems Research Institute, Inc.'s (Esri) infrastructure and framework. CADME is widely used throughout the City and has met the basic needs of users for about 20 years. In 2008-2009, however, the City recognized the need to upgrade from CADME to a modern GIS platform due to the age of the system and the increasing difficulty of maintaining the system.

In 2010, the Board of Public Utilities (Board) approved an agreement with Telvent Miner & Miner, currently operating under the name Schneider Electric, to begin the process of migrating from CADME to Esri's current GIS platform, ArcGIS. The scope of work included developing an Extract, Transfer, Load (ETL) process, which was required to move data from CADME to ArcGIS. Although the ETL project was a critical step to begin migrating from CADME, it only accomplished approximately 20% of the overall effort needed for the entire system transition. Since the ETL project concluded in 2016, City staff from Riverside Public Utilities (RPU) and other departments has collaborated to develop a plan to complete the transition from CADME to the new ArcGIS platform.

# **DISCUSSION**:

At the direction of the City Manager's Office and in partnership with the Innovation and Technology Department (IT), RPU was tasked with issuing Requests for Proposals (RFP's) to upgrade the current GIS technology to support city-wide operations. The GIS Technology Upgrade Project (Project) will transition the City from CADME to ESRI's ArcGIS platform, a modern GIS system that streamlines and automates workflows, enables easy viewing and use of geospatial data, and enhances GIS reporting and analytic capabilities. High-level project objectives include transitioning to ArcGIS (the new upgraded platform), integrating with existing and new systems and applications, enhancing mapping and analytic capabilities, improving internal and external customer experience, and streamlining day-to-day processes.

The Innovation and Technology (IT) Department will implement the Project utilizing an agile or iterative approach that will be comprised of 10 sub-projects, each with a specific scope and deliverables (see Figure 1). This agile approach will allow City departments to transition onto ArcGIS (the new upgraded platform) incrementally.



# Figure 1: Preliminary GIS Technology Upgrade Tasks

The Project will be managed by the IT Department in partnership with RPU and all other City departments. A representative from each department will sit on the project committee and will work closely with IT and the core project team to ensure that their respective department's needs are met.

On August 14, 2017, staff issued a Request for Proposals (RFP) to form an extension of the staff panel comprised of pre-qualified consultants to provide a range of technical support services and expert assistance on a fixed price or time-and-material basis. RFP No. 1738 for the Geographic Information System services consulting panel closed on Friday, September 1, 2017, and received a total of 13 responses.

The evaluation panel evaluated the proposals based on the following pre-established selection criteria:

- A. Demonstrated competence and qualifications
- B. Estimated fees
- C. Quantity of consultants and staff available
- D. Location of consultants and staff

The evaluation results are shown in the Table 1 below:

Vendor	Ranking
UDC	1
PSOMAS	2
Nobel Systems	3
DCSE	4
Wind Lake Solutions	5
SSP Innovations	6
Albert A Webb & Associates	7
Comtech LLC	8
Telvent USA	9
Sure Power Consulting	10
Paramount Software Solutions	11
TEK Systems	12
FAAZ	13

### Table 1. GIS Vendor Ranking Results

The following vendors, receiving the five highest-ranked scores, are being recommended to participate on the GIS Technology Upgrade Project Consulting Panel:

- 1. UDC, Inc., Englewood, CO
- 2. PSOMAS, Inc., Riverside, CA
- 3. Nobel Systems, Inc., San Bernardino, CA
- 4. DCSE, Inc., Laguna Hills, CA
- 5. Wind Lake Solutions, Inc., Mukwonago, WI

The one-year delay between selection of the consulting panel and staff's recommendation for approval has been due to the lack of available funding from all City departments to support the project. As of October 2018, sufficient budgetary carry-over funds have been identified within all City department budgets for the Project to move forward. However, during this delay period Wind Lake Solutions entered into an Asset Purchase Agreement with SSP-Wind Lake, LLC, whereby the company was sold and all of the Wind Lake Solutions employees were hired as part of the purchase agreement. Hence, SSP Innovations is now the fifth vendor in place of Wind Lake Solutions due to this transaction.

The terms of the Master Professional Consultant Services Agreements will be for two years with a cumulative compensation of up to \$2,750,000 and a not to exceed \$1,000,000 limit per contract. Supplemental Task Order Agreements will be issued for specific tasks following the approval of the project, Work Order and Master Professional Consultant Services Agreements. The top five (5) firms identified in the Consulting Panel will be invited to submit proposals for each task. A supplemental agreement will be negotiated for each assigned project with the selected vender, including the scope of work, schedule and fee. The Chief Innovation Officer concurs with the recommendations, and the Purchasing Manager concurs that the recommended actions comply with the Purchasing Resolution No. 23256.

Total project costs are estimated at \$3,500,000, which includes professional services, internal IT labor, and hardware and software costs, as summarized in Table 2 below. Likewise, Table 3 shows the cost allocation strategy across City departments that will be used to fund this project. This cost-sharing strategy is based on the number of licensed GIS users within each department and has been agreed to by all applicable department directors and the Finance Department. The Chief Innovation Officer and Chief Financial Officer/Treasurer concur with these recommendations.

## Table 2. GIS Technology Upgrade Project Budget Summary

Line Item	Expense	Capital	Total
Software & Hardware	-	400,000	400,000
IT Labor	50,000	250,000	300,000
Professional Services	200,000	2,550,000	2,750,000
Other	25,000	25,000	50,000
Total	275,000	3,225,000	3,500,000

## Table 3. GIS Technology Upgrade Project Cost Allocation Summary

City Department	No. of GIS User	Allocation (%)	Total Project Costs	
	Licenses			
City Attorney's Office	9	2.8%	\$ 97,826	
City Clerk	1	0.3%	\$ 10,870	
City Council	0	0.0%	\$-	
City Manager	10	3.1%	\$ 108,696	
Community Development	57	17.7%	\$ 619,565	
Finance	4	1.2%	\$ 43,478	
Fire	13	4.0%	\$ 141,304	
General Services	7	2.2%	\$ 76,087	
Innovation and Technology	11	3.4%	\$ 119,565	
Library	1	0.3%	\$ 10,870	
Mayor's Office	1	0.3%	\$ 10,870	
Museum	0	0.0%	\$-	
Parks & Recreation	14	4.4%	\$ 152,174	
Police	14	4.4%	\$ 152,174	
Public Utilities - Electric	70	21.7%	\$ 760,870	
Public Utilities - Water	41	12.8%	\$ 445,651	
Public Works	69	21.4%	\$ 750,000	
Total	322	100.0%	\$ 3,500,000	

# FISCAL IMPACT:

Sufficient funds are available in Public Utilities' Energy Delivery Account No. 6130000-470696 (\$480,000) and Account No. 6003000-421005 (\$280,870) for this project. Sufficient funds for the Water Department's share of project costs are available in the FY 2018/19 budget in Account No. 6213000-421005 (\$445,651). Other departments will reimburse the IT Department in FY 2018/19 for their proportional share of the project, based on the number of licenses assigned to personnel in each fund. The project share of other City funds is anticipated to be funded through a carryover of FY 2017/18 unexpended funds, subject to City Council approval. A breakdown by fund source is shown in Table 4.

Table 4. Carry-Over Funds to be Dedicated to the GIS Technology Upgrade Project, by Fund Source

Fund	Fund Name	No. of Licenses	Allocation (%)	Total Amount
101	General Fund	187	58.1%	\$ 2,032,610
510	Electric Fund	70	21.7%	\$ 760,870
520	Water Fund	41	12.8%	\$ 445,651
540	Refuse Fund	3	0.9%	\$ 32,609
550	Sewer Fund	20	6.2%	\$ 217,390
570	Public Parking Fund	1	0.3%	\$ 10,870
	Total	322	100.0%	\$ 3,500,000

Future funding for any post-GIS Technology Upgrade costs will be identified and allocated during development of the FY 2020/22 Biennial Budget.

Prepared by:	Daniel Garcia, Utilities Assistant General Manager/ROSA
Approved by:	Todd Jorgenson, Interim Utilities General Manager
Approved by:	Al Zelinka, FAICP, City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Certifies availability of funds:

Aileen Ma, Interim Utilities Assistant General Manager/Finance & Administration

## Attachments:

- 1. Presentation
- 2. Master Professional Consultant Services Agreement Utility Data Contractors, Inc., dba UDC, Inc., Englewood, CO
- 3. Master Professional Consultant Services Agreement PSOMAS, Riverside, CA
- 4. Master Professional Consultant Services Agreement Nobel Systems, Inc., San Bernardino, CA
- 5. Master Professional Consultant Services Agreement DCSE Inc., Laguna Hills, CA
- 6. Master Professional Consultant Services Agreement SSP Innovations, LLC, Centennial, CO