

City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 8, 2019

FROM: INNOVATION AND TECHNOLOGY DEPARTMENT WARDS: ALL

SUBJECT: REQUEST FOR PROPOSAL NO. 1738 FOR THE GEOGRAPHIC INFORMATION SYSTEM SERVICES CONSULTING PANEL - MASTER PROFESSIONAL CONSULTANT SERVICES AGREEMENTS WITH FIVE (5) FIRMS TO SUPPORT THE CITYWIDE GEOGRAPHIC INFORMATION SYSTEM TECHNOLOGY UPGRADE PROJECT FOR A TWO YEAR TERM IN AN AMOUNT NOT TO EXCEED \$1,000,000 PER CONTRACT AND A MAXIMUM CUMULATIVE AMOUNT OF \$2,750,000 AND A SUPPLEMENTAL APPROPRIATION IN AN AMOUNT OF \$2,032,610

ISSUES:

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 in an amount not to exceed, \$1,000,000 per vendor contract and a maximum cumulative total of \$2,750,000 and a supplemental appropriation in an amount of \$2,032,610.

RECOMMENDATIONS:

That the City Council:

1. 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 in an amount not to exceed \$1,000,000 per contract and a maximum cumulative amount of \$2,750,000;
2. Authorize the City Manager, or his designee, to execute the five (5) Master Professional Consultant Services Agreements for the Geographic Information System services and each supplemental agreement when a specific project is awarded; and
3. Authorize an interfund transfer of \$2,032,610 from the General Fund (101) to the General Capital Fund (401) and approve a supplemental appropriation in the same amount in both General Capital Fund Transfers In (0000401-985101) and the GIS Technology Upgrade project expense account (9907000-470696).

BOARD RECOMMENDATION:

On December 10, 2018, the Board of Public Utilities, with ten (8) members present, one abstained and one absent, unanimously approved the recommendation that City Council approve the Master Professional Consultant Services Agreements with five (5) firms including 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 vendor contract with a maximum cumulative total of \$2,750,000; and 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 for an assigned 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 have collaborated to develop a plan to complete the transition from CADME to the new ArcGIS platform.

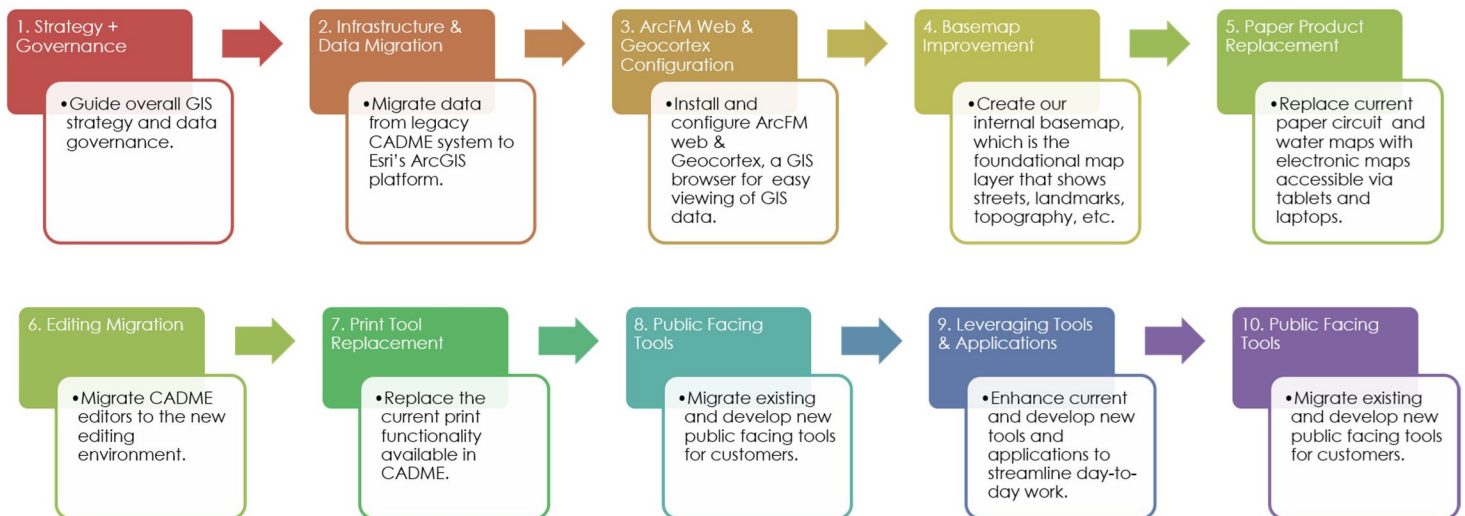
DISCUSSION:

At the direction of the City Manager's Office and in partnership with the Innovation and Technology Department (IT), Riverside Public Utilities (RPU) was tasked with issuing Requests for Proposals (RFP's) to upgrade the current GIS technology to support city-wide operations. The Citywide 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 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 closed on Friday, September 1, 2017, and received a total of 13 responses.

The evaluation panel evaluated the proposals 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 Table 1 below:

Table 1. GIS Vendor Ranking Results

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

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 vendor contract. Following the approval of the Project and Master Professional Consultant Services Agreements, Supplemental Agreements for Assigned Projects will be issued for specific tasks. The top five 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 vendor, 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 to be \$3,500,000, which includes professional services, internal IT labor, and hardware and software costs, as summarized in Table 2 below:

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
Contingency	\$25,000	\$25,000	\$50,000
Total	\$275,000	\$3,225,000	\$3,500,000

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 that are within each department and has been agreed to by all applicable department directors including the Finance Department. The Chief Innovation Officer and Chief Financial Officer/Treasurer concur with these recommendations.

Table 3. GIS Technology Upgrade Project Cost Allocation Summary

City Department	No. of GIS User Licenses	Allocation (%)	Total Project Costs
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:

The total fiscal impact of the project is \$3,500,000. The fiscal impact to the General Fund is \$2,032,610. Upon Council approval, a supplemental appropriation of \$2,032,610 will be recorded in General Capital Fund Transfers In (0000401-985101) and the GIS Technology Upgrade project (9907000-470696), for a net budgetary impact of zero. A interfund transfer from General Fund

account 7223600-990401 (Operating Transfer to 401 Fund) to the General Capital Fund account 0000401-985101 (Operating Transfer from 101 Fund) will be completed to provide funding for the General Fund's share of the project. Currently, sufficient funds for the project are available in the accounts listed in Table 4 below.

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

Fund	Fund Name	Account	Object	Total Amount
401	General Capital Fund	7223600	990401	\$ 2,032,610
510	Electric Fund	6130000	470696	\$ 760,870
520	Water Fund	6230000	470696	\$ 445,651
540	Refuse Fund	9907010	470696	\$ 32,609
550	Sewer Fund	9907020	470696	\$ 217,390
570	Public Parking Fund	9907030	470696	\$ 10,870
Total				\$ 3,500,000

This project is not anticipated to incur any additional costs. Although, if future funding is necessary for any post-CADME migration costs they will be identified and allocated during development of the FY 2020/22 Biennial Budget.

Prepared by: George Khalil, Chief Innovation Officer
 Certified as to
 availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
 Approved by: Lea Deesing, Assistant City Manager
 Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Presentation
2. Draft minutes from 12-10-2018 Board of Public Utilities Meeting
3. Master Professional Consultant Services Agreement Utility Data Contractors, Inc., dba UDC, Inc., Englewood, CO
4. Master Professional Consultant Services Agreement PSOMAS, Riverside, CA
5. Master Professional Consultant Services Agreement Nobel Systems, Inc., San Bernardino, CA
6. Master Professional Consultant Services Agreement DCSE Inc., Laguna Hills, CA
7. Master Professional Consultant Services Agreement SSP Innovations, LLC, Centennial, CO
8. RFP Award Recommendation