



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JULY 16, 2019**

**FROM: INNOVATION AND TECHNOLOGY DEPARTMENT WARDS: ALL**

**SUBJECT: FIRST AMENDMENTS TO MASTER PROFESSIONAL CONSULTANT SERVICES AGREEMENTS WITH FIVE (5) FIRMS FOR GIS EXTENSION OF STAFF SERVICES FOR GIS MIGRATION PROJECT TO INCREASE NOT TO EXCEED AMOUNT FROM \$1,000,000 PER CONTRACT TO \$2,500,000 PER CONTRACT WITH NO CHANGE IN MAXIMUM CUMULATIVE AMOUNT OF \$2,750,000**

## **ISSUE:**

Approve First Amendments to Master Professional Consultant Services Agreements with five (5) firms, including UDC, Inc., PSOMAS, Inc., Nobel Systems, Inc., DCSE, Inc. and SSP Innovations, LLC, for Geographic Information System Extension of Staff Services for Geographic Information System Migration Project to increase the not to exceed amount from \$1,000,000 per vendor contract to \$2,500,000 per vendor contract with no change to the maximum cumulative amount of \$2,750,000.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve First Amendments to Master Professional Consultant Services Agreements with five (5) firms, including UDC, Inc., PSOMAS, Inc., Nobel Systems, Inc., DCSE, Inc. and SSP Innovations, LLC, for Geographic Information System Extension of Staff Services for Geographic Information System Migration Project to increase the not to exceed amount from \$1,000,000 per vendor contract to \$2,500,000 per vendor contract with no change to the maximum cumulative amount of \$2,750,000; and
2. Authorize the City Manager, or designee, to execute the First Amendments to Master Professional Consultant Services Agreements with the five (5) firms identified herein for the Geographic Information System services and each supplemental agreement for specific projects when awarded to one (1) of the five (5) specified firms, including the ability to make minor non-substantive changes.

## **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.

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.

On January 8, 2019, City Council approved five (5) master Professional Consultant Services Agreements in response to Request for Proposal No. 1738 for the Geographic Information System (GIS) services consulting panel for a two-year term in an amount not to exceed \$1,000,000 per contract with a maximum cumulative amount of \$2,750,000, and a total project budget of \$3,500,000.

The vendors selected to be on the consulting panel and awarded a master Professional Consultant Services Agreement were:

1. UDC, Inc., Englewood, CO
2. PSOMAS, Inc., Riverside, CA
3. Nobel Systems, Inc., San Bernardino, CA
4. DCSE, Inc., Laguna Hills, CA
5. SSP Innovations, LLC, Centennial, CO

## **DISCUSSION:**

The Citywide GIS Technology Upgrade Project (Project) is being managed by the Innovation and Technology Department (IT) in partnership with all other City Departments. The scope of the project is to 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.

The IT Department is deploying the Project utilizing an agile (iterative) approach and is comprised of 10 task orders, or sub-projects, each with a specific scope and deliverables. This agile approach will allow City Departments to transition onto ArcGIS (the new upgraded platform) incrementally.

On March 4, 2019, Task Order One, No. 1738-19-01, Strategy and Data Governance, was issued to the approved consulting panel and was awarded to Utility Data Contractors, Inc. (UDC) through a competitive selection process. Task Order Two, No. 1738-19-02, Architecture and Data Migration, was issued on April 29, 2019, and was awarded to PSOMAS, also through a competitive selection process.

In response to Task Order One, staff received proposals from four (4) out of the five (5) consultants and in response to Task Order Two, only three (3) out of the five (5) consultants submitted proposals. Staff followed up with each consultant that did not submit proposals and found that, in most cases, the consultants felt that the particular scopes of work for Task Orders One and Two were not within their area of expertise.

To ensure a successful and timely project, staff must select the most skilled and qualified consultant to complete each task order. However, if the trend continues, where only three (3) out of the five (5) consultants are bidding on task orders, staff anticipates that one (1) or more of the consultants will exceed the current cap of \$1,000,000. In an effort to be proactive, staff is recommending that the not to exceed amount of \$1,000,000 per vendor contract, increase to \$2,500,000, per vendor contract, to avoid any delays in the project and any impact to the Departments. The maximum cumulative amount of the agreements is anticipated to remain at \$2,750,000.

The Purchasing Manager concurs that the recommendation to approve is in compliance with Purchasing Resolution 23256.

**Table 1: Summary of Task Orders**

Task Order	Description	Issue Date	Proposals Received	Selected Consultant	Award Amount	Status
1. Strategy & Governance	Guide overall GIS strategy and data governance.	March 4, 2019	4	UDC, Inc.	\$427,375	In progress
2. Infrastructure & Data Migration	Migrate data from legacy CADME system to Esri's ArcGIS platform.	April 29, 2019	3	PSOMAS	\$874,350	In progress

The Project is currently on track to be completed within the previously approved budget and schedule.

**Table 2. GIS Technology Upgrade Project Budget Summary**

Line Item	Expense	Capital	Total
<b>Software &amp; Hardware</b>	-	400,000	400,000
<b>IT Labor</b>	50,000	250,000	300,000
<b>Professional Services</b>	200,000	2,550,000	2,750,000
<b>Contingency</b>	25,000	25,000	50,000
<b>Total</b>	<b>275,000</b>	<b>3,225,000</b>	<b>3,500,000</b>

### **FISCAL IMPACT:**

There is no Fiscal Impact associated with the actions recommended in this report. The total Fiscal

Impact of the GIS Migration Project is \$3,500,000, which includes a General Fund Fiscal Impact of \$2,032,610. Sufficient funds 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

<b>Fund</b>	<b>Fund Name</b>	<b>Account</b>	<b>Object</b>	<b>Total Amount</b>
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
<b>Total</b>				<b>\$ 3,500,000</b>

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

Attachments:

1. Approved Council Memorandum from January 8, 2019
2. Amendment 1 - Master Professional Consultant Services Agreement Utility Data Contractors, Inc., dba UDC, Inc., Englewood, CO
3. Amendment 1 - Master Professional Consultant Services Agreement PSOMAS, Riverside, CA
4. Amendment 1 - Master Professional Consultant Services Agreement Nobel Systems, Inc., San Bernardino, CA
5. Amendment 1 - Master Professional Consultant Services Agreement DCSE Inc., Laguna Hills, CA
6. Amendment 1 - Master Professional Consultant Services Agreement SSP Innovations, LLC, Centennial, CO
7. Presentation