



Midpeninsula Regional
Open Space District

R-16-124
Meeting 16-25
October 12, 2016

AGENDA ITEM 3

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Award of Contract with Pro-West and Associates, Inc. for the Enterprise GIS Planning and Implementation Project

GENERAL MANAGER'S RECOMMENDATIONS *SM*

1. Authorize the General Manager to enter into a multi-year professional services contract with Pro-West and Associates, Inc. to plan and implement an enterprise geographic information system for a not-to-exceed base contract amount of \$152,000.
2. Authorize an 8% contingency of \$13,000 to cover unforeseen requirements, for a not-to-exceed total contract amount of \$165,000.
3. Authorize an allowance of \$68,000 to cover custom application development in FY2017-18 IF the District is satisfied with consultant performance in the current fiscal year.

SUMMARY

In July, 2016 District staff released a Request for Qualifications and Proposals (RFQP) for a third-party consultant to design and implement an Enterprise GIS system. Development of this system, as recommended by the IST Strategic Plan, will improve access to GIS information across all departments, support mobile field data collection and customized web map viewers, improve GIS data management and workflows, and interface with upcoming business systems. Based on the results of the issued RFQP, the General Manager recommends awarding a contract to Pro-West and Associates, Inc. for a total amount not-to-exceed \$233,000 covering the contract and allowance.

MEASURE AA

This is not a Measure AA project.

DISCUSSION

Enterprise GIS implementation consists of software upgrades, GIS file format conversions, and GIS workflow redesign. This system upgrade is necessary to integrate GIS with current and future business systems (i.e. real property database and work order/asset management systems) and improve GIS data access and management. This upgrade will provide the underlying technology infrastructure to support the following operational efficiencies:

- **Increased access to GIS data** - GIS data will be put directly in the hands of District staff, via easy-to-use web map viewers. This will provide project managers with improved decision-making abilities, eliminate wait time for GIS Staff availability, and reduce the number of requests on GIS Staff.
- **Improved asset inventory** - Asset mapping will be streamlined through new mobile technology that allows location-based information to be collected directly into the Enterprise GIS. This will help keep asset inventories up-to-date and provide the foundation for a work order database.
- **Improved historical GIS record tracking** - Auto-archiving technology will be implemented, streamlining historical record keeping. This will allow staff to quickly view changes in preserve physical features over time (i.e. trail re-alignments, preserve expansions, etc.).
- **Standardized reporting** - GIS staff will create a web viewer that will provide quick and easy access of District geographic metrics to District staff (i.e. trail mileage, acreages, natural resource information).
- **Improved data management** - The new centralized enterprise GIS database will facilitate best practices for database management and allow for multiple users to view and edit the same datasets simultaneously.

The IST Strategic Plan recommends utilizing a third-party subject matter expert (SME) to design and implement this Enterprise GIS. Due to the complexity of this system, a SME is required to advise and implement best practices in order to create a robust and stable system. Part of this contract includes knowledge transfer and training, enabling GIS staff to maintain the system into the future. Additionally, the District has identified areas (real property databases) for custom GIS application development. IST proposes to authorize an allowance of \$68,000 with Pro-West and Associates, Inc. to aid in GIS technology self-service and web mapping applications.

Consultant Selection

A Request for Qualifications and Proposals (RFQP) was released on July 11, 2016 via direct e-mail and posting on the District website to solicit interest from qualified professionals to assist with Enterprise GIS Planning and Implementation. A total of 13 proposals were received. Upon review of the proposals and the consultant's qualifications, staff selected four (4) consultant teams for interviews on September 7 and 8, 2016.

Pro-West and Associates, Inc. was deemed the most qualified and best suited for the project based on their response to the RFQP, proposed approach, and responses during the subsequent interview. The top reason for the selection of Pro-West was their team's extensive experience with implementing similar Enterprise GIS projects.

FISCAL IMPACT

The District's FY2016-17 Budget and Action Plan includes \$165,000 for the Enterprise GIS Planning and Implementation Project, and \$77,000 for Enterprise GIS Software to be purchased in 2017. The IST Department FY2017-18 request for Board consideration will include \$68,000 for the continued work by the selected customized application development firm.

The following table is provided to outline the fiscal impact of this Enterprise GIS Planning and Implementation project:

Type	FY Exercised	Cost
Pro-West Contract	16/17	\$165,000
Enterprise GIS Software	16/17	\$77,000
Customized Application Allowance	17/18	\$68,000
Total Project Cost		\$310,000

BOARD COMMITTEE REVIEW

No Board Committee review

PUBLIC NOTICE

Public notice of this agenda item was provided as required by the Brown Act.

CEQA COMPLIANCE

No CEQA

NEXT STEPS

Upon Board authorization, the General Manager will direct staff to enter into a multi-year contract with Pro-West and Associates, Inc. to complete the Enterprise GIS Planning and Implementation project. Below is a tentative project schedule, pending further coordination with consultant team.

Phase 1: Requirements and Design	December 2016
Phase 2: Project Planning & Timelines	February 2017
Phase 3: System Build & Configuration System Build	May 2017
Phase 4: System Testing & QA/QC	July 2017
Phase 5: Final System Delivery (“Go Live”)	July /August 2017

Responsible Department Head:
Garrett Dunwoody, IST Manager

Prepared by:
Casey Hiatt, GIS Program Administrator