Office of the City Manager

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Savita Chaudhary, Director, Information Technology

Subject: Contract No. 10414 Amendment: Geographic Technologies Group for
            Geographic Information System (GIS) Master Plan

RECOMMENDATION
Adopt a Resolution authorizing the City Manager to amend Contract No. 10414 with
Geographic Technologies Group (GTG) for Geographic Information System (GIS)
Master Plan, for a total not to exceed $135,000 and for a total contract value of
$204,260 from September 14, 2016 to June 30, 2019.

FISCAL IMPACTS OF RECOMMENDATION
One time funding for this project is allocated in the Department of Information
Technology's FY 2018 General Fund budget and is subject to council approval of the
proposed city-wide budget and annual appropriation ordinances.

$135,000	FY 2017 2018 Budget Code: 010-2702-410-3038 (General Fund, Information Technology, Professional Services)
$135,000	**Total FY 2018 Professional Services**

The contract has been entered into the City's contract management system and
assigned CMS No.C36P5.

CURRENT SITUATION AND ITS EFFECTS
The GIS Master Plan development and planning process was a citywide effort involving
key staff representing many departments GTG will be conducted surveys, interviews
and onsite workshops with city staff to do an assessment and analysis of the City's
current Enterprise GIS. GTG evaluated the readiness of existing system infrastructure
(hardware, software, and network) to support enterprise GIS and maintain service
during disasters, assessed parcels and address data sets to meet GIS business needs
and Enterprise authoritative source requirements, and developed a governance plan
that outlines the administration, maintenance, and support for the enterprise GIS.

The continuation of the additional comprehensive data assessment services will help to continue the work in progress and conduct additional analysis of data layers to develop a standards based Esri parcel fabric. This analysis will include a more detailed review of each data layer and provide the City with a comprehensive digital data layer assessment report and recommendations for improvements to each of the data layers.

Additional services will include establishing a plan, design, and deployment of a public GIS portal for community. This web-based, interactive, portal will provide the public with a tool to search geospatial mapping information such as businesses, schools, and community services. GTG will review and assess existing policies and procedures and will modify and/or develop the City's new GIS Policies, Standard Operating Procedures (SOP), and Work Plan. Updated policies and SOPs allows the City of Berkeley GIS to become a true enterprise, sustainable program. The new GIS work plan will be based on key-performance-indicators (KPIs), policies and enterprise training program. GTG will assess the GIS training, education and knowledge transfer requirements and develop an enterprise curriculum.

GTG will also review the City's existing parcel fabric and assist the City to migrate the City's parcels to the industry standards of Environmental Systems Research Institute's (Esri) parcel fabric. Existing tax parcel data needs to be migrated into the Esri Parcel Fabric to provide a fully functional and comprehensive representation of land ownership boundaries within the City. The final parcel fabric will be reconciled with the FUND$ database making the parcel fabric the de-facto tax layer. Other parcel driven databases (e.g. ACCELA) will also be reconciled on a monthly basis and would be a major milestone for future projects such as New World 911 upgrade and ERP Projects in progress.

BACKGROUND
In May 2016, the City issued a Request for Proposals (RFP) for a Geographical Information Systems (GIS) Master Plan under Specification No.16-11041-C. Of the nine responses, Geographic Technology Group (GTG) best met the City's operational, technology, and fiscal requirements.

GTG is working to finalize the City of Berkeley's Five Year GIS Master Plan. The GIS Master Plan development and planning process was a citywide effort involving key staff representing many departments GTG will be conducted surveys, interviews and onsite workshops with city staff to do an assessment and analysis of the City's current Enterprise GIS. GTG evaluated the readiness of existing system infrastructure (hardware, software, and network) to support enterprise GIS and maintain service during disasters, assessed parcels and address data sets to meet GIS business needs and Enterprise authoritative source requirements, and developed a governance plan that outlines the administration, maintenance, and support for the enterprise GIS.

GIS technologies are powerful tools for improving the quality, accuracy, efficiency, and responsiveness of government services provided by the City of Berkeley. An Enterprise GIS guides a citywide approach to GIS, focused on:

- Using mutually accepted standards, policies, and business practices;
- Encouraging collaborative GIS efforts among City, government, and related organizations;
- Integrating GIS technologies into City business operations;
- Supporting emergency and disaster planning, response, and recovery; and
- Maximizing the cost-effectiveness of GIS investments.

The GIS Steering Committee established the Enterprise GIS Program in 2008 as a central, shared resources to support these goals. The program currently includes the following GIS services: Data Services, Online Mapping Services, Applications, Software License Management, and Training and Support

ENVIRONMENTAL SUSTAINABILITY
Geographic Technologies Group will conduct some of their work remotely, and when they do come on-site for face to face meetings, they will cluster those visits over multiple days to minimize both travel costs and greenhouse gas emissions related to travel

RATIONALE FOR RECOMMENDATION
Geographic Technologies Group is well versed in the requirements for public sector GIS. GTG has created and implemented over 200 comprehensive GIS Master Plans for local government. Clients include the California cities of Concord, Pasadena, West Sacramento, West Hollywood and Roseville.

ALTERNATIVE ACTIONS CONSIDERED
Staff considered planning and executing these projects without GTG, however the staff considered it would be beneficial to get an outside perspective that could bring with them industry best practices and experience working with other local municipalities to help setup a framework that the City can use for the next three years and beyond.

CONTACT PERSON
Savita Chaudhary, Director, Information Technology, 510-981-6541

Attachments:
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: GEOGRAPHIC TECHNOLOGIES GROUP FOR GEOGRAPHICAL
INFORMATION SYSTEM (GIS) MASTER PLAN

WHEREAS, on May 12, 2016, the City issued a Request for Proposals (RFP) for a
Geographical Information Systems (GIS) Master Plan (Specification No.16-11041-C) and
received nine qualifying vendor responses; and

WHEREAS, the RFP review committee evaluated each proposal and determined that the
Geographic Technologies Group proposal best met the City's operational, technological,
and fiscal requirements; and

WHEREAS, four additional projects are needed to conduct a comprehensive GIS data
assessment, deploy a web-based public facing GIS portal, develop GIS policies and
SOPs for the City, and establish a one-year GIS work plan; and

WHEREAS, funds have been allocated in the Department of Information Technology's
budget 010-2702-410-3038, and the contract has been entered into the citywide contract
database as CMS No. C36P5.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the
City Manager is authorized to execute a contract with Geographic Technologies Group
for Geographical Information Systems (GIS) Master Plan, for a total not to exceed
$135,000, and for a total contract value of $204,260 from September 14, 2016 to June
30, 2019.