



**CITY COMMISSION  
STAFF REPORT**

**DEPARTMENT:** Utilities Department

**SUBJECT:** Motion to Approve Renewal of GIS Services Contract (**UTILITIES**)

**CITY MANAGER RECOMMENDATION:**

This is a recommendation for Commission approval of a renewal of a contract with Florida Technical Consultants, LLC (FTC) to update, maintain and improve the City's Geographical Information System (GIS)

**BACKGROUND OF ITEM:**

In late 2014, the Utilities Department started the process of converting its records of the City's water, sewer, and storm drain facilities from paper and CAD-based files to a GIS format. Storing the City's utility infrastructure records via a GIS provides tremendous advantages over paper or CAD records including protection from loss or destruction, consolidation of information in one place, easier access to records, and much greater analytical functionality. It also facilitates the development of a computerized asset management system in the future, in order to better manage the City's assets and infrastructure.

**ANALYSIS:**

Maintenance, update and improvement of the GIS requires specialized technical expertise that the City does not possess in-house, so these services are contracted. To that end, a Request for Proposals (RFP 2019-2-UTL) was issued on March 21, 2019 and the Commission awarded a contract to Florida Technical Consultants on May 29, 2019. The term of the contract was for an initial period of three years, expiring on May 28, 2022. The contract provide for one additional two-year renewal and, given that the contractor's performance has been excellent, Staff recommends approval of this renewal under the same terms and conditions as the initial contract period.

**FISCAL IMPACT:**

The current fiscal year budget includes \$60,000 for these services (including \$20,000 that is to be funded by American Rescue Plan Act funds).

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Current Balance</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
450-950-531100-536	\$70,000.00	\$42,555.00	\$40,000.00	\$2,555.00
110-160-*-*SEEC	\$20,000.00	\$20,000.00	\$20,000.00	0.00

**ATTACHMENTS:**

1. Original Agreement with FTC
2. Amendment to Original Agreement
3. Vendor Compliance - FTC