



City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: TOM CARRINO, CITY MANAGER

DATE: September 7, 2023

RE: Resolution Number 23-80: GIS On-Call Services

Introduction:

Resolution Number 23-80 approves an expenditure of \$35,000 for additional GIS On-call Services Amendment #2 to Wright-Pierce Engineering and authorizes the City Manager to execute all agreements and contracts relating to this project.

Background:

The City of Eustis currently utilizes Wright-Pierce Engineering to serve as a “GIS Mentor” for City Staff. Purchase Order #22-01070 authorized On-call services on an hourly basis to evaluate and make recommendations to our current GIS program for a not-to-exceed price of \$25,000. This has been very successful for city staff and newly hired staff to receive training and problem-solving help from a very experienced consultant.

On June 2, 2022, Resolution Number 22-38 approved an expenditure of \$40,000 for Amendment #1 of the GIS On-call Services Contract to Wright-Pierce Engineering. Wright-Pierce has been collaborating with the City’s new GIS Analyst to develop GIS standards and databases, incorporate data collected from past projects, and develop GIS data for use in asset management.

The services under Amendment #2 will be a continuation of the GIS On-Call Services under PO No. 22-01070 and will include:

- Harmonize the water hydrant inspection layer with the layer created by Wright-Pierce from the City’s DWG files.
- Complete the conversion of Wastewater layers from DWG files to GIS layers and files.
- Re-create the map of road ownership and location that currently does not reside in GIS. The goal is to create a layer that is reproducible and editable.
- Commence processing Reclaimed and Stormwater layers from DWG to GIS files.
- Write a script to illustrate when each City sign was last visited.
- Create a tool to track water/sewer record requests at a property ID level.
- Cartograph/CUES Interaction with GIS layers and data.

Resolution Number 23-80 will amend PO #22-01070 to add an additional \$35,000 of manhours to assist Staff in updating the GIS utility system. For the scope of items outlined above, billing will be on a time and materials, not to exceed basis: and will commence when the original fee and Amendment #1 fee under PO 22-01070 has been expended.

Recommended Action:

Staff recommends approval of Resolution Number 23-80.

Policy Implications:

Alternatives:

1. Approve Resolution Number 23-80
2. Deny Resolution Number 23-80

Discussion of Alternatives:

1. Alternative 1 approves the Resolution.

Advantages:

- City Staff will have continued support for the GIS Department in the building of the City's utility models.

Disadvantages:

- None.

2. Alternative 2 denies the Resolution.

Advantages:

- The City would not expend \$35,000 for an engineering consultant on a highly technical project.

Disadvantages:

- This project requires expertise to ensure a successful end product and staffing that exceeds current City staff's capabilities.

Budget/Staff Impact:

The Professional Services account # 040-3300-533-3031 has budgeted fees included for this work.

Prepared By:

Sally Mayer, Administrative Assistant – Public Utilities

Reviewed By:

Rick Gierok, P.E. - Director of Public Works / City Engineer

Attachments:

- Resolution Number 23-80
- Upon Request: Wright Pierce Engineering Amendment #2 to GIS On-call Services Contract