



City of Palo Alto

City Council Staff Report

(ID # 12143)

Report Type: Consent Calendar

Meeting Date: 6/21/2021

Summary Title: Amendment to Extend Geodesy Contract for Three Additional Years

Title: Approval of Contract Amendment Number Three to Contract Number C15159248 With Geodesy, to Extend the Term for Three-years Ending June 30, 2024, and add \$535,000 for a new Not-To-Exceed Amount of \$1,930,000, for Geographic Information Systems (GIS) Maintenance, Support, Consulting and Department-Specific GIS Data Support Services

From: City Manager

Lead Department: IT Department

Recommendation

Staff recommends that Council approve and authorize the City Manager or their designee to execute Contract [Amendment No. 3](#) to Contract No. C15159248 with Geodesy, extend the term for three years (July 1, 2021 – June 30, 2024), and increase compensation by \$535,000 for a total contact not-to-exceed amount of \$1,930,000.

Executive Summary

The citywide Geographic Information System (GIS) solution consists of geographic information, software applications, an information network, and a management structure providing GIS information to all users. The GIS solution supports all departments and mission-critical departmental business processes, including Utilities, Police, Fire, and the Office of Emergency Services.

Background

The City executed this contract originally in June 2015 with Geodesy for an initial three year period ([CMR 5745](#)). Geodesy was assessed in Fiscal Year 2017 to see how it aligns with the future GIS needs of the City. The recommendation was to move to a new system to better fit with the City's growing need for GIS capabilities through that assessment. In Fiscal Year 2018, the decision was to migrate to Environmental Systems Research Institute, Inc. (ESRI) as the new GIS platform. With the new ESRI GIS system, the City has a comprehensive and industry-dominant solution, which will have an ecosystem of tools to alleviate functional gaps in the Geodesy system. Both systems will be running in parallel until ESRI fully replaces Geodesy, estimated in Fiscal Year

2024. Once ESRI is fully functional, the Geodesy platform will be retired, and this contract will not be required.

Staff has determined this contract is appropriate for exemption from competitive solicitation as impractical and unavailing under PAMC 2.30.360(b)(2) as the Geodesy platform will be phased out and decommissioned once the ESRI platform is fully functional. Council has previously approved amendment number two, [CMR 9285](#), extending the term and adding compensation, on November 26, 2018.

Discussion

Geodesy will perform the following tasks in support of the City's GIS needs for fiscal years 2022 – 2024 after which use of the system is expected to sunset:

1. *Task 1: Standard software maintenance and support:*

\$40,000 (Fiscal Year 2022),
\$30,000 (Fiscal Year 2023),
\$15,000 (Fiscal Year 2024).

2. *Task 2: Consulting Services* on projects as directed by City's GIS Program Manager with approval by the GIS Steering Committee, including software enhancements and data support: not to exceed \$75,000 per fiscal year. As directed, the Consultant will:

- Make feature enhancements to the existing GIS as warranted.
- Assist City staff with the City's migration to the new ESRI based GIS system and help port legacy systems to the new platform as warranted.
- Assist City staff with key GIS Integrations with other enterprise systems.
- Analyze and design GIS data exchange with surrounding jurisdictions, including cities, counties, public utilities, and Stanford University. Update
- Foundation base map as appropriate with this information.
- Analyze and update foundation base map data to meet new requirements from City staff, other public agencies, and the public.
- Conceive, create, and update GIS training materials using PowerPoint and Video-based (Camtasia) software for exercises linked to GIS applications.
- Assist GIS staff in teaching in-house training classes on GIS applications, demonstrating all functionality of Encompass software in the context of Palo Alto's operations.

3. *Task 3: Department-specific data support work:* not to exceed \$75,000 per fiscal year. This work will be funded by the department requesting the work, and IT will manage it. As directed by City's GIS Program Manager, the Consultant will:

- Acquire and analyze quarterly updates of Santa Clara County (SCC) Recorder's office map documents. Tasks include: identifying areas affecting Palo Alto's foundation base map, editing all cadastral data impacted by information on these

documents (i.e. parcel lines, subdivisions, parcel maps, certificates of compliance, easements, and other data points.) by using distance and bearing methods within the Encompass Traverse toolset and linking all relevant documents to appropriate features in the foundation base map by using GIS-based document management functionality.

- Acquire and analyze annual updates of the Santa Clara County Assessor's office parcel rolls for Palo Alto. Tasks include comparing these listings with the GIS data to identify changes in cadastral data affecting the foundation base map, reconciling these changes, and making edits as necessary by using the tools and techniques described previously.
- Work with City's Real Property staff to review archives of consummated transaction files. Identify cadastral data changes made by those transactions (i.e., easement deeds, right-of-way transfers, and additional transactions as required.) edit the GIS foundation base map to reflect these changes. Link a digital copy of the file and other relevant documents to the affected parcels in the GIS.
- Work on enhancements as requested by City department and approved by IT GIS Program Manager.

Resource Impact

Funding for the maintenance fees and the Information Technology Department tasks for this contract are included in the Information Technology Fund of the FY 2022 Operating Budget, scheduled for City Council adoption on June 21, 2021. The not-to-exceed \$75,000 for department-specific data support work will be expensed to the department or departments requesting the work. Funding for FY 2022 and beyond is subject to City Council approval of the appropriation of funds through the annual budget process.

This contract is on the City's professional services template, which permits the City to terminate without cause/for convenience by providing written notice to the contractor. In the event the City finds itself facing a challenging budget situation, and it is determined that City resources need to be refocused elsewhere, the City can terminate for convenience. Other options include termination due to non-appropriation of funds or amending the contract to reduce the cost, for example, by reducing the scope of work. The contract may also be temporarily suspended by written notice of the City Manager.

Stakeholder Engagement

The designated 'GIS Manager' in the Information Technology Department has been working with several departments to review the current GIS capabilities, understand future requirements, and leverage the new GIS environment. Departments have been engaged and are looking forward to the enhancements.

Environmental Review

Approval of this agreement does not constitute a project under the California

Environmental Quality Act (CEQA). Therefore, an environmental assessment is not required.