



Cooper City Commission Meeting Agenda Item Request Form

Commission Meeting/Workshop Date: July 17, 2018

Requesting Department: Utilities

Subject: Purchase - Florida Technical Consultants, LLC

Section:

Presentation

Consent

Regular

Discussion

Background and Recommendation (attach backup material to Item Request Form):

This is recommendation for Commission approval to issue a purchase order to Florida Technical Consultants, LLC (FTC), to update, maintain and improve the City's Geographical Information System (GIS).

Staff is currently preparing bid documents for long-term procurement of these services, but it will likely be 4-6 months before ultimate award by the Commission. In the meantime, we have solicited a proposal from FTC to maintain, update, and improve on the City's GIS system, utilizing an existing, competitively bid agreement between them and the Town of Jupiter Island, Florida, (a copy of the agreement is not attached due to its size, but is available upon request). FTC has provided excellent service to the City over the past three years, and the Jupiter agreement rates are reasonable and comparable to the rates the City has paid during that time.

FISCAL IMPACT ANALYSIS:

A. Three Year Summary of Fiscal Impact:

General Ledger Acct. Number	Fiscal Years		
	Actuals 2017	Projected 2018	Projected 2019
450-950-531100-536 -- Professional Services	\$52,252	\$40,000	\$ 15,960

Finance Department Fiscal Review: MUE

Approvals:

Finance Director MUE

City Manager [Signature]
For B. Lacey

City Clerk _____



COOPER CITY UTILITIES DEPARTMENT MEMORANDUM

DATE: June 21, 2018

TO: Bruce D. Loucks, City Manager

FROM: Michael F. Bailey, P.E., Utilities Director/City Engineer

SUBJECT: Geographical Information System Technical Services

This is a recommendation for Commission approval to issue a purchase order to Florida Technical Consultants, LLC (FTC), to update, maintain and improve the City's Geographical Information System (GIS).

In late 2014, the Utilities Department started the process of converting its records of the water, sewer, and storm drain facilities from paper and CAD-based files to a GIS format using software and web-based products from Environmental Systems Research Institute (ESRI), and technical services from FTC. 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.

Staff is currently preparing bid documents for long-term procurement of these services, but it will likely be 4-6 months before ultimate award by the Commission. In the meantime, we have solicited a proposal from FTC to maintain, update, and improve on the City's GIS system, utilizing an existing, competitively bid agreement between them and the Town of Jupiter Island, Florida, (a copy of the agreement is not attached due to its size, but is available upon request). FTC has provided excellent service to the City over the past three years, and the Jupiter agreement rates are reasonable and comparable to the rates the City has paid during that time.

I, therefore, recommend Commission authorization to issue a purchase order in the amount of \$15,960 to Florida Technical Consultants, LLC, to perform the above services utilizing their existing contract with the Town of Jupiter Island. Funds are available in the Water & Fund and budgeted for this purpose.



Florida Technical Consultants, LLC
401 West Atlantic Avenue Suite 09
Delray Beach, FL 33444
Tel (561) 265-3790 x 107
www.fltechinc.com

SENT VIA E-MAIL: [mbailey@coopercityfl.org]

June 20, 2018

Mr. Mike Bailey
Director of Utilities / City Engineer
Cooper City
11791 SW 49 Street
Cooper City, Florida 33330

Subject: Cooper City GIS Utility Atlas Updates

Dear Mr. Bailey:

Florida Technical Consultants (FTC) has a current contract with the Town of Jupiter Island, Florida to provide GIS Utility Atlas Services and other GIS Services on an as-needed basis. FTC would like to extend the same terms and conditions to Cooper City. The work to be performed is consistent with the work to be provided to Cooper City.

Should you have any questions, please do not hesitate to contact me at my office at (954) 954-8488, or send me an electronic message at jbarton@fltechinc.com.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'JBarton', is positioned above the printed name and title.

Florida Technical Consultants
James Barton, P.E.
President



Florida Technical Consultants, LLC
401 West Atlantic Avenue Suite 09
Delray Beach, FL 33444
Tel (561) 265-3790 x 107
www.fltechinc.com

SENT VIA E-MAIL: [mbailey@coopercityfl.org]

June 20, 2018

Mr. Mike Bailey
Director of Utilities / City Engineer
Cooper City
11791 SW 49 Street
Cooper City, Florida 33330

Subject: Cooper City GIS Utility Atlas Updates
FTC Proposal No. P18.01-GIS

Dear Mr. Bailey:

Florida Technical Consultants (FTC) is pleased for the opportunity to submit this Proposal for Professional Services to assist you in updating your GIS Utility Atlas and implementing the data in your operations.

Project Description

Cooper City (City) recently converted their existing CAD Utility Atlas into GIS Utility Atlas. The data was posted to ArcGIS Online with a link provided to the City. The next steps in the process involve updating the information based on field review and training staff to maintain the data. The purpose of the following scope is to provide hourly services in training data maintenance.

Scope

- A. Assist with Software Installation
- B. Update and Correct Existing Data
 - Add attributes where available (Diameter, Material, Age, Manufacturer, Etc.)
 - Correct developments with As-Built Record Drawings
 - New development projects
 - Future development plans
- C. Field Verification with ArcGIS Online
 - Valve and Hydrant Verification Program
 - QA/QC Future Valve and Hydrant maintenance with outside contractors
- D. Data and System Analysis
 - Quantities Verification
 - Materials Analysis
 - System Age Analysis
 - Hydrant Buffer
 - Sewer Accumulation
 - TMDL for stormwater
 - Mailers for shut downs
 - Other Analysis as needed
- E. Asset Management Integration
 - Assist with software selection
 - Assist with implementation
- F. Training
 - Training in all Software and Analysis components as needed

Deliverables

FTC will provide Cooper City and monthly project status report outlining the activities completed and objectives for future activities. FTC will provide copies of all data and collected and created.

Assumptions

- The City will provide IT to support ArcGIS Licenses and Installation.
- The City will provide access to all relevant utility drawings, plans and background information.
- The City will provide access to staff necessary to review the atlas and provide feedback.

Fees and Schedule

The following is a schedule of positions, rates and estimated level of involvement.

Position	Rate	Hours	Fee
Senior Professional Engineer	\$125	40	\$5,000
Project Engineer	\$115	80	\$9,200
Project GIS Analyst	\$110	16	\$1,760
GIS Specialist	\$95	0	\$0
GIS Technician	\$80	0	\$0
Clerical	\$50	0	\$0
TOTAL			\$15,960

All services will be on an hourly basis. The schedule of delivery will be in an as-needed basis as defined by the City. The City will be billed monthly according to the services and deliverables provided.

If you approve please sign this proposal in the area provided below. Should you have any questions, please do not hesitate to contact me at my office at (954) 954-8488, or send me an electronic message at jbarton@fltechinc.com.

Respectfully submitted,

Florida Technical Consultants
James Barton, P.E.
President

Approved by City of Cooper City:

(Print Name)

(Date)

(Signature)