



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: October 21, 2014

Agenda Item 60

Approvals:

City Manager [Signature]

Dept. Head [Signature]

Attorney [Signature]

Finance [Signature]

Department: Finance and Administrative Services
Prepared By: Brian Brower, Information Systems Analyst

Subject: ***GEOGRAPHIC INFORMATION SYSTEM (GIS) PROFESSIONAL SERVICES CONTRACT AWARD.***

Fiscal Impact: None. The total amount of the contract is not to exceed \$95,000. Of this total, \$25,000 is budgeted as part of the Computerized Maintenance Management System (CMMS) implementation project and \$70,000 will be funded from salary savings due to the vacant GIS Coordinator position that is currently budgeted in the Information Technology Fund.

Summary: Staff recommends that Council approve a contract with Compass Rose GIS in an amount not to exceed \$95,000. The purpose of the Agreement is to provide professional services in connection with enhancement of the City's Geographic Information systems as outlined in the GIS Needs Assessment presented to City Council on May 20, 2014.

Background: The GIS Needs Assessment presented to City Council on May 20, 2014 identified the need to enhance the City's existing Geographic Information Systems and integrate other business systems with GIS. Short term objectives include the implementation of an Esri ArcGIS Server Platform, refinement of the City's existing use of Digital Map Products (DMP) cloud-based GIS solution, development of citywide GIS data standards, and improved coordination of GIS data, initiatives and projects throughout City departments.

Discussion: On July 30, 2014 the City issued a Request for Proposal (RFP) for Geographic Information Systems (GIS) Professional Services. The City sought qualified firms to perform contractual GIS services and received three proposals: 1) DCSE, 2) Noble Systems, and 3) Compass Rose GIS. The City, in accordance to the RFP evaluation process, conducted interviews/presentations from the three vendors. The evaluation committee consisted of the Assistant City Manager, Information Technology Analyst, and Department representatives from both Public Works and Community Development. The panel sought a well-rounded team with experience integrating an Esri ArcGIS Server platform with Lucity CMMS, familiarity with DMP GovClarity application, and the ability to Coordinate GIS initiatives throughout the City organization.

The panel selected Compass Rose GIS as the preferred contractor based on their responsiveness to all elements within the RFP. Compass Rose GIS provided a comprehensive proposal that thoroughly addresses the City's current GIS needs. Compass Rose staff has direct experience with the DMP GovClarity solution as well

as coordinating GIS initiatives for local government organizations. Compass Rose will subcontract with Geographic Information Systems Inc. (GISi) on this contract. GISi is an Esri Platinum Partner, the industry-leading software provider's highest level of affiliation. GISi has delivered GIS solutions to over 400 government agencies over a span of 20 years. GISi will apply technical expertise and industry knowledge to develop the City's Esri ArcGIS platform for integration with CMMS and other City line-of-business applications. GISi references include specific examples of GIS integration with Lucity, the City's chosen CMMS provider.

Upon Council approval and execution of the Professional Services Agreement, the contractor will commence work on a number of GIS initiatives. These include: 1) Installation and configuration of the ArcGIS server platform and migration of Public Works data for CMMS implementation, 2) Citywide GIS data consolidation and organization, 3) Enhancement of DMP GovClarity system including data layer updates, functional improvements and staff training, and 4) Coordination of GIS effort among all City Departments and Divisions.

Recommended

Action:

STAFF RECOMMENDS THAT the City Council

1. Approve the selection of Compass Rose GIS for GIS Professional Services; and
2. Authorize the Mayor to sign the Professional Services Agreement with Compass Rose GIS in an amount not to exceed \$95,000.

Attachments:

1. RFP for Geographic Information Systems (GIS) Professional Services
2. Proposal for Geographic Information Systems Professional Services prepared by Compass Rose GIS.

Notification:

Proposal for Geographic Information Systems (GIS) Professional Services for the City of San Clemente

August 20, 2014



Compass Rose GIS



GEOGRAPHIC
INFORMATION
SERVICES, INC

Prepared by:
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www.compassrosegis.com



August 20, 2014

Brian Brower
Information Technology Analyst
City of San Clemente
100 Avenida Presidio
San Clemente, CA 92672

SUBJECT: Proposal for Geographic Information System (GIS) Professional Services for the City of San Clemente

Dear Mr. Brower,

We are pleased to submit this Proposal for Geographic Information System (GIS) Professional Services for the City of San Clemente. We have carefully reviewed the RFP and would like to present Compass Rose GIS and Geographic Information Services, Inc. (GISi) as the consultant team to provide these services. We understand the City's needs and are committed to performing all of the project requirements, specifically to:

1. Develop GIS best practices for data management and mapping products.
2. Provide focused training and staff support for various GIS projects.
3. Implement ArcSDE and ArcGIS Server for data centralization, connectivity, and integration with the City's chosen Computerized Maintenance Management System (CMMS).

Compass Rose GIS will act as the prime consultant offering overall project management and on-site technical staff. Compass Rose GIS has had the pleasure of working with the City of San Clemente over the past nine months and we hope to continue supporting the City utilizing our in-depth knowledge of existing systems, staff, and processes. Compass Rose GIS is unique in our understanding of both Esri and Digital Map Products (DMP) systems and can offer our expertise within this integrated environment. GISi has been included as a subcontractor to offer as-needed support for enterprise Esri implementations, advanced web development, and mobile GIS solutions, helping take the City's GIS program to the next level. Our small yet highly technical team provides attention to detail and rapid response time at a competitive cost. Our office is located in nearby Oceanside, CA and we are able to offer extension of staff resources on-site at the City of San Clemente as necessary. The staff rates included in this proposal shall remain valid for a period of 90 days while the City makes its contractor selections.

City of San Clemente
GIS Professional Services
August 20, 2014

The Compass Rose GIS team is highly qualified in our field and possesses project experience that matches the proposed scope of work outlined in the RFP. We have successfully completed GIS conversion projects, implemented best practices, provided web application solutions, and integration services similar to the goals of the City of San Clemente. Our team has recently worked with other government agencies such as the City of La Mesa, City of Seal Beach, County of San Diego, and City of Union City to maximize their use of GIS across multiple departments. This experience is invaluable to the City of San Clemente as they strive to improve and expand GIS usage and processes throughout their departments. We feel strongly that our team will enable City staff to exceed the demands and expectations of those who rely on them for GIS related information and results.

We appreciate this opportunity to continue to work with the City of San Clemente and are available to commence work immediately. If you have any questions or require additional information you can reach me by phone at 760-994-1643 or through email at Melisa@compassrosegis.com.

Sincerely,

Melisa Caric Lee
President
Compass Rose GIS



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Background and Approach

Project Understanding

The City of San Clemente, CA is a full service municipality containing the Finance and Administrative Services, Public Works, Community Development, and Beaches Parks and Recreation Departments. Within these Departments are Divisions including, but not limited to, Utilities, Maintenance Services, Building, Planning, Code Enforcement, Business Licenses, Emergency Planning, Engineering, Information Technology, and numerous others. The citizens of San Clemente rely on the City to provide top notch service in the most efficient manner possible.

The City of San Clemente desires to enhance their Geographic Information System (GIS) with more relevant and accurate data, utilize their existing GIS systems more efficiently, and integrate other business systems with their GIS applications. The City has been using Digital Map Products (DMP) and Esri GIS software for a variety of department needs and projects. The Compass Rose GIS team is highly qualified and experienced in both environments and can support improvements, customization, and training for both DMP and Esri solutions.

A GIS Needs Assessment and Implementation Roadmap were recently completed for the City of San Clemente which provided a phased approach toward an Enterprise GIS system. With recent GIS staff changes the City has recognized a gap in services that requires immediate attention. The Compass Rose GIS team understands the specific staff, data, technical, and training needs and will help support the City toward a successful implementation.

Work Plan

Compass Rose GIS supports the recommendations given in the Needs Assessment report and propose to follow the phased approach to best fit the City's needs, priorities, and available budget. The items in the work plan align with the objectives presented in the RFP and also correspond to the methodologies presented below.

Phase 1 (Quick successes)

The goal for Phase 1 is to support immediate GIS needs and launch new projects that will help lay the foundation for Enterprise solutions.

- **Centralize important GIS layers** to a new shared network location
- Refresh the existing GIS applications with current data
- Begin to convert data from CAD and tables to a GIS format
- **Develop a GIS Manual** (standards & procedures)
- Purchase ArcGIS Server & additional desktop licenses

Phase 2 (Moving forward)

Phase 2 will focus on data, training, and communication protocols. ArcGIS Server will be installed alongside other supporting software which will open the door to proper data management, access, and map services.

- **Install ArcGIS Server and ArcSDE**
- Load GIS data into ArcSDE Environment
- Use existing GIS tools more efficiently with **focused training**
- Prioritize and create new GIS layers
- Form a GIS steering committee meeting to facilitate open communication among departments and discuss GIS progress

Phase 3 (Enterprise GIS)

Phase 3 will focus on creating a successful integration with GIS and Lucity, the City's chosen CMMS. Integration with other system and mobile GIS solutions will be explored.

- **Integrate GIS with the new CMMS- Lucity**
- Create focused map applications for internal and external GIS users; using ArcGIS Server map services and ArcGIS Online
- For discussion: Implement mobile technologies for data collection & verification in the field
- For discussion: Review integration options with other business systems

Project Objectives

The Compass Rose GIS team shares in the City's vision for an Enterprise GIS system and understands the steps necessary to achieve these goals. Specifically, we plan to work with the City to:

1. Develop an organized, centralized citywide GIS data repository.
2. Implement GIS data management practices to improve data accuracy and maintenance procedures.
3. Provide assistance to City departments with mapping projects and exhibits.
4. Conduct focused training to help staff better utilize the existing DMP and Esri tools.
5. Implement Esri's ArcGIS Server platform for a pending CMMS integration and other advanced mapping solutions.

Methodology

The following section clearly describes the proposed project methodology for the tasks previously introduced in the Work Plan and Objective sections.

Data Management

During the City of San Clemente Needs Assessment process, City staff reviewed, prioritized, and selected important GIS layers to include in their Enterprise GIS system. The next step is to extract these layers from their various network folder locations into an organized and centralized location in preparation for data updates and transition to an ArcSDE Environment (described in more detail below). A directory structure will be created for easy navigation and editing permissions set for each department.

City staff has several ideas for new data layers to be created. New layers can be converted from tables or AutoCAD (dwg) format, collected in the field via GPS, or digitized on screen using aerial imagery and other available base data. The Compass Rose Team will work together with technical staff to prioritize and convert these data layers.

Once data layers have been refreshed, they will be loaded into the City's web mapping application GovClarity. Any data that the City wishes to share to the public will be uploaded to the CommunityView application. Automation scripts will be created to upload data to these applications along a frequency decided upon by City staff.

It will be essential to develop a GIS Manual to document the City's GIS data inventory list, standards, templates, procedures, and guidelines for internal staff as well as expectations for GIS deliverables. Our team has experience building GIS best management practices and will incorporate industry standards as well as custom requirements for the City of San Clemente.

Example items in a GIS Manual include:

- Communication protocols
- Data development standards
- Metadata
- Data and map publishing standards
- Quality Control
- Contacts and references

Deliverables:

1. Copy pertinent data to a new and centralized GIS repository
2. Update and create new data layers
3. Load refreshed data into GovClarity and CommunityView
4. Create automation tools for scheduled application updates
5. Develop a GIS Manual

Staff Support and Training

Due to our experience with the City of San Clemente's staff, data, and current projects, our team will be able to begin work very quickly on high priority needs. Each department will be re-visited to learn about the status of on-going projects and any critical path GIS needs. Data updates, conversion, and specific mapping projects can be completed as part of the Phase 1 plan. Compass Rose GIS staff can work on projects remotely, be available on-site, or a combination as preferred by the City's project manager.

While the Compass Rose GIS team will be working very closely with City staff to deliver desired project deliverables, it will be important for the City's technical staff to understand and learn the conversion and editing procedures to take ownership of their own data and for future data management. Focused training will be scheduled to support department specific needs and work flows. If desired, individual training will be available for custom projects and specialized needs.

City staff has been using DMP's GovClarity for about a year. Additional training is necessary to get staff comfortable using the new interface to achieve their project goals. Training topics can include:

- Measuring
- Drawing
- Building queries
- Exporting maps
- Creating reports
- Loading new data

Select staff has used Esri's ArcMap desktop application for creating and editing data. Training will be offered from simple short-cuts to advanced database management and editing if desired. Training topics can include:

- Editing existing data
- Creating a new database
- Geocoding
- Building templates
- Advanced analysis tools

A GIS steering committee will be formed to include technical representatives and stakeholders from each department. The purpose of this committee is to meet periodically to discuss project status, successes, issues, and help make decisions on citywide GIS needs. GIS champions from each department have already been identified through the Needs Assessment process and will be responsible to stay involved and communicate with the GIS team.

Deliverables:

1. On-site department specific meetings to prioritize data and project needs
2. Data updates and conversion tasks

3. DMP product training
4. Esri product training
5. Hold a kick-off GIS steering committee meeting (schedule quarterly meetings)

ArcGIS Server Implementation

In the current City GIS environment, a GIS Server does not exist. GISi will assist with the procurement process in order to purchase a server with appropriate specifications and setup a single-tier GIS server architecture for the City. This single server will house the GIS database, which will utilize industry standard database software (Microsoft SQL Server) and Esri's ArcSDE (Spatial Database Engine). In addition to assisting with the purchase and setup of the GIS database, ArcGIS Server (AGS) will be installed on the same server to allow for the creation, dissemination, and integration of GIS data layers through the publication of GIS mapping services. The Microsoft Windows Server will also provide internet access to the GIS data and enable appropriate access to the server through Internet Information Services (IIS). This single-tier setup is scalable, which allows for the system to grow with the City over time.

Once the hardware and software has been acquired, setup, and installed, we will create three GIS databases (following Esri best practices), ultimately reducing database contention: a Production environment, a Publication environment, and a Test environment. Existing City GIS data will need to be loaded into the appropriate database(s) and automation scripts created to optimize the GIS data performance. In addition to porting existing City GIS data into the new environment, the Esri standard database schema (Esri's Local Government Information Model – LGIM) will need to be maintained in order to take full advantage of future Esri application developments.

The City has selected Lucity as the new CMMS and will provide maintenance management solutions to multiple departments. Lucity has an integration component with Esri that allows users to query and view information in a mapping environment. During the ArcGIS Server and ArcSDE implementation, the Compass Rose GIS team will work closely with Lucity and Esri technical staff to ensure all the system requirements are met and the appropriate database schema is in place to ensure a successful deployment/ integration between GIS and Lucity.

Deliverables:

1. Purchase and install ArcGIS Server; along with supporting hardware and software
2. Load data into an ArcSDE Environment
3. Support Public Works, IT, and Lucity team members throughout the CMMS and GIS integration process

Project Organization and Staffing

Project Management

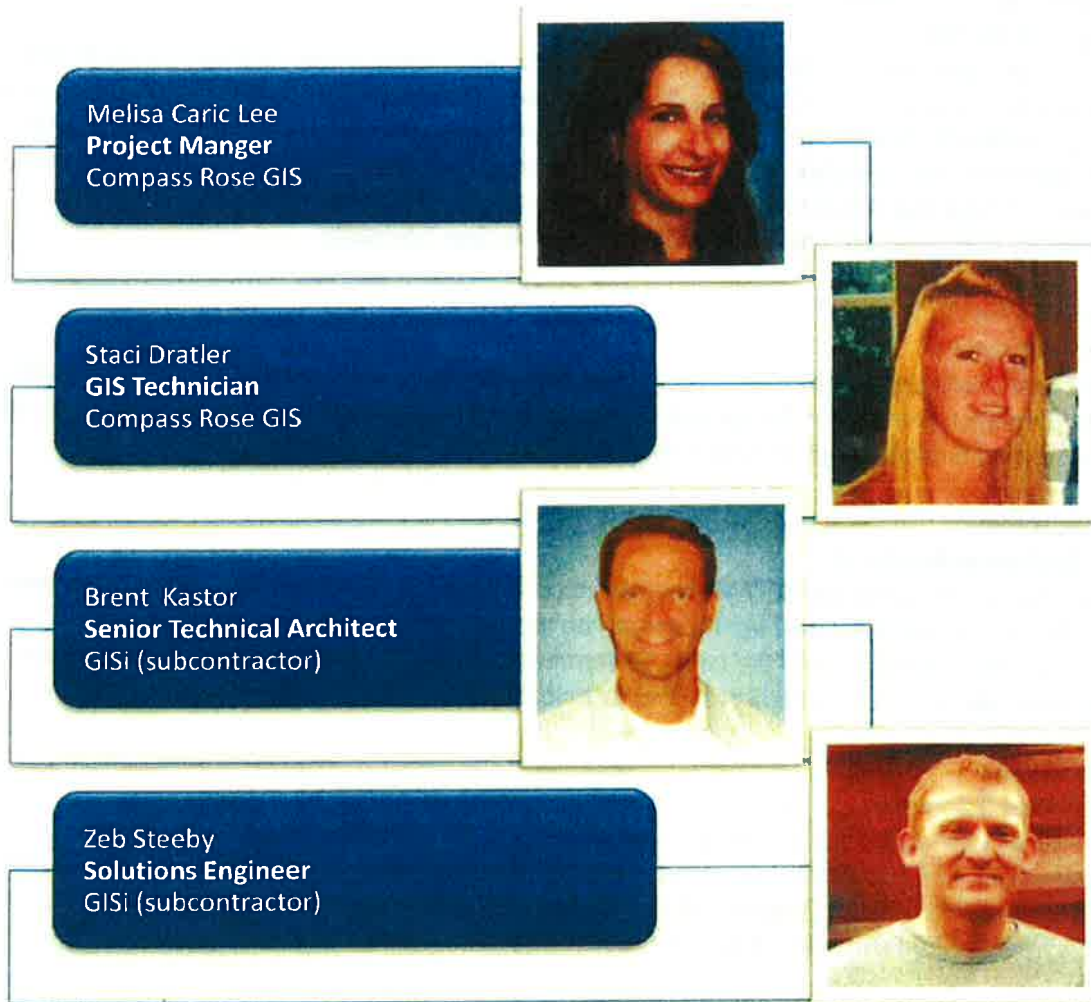
Compass Rose GIS team members and City staff will attend an initial kick-off meeting to discuss scheduling and contractual requirements. During this meeting we will receive updates on current staff priorities, discuss communication protocols, and any other elements that will support the project success. Following the initial meeting, a contact list of participating staff will be produced and distributed to enable efficient communication.

For costing purposes and specific tasks the Compass Rose GIS project manager will consult with the City's project manager to submit a formal scope of work, schedule and cost estimate per project. Monthly reports will be submitted with detailed progress on specific project tasks and subtasks, problems encountered, and plans for the next monthly period. Project management meetings can occur as often as weekly, bi-weekly, or monthly depending on the on-going GIS activities or as desired by the City's project manager. The Compass Rose GIS project manager will be available for any GIS related meetings as needed.

Our management team understands that the key to developing and implementing successful projects is through frequent communication and well-designed quality control practices. We address quality oversight in a systematic way for each project to ensure that deliverables meet or exceed client expectations and requirements.

Organization Chart

Compass Rose GIS will act as the prime consultant for this project with GISi as a subcontractor. All team members are available to commence work as soon as possible and throughout the duration of the project



Team Responsibilities

Melisa Caric Lee, GISP **Project Manager**

Melisa Caric Lee will be responsible for the overall project management and execution of GIS projects for the City of San Clemente. Ms. Caric Lee will supervise all technical staff assigned to GIS projects including subcontractors. She will work closely with the City's Project Manager to prioritize tasks and ultimately deliver all project deliverables. Ms. Caric Lee will also act as the senior technical lead for all GIS projects coordinating with other contractors and vendors as necessary to provide the best solutions for the City of San Clemente.

Staci Dratler **GIS Technician**

Staci Dratler will be responsible for data conversion, research, map production, documentation, and automation procedures for various GIS projects. Ms. Dratler will be available to work on-site as extension of staff alongside City staff as necessary.

Brent Kastor **Sr. Technical Architect**

Brent Kastor will act as the Sr. Technical Architect focused on Esri's ArcGIS Local Government and ArcGIS Online initiatives. Mr. Kastor will be responsible for strategic implementation of ArcGIS Server, ArcSDE, and the Local Government Information Model (LGIM). He will define and translate client requirements to other technical staff.

Zeb Steeby **Solutions Engineer**

Zeb Steeby will act as the Solutions Engineer focused on the successful installation and configuration of Esri's ArcGIS for Server (and ArcSDE) environment at the City. Mr. Steeby will also support with physical implementation of the Local Government Information model and deployment of Esri's maps and apps as required by the City.

Resumes

Full staff resumes are available in Appendix A.

Related Experience

Team Experience

Compass Rose GIS and GISi have had a working relationship for over a year and partnered on successful projects for the City of La Mesa and City of San Clemente.

Compass Rose GIS is a certified small business offering more than 14 years of GIS technical expertise and project management experience. Compass Rose GIS serves public agencies as well as private companies with GIS needs including mapping and analysis, mobile data collection, system integration, and training and workshops. Our recent experience includes projects very similar to the GIS support requested by the City of San Clemente including:

- **GIS program management** for the City of La Mesa Public Works Department (extension of staff, data conversion, data maintenance procedures, standardization documents, CMMS integration- Cartegraph)
- **GIS Needs Assessment** for the City of San Clemente
- **Software training** for DMP products (City of Santa Ana, Orange County Parks, City of San Dimas)
- **Database design, conversion, and GIS training** for the State of California's Department of Public Health
- **GIS Needs Assessment** for the City of Union City
- **GIS data conversion and CMMS Integration (Maximo)** for San Diego County Public Works Department

GISi is a small business whose core purpose is to create insight through spatial technology. We are a GIS company and have maintained that singular focus since our founding in 1991. With a network of over 155 GIS experts across the United States, we bring expertise that has served over 400 local government agencies in all 50 states. The GISi team consists of highly experienced, educated, and certified professionals known for thought leadership and mission critical thinking. Our ArcGIS-centered solutions and implementations support many facets of government including public works, utilities, land management, public safety, and elections departments. Recent and directly related project include:

- **Esri and Lucity software integration** for Gwinnett County, GA Department of Water Resources
- **Full GIS Enterprise implementation** for the City of Southfield, MI
- **ArcGIS for Local Government Jumpstart** for the City of San Mateo, CA

Previous Projects

As-Needed GIS Services, City of La Mesa, La Mesa, CA (April 2010- present) Compass Rose GIS staff has been managing various GIS projects for the Public Works Department at the City of La Mesa. Data conversion, procedural documentation, and staff training have been completed. GIS data editing and administration support are on-going projects. System

integration with their asset management program (Cartegraph) is a specialty service that Compass Rose GIS provides. Granite XP software has recently been purchased for inspection activities. This new program, data collection and work flow will be managed through a GIS environment. Ms. Caric Lee is the technical lead on implementing ArcPad and managing data collection projects including signs, trip hazards, and water meters. Other tasks include management of multiple GIS databases, maintenance of map books for field operations, data sharing processes and procedures, and development of web applications. Ms. Caric Lee acts as the program manager for the Public Works Department providing strategic planning services, overseeing GIS staff and interns, and working as a liaison between Engineering staff the IT Department. Ms. Caric Lee has enhanced communication between divisions, automated processes, minimized task redundancies, and implemented GIS standards for the City of La Mesa Public Works Department. Citywide GIS training was recently completed as well by Ms. Caric Lee under a separate contract.

Client contact: Hamed Hashemian, Engineering Project Manager, 619-667-1153

Consultant contact: Melisa Caric Lee, Project Manager, 619-884-8608

GIS Needs Assessment, City of Union City, CA (November 2012-March 2013) Ms. Caric Lee participated as the lead for a city wide GIS needs assessment and implementation plan. The project included six City departments including: Administrative Services, City Manager's Office, Economic and Community Development, Leisure Services, Police, and Public Works. Several meetings, presentations, and a technology questionnaire were used to gather data, information, and understand department work flow. A needs assessment report was developed to present a summary of findings, list technology gaps, and provide specific recommendations related to: data maintenance, data standards, GIS staffing, communication methods, system integration, and training.

Client contact: Avalon Schultz, Senior Planner, 510-675-5321

Consultant contacts: Melisa Caric Lee, Senior Technical Lead, 619-884-8608;
Benjamin Webb, Project Manager (Digital Map Products), 949-333-5186

California Department of Public Health (CDPH), GIS Needs Assessment, Database Design, and Training. Sacramento, CA, Project (December 2010- January 2012) Compass Rose GIS provided a variety of services for CDPH. The first task involved evaluating current systems and processes and providing recommendations in a formal Needs Assessment report. Collaboration with CDPH's GIS and IT management were essential for implementing a new GIS program for their Emergency Response Unit. Software installation, data inventory, and staff training were all executed under this new collaboration. Automation of work flows and minimizing project redundancy were major goals of this project including: setting up geocoding services, utilizing models to load new data, and assigning permissions for specific data editing tasks. Further tasks included creating and populating an Emergency Response geodatabase, designing map templates and standardization, and hosting three days of classroom training for staff. The Compass Rose Team developed training materials specific to CDPH data and work flows. Department staff from each of the divisions and units participated in the training.

Client contact: Maha Hajmeer, Unit Project Manager, 916-650-6595

Consultant contacts: Melisa Caric Lee, Senior Technical Lead, 619-884-8608;
Eileen Goff, Project Manager (GeomorphIS), 619-218-6463

Professional GIS & Data Services, Oakland County, MI (October 2009 - present) Oakland County has adopted a full enterprise implementation of Esri's software suite, founded on centralized enterprise geodatabase management within the IT department to help enforce the documented data structure, maintenance and publication standards. GISi has been providing GIS professional services and partnership for over 5 years, and has helped design the logical and physical architecture supporting the implementation, including installation and configuration of enterprise software developed by Esri, third party vendors. We have helped develop automated routines that operate within these standards to automate the process of data translation and distribution across environments to support a suite of applications that deliver diverse functionality. Among our responsibilities has been the development of routines to validate and compile information into the enterprise geodatabases from disparate enterprise systems. Additionally, we have designed tools that inject custom security processing into an automated reconcile & post process that abstracts the administration into a sequential array of scripts/code and reports to ensure the integrity of the data.

Client contact: Tammi Shepherd, Chief Land Management: (248) 858-4922

Consultant contact: Kevin Stewart, GISi State & Local Sr. Account Manager, 205.941.0442 x135

GIS HealthCheck & ArcGIS for Local Government Jumpstart, City of Southfield, MI (March 2010 - present) The City of Southfield has a long established and award winning GIS program that has been successful due, in no small part, to the extent to which the City has adopted an enterprise deployment pattern tailored to delivering data and functionality to both staff and citizens. GISi has been providing GIS professional services to the City for over 5 years, including partnering full time to implement a solution that is comprised of a central enterprise geodatabase that can be accessed through custom Desktop solutions or via an extensive implementation of ArcGIS Server-based applications. The diverse approach to providing access to the data by users that span a technical spectrum from novice to advanced, but this also requires creative and streamlined administration. To this end, GISi has designed a solution that automates aspects of the publication of the City's enterprise geodatabase to a parallel enterprise geodatabase in the Amazon cloud that is used to support web-based delivery while also offering an offsite failover solution

Client contact: Sally Price, GIS Coordinator, (248) 796-4814

Consultant contact: Kevin Stewart, GISi State & Local Sr. Account Manager, 205.941.0442 x135

References

City of La Mesa

As-needed GIS Professional Services

La Mesa, CA

Project Dates: 05/2009- present

Project Manager: Melisa Caric Lee

Client contact:

Hamed Hashemian: Engineering Project Manager: 619-667-1153: hhashemian@ci.la-mesa.ca.us: 8130 Allison Avenue, La Mesa, CA 91942

California Department of Public Health (CDPH)

GIS Needs Assessment, Database Design, and Training

Sacramento, CA

Project Completed 01/2012

Project Manger: Melisa Caric Lee

Client contact:

Maha Hajmeer: Unit Project Manager: 916-650-6595: Maha.Hajmeer@cdph.ca.gov
1500 Capitol Avenue: PO Box 997435, MS 7602: Sacramento, CA 95899-7413

Oakland County

Professional GIS & Data Services

Oakland County, MI

Project Dates: 10/2009- present

Project Manager: Sean Savage

Client contact:

Tammi Shepherd: Chief Land Management: (248) 858-4922: shepherdt@oakgov.com: 2100 N
Telegraph Road, Pontiac, MI 48341

City of Southfield, MI

GIS HealthCheck & ArcGIS for Local Government Jumpstart

Southfield, MI

Project Dates: 03/2010 - present

Project Manager: Sean Savage

Client contact:

Sally Price: GIS Coordinator: (248) 796-4814: sprice@cityofsouthfield.com: 26000 Evergreen
Road, Southfield, MI 48037

Cost Data

Staff Member	Classification	Type of Work	Hourly Rate
Melisa Caric Lee	Project Manager	Attend meetings; communicate with City staff; quality control; training; CMMS integration support; overall technical guidance	\$100
Staci Dratler	GIS Technician	Data conversion; data maintenance; automation tools; map preparation	\$45
Brent Kastor	Sr. Technical Architect	Overall Esri technical direction and best practices advisor, resource management	\$150
Zeb Steeby	Solutions Engineer	ArcGIS for Server install/configuration, LGIM implementation, map & app deployment	\$117

With approval by the City's Project Manager, other direct costs may include:

- Travel for GISi technical staff for installation or specialized training
- Printing of large format map products or map books

Statement of Compliance

This proposal is in strict compliance with the Request for Proposal and Draft Agreement and no exceptions to either are proposed.

Appendix A

Team Resumes



MELISA CARIC LEE, GISP

President, Compass Rose GIS

Melisa Caric Lee has more than fourteen years of professional experience including GIS analysis, staff training, system integration, and project management. She has extensive expertise in the use of ESRI's suite of products, Google Earth, Cartegraph, Granite XP, and Microsoft Office applications. Ms. Caric Lee pays careful attention to client's needs, places high importance on requirements gathering and early project planning, and is well known for clearly explaining solutions to technical and non-technical users. She has a strong commitment to promote and implement GIS programs across various disciplines.

Ms. Caric Lee's recent clients include public agencies and private companies that specialize in engineering, environmental services, water resources, and software development. Projects include data conversion, database design, GIS standards and procedures, multi-level training, and GIS program/ project management.

Education

B.A., Geography, San Diego State University

Registrations, Certifications, and Affiliations

Urban and Regional Information Systems Association (URISA), Southern California Chapter, Past-President

Certified GIS Professional, Geographic Information Systems Certification Institute (GISP)

Certified Floodplain Manager, Association of State Floodplain Managers (CFM)

Environmental Systems Research Institute (ESRI), San Diego User's Group

Southern California HAZUS User Group (SoCal HUG)

National Association of Professional Women (NAPW)

California Geographic Information Association (CGIA)

Professional Experience

As-Needed GIS Services, City of La Mesa, La Mesa, CA (2010-present). The Public Works department requires management of multiple GIS databases, maintenance of map books for field operations, data sharing processes and procedures, and staff training. Ms. Caric Lee acts as the City's GIS Program Manger and works with internal staff to maintain proper work flows and implement data and mapping standards. Several GIS project have been completed to support CIP, CCTV, data conversion, and system integration projects. Red-lined as-built drawings were used to update the City's sewer shapefiles and later converted to a geodatabase format. Feature linked annotation was developed to automate editing processes and a new map book was



created for the City's field crews. The City's CMMS (Cartegraph) has recently been synchronized with the GIS system allowing users to view and edit data in either environment. Mobile GIS applications were developed for field data collection efforts including sewer, traffic, and road inspections, street sign inventory, and address verification.

GIS Needs Assessment, City of San Clemente, San Clemente, CA (2013-2014). Ms. Caric Lee acted as the lead for a city-wide GIS needs assessment and implementation plan. The project included six City departments including: Administrative Services, City Manager's Office, Economic and Community Development, Leisure Services, Police, and Public Works. Several meetings, presentations, and a technology questionnaire were used to gather data, information, and understand department work flow. A needs assessment report was developed to include a summary of findings, list technology gaps, and provide specific recommendations related to: data maintenance, data standards, GIS staffing, communication methods, system integration, and training.

GIS Needs Assessment, City of Seal Beach, Seal Beach, CA (2014). Ms. Caric Lee acted as the lead for a city-wide GIS needs assessment and implementation plan. The project included six City departments including: Administrative Services, City Manager's Office, Economic and Community Development, Leisure Services, Police, and Public Works. Several meetings, presentations, and a technology questionnaire were used to gather data, information, and understand department work flow. A needs assessment report was developed to include a summary of findings, list technology gaps, and provide specific recommendations related to: data maintenance, data standards, GIS staffing, communication methods, system integration, and training.

Software Training, Digital Map Products (DMP), Irvine, CA (2012-2014). Ms. Caric Lee helps support DMP with software training for a variety of clients. Custom training materials and hands-on training is provided dependant on each customer's needs, data, technical experience, and common work flows. Recent training sessions have been provided to: City of San Dimas, Orange County Parks, and City of Santa Ana.

GIS Program Coordinator, Palomar College, San Marcos, CA (2013-2014). Ms. Caric Lee coordinates all activities associated with the GIS certificate program at Palomar College. Responsibilities include advising students enrolled in the GIS program, outreach throughout the County, faculty support, and any system or program recommendations.

Street Light Inventory, Evari GIS Consulting, San Diego, CA (2013-2014). Ms. Caric Lee subcontracted to Evari for several street light inventory projects. Tasks included: data research, database design, map production, geocoding, and loading final data sets to web mapping



applications. Recent projects include: City of Oceanside, Alameda County, and City of Yonkers, NY.

City-Wide GIS Training, City of La Mesa, La Mesa, CA (2012-2013). The City of La Mesa selected a variety of technical staff to participate in GIS Training. Three levels of classes were offered across several months to help develop and advance the skills learned in previous sessions. Materials and hands on projects were customized using the City's data and on-going projects. Ms. Caric Lee developed the materials based on Esri's ArcGIS products and led the classroom sessions. Several follow up user meetings are scheduled to help answer questions and provide additional GIS support and learning resources.

GIS Needs Assessment, City of Union City, CA (2012-2013). Ms. Caric Lee acted as the lead for a city-wide GIS needs assessment and implementation plan. The project included six City departments including: Administrative Services, City Manager's Office, Economic and Community Development, Leisure Services, Police, and Public Works. Several meetings, presentations, and a technology questionnaire were used to gather data, information, and understand department work flow. A needs assessment report was developed to include a summary of findings, list technology gaps, and provide specific recommendations related to: data maintenance, data standards, GIS staffing, communication methods, system integration, and training.

GIS Needs Assessment, Database Design, and Training, California Department of Public Health (CDPH), Sacramento, CA (2012). Compass Rose GIS provided a variety of services for CDPH. The first task involved evaluating current systems and processes and providing recommendations in the form of a formal Needs Assessment report. Several meetings, presentations, and staff interviews were scheduled to collect and also share information with CDPH staff among different Units. Collaboration with the Department's GIS and IT management were essential for implementing a new GIS program for their Emergency Response Unit. Software installation, data inventory, and staff training were all executed under this new collaboration. Automation of work flows and minimizing project redundancy were major goals of this project including: setting up geocoding services, utilizing models to load new data, and assigning permissions for specific data editing tasks. The Needs Assessment report provided an organized view of the existing infrastructure and a strategic plan for future improvements. Further tasks included creating and populating an Emergency Response geodatabase, designing map templates and standardization, and hosting three days of classroom training for staff. The Compass Rose Team developed training materials specific to CDPH data and work flows. Department staff from each of the divisions and units participated in the training.

GIS Instructor, Escondido Union High School District, Escondido, CA (2010-2013). Ms. Caric Lee is the Instructor for an Introduction to GIS class. Students become exposed to the software, hardware, and data types associated with the GIS technology. Emphasis is placed on database design, editing, map creation, metadata, and industry trends. The course is articulated with the

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GIS certification program at Palomar College. Special after school GPS training sessions were also held at local High Schools to initiate interest in geography, GIS, and the local community college program.



GIS Integration, County of San Diego, Wastewater Management Section, San Diego, CA (2009).

Several GIS tasks were completed in this comprehensive GIS implementation program. A needs assessment was performed to document the software, hardware, and staffing needs of the department. Data conversion was completed using scanned as-built drawings & atlas map books were produced for field staff. The updated wastewater geodatabase was used for modeling in the master plan. A custom GIS web viewer was developed and served out to all department staff. Full system integration with parallel applications (asset management and CCTV) is planned for the near future. Ms. Caric Lee acted as Project Manager for all GIS tasks.

STACI DRATLER

GIS Technician, Compass Rose GIS

2807 Cacatua St. Carlsbad, CA 92009

Staci.Dratler@gmail.com • 760-207-6999

Overview

I have two years of professional experience working in the GIS industry. While pursuing my Masters in Environmental Science, I was introduced to GIS and continued to develop my skills thereafter by enrolling in the GIS program at Palomar College. Since my start at Palomar College, I have received a Certificate of Proficiency in GIS and continue to advance my knowledge in IT, Computer Programming and GIS by attending classes.

Technical Skills:

Esri Software:

- ArcGIS Desktop, Scene, and Globe
- Model Builder
- SDE and SQL Databases
- ArcPy and Python
- ArcPad
- Geoprocessing and Spatial Analytics

Other:

- Microsoft Office Professional:
 - Word, Excel, Access, Powerpoint
- Trimble GPS Devices
- QAS Pro
- RealQuest
- Minitab

Professional Experience:

Compass Rose GIS, GIS Technician – City of La Mesa

5/14 – Present

Sub-Contracted to the City of La Mesa Public works department to develop GIS driven solutions.

- Map and Mapbook Production
- Geodatabase organization
- Data creation, editing and management
- Project management

City of Del Mar, Public Works – GIS Intern

2/14 – 5/14

Worked with the Public Works department to develop a variety of GIS driven solutions, including:

- Asset tracking through field data collection
- Map book production for Water, Storm Water, and Sewer Field Teams
- Geoprocessing and Data Analysis operations
- GIS Data Lifecycle Management, including creating and editing Geodatabase and Feature Datasets
- Creating and Managing ArcGIS Online Account.

City of Poway, Public Works – GIS Intern

11/13 – 5/14

Worked with the Public Works department to develop a variety of GIS driven solutions, including:

- Street Sweeping Route Maps
- Map book production for Water, Storm Water, and Sewer Field Teams
- Geoprocessing Analysis and Design for incoming field data
- GIS Data Lifecycle Management

City of Carlsbad – GIS Intern

09/13 – 11/13

Was responsible for GIS Data Quality Control of the cities address database, including both the primary and secondary address points. Responsibilities included verifying the GIS data against QAS Pro and RealQuest, including address point validation, APN look ups, and Parcel editing to guarantee accuracy. Provided additional support to the city through water meter editing and verification.

City of Poway – GIS Intern Volunteer

07/13 – 11/13

Was responsible for GIS data integration to generate maps, network analytics, and documents used to support the city residents and employees for a variety of applications including:

- Emergency Response
- Route Optimization and Mapping for City Planning and Public Works
- Community Web Maps
- Parcel Data and Maps

California State Parks– GIS Volunteer

02/13 – 05/13

Performed field data collection at the Torrey Pines State Reserve, utilizing ArcPAD and Trimble devices. Responsible for exporting, establishing accuracy controls, and importing the data into a spatial database for spatial data analysis and map production.

Additional Professional Experience:

- GIS Analyst, Subcontract – RFSpot 02/14 – 02/14
- Sales Receptionist – The Bar Method 05/2013 – Present
- Assistant Manager – Naturally To Your Door 02/13 – 09/13
- Assistant Manager – Sweaty Betty 02/12 – 08/12
- Energy and Recycling Advisor – Waste Watch, United Kingdom 10/11 – 03/12

Education

Associates of Arts in Geographic Information Systems
Palomar College

01/13 - Present

Masters of Science in Sustainability, Environment & Change
Kingston University – London

2010

Bachelor of Science in Political Science
University of Colorado – Boulder

2008

Relevant Courses:

- GIS Spatial Analysis
- Principles of Cartography
- GIS Applications and Programming
- Environmental Management
- Urban Planning
- Water Resource Management
- Research Methods & Data Analysis
- Java Scripting

Membership & Certificates:

- URISA: The Urban and Regional Information Systems Association



GEOGRAPHIC
INFORMATION
SERVICES, INC

BRENT KASTOR, GISP
Senior Technical Architect



PROFESSIONAL EXPERIENCE SUMMARY

Sr. Technical Architect focused on Esri's ArcGIS Local Government and ArcGIS Online initiatives. Responsible for strategic implementation of the Local Government Information Model (LGIM). Define and translate client requirements into straw-man technical architecture/solutions. Project manager and technical lead. Ensure successful completion of the solution design and implementation with technical team support.

Geographic Information Services, Inc. – Sr. Technical Architect

- City of Spokane Valley, WA – GIS HealthCheck
 - On-site interviews of all City Departments
 - Assessed existing GIS implementation and provided a report and project plan for added efficiencies, quick wins, and sustained growth
 - Provided a long term vision for the GIS Program
 - Complete GIS software evaluation / recommendation
- City of San Clemente, CA – GIS Integration Analysis
 - Completed recommendations for GIS expansion based on a comprehensive needs analysis
 - Drafted formal recommendation report
 - Worked with third party commercial off-the-shelf (COTS) vendors to identify areas for GIS integration
- City of Joliet, IL – ArcGIS Online (AGO)
 - Demonstrated Fire Hydrant Flushing mobile application for the City Fire Department
 - Worked with City staff to continue the development of AGO Apps
 - Developing one-year and five-year City GIS strategy / plan
- Grand County, CO – ArcGIS Online / LGIM
 - Implemented data CrossWalks for use in the LGIM
- City of Lenexa, KS – AGO and LGIM Implementation: Solutions Engineer
 - Setup Feature/Attributes for data CrossWalks and ETL process
 - Deployed ArcGIS Online Apps: Tax Parcel Viewer, Public Notification, My Government Services
- McHenry County, IL – ArcGIS Online: Technical Architect
 - Trained staff on how to create a Story Map
 - Deployed Collector for ArcGIS
 - Established Groups, user creation, and permissions
 - Trained staff on best practices
 - Published local map services with Feature Access for pop-up configuration
 - Experience with the Esri Maps for Office (Excel, PowerPoint)

RS&H, Inc. – GIS Administrator

- ArcGIS Online Account Administrator for AEC Firm with 35 offices throughout the US
- Internal Site Development and Design
- User creation and established permissions
- Published both Feature and Tiled Map Services
- Experience with the Esri Maps for Office (Word, Excel, PowerPoint)
- Deployed Collector for ArcGIS (Field Editing of SDE data)
- Broward County, FL
 - Utility Atlas data conversion from CAD to FAA approved and Enterprise geodatabase
 - Utilized FME and data interoperability for data translation.

- City of Austin, TX
 - Created a Part 77 surface for the use in Obstruction Analyses for the Austin-Bergstrom International Airport
- Hillsborough County, FL
 - Data conversion for the Tampa International Airport.

EMPLOYMENT HISTORY

Sr. Technical Architect	Geographic Information Services, Inc. Jan 2014 - present
GIS Administrator	RS&H, Inc., Jacksonville, FL Aug 2010 – Jan 2014
GIS Coordinator	Coweta County, GA Jun 2008 – Aug 2010
Integrated Systems Project / Applications Manager	Horry County, SC Nov 2004 – Jun 2008
GIS Coordinator	The Village of Vernon Hills, IL Nov 1998 – Nov 2004
GIS Technician	Illinois Department of Revenue, Springfield, IL May 1998 – Nov 1998

EDUCATION

Illinois State University
B.S., Geography & B.A., Music (1998)

TECHNICAL EXPERTISE:

- Programming / Web Development
 - JavaScript, Visual Basic.NET, C#, Python, VBA, Avenue, AML
 - IIS, XML, ASP.NET, HTML, Flex, Silverlight, CSS
- GIS Software
 - ArcGIS Desktop, ArcGIS Server, ArcIMS, ModelBuilder, ArcPad, ArcGIS Mobile
- Database
 - ArcSDE, SQL Server, Access

PROFESSIONAL DEVELOPMENT

- SQL Server 2008 Training
 - 6332B - Implementing a MS SQL Server 2008 R2 Database
 - 6231B - Maintaining a MS SQL Server 2008 R2 Database
- SQL Server 2012 Training
 - 10775 – Administrating MS SQL Server 2012 Databases
- FEMA Training
 - ICS-100, ICS-300, Integrated Emergency Management Course E930
- Azteca Cityworks Training
 - 2024: Cityworks Administration
 - 2013: Storeroom
- Hyland Software OnBase
 - System Administration (CA-1100)
- Lake County, IL Community College
 - JavaScript



GEOGRAPHIC
INFORMATION
SERVICES, INC

Zebadiah Steeby
Solution Engineer



EXPERIENCE SUMMARY:

Geographic Information Services, Inc. – Solution Engineer

- Tampa International Airport – ArcGIS Online Implementation
 - Worked with various departments to identify needs that could be met with GIS
 - Setup the organization account on ArcGIS Online and created groups for top depts
 - Setup and created web apps, integrating Esri maps for SharePoint
 - Converted CADD floor plans into GIS
 - Built and showcased the collector app to perform inspections for Operations Dept
- City of Evanston, IL – Cityworks Database Migration
 - Migration of a Cityworks database from Oracle to SQL Server as well as support for testing and subsequent production implementation.
 - Use SQL Server Migration Assistant to migrate data
 - Build SQL scripts to migrate missing tables and data, validate record counts, and verify migration
- The Shopping Center Group — Enterprise System Architecture and Rollout
 - Installation and configuration of ArcGIS for Server 10.1, Business Analyst Server 10.1 and ArcGIS for Desktop 10.1 (Citrix), Business Analyst for Desktop 10.1 (Citrix)
 - Installation and configuration Microsoft SQL Server 2012 and ArcSDE 10.1
 - Business Analyst Online and ArcGIS Online setup
 - Intranet and Internet data browser applications
 - Enterprise Geodatabase design and implementation
 - Assist with Data Migration Methodology, migration of existing data to ArcSDE Geodatabase
- Tampa, FL - Water utility services department LGIM conversion
 - Executing a full migration of water, storm water, and wastewater system data from CAD into LGIM GIS database model including ArcGIS for Server database and desktop editing templates.
 - Provided solution engineering for city's water utility services departments LGIM conversion.
 - Convert data to LGIM via ArcGIS data interoperability extension
- Aqua Water Supply Corporation (Bastrop, TX) - Implementation of LGIM and templates, ArcGIS Server, GPS workflows
 - Implemented a wholesale utilities data migration into LGIM using the desktop editing, mobile map, and ArcGIS for Server.
 - Developing a custom GPS data collection application
 - Set-up water utility operations dashboard
 - Set-up ArcSDE database in SQL server
- City of West Palm Beach, FL
 - Installation and configuration Microsoft SQL Server 2012 and ArcSDE 10.1

- Review of database server machine
 - Define and configure users and data owners
 - Establish connections, backup routines, and scripting/scheduling of ArcSDE maintenance routines
- The Irvine Company - GIS data inventory and documentation
 - Setup and configuration of ArcSDE 10.1 on SQL Server 2008
 - Migration of existing data to new SDE Geodatabase
 - Development and implementation of automated backup tasks for SDE Geodatabase
- Florida Bureau of Environmental Health
 - Deployment and configuration of HTML5 Web Application
 - Deployment and configuration of automated python report script with the SDE Geodatabase feature classes.
- Jefferson County, WV
 - Implementation of Address Data Management using ArcSDE 10.1 and LGIM
 - Set-up and configure SDE Geodatabase
 - Develop ETL to load data into LGIM
- Highlands County, FL
 - Upgrade of ArcGIS Server and ArcSDE to 10.1
 - Implement LGIM in SDE Geodatabase for Address Data Management
- Williams County, ND
 - Installation and configuration of ArcGIS for Server 10.1
 - Installation and configuration of ArcSDE 10.1 on SQL Server 2012
 - Migration of existing data to new SDE Geodatabase
- Oxford Water Works and Sewer Board (Oxford, AL)
 - Implemented a wholesale utilities data migration into LGIM using the desktop editing, mobile map, and ArcGIS for Server.
 - Convert data to LGIM via ArcGIS data interoperability extension
 - Set-up ArcSDE database in SQL server
- Opelika Utilities (Opelika, AL)
 - Implemented a wholesale utilities data migration into LGIM using the desktop editing, mobile map, and ArcGIS for Server
 - Upgraded to ArcGIS 10.1
 - Convert data to LGIM via ArcGIS data interoperability extension
 - Set-up ArcSDE database in SQL server
- Pinellas County, FL
 - Public works and environmental data migration into LGIM
 - In field editing app with ArcGIS online
 - Migrated 140 CAD layers into LGIM utilizing FME software
 - Convert data to LGIM using FME software
 - Implement cloud-based apps hosted on ArcGIS Online
 - Developed internal and external viewers
 - ArcGIS Online Web Map/Apps and in-field editing
 - LGIM Conversion and Web/Mobile Template Implementation, ArcGIS Online Web Map/Apps
- Boerne, TX

- Set up 2 apps: Tax parcel viewer and My Government Services – municipal data migration to LGIM
- Convert data to LGIM via ArcGIS data interoperability extension
- Geocode address data
- 2 internet applications
- Set-up ArcSDE database in SQL server
- Minneapolis, MN
 - Convert data via ArcGIS data interoperability extension
 - Set-up infrastructure/environment on amazon for ArcGIS Online Marketplace internet Application
- Weyerhaeuser – Silverlight Application
 - Installation and configuration of ArcGIS for Server 10.1, ArcGIS for Desktop 10.1 and Silverlight Application Builder
 - Publish mapping services
- Army Mapper
 - Migrated MapServer map files into ArcGIS ArcMap Documents (mxd)

HNTB Federal – Senior GIS Analyst

- Provide enterprise support on all GIS processes for projects to include technical assistance and production for internal as well as external clients. Manage Oracle database administration assignments for diverse industry clients. Perform DBA and Server Administrator duties for development projects as well as technical support for personnel imbedded on military installations.
- GIS Systems management for ArcSDE 9.3.1/10.0 and ArcGIS Server 9.3.1/10.0 with geospatial imagery and SDSFIE compliant data
- Development and implementation of testing, staging, and production level Enterprise GIS environments
- Systems documentation and performance reviews
- Database management for Oracle 11g on Windows Server 2008
- Oracle Critical Patch Updates in compliance with DoD Information Assurance Certification and Accreditation Process (DIACAP) and Headquarters, Department of the Army (HQDA) Information Assurance Vulnerability Alert (IAVA) policies and procedures
- Implementation of DoD Security Technical Implementation Guides (STIGs) on databases and servers
- Perform database modeling for enterprise GIS projects
- Generating SQL scripts for updating, inserting and/or deleting data
- Development of triggers and stored procedures for automation of database tasks
- Installation and configuration of database server environments on military installations and hosted datacenters
- Implement backup and recovery strategies for production environments
- Troubleshooting issues with production environments for both transactional and GIS databases

EMPLOYMENT HISTORY

Solution Engineer	Geographic Information Services, Inc. <i>October 2012 - present</i>
Senior GIS Analyst	HNTB Federal <i>August 2007 – October 2012</i>

EDUCATION

B.S., Northwest Missouri State University, 2006
Major: Geography; Minor: GIS

TECHNICAL EXPERTISE / CERTIFICATIONS

- CompTIA Security +
- Microsoft® Certified IT Professional (MCITP)
- Microsoft® Certified Solutions Associate (MCSA): Windows Server® 2008
- Microsoft® Certified Technology Specialist: Windows Server® 2008 Network Infrastructure, Configuration
- Microsoft® Certified Technology Specialist: Windows Server® 2008 Active Directory, Configuration
- GIS Software
 - ArcGIS Server, ArcSDE, ArcGIS Desktop
- Database
 - Oracle 11g, SQL Server 2008/2008R2/2012
- Operating System
 - Windows Server 2008/2008R2/2012
 - MCITP - Server Administrator on Windows Server 2008

Appendix B

Addendum No. 1



REQUEST FOR PROPOSAL

**GEOGRAPHIC INFORMATION SYSTEM (GIS) PROFESSIONAL
SERVICES**

ADDENDUM No. 1

**REVISED SCHEDULE
AND
RESPONSE TO QUESTIONS**

PUBLISHED 8/12/2014

100 AVENIDA PRESIDIO, SAN CLEMENTE, CA 92672 PHONE: (949) 361-8200

RFP – Addendum No. 1

NOTICE TO ALL POTENTIAL PROPOSERS:

Notice is hereby given to all potential Proposers that this is an addendum to the Request for Proposal for Geographic Information System (GIS) Professional Services issued on July 30, 2014.

**Brian Brower,
Information Technology Analyst**

Instructions:

This Addendum must be signed and returned with the proposal. No proposals shall be accepted without an executed addendum signature page. Please provide a signed copy of this addendum as an attachment to your Proposal.

Received By: _____

Proposer Signature: _____

Firm Name: _____

Revised Schedule of Events from Issuance of the RFP to Contractor Selection:

RFP Published	Wednesday, July 30, 2014
Last day to submit questions	Thursday, Aug 14, 2014
RFP Due to City of San Clemente	Wednesday, Aug 20, 2014 at 5:00 p.m. PST
Potential Firm Presentations / Interviews (if deemed necessary by the City)	September 2, 2014 through September 5, 2014
Final Selection (estimate)	September 10, 2014

Answers to Questions as of 8/12/2014:

1. (Q) Is there a finalized database design/scheme in place?
(A) The Public Works department has been developing data in accordance with the Esri Local Government Utility Model.
2. (Q) What is the City's standard Operating System to be used on the servers (Windows or Linux)?
(A) Windows
3. (Q) Which Relational Database management system will be used? (SQL Server, Oracle, ... Etc.)
(A) SQL
4. (Q) Approximately how many users will be editing?
(A) Approximately 5 during the first phase of the implementation.
5. (Q) Is there any decision of the pre-final choices to be used for the pending CMMS?
(A) The City has selected Lucity <http://www.lucity.com/> for the CMMS.
6. (Q) Is the GIS to be used in the CMMS going to be edited, or will it be read only?
(A) The spatial data within GIS will not be edited directly from Lucity, but ultimately there will be the ability to edit certain attribute data from the CMMS.
7. (Q) Finally, is there any chance of postponing the due date (13th Aug'14) for submitting RFP? We received the RFP packet in a mail on 7th Aug'14 which is yesterday. It will be good if we have more time to response the RFP in detail.
(A) See Revised Schedule of Events above.