



**THE PORT
OF LOS ANGELES**
Executive Director's
Report to the
Board of Harbor Commissioners

DATE: OCTOBER 25, 2016

FROM: INFORMATION TECHNOLOGY

**SUBJECT: RESOLUTION NO. _____ - AGREEMENT BETWEEN
THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND
NORTHSOUTH GIS LLC FOR AS-NEEDED GEOGRAPHIC
INFORMATION SYSTEM SUPPORT SERVICES**

SUMMARY:

The City of Los Angeles Harbor Department (Harbor Department) staff requests approval to enter into an Agreement with NorthSouth GIS LLC (NSG) to provide as-needed support services for the Harbor Department's Geographic Information System (GIS). The GIS is a mapping system used to store, manage, and share spatial data and related information.

The term of the proposed Agreement is three years at a not-to-exceed amount of \$300,000. The recommendation to select NSG is based on a competitive Request for Proposal (RFP) process performed by the Harbor Department. NSG is a qualified Small Business Enterprise (SBE); a Very Small Business Enterprise (VSBE); and a qualified Local Business Enterprise (LBE). NSG is located in Los Angeles, California.

Payment of expenditures under the proposed Agreement is the financial responsibility of the Harbor Department.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles city CEQA Guidelines;
2. Find that in accordance with the Los Angeles City Charter Section 1022, it is more feasible for outside contractors to perform this work than City Employees;
3. Approve the Agreement with NSG for a term of three years at an amount not-to-exceed \$300,000;

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4. Authorize the Executive Director to execute and the Board Secretary to attest to said Agreement; and
5. Adopt Resolution No. _____

DISCUSSION:

Background and Context – The Harbor Department’s GIS system (geoPOLA) is a central location where employees can access GIS mapping information including: ship locations and information, roads, building floor plans, lease data, permit information, hazardous pipelines, environmental data, traffic information, security camera locations and field of view data and much more. It includes 148 GIS layers, 4 geoPOLA viewers, and 8 base maps of spatial information. Examples of how some Divisions are using geoPOLA include:

- Planning uses geoPOLA to create permit polygons on the viewer; this helps divisions view and track permit locations.
- Construction and Maintenance uses geoPOLA to view storm water inventory, create reports, and launch MaintStar.
- Multiple divisions view lease boundaries and select permit information on geoPOLA. .
- The Real Estate Division is using geoPOLA to display its Temporary Entry and Use Permits (TEUP).

The GIS System was implemented in 2010 through Board Agreement 09-2779. The proposed Agreement will be the first agreement for support services since the implementation of the GIS. There is no current agreement for GIS support services.

Proposed Agreement – The proposed Agreement (Transmittal 1) is for as-needed services to support the GIS System, including software patching, system upgrades, configuration, issue resolution, preventive health checks, and training. The term of the proposed Agreement is three years at a not-to-exceed amount of \$300,000. The Harbor Department is not committed to spending the entire amount because the services will be used on an as-needed basis.

The Information Technology (IT) Division has two staff assigned full-time to support the GIS System. In addition, other IT Division personnel provide support on a part-time basis. The IT Division staff will continue to provide the majority of the GIS support. Consultants will be used only when necessary for more complex and specialized tasks, and for knowledge transfer to staff.

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The proposed Agreement's not-to-exceed amount is for the anticipated base level of support. Significant work beyond base support may be submitted to the Board for consideration at a later date.

Selection Process – The selection of NSG is based on a competitive RFP process performed by the Harbor Department. Two firms responded to the RFP and submitted proposals (Transmittal 2). The selection committee evaluated the proposals based on: 1) firm's qualifications, experience and references; 2) project organization, personnel and staffing; 3) rates, fees and budget control; and 4) clarity and comprehensiveness of the proposal. The selection committee was comprised of individuals from the Harbor Department's Information Technology (IT) & Engineering Divisions, and an external rater from the City of Los Angeles Department of Public Works, Bureau of Sanitation. Both firms were invited to participate in interviews with the selection committee and present their proposal. Based on the scoring criteria, the selection committee recommends NSG (Transmittal 3).

As part of the 1022 process, the Contracts and Purchasing Division (CPD) asked the other City of Los Angeles (City) Departments if they had City staff that could do this work. For the Departments that did respond to CPD's inquiry, they stated that they do not have available staff. A few City Departments did not respond, which is understood to mean that they cannot provide staff.

NSG is a qualified Small Business Enterprise (SBE), Very Small Business Enterprise (VSBE) and Local Business Enterprise (LBE). NSG is located in Los Angeles, California.

ENVIRONMENTAL ASSESSMENT:

The proposed action is approval an Agreement with NSG to provide as-needed support services for the Harbor Department's Geographic Information System (GIS). As an administrative activity, the Director of Environmental Management has determined that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the proposed three-year Agreement with NSG authorizes the IT Division to retain GIS support services with a not-to-exceed limit of \$300,000. As part of the annual budget process, fiscal year 2016/2017 funds in the amount of \$25,000 were budgeted in the IT Division (Center 0640, Account 54310, Program 000). Other Divisions requiring GIS services may also provide funding from their respective

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Division's account when GIS services are requested, as long as the total authority amount of \$300,000 is not exceeded. If funds are not budgeted in the requesting Division's account, an offset will need to be found to provide the funding. Upon Board approval, funding for future fiscal years will be requested to be budgeted as shown in the table below:

Fiscal Year	Proposed Amount
2016/17	\$ 50,000
2017/18	\$ 100,000
2018/19	\$ 100,000
2019/20	\$ 50,000
Not-To-Exceed	\$ 300,000

The actual expenditures may differ from the estimated amounts in any given fiscal year presented in the table above. However, the total aggregate amount will not exceed \$300,000 over three years. The Harbor Department is not committed to spend the entire proposed amount. Expenditures are based on an as-needed basis.

Office space for one to three consultants will be used intermittently within the space reserved for the IT Division. The office space will be used only when on-site work is required. Staff will not be displaced.

A Termination for Non-Appropriation of Funds Clause (also known as a Funding Out Clause) is included in the Agreement.

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CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the Agreement as to form and legality.

TRANSMITTALS:

1. Agreement with NorthSouth GIS LLC
2. List of Proposers
3. Score Matrix

FIS Approval:  (initials)
CA Approval:  (initials)


FOR LANCE KANESHIRO
Chief Information Officer


THOMAS E. GAZSI
Chief of Public Safety & Emergency Management

APPROVED:


FOR EUGENE D. SEROKA
Executive Director

LK:ct