M E M O R A N D U M
BEST INTEREST CONTINUATION APPROVAL

TO: Henry Dachowitz, Chief Financial Officer

FROM: Don Marese, Assistant IT Director *DM*

SUBJECT: Approval to continue GIS Consulting Services with Flipside Geographics, LLC. while the City engages in a Competitive Solicitation.

DATE: January 21, 2025

Background:

The City of Delray Beach has been using the GIS Consulting Services of Flipside Geographics, LLC for the last 2 years. We have used the PPM Exemption for Consultant/Professional Services up to $65,000 with approval of the City Manager since January 3, 2023. The work has been comprised of a GIS Specialist during the Fiscal Years of 2022-2024. Flipside GEO has been doing the same type of contracting work for the City of Wellington for many years and has been highly recommended to Delray Beach. The consultant has been used to complete a data cleanup of all areas that could potentially cause an issue over time with Tyler EnerGov and Tyler Munis. We currently have Flipside working on time sensitive projects for Development Services Enterprise Permitting & Licensing , custom scripting for Palm Beach County Tax Parcel data, custom legal description schema, Fire Department First Due hydrant data, Police Department Computer Aided Dispatch scripted upload of site addresses and roadway data. Stopping work on these projects at this time may seriously delay the completion of these projects. The Information Technology Department is requesting approval to continue using Flipside Geographics, LLC. on current open projects while the City engages in a competitive solicitation process for GIS Consultant Services. We have currently surpassed the $65,000 limit by $6,125 and expect an additional $20,000 to complete the current projects.

Justification:
To maximize cost savings and minimize project time and risk, it is in the City's best interest to continue services with Flipside Geographics, LLC while the competitive solicitation process and contract approval takes place.

The IT Department has found it in our best interest to contract out specialized GIS skills rather than hire a full time Senior GIS Analyst. The current price structure includes "time and materials" at a flat rate of $135 per hour. The GIS Consultant will assist with the City's ongoing GIS projects on an as-needed, hourly basis under the direction of the Assistant IT Director and GIS Manager.

The city does not currently have the staff or training required to complete the following tasks:
- Rebuild a GIS data infrastructure
- Automation of Palm Beach County Parcel data utilizing Python Scripting
- Automation of Police Computer Aided Dispatch system with updated mapping
- Systematic programming of parcel data for Tyler Enterprise Permitting and Licensing software
- Administer the enterprise GIS & build out an internal/external facing sites and applications
- Assist and/or complete the data clean-up
- Train the current GIS team to use the proper software (ArcGIS Pro and Esri best Practice Schema)
- The ArcMap software has reached the end of life, and all GIS staff members should already have ArcGIS Pro installed and individual training should have already been completed

Listed below are the GIS Consulting services that will be included using industry standard best practices:
- GIS database design, development and administration
- GIS data layer review and updates
  - Addresses, streets, parcels, parks, schools and parking lots garages are high priority layers
- GIS system integration and support services
  - Building and troubleshooting map services for enterprise systems such as EnerGov
  - Configuration and troubleshooting of third-party solutions such as Nearmap imagery services for ArcGIS
- ArcGIS Enterprise administration, configuration and troubleshooting
  - Includes Portal for ArcGIS, ArcGIS Server and ArcGIS Data Store
- ArcGIS Enterprise and ArcGIS Online application configuration and troubleshooting

- ESRI GIS Software training and technical support
  - Covers a wide range of desktop, enterprise and cloud-based applications used by the City of Delray Beach
  - Informal, targeted one on one or small group training
- GIS task automation and custom programming services
  - Currently using Python and ESRI 's ArcPy for GIS automation projects

We are looking to complete existing projects and not begin any new projects with Flipside Geographics, LLC. while we engage in a competitive solicitation process for these same services.

Market Research:

The IT staff has evaluated the proposal from Flipside Geographics and determined it to be fair, reasonable, and aligned with the needs of the City of Delray Beach. Notably, the City of Wellington has engaged Flipside Geographics for several years at an hourly rate of $125.00. The IT staff has further assessed that the hourly rate of $135.00 offered to the City of Delray Beach is competitive and appropriate.

☐ Need Additional Information   ☐ Not Approved

Comments:

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☐ Approved   This Best Interest approval is valid for this purchase only.

Henry M., Dachowitz	23/01	1/21/2025	23/01
Chief Financial Officer	Date	Chief Technology Officer	Date

Terrence R. Moore, ICMA-CM	23/01
City Manager	Date

Signature: _Jay Stacy_

Email: Stacy@mydelraybeach.com

Signature: _Henry Dachowitz_
Henry Dachowitz (Jan 23, 2025 15:23 EST)

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Best Interest - Flipside GEO - 01212025

Final Audit Report   2025-01-23

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