



Cover Memorandum/Staff Report

File #: 25-882

Agenda Date: 8/12/2025

Item #: 6.U.1.

TO: Mayor and Commissioners
FROM: Jay Stacy, Chief Technology Director
THROUGH: Terrence R. Moore, City Manager
DATE: August 12, 2025

APPROVAL OF RESOLUTION NO. 142-25 TO AWARD AN AGREEMENT WITH FLIPSIDE GEOGRAPHICS, LLC. FOR THE PROCUREMENT OF GEOGRAPHIC INFORMATION SYSTEMS (GIS) CONSULTING SERVICES PURSUANT TO REQUEST FOR QUALIFICATIONS 2025-033

Recommended Action:

Motion to approve Resolution No. 142-25 to award an agreement with Flipside Geographics, LLC. (Flipside) for the procurement of Geographic Information Systems (GIS) Consulting Services pursuant to Request for Qualifications 2025-033.

Background:

The City has engaged in a competitive solicitation for GIS Consultant Services through RFQ 2025-033 and Flipside Geographics LLC has been selected as the most qualified company to meet the needs of this solicitation. The proposed price structure will include "time and materials" at a flat rate of \$135 per hour. The GIS Consultant will assist with the city's ongoing and future GIS projects on an as-needed, hourly basis.

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 Tyler Enterprise Permitting and Licensing
 - 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

- o Currently using Python and ESRI 's ArcPy for GIS automation projects.

Attachments:

1. Resolution No 142-25
2. Master Services Agreement
3. Exhibit A - Fee Proposal
4. Legal Review Checklist

Financial Impact:

Maximum Annual expense for 5 years:

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|--------|-----------------------------|
| Year 1 | \$64,800 |
| Year 2 | \$64,800 |
| Year 3 | \$64,800 |
| Year 4 | \$64,800 (optional renewal) |
| Year 5 | \$64,800 (optional renewal) |

Total Investment \$324,000

This motion is in accordance with City Code of Ordinances Section 36.02, Commission Approval Required and Purchasing Policies; Request for Qualifications.

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source:

001-16-000-516.31-90 Professional Services