



April 19, 2022

Raheem Seecharan  
Director, Information Technology  
City of Hollywood  
RSEECHARAN@hollywoodfl.org

**Subject: City of Hollywood – GIS Support Services**

Dear Mr. Seecharan,

Florida Technical Consultants (FTC) is pleased for the opportunity to submit this Proposal for Professional Services to assist you in managing the GIS system at the City of Hollywood (City).

**Project Description**

The City of Hollywood has robust GIS which needs to be maintained and managed. The City needs to maintain services with the current system until a new administrative solution is determined. The focus of this scope will be to:

- Perform discovery research on the current GIS Platform,
- Support current clients with projects, operations and maintenance,
- Make recommendations for long term GIS support and growth

**Discovery**

FTC will visit site and interview staff to assess the current GIS System status:

- Enterprise Version / Server Version
- Managed Datastores
- Portal Status
- Software desktops (ArcMap / Pro)
- Mobile Applications (Collector / Survey 123 / Field Maps)
- Data and Imagery Usage
- Non-ESRI Applications
- IT Support
- Client Support System, Data and Application Requests

**Support Current Clients**

FTC will coordinate with various City departments, establish GIS needs and implement solutions. As per discussions and coordination meetings with the City, the goal of the program is to promote the use of GIS throughout the City. The best results will come from exposing staff to the technology and getting their feedback and buy in.

The program will be implemented with the following workflow:

- Meet with staff to identify needs
- Build data and maps to support needs
- Meet with staff to train, review results and identify additional needs
- Create Standard Operating Procedures to Accompany Training

During the program the ArcGIS Online platform will be utilized. The GIS structure will be identified and organization will be installed. ArcGIS Online will be installed on staff desktops and mobile devices. Staff will be trained on applications. The requirements and costs for an expanded GIS will be developed.

## Program Components

### Collect and Assess all available GIS Data

- Meet with IT Department
- Review and evaluate data
- Identify additional data sources required
- Identify data update and distribution procedures

### Coordinate Meeting with City to set up Implementation

- Identify Departments
- Identify Key Staff
- Identify high value components
- Identify public facing maps

### Set up Demonstration Projects

- Review Organizational Online System
- Create groups based on departments and users
- Set permissions for viewing and editing
- Create Demo maps per department
- Create Demo applications based on existing data and past experience

### Interview Meetings with Departments

- Separate interviews per department
- Demonstrate capabilities of maps and apps
- Gather information on additional needs
- Identify key users

### Staff Training

- Set up workstations
- Set up mobile devices
- Train staff in hands on basic uses
- Obtain additional user requirements for long term growth
- Identify software and hardware needs

### Technical GIS Training

- Provide GIS technical training on advanced applications with Staff
- Coordination with other agencies working with GIS data, County, State, etc
- Create Standard Operating Procedures (SOPs) for each workflow

### Technical Guidance Memos (TGMs) - For each department interview, issue a guidance memo which outlines

- Department goals
- Data needs to support the goals
- Review staff capability for data collection and compilation
- SOPs per department

### Management Coordination Meeting

- Establish GIS coordination between departments through regular management meetings
- Review results of department interviews
- Review TGMs
- Establish and prioritize goals
- Determine staffing and budget needs

## GIS Needs Assessment

FTC will research various GIS City Support opportunities including:

- Hiring new staff
- In-house consultant support
- Outsourcing GIS to a 3<sup>rd</sup> party
- Combination

## Deliverable and Measurable Results

Project Status Reports

- Summary of TGMs
- Outline Apps created
- SOPs compiled into a Training Manual
- Indicate which staff and departments are using applications provided during training
- Additional Data and Apps are Required by Departments
- Hardware Standards and Software Requirements
- Operational Support Needs (Data, Apps, Management)
- Staff Development and Training
- Estimates Time Frame and Schedule
- Project Budget

Technical Memo of GIS Needs Assessment including

- Current GIS status and usage
- Summarized options for future support

All data and maps created during the Implementation Plan will remain with the City.

## Assumptions

- The City IT Department will assist with software and hardware installations
- The City will provide access to all relevant data, drawings, CAD plans and background information.
- The City will provide access to staff necessary to research data
- The City will provide access to staff necessary for training
- The City will provide a training location with a strong internet connection

## Fees and Schedule

The total for services will not exceed \$49,560 without additional authorization. All services will be on an hourly basis according to established rates with the City. The City will be billed monthly according to the services and deliverables provided.

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](mailto:jbarton@fltechinc.com).

Respectfully submitted,



Florida Technical Consultants  
James Barton, P.E.  
President