

# Key Largo Wastewater Treatment District Board of Commissioners Meeting Agenda Item Summary

Meeting Date:  
September 3, 2024

Agenda Item Number: I-1

Action Required:  
Yes

Department: IT  
Sponsor: ENS

Subject:  
**GIS Utility Updates and Maintenance**

Summary:  
ENS will submit a proposal from FTC for updating KLWTD's GIS Utility Atlas and implementing the data in our operations

<u>Reviewed / Approved</u>	<u>Financial Impact</u>	<u>Attachments</u>
Operations: _____	\$ 30,000.00	1. FTC Proposal
Administration: _____	Expense	
Finance: _____	Funding Source:	
District Counsel: _____	District	
District Clerk: _____	Budgeted:	
Engineering: _____	Partially	

Approved By: \_\_\_\_\_  
General Manager

Date: 8-29-24



July 23, 2024

Manuel Santana  
It Director  
Key Largo Wastewater Treatment District  
manuel.santana@klwtd.com

**Subject: Key Largo GIS Utility Updates and Maintenance**

Dear Mr. Santana:

Florida Technical Consultants (FTC) is pleased for the opportunity to submit this Proposal for Professional Services to assist you in updating your GIS Utility Atlas and implementing the data in your operations.

**Project Description**

Key Largo Wastewater Treatment District (KLWTD) recently upgraded the GIS Utility Atlas. The system must be maintained to keep the data current and coordinate with outside agencies, contractors and consultants. Field staff need training to run the system. The purpose of the following scope is to provide hourly services to help keep the system current and implement asset management.

**Background and Scope**

During the initial upgrade:

- GIS Infrastructure was overhauled to leverage ArcGIS Online
- Datasets were rebuilt to include linework, diameters, materials
- Online maps were updated for new data and processes
  - Field Apps were built for Field mark ups and Vac Pit Timing
- Field Staff were trained to collect field data with app
- FTC updated mass data points and layers
- Emergency Application Development

The following are tasks identified to upgrade and maintain the GIS Platform:

**GIS Platform Maintenance**

FTC will continually monitor the system and ensure it is operational and updated

ENS Coordination (4 hrs per month)

- IT requirements
- GIS coordination
- Monthly Maintenance
- Security
- Data Integrity Audits

Emergency Management Maintenance

- Application modifications with staff feedback
- Training (part of Task 1)
- Hurricane preparedness
- Emergency Operations Center
- Dashboard

#### ArcGIS Online (4 hrs per month)

- Ensure Account is up to date as the industry progresses and
- Updates are made to software

#### General

- Parcel Updates for 2025 Year
- Additional Layers as requested

#### GIS Investigate for Feasibility

##### Photo Storage Migration

- Migration of historical photos (trimble, klwtd.net) into Field Apps

##### ArcGIS Server Upgrade

- Upgrade from version 10.6.x to 11.x

##### Plant Operations

- Migration of historical data into GIS,
- Update layer information and schema

##### Asset Management

- System selection
- Prepare data with field names and asset ID's,
- Third party integration

#### Deliverables

FTC will provide KLWTD and monthly project status report outlining the activities completed and objectives for future activities. FTC will provide copies of all data and collected and created.

#### Assumptions

- KLWTD will provide IT to support ArcGIS Licenses and Installation.
- KLWTD will provide access to all relevant utility drawings, plans and background information.
- KLWTD will provide access to staff necessary to review the atlas and provide feedback.

#### Fees and Schedule

The estimated level of involvement will be \$2,500 per month at the following rates:

Position	Rate
Project Manager	\$145
Senior GIS Consultant	\$135
GIS Analyst	\$125

All services will be on an hourly basis. The schedule of delivery will be in an as-needed basis as defined by the KLWTD. KLWTD 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