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

Meeting Date:

September 3, 2024

Agenda Item Number: I-2

Action Required:

Yes

Department:

IT

Sponsor:

ENS

Subject:

GIS Utility Update Training

Summary:

ENS will submit a proposal from FTC for GIS Utility Update training.

Reviewed / Approved		Financial Impact	Attachments
Operations:	_____	$ 30,740.00	1. FTC Proposal
Administration:	_____	Expense	
Finance:	_____	Funding Source:	
District Counsel:	_____	District	
District Clerk:	_____	Budgeted:	
Engineering:	_____	Yes	

Approved By: _____ Date: 8-29-24

General Manager

Aug 15, 2024

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

Subject: **Key Largo GIS Utility Update Training**

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 train staff to 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:

Staff Training

FTC will transfer data to KLWTD on Premise for data maintenance and training.

Data Migration (12 hrs)
- FTC Server to Local KLWTD

Create Pro Maps (12 hrs)
- Set up Pro Links
- Set up Symbology

Training Program
- Develop Training Materials / SOPs
- Remote training 2 hrs per week
- On-Site training 1 day per month
- Map Update Points and Lines
- Review Information from Field

- Update Base Utility Layers
- Push Updates to ArcGIS Online

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 following is a schedule of positions, rates, and estimated level of involvement.

Description	Project Manager $145 / hr	Senior GIS Consultant $135 / hr	GIS Analyst $125 / hr	Fee
Task 1				
Data Migration	4	8		$1,660
Create Pro Maps	4	8		$1,660
Training Program	96	100		$27,420
Total				**$30,740**

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**.

Respectfully submitted,

Florida Technical Consultants
James Barton, P.E.
President