

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

Meeting Date:  
July 2, 2024

Agenda Item Number: I-1

Action Required:  
Yes

Department:  
IT

Sponsor:  
ENS

Subject:  
**GIS Utility Updates and Maintenance**

Summary:  
ENS will present a proposal from FTC for GIS Updates and Maintenance.

**Reviewed / Approved**

**Financial Impact**

**Attachments**

Operations: \_\_\_\_\_  
Administration: \_\_\_\_\_  
Finance: \_\_\_\_\_  
District Counsel: \_\_\_\_\_  
District Clerk: \_\_\_\_\_  
Engineering: \_\_\_\_\_

\$ 24,440.00  
Expense  
Funding Source:  
N/A  
Budgeted:  
No

1. FTC Proposal

Approved By:  Date: 6/27/2024  
General Manager



April 5, 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**

**Emergency management Implementation and Field Training**

Key Largo Wastewater Treatment District (KLWTD) developed an Emergency Hurricane Response Application. Field staff need training to run the system. The purpose of the following scope is to provide hourly services to:

- Modify the application according to feedback from staff
- Perform Field Trest with Staff
- Train staff to use the system

**Maintenance for Remainder of FY 24**

FTC will assist maintaining the GIS System operational:

- Map Update Points and Lines – Review Information from Staff and Update Base Utility Layers, Push Updates to ArcGIS Online
- ENS Coordination - all IT requirements and GIS coordination
- Training
- ArcGIS Online Maintenance – Ensure Account is up to date as the industry progresses and updates are made to software
- General Maintenance - Monthly Maintenance, Security, and Data Integrity Audits

**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.

<b>Position</b>	<b>Rate</b>	<b>Hours</b>	<b>Fee</b>
Project Manager	\$145	32	\$4,640
Senior GIS Consultant	\$135	80	\$10,800
GIS Analyst	\$125	72	\$9,000
<b>TOTAL</b>			<b>\$24,440</b>

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