



STAFF REPORT

Approving a Professional Services Agreement with Towill, Inc. to provide Aerial Photography Services - Phase I, for an Amount not to Exceed \$45,100.

July 22, 2003

Honorable Mayor and City Council:

Summary

The Technology Committee has ranked the update of aerial photography, which includes the update of Computer Aided Drawing (CAD) and Geographic Information System (GIS) layers, as having the second highest priority within the Technology Plan. Having determined that Towill, Inc., would provide the City of Belmont with the most logical and cost effective solution out of any other potential vendor, staff recommends that Council approve a formal professional services agreement with Towill, Inc. to provide aerial photography at 3 inch resolution as Phase I of a two phase process to fulfill the needs of the City's Aerial Photography project.

Background and Discussion

The City of Belmont first developed an electronic CAD City basemap through Towill, Inc. (San Francisco) in 1994 through aerial photography interpretation and digitization of existing as-builds and records of survey. Towill, Inc. currently still owns the original electronic copies of the City's basemap, which can be utilized as part of the orthophotos (Phase I) and GIS/CAD layer update (Phase II), which will substantially reduce the overall cost of the project.

In 1999, the Technology Master Plan was developed and adopted by Council. Many of the items identified in the original Plan have been completed. Last year, the Technology Committee reviewed and drafted an update to the existing Plan, which added and ranked Aerial Photography as the number 2 priority. The update was not brought to Council due to the budget corrective plan that was being developed at the same time. Now that those cuts have been made (including Technology Plan funding), staff will review the Master Plan again and bring a recommendation to Council within the next 6 months.

Upon review of this particular project, The City of Belmont has divided the project into two logical phases. Phase I will include the purchase of color aerial photography (orthophotos) at a resolution of 3 inches. The color orthophotos will be submitted to the City of Belmont in TIFF and MrSID format, which is compatible with the City's existing CAD and GIS software. Phase I

is a necessary component of the overall project because GIS and CAD layer updates cannot be completed without current aerial photography being completed first. All potential CAD and GIS updates will be developed from recent aerial photography, existing development plans, recent records of survey and the existing CAD basemap developed in 1994.

Staff recommends Phase I of the project begin immediately because it takes up to 120 days and requires clear weather. The City will be able to obtain the orthophotos as soon as it is completed and they can be implemented into existing CAD and GIS software for immediate utilization through numerous departments.

Phase I of the project will carry a cost of \$45,100. Towill, Inc., has given an estimate of \$43,500 to complete Phase II. Phase II has new features to include pavement, sidewalks, curbs, and traffic signs. Staff requests City Council approve the funding to enter into a Professional Services Agreement with Towill, Inc., at a cost of \$45,100 for Phase I of the two-phase process. Upon the completion of Phase I, Staff will then request the City Council to approve funding that will allow the City of Belmont enter into a Professional Services Agreement to complete Phase II of the overall project. It is anticipated that Staff will submit for approval of Phase II upon the completion of Phase I, which must be completed within 26 weeks upon Council approval.

Fiscal Impact

The Technology Plan allocated \$70,000 for the aerial photography (orthophotos) update. Phase I of the project will require \$45,100 for the purchase and implementation of color orthophotos taken at 3-inch resolution. It is anticipated that Phase II costs will be approximately \$43,500 for a total project cost of \$88,600. While this is over the estimated cost, sufficient funds are available in 620-1401-9040.

Recommendation

It is recommended that the City Council approve the agreement for professional services with Towill, Inc., to provide Aerial Photography Services - Phase I, at a cost not to exceed \$45,100 and authorize the City Manager to execute the agreement of behalf of the City.

Alternatives

1. Refer back to staff for additional information.
2. Deny the recommendation.

Attachments

1. Resolution
2. Scope of Work (Exhibit A)

Respectfully submitted,

Kevin DeRouen
GIS Coordinator/Info. Spec. II

Valerie Harnish
Information Systems Manager

Jere Kersnar
City Manager

RESOLUTION NO. _____

RESOLUTION A PROFESSIONAL SERVICES AGREEMENT WITH TOWILL, INC., TO PROVIDE AERIAL PHOTOGRAPHY SERVICES – PHASE I, FOR AN AMOUNT NOT TO EXCEED \$45,100.

WHEREAS, several departments within the City of Belmont desire to update the City’s existing CAD and GIS basemap through the requisition of Aerial Photography at 3-inch resolution, to increase staff efficiency and effectiveness in the field and within the office; and,

WHEREAS, it is necessary to divide the project into two phases in order to obtain Aerial Photography (Phase I) as soon as possible before identifying desired GIS and CAD layers to be updated through visual interpretation of the completed aerial photographs (Phase II); and,

WHEREAS, the update of Aerial Photography (orthophotos) is identified as having the second highest priority as described and adopted in the Technology Master Plan; and,

WHEREAS, Towill, Inc., currently owns a copy of the 1994 CAD basemap for the City of Belmont and would provide the most cost effective solution available over any other vendor that adequately fulfills the needs of the City of Belmont; and,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Belmont hereby authorizes and directs the City Manager to execute said Agreement; in an amount not to exceed \$45,100.00 and directs the City Clerk to affix her signature thereto.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on July 22, 2003 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont