



MEMORANDUM REPORT

Meeting Date: November 17, 2020

TO: Board of Commissioners of the Los Altos Hills County Fire District

FROM: Sarah Henricks, Special Projects Services Consultant

SUBJECT: Professional Services Agreement with Lynx Technologies, Inc. for Operational Data Collection, Integration, and Mapping Services with Revised Scope

RECOMMENDATION:

Approve and Authorize Execution of Professional Services Agreement and revised Proposal, Exhibit A, with Lynx Technologies, Inc. for Operational Data Collection, Integration and Mapping Services in an amount not to exceed \$14,800, and \$75 per hour for additional work beyond initial scope, for a period of two years from November xx, 2020 through November, xx 2022, that has been reviewed and approved by County Counsel as to form and legality.

BACKGROUND

In January 2020, the Los Altos Hills County Fire District (LAHCFD) Board of Commissioners received a report on the need for a Geographic Information System (GIS) to centralize its data. Staff met with multiple partner agencies such as Santa Clara County Central Fire and the Town of Los Altos Hills to discuss potential data sharing options, as well as multiple GIS vendors, per direction from the Board. After careful consideration of the LAHCFD's needs and staff capabilities, it was determined that the most viable option for a GIS was to have a third-party collect and digitize LAHCFD's existing data, integrate relevant data from partner agencies, develop an internal website for LAHCFD, and to provide training to staff. Staff recommended Lynx Technologies, Inc. (Lynx) as the best qualified vendor. Lynx has experience working with local governments and agencies across the Bay Area, and its history as the GIS provider for the Town of Los Altos Hills, thus its thorough knowledge of much of the LAHCFD jurisdiction's basemap data.

DISCUSSION

On October 20, 2020, the LAHCFD Board of Commissioners approved and authorized execution of a Professional Services Agreement with Lynx for Operational Data Collection, Integration and Mapping Services in an amount not to exceed \$12,800, and \$75 per hour for additional work beyond scope, for a period of two years from November 1, 2020 through October 31, 2022, that had been reviewed and approved by County Counsel as to form and legality.

The proposal approved by the Commission at the October meeting included website development using a combination of software products by ESRI and Latitude Geographics, which offered the

fastest development, easiest uptime for staff, and seamless integration with the Town of Los Altos Hills. Since approving that scope, Lynx has met with ESRI and was informed that the company is changing its small business partnership model. It is unclear what the future relationship will look like, how small businesses and agencies will be able to integrate into the ESRI platform without purchasing ESRI mapping software, and what the pricing structure will include and cost.

Staff held discussions with Lynx to discuss potential options for the LAHCFD website development considering this new information. After careful deliberation, it was determined that an online, ESRI based website would provide the LAHCFD with much of the same functionality as the original proposal, without the uncertainty of ESRI's new contract requirements for small businesses and agencies. The LAHCFD data, as well as data sourced from other agencies will integrate seamlessly into the ESRI based platform, and staff will still have the ability to create custom maps and query data, and Lynx will provide training and ongoing databased maintenance. The ESRI based website includes an annual account fee of \$1000, which is included in the revised scope.

RECOMMENDATION

Staff recommends the LAHCFD Board of Commissioners approve and authorize execution of Professional Services Agreement and revised Proposal, Exhibit A, with Lynx Technologies, Inc. for Operational Data Collection, Integration and Mapping Services in an amount not to exceed \$14,800, and \$75 per hour for additional work beyond initial scope, for a period of two years from November xx, 2020 through November, xx 2022, that has been reviewed and approved by County Counsel as to form and legality.

Attachment(s):

1. Lynx Technologies, Inc. Revised Scope (dated: