



HAINES CITY

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CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners
Through: James R. Elensky, City Manager
From: Omar DeJesus, CPA, Finance Director
Date: January 16, 2024
Subject: Request for Qualifications (RFQ) 23-07 GIS Administration

Executive Summary

Request approval of the Evaluation and Recommendation Committee's recommendation for RFQ 23-07 GIS Administration.

Staff Contact: Omar DeJesus, Finance Director

Introduction

The intent of this item is to request approval from the City Commission regarding the Evaluation and Recommendation Committee (ERC) recommendation for Request for Qualifications (RFQ) 23-07 GIS Administration.

Background

The City of Haines City solicited proposals from qualified firms for Geographic Information Systems (GIS) Administration services. On September 12, 2023, formal advertisements were placed in the Lakeland Ledger newspaper and on DemandStar, an online bid solicitation platform. Electronic proposals were due on October 31, 2023 at 2:00 PM.

The City received bid packages from the following four (4) firms:

Firms
Geographic Technologies Group
AJ Real Estate
The Sanborn Map Company, Inc
Surveying and Mapping, LLC



At the December 4, 2023 ERC meeting, Geographic Technologies Group scored the highest, followed by AJ Real Estate. Short-List meetings were conducted with both firms. At the December 21, 2023 ERC meeting, Geographic Technologies Group scored the highest.

Organizational Goal(s)

Technology: Utilize technology to enhance public services.

Budget Impact

This project is included in the FY24 budget under ADG account #001-30-51-3-3-31-10.

Recommendation

The ERC recommends the City Commission award RFQ 23-07 GIS Administration to Geographic Technologies Group and begin contract negotiations.