



Title: Authorization to Execute a Contract with WSB for Interim GIS Support

Resolution number: 24-033

Prepared by: Name: James Wisker
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Budget considerations: Fund name and code: Information Technology, 1003
Fund budget: \$286,850
Expenditures to date: \$77,153
Requested amount of funding: \$14,500

Summary:

GIS Utility:

The Minnehaha Creek Watershed District (MCWD) has established data-driven planning and decision making as a core organizational principle, guiding the way in which it pursues its mission. A central component underpinning MCWD's ability to aggregate, synthesize, analyze, and use data in planning and decision-making is a Geographic Information Systems (GIS) hub.

MCWD uses ArcGIS Enterprise and Portal as its primary GIS, which serves as the hub for storing, accessing, sharing, and displaying internally and externally generated data. It also serves as the principal way in which the organization accesses data through MCWD's other data management systems. This data is served up to internal and external users through downloadable data sets, online story maps supporting the website, calculations that process watershed runoff volumes via the Gray's Bay Dam Operations field application, and portal applications that allow staff to integrate foundational data sets like the Functional Assessment of Wetlands with municipal stormsewer, property information, and land use, etc.

Need for GIS Support:

MCWD recently saw transition in its GIS Coordinator Position and has a need for interim support as it prepares to post and backfill for this position. Before leaving, Alex Steele worked to document MCWD's GIS architecture and operating environment, and established coordination and planning meetings with WSB which supported the design and initial implementation of MCWD's GIS enterprise.

WSB has since been asked to provide a scope of services that would provide support for up to 90 days in an amount not to exceed \$14,500, in the following areas:

1. Maintaining MCWD's GIS Enterprise
2. Map Making and Data Analysis
3. GIS Coordinator Hiring Support

Recommendation:

Staff recommend that the MCWD Board of Managers authorize the District Administrator to execute a contract with WSB, on advice of District Counsel, to provide GIS support services in an amount not to exceed \$14,500.

Supporting documents (list attachments):

- WSB Scope of Work



RESOLUTION

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WHEREAS, MCWD is a data driven organization that leverages geographic information systems (GIS) to aggregate, synthesize, and analyze data to inform its planning and decision making; and

WHEREAS, MCWD has experienced turnover in its GIS Coordinator position and is in the need of support services in an interim basis; and

WHEREAS, WSB assisted MCWD in the planning and initial implementation of its GIS enterprise, and has specialized knowledge of MCWD’s system and needs; and

WHEREAS, WSB has assembled a scope of services that would provide MCWD interim GIS support in the areas of (1) maintaining its GIS enterprise, (2) map making and data analysis, (3) GIS Coordinator hiring support; and

WHEREAS, An internal team consisting of the Policy Planning Director, Research and Monitoring Manager and Administrator, participated in transition meetings with MCWD’s GIS Coordinator and WSB, and have reviewed the WSB scope of services and found it to meet MCWD’s interim needs;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator to execute a contract with WSB for interim GIS support, on advice of counsel, in an amount not to exceed \$14,500.

Resolution Number 24-033 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: June 13, 2024

 Secretary Date: June 13, 2024



May 29, 2023

Mr. James Wisker
District Administrator
Minnehaha Creek Watershed District
15320 Minnetonka Blvd
Minnetonka, MN 55345

Re: 2024 GIS Consulting Services

Dear Mr. Wisker,

I am pleased to submit this statement of work (SOW) on behalf of WSB to provide Geographic Information Systems (GIS) consulting support services for the Minnehaha Creek Watershed District (MCWD, District).

PROJECT UNDERSTANDING

It is our understanding that the MCWD seeks GIS consulting support services for a period of 90 days to support the District during a GIS Coordinator staff transition period. The District's goal is to have WSB provide flexible GIS consulting services through a combination of on-site, on-call remote, and strategic support for MCWD's GIS needs.

SCOPE OF SERVICES

On-Premise GIS Support

WSB will provide on-site GIS consulting and technical support services on a weekly basis for 3 months. Steve Gazdik will be the District's primary support specialist. Steve will work on-site at the District's offices for a total of **4 hours per week** with the total on-premise support hours not exceeding **52 hours**. GIS consulting and technical support services will include but are not limited to:

- Technical support for the District's GIS
- Map making and project support
- GIS data updates and maintenance
- ArcGIS Online and Portal data and web mapping maintenance
- General Enterprise Geodatabase support
- Review and updated automated maintenance tasks
- Additional tasks as dictated by MCWD staff
- GIS Coordinator candidate review/interviews

It is anticipated that WSB and District staff will review the on-site schedule periodically and the schedule is subject to change based on staff needs. WSB will work with District staff to determine the schedule based on staff availability and preference.

Remote GIS Support

WSB will provide remote GIS consulting and technical support on an as-needed basis throughout 2024. WSB recommends **26 hours** of remote support based on our understanding of the District's needs.

Steve Gazdik will be the District's GIS support specialist with assistance from other WSB GIS professionals. Steve will work closely with the District staff on support tasks. In the event of Steve's absence or by WSB's discretion, WSB will utilize its other GIS professionals to provide support services as part of this SOW

ADDITIONAL SERVICES

If the District requires additional services outside the scope of this agreement, those services will be completed for an additional fee using WSB's 2024 fee schedule as shown below. Additional services will only be completed upon written approval from District staff.

- GIS Specialist | Sr. GIS Specialist: \$90 - \$177
- Drone Pilot: \$186
- Associate | Principal: \$184 - \$237

COST SUMMARY

This SOW will be billed on a cost-not-to-exceed basis with the total cost not exceeding **\$14,500**. This SOW will be valid through December 31, 2024.

ACCEPTANCE

This SOW represents our entire understanding of the proposed scope of services. If the work outlined in this SOW is found acceptable, we can prepare a professional service agreement (PSA) for the work described or review a District-provided contract.

Thank you for this opportunity to develop Minnehaha Creek Watershed District's GIS and AMS. I am confident that the level of service on this project will meet or exceed your expectations. If you should have any questions regarding this proposal, please contact me at 763-287-7194.

Sincerely,

WSB



Justin Hansen
Director of GIS Services