



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** ASSESSOR-COUNTY CLERK-  
RECORDER-ELECTIONS

**File #:** 16-284

Board Meeting Date: 6/27/2017

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Mark Church, Assessor-County Clerk-Recorder & Chief Elections Officer  
**Subject:** Assessor-County Clerk-Recorder-Elections (ACRE) Countywide Mapping of Full Cadastral Data Project

### **RECOMMENDATION:**

Adopt a resolution authorizing an agreement with Bruce Harris & Associates, Inc., for the countywide mapping of full cadastral data, in the maximum amount of \$2,082,230, for the period of July 1, 2017 through December 31, 2019.

### **BACKGROUND:**

In June 2016, ACRE released a Request for Proposals (RFP) ACRE 2016-0002 (Countywide Mapping of Full Cadastral Data). The scope of this project is to construct the Geographic Information Systems (GIS) records for approximately 230,000+ Assessor parcels within the County of San Mateo. Additionally, Tax Rate Area (TRA) and precinct layers will be built within the GIS. At the conclusion of the project, all parcel boundary, TRA and precinct layer related data will be in digital format. ACRE will be able to move from manual mapping processes to producing digital Assessor's maps with precise and reliable data.

The project is in alignment with the San Mateo County GIS Five Year Plan to move to the Environmental Systems Research Institute (Esri) Local Government Information Model (LGIM) based platform. The newly constructed Assessor parcel layer will be the foundation that other County departments and cities will use to build their new GIS layers.

### **DISCUSSION:**

ACRE received four proposals in response to the RFP. An evaluation committee comprised of members from ACRE and the County's Information Services Department (ISD), conducted an extensive evaluation process. The evaluation process was divided into three stages. Stage one included evaluation of the proposals without the cost element. Stage two included evaluation of the cost element. Based on the combined scoring of stage one and stage two evaluations, a short list of two proposers was identified and elevated to stage three of the evaluation.

During stage three of the evaluation, proposers were given the source documents for a representative sample of San Mateo County parcel data to construct into the Esri LGIM Parcel Fabric, as a mini-pilot. The purpose of the mini-pilot was to assist the evaluation committee in assessing the proposers' methodology and validating their cost proposals. Stage three also included onsite presentations by the proposers.

The evaluation committee reviewed and evaluated the mini-pilot deliverables as well as the information provided by the proposers during the onsite presentations and in follow-up communications.

The evaluation committee concluded the evaluation process with the recommendation to select Bruce Harris & Associates, Inc. for the project. Reference checks for Bruce Harris & Associates, Inc. were completed in March 2017 and the vendor selection recommendation report was completed in April 2017.

County Counsel has reviewed and approved the resolution as to form.

Approval of this resolution contributes to the Shared Vision 2025 outcome of a Collaborative Community by providing the stakeholders of the County of San Mateo with highly accurate and reliable GIS data that advances the technological capability, efficiency, speed, and convenience of vital government services.

**FISCAL IMPACT:**

Appropriations to cover the costs of this agreement are included in the Assessor-County Clerk-Recorder's FY 2017-18 Recommended Budget, FY 2018-19 Preliminary Recommended Budget, and will be included in future budgets. These costs will be fully funded by a transfer from Non-Departmental Services.