



GREAT REDWOOD TRAIL AGENCY

MEETING DATE: July 17, 2025

AGENDA ITEM: 7. Professional Services Agreement with Evari GIS Consulting, Inc. for Property Data Digitization and Visualization Services

FROM: Elaine Hogan

RE: Professional Services Agreement with Evari GIS Consulting, Inc. for Property Data Digitization and Visualization Services

EXECUTIVE SUMMARY:

Staff proposes to contract with Evari GIS Consulting, Inc. for a period of two years to continue digitizing GRTA's property records so we have access to maps with complete information about our landholdings. They will help us continue to build internal capacity to create and manage our GIS database. Tasks under this contract include the refinement of visualization of license and lease agreements, WebGIS development and integration, staff trainings, data library onboarding and support with GIS transition planning and implementation.

BACKGROUND:

The State Coastal Conservancy (SCC) contracted with Evari GIS Consulting, Inc. in 2024 on behalf of GRTA, per the terms of the Joint Powers Agreement between our agencies, under which SCC assists GRTA with planning and organizational development services. SCC entered into the contract based on its internal procurement policies. Because of their existing work on the GRTA real property database, Evari is uniquely situated to complete the project in a cost-effective manner. Accordingly, staff has determined this agreement is appropriate for exemption from the otherwise applicable competitive procurement requirements, on the basis of Evari's unique history with GRTA and ability to provide specialized services, per Handbook Section 1203. Staff would like to continue working with Evari by contracting directly for their GIS mapping and property record digitization services over a period of two years. The attached scope of work for the project is entitled "Great Redwood Trail Agency Property Data Digitization and Visualization Services" and includes six tasks: project management, refinement of visualization of license & lease agreements, WebGIS development & integration, staff trainings, data library onboarding, and GIS transition planning and implementation support.

RECOMMENDATION:

Find the proposed professional services agreement with Evari GIS Consulting, Inc., exempt under section 1203 of the policy handbook and authorize the Executive Director to execute a contract with Evari GIS Consulting, Inc. for a period of two years in an amount not to exceed \$198,680, in a form approved by

counsel.

FISCAL IMPACT:

Not to exceed \$198,680 over two fiscal years (FY 2025-26 and FY 2026-27). This contract was anticipated and planned for with the board's adoption of our annual budget. Appropriate funding will be included in next year's budget to accommodate costs for the second year.

ATTACHMENTS:

- A. EVARI GRTA DIGITIZATION SERVICES YEAR 2-3 PROPOSAL



To: Elaine Hogan
Great Redwood Trail Agency

Date: July 7, 2025

Re: Great Redwood Trail Agency Property Data Digitization and Visualization Services

Dear Elaine,

Evari GIS Consulting, Inc. (the "Consultant") is pleased to submit this letter proposal to the Great Redwood Trail Agency (GRTA) for Great Redwood Trail Line Digitization and Visualization Services.

Evari understands GRTA is continuing its efforts to digitize the entire 231-mile GRTA alignment and associated information using existing digital and paper map resources displaying information along an abandoned rail alignment to help inform subsequent scoping and design efforts, and that the resulting deliverables must be incorporated with existing datasets, field data collection efforts, and site review tools currently underway. To achieve these outcomes, Evari proposes the following scope of work.

SCOPE OF WORK

Task One - Project Management

Evari proposes meeting twice-monthly in regular intervals to discuss the project with client staff at the direction of the client Project Manager. Agendas, materials, and meeting minutes will be provided for each instance.

Task Two - Refinement of Visualization of License & Lease Agreements

Evari will provide continued GIS support to assist GRTA staff in refining spatial data related to license and lease agreements. As additional documents are identified and discrepancies in source data are addressed, we will support the integration and visualization of new and updated information within the existing GIS framework.

Currently, the agreements are represented by a point feature class with a mile point location and a hyperlink to the respective document. Steps will include restructuring data schema, reconciling geometric changes, and updating hyperlinks in the respective attribute tables. This effort builds upon the initial work completed under the State Coastal Conservancy (SCC) contract and will include the incorporation of polygon, polyline, and point features to more accurately represent the spatial extent of agreements.

Evari will continue to receive the existing scanned documents on an as-needed basis to support ongoing development of a project geodatabase. Steps in the process involve converting to GeoTIFF format and then georectifying scanned PDFs using ArcGIS Pro to provide context for subsequent data enrichment and application development.

In addition, Evari will support one round of annotation revision per phase of deliverables. At the end of each project phase (anticipated to occur approximately every three months or upon a mutually agreed schedule), we will submit completed work for client review. The client will have the opportunity to provide feedback or request edits, and we will incorporate one



consolidated round of revisions per submission. This approach ensures timely progress while allowing for meaningful quality control and alignment with agency expectations.

Task Three - WebGIS Development and Integration

Evari will develop and maintain all relevant project data in either an existing ArcGIS Online or ArcGIS Enterprise Geodatabase. Anticipated work products include a field data collection application, including the integration of site photos, appended field notes, and the display of GeoTIFFs or similar for client use in Avenza or similar platforms to support GRTA field reconnaissance and investigation efforts.

Additional efforts under this task may also include project dashboards, SQL query web applications, project StoryMap websites, and other applications at the direction of the GRTA Project Manager.

Based on GRTA feedback, Evari will make revisions to the project data collection and viewing front-ends on an ongoing basis.

Task Four - Staff Trainings

At the direction of the GRTA Project Manager, Evari will schedule, develop materials for, and deliver up to ten (10) training events, media, or similar collateral for use by GRTA staff and its project partners. These trainings are likely to include how to use and revise the project-specific field and desktop data applications developed in Task 3, but may also include general GIS educational trainings intended to support staff capacity-building efforts at GRTA.

Draft and final materials will be developed for each event and will include recorded digital media in the formats of GRTA's choosing.

Task Five - Data Library Onboarding

Evari will support the transfer and onboarding of all relevant project data currently maintained by third-party organizations. The effort will involve finalizing the appropriate database environment (ArcGIS Online or ArcGIS Enterprise), as well as the location of the database (assumed to be either Evari or GRTA cloud servers as appropriate). In addition to the onboarding process, Evari will support the development of outside data integrations via REST endpoints or APIs, including connection, data hygiene, and ongoing data maintenance.

Task Six - GIS Transition Planning and Implementation Support

GRTA has expressed an interest to develop a more comprehensive GIS environment, pending staff and organizational capacity. This task is intended to be used to complete as-needed requests in support of this goal.

Anticipated work products under this task include technical assistance to GRTA staff to identify the specific GIS environment(s) which best suits the organization's need, license pricing and implementation research, FTE/staff planning allocations, coordination with GRTA IT staff to ensure compliance with existing metadata/naming conventions and security protocols, hardware research, and general staff augmentation technical support on an as-needed basis.



INFORMATION TO BE PROVIDED BY CLIENT

- Any outstanding map or similar exhibits to be digitized
- Guidance on any disputed/illegible text found in the above
- Named user account information
- Format and other specifics for training materials
- Any other information deemed necessary for project completion

FEE SCHEDULE AND BILLING RATES

Services will be billed on a time and materials basis using Evari's fully-burdened billing rates as shown in the table below. Rates will remain in place for the entire two-year term of this agreement.

GRTA Map Digitization and Data Enrichment Proposed Fee Schedule		Evari GIS Consulting Fee Proposal					
		Project Manager	Senior GIS Developer	GIS Analyst	Hours per Task	Travel & Materials	Labor Cost
		Brian Gaze	Carl Sorenson	Katherine Pak			
		\$275	\$185	\$125			
1 Project Management							
1.1	Twice-Monthly Team Meetings	12	24	96	132	\$ -	\$ 19,740
1.2	Invoicing & Progress Reports	0	0	12	12	\$ -	\$ 1,500
Task 1 Totals		12	24	108	144	\$ -	\$ 21,240
2 Refinement of Visualization of License & Lease Agreements							
2.1	License & Lease Agreement Reconciliation/Linking and As-Needed Map Digitization	12	60	900	972	\$ -	\$ 126,900
Task 2 Totals		12	60	900	972	\$ -	\$ 126,900
3 WebGIS Development and Integration							
3.1	Survey123 Integration, Development, and Avenza Support	4	40	60	104	\$ -	\$ 16,000
3.2	Monthly Hosting and Maintenance of up to 10GB of project data for twenty-four (24) months	0	0	0	0	\$ 2,400	\$ -
Task 3 Totals		4	40	60	104	\$ 2,400	\$ 16,000
4 Staff Trainings							
4.1	Development and Delivery of Training Materials and Content for up to ten (10) events	4	12	60	76	\$ 2,000	\$ 10,820
Task 4 Totals		4	12	60	76	\$ 2,000	\$ 10,820
5 Data Library Onboarding							
5.1	Transfer and upload of GRTA-affiliated datasets from third-party servers	4	20	20	44	\$ -	\$ 7,300
Task 5 Totals		4	20	20	44	\$ -	\$ 7,300
6 GIS Transition Planning and Implementation Support							
6.1	Documentation, data dictionary, and as-needed AGOL/SDE support	4	32	40	76	\$ -	\$ 12,020
Task 6 Totals		4	32	40	76	\$ -	\$ 12,020
Total Hours By Staff		40	188	1188	1416		
						Labor Costs:	\$194,280
						Direct Costs:	\$4,400
						Evari Total Cost:	\$198,680



Prior to commencing any additional services not outlined in the description above, Consultant shall obtain prior written approval from the Client.

SCHEDULE

We will provide our services as expeditiously as practicable to meet a mutually agreed upon schedule. Evari anticipates a period of performance of up to twenty-four (24) months from Notice to Proceed.

We appreciate the opportunity to submit this proposal. If the terms of this proposal are acceptable to you, please sign below and this letter will serve as our Scope of Work for contracting.

Very truly yours,

Authorization to Proceed

Brian Gaze, AICP
CEO Evari GIS Consulting, Inc.

_____)_____
Name Date

Representing