

# EXHIBIT A SCOPE OF WORK

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## City of Fernley

### Fiscal Year 2018/19 Online Data Viewer and VUEWorks® Implementation

#### INTRODUCTION

Farr West Engineering (Farr West) is pleased to present this scope of work to provide professional services related to the continued implementation, training, and technical support of Online GIS data viewer and VUEWorks®. In fiscal year 2017/18, most of our efforts centered on support of the Fernley GIS staff as well as asset management and Online data viewer maintenance.

For fiscal year 2018/2019, Farr West will work within the City's \$37,000 budget (\$25,000 for professional services and \$12,000 for annual "Software as a Service" [SaaS] fees) to continue to move forward with technical support and VUEWorks® work management implementation tasks. Based on the progress made in 2016/17, these tasks will include:

The phase and task breakdown for the project is designated as follows:

- Task 1 – Project Management
- Task 2 – VUEWorks® Implementation and Maintenance
- Task 3 – Online GIS Data Viewer Technical Support and Maintenance
- Task 4 – GIS Staff Training
- Task 5 – VUEWorks® Software Fee
- Task 6 – MapOptix™ Software Fee

#### SERVICES

##### Task 1 – Project Management

###### *Objective*

To plan, organize, direct, control, and communicate all relevant activities set forth in this SOW within the approved budget and schedule.

###### *Approach*

Farr West will routinely review project progress and communicate project status on a regular basis to the City. Communication will be through email and telephone. This task will include the following activities:

- Project administration, monthly invoicing, scheduling, maintenance, cost control, filing, resource allocation, subconsultant management (if required), and routine communications.
- Monitoring changes to the scope, budget, or schedule and developing change management strategies with the City.

### ***Deliverables***

The following deliverables will be submitted under this task:

- Monthly status reports

### ***Assumptions***

The following assumptions apply:

- Monthly reports will be provided with timely invoices.
- Project-related issues will be identified, communicated, and resolved.

## **Task 2 – VUEWorks® Implementation and Maintenance**

### ***Objective***

Implement the Work Order module across all Public Works divisions and update the VUEWorks application with the most up-to-date GIS database.

### ***Approach***

In order to implement the Work Order module Farr West proposes the following:

- Interactive meetings to identify the users and activities.
- Organization of work groups and work activities.
- End of month/year reporting and data collection needs.
- Develop work order formats.
- Onsite training and remote support

### ***Deliverables***

The following will be delivered under this task:

- Updated work order forms in VUEWorks®.
- Quick reference guides for staff use.

### ***Assumptions***

The following assumptions apply:

- The City will provide Farr West with all department and employee information for migration into VUEWorks®.
- The City will assist Farr West in scheduling the key meetings for City employees
- Farr West will utilize a consultant to assist with the VUEWorks® implementation.

### **Task 3 – Online GIS Data Viewer Technical Support and Maintenance**

#### ***Objective***

Provide GIS database updates to the Online data viewer and provide maintenance services to ensure continuous web viewer performance.

#### ***Approach***

Farr West will update the GIS data viewer web application with City edited GIS data. The site will have some aspects that can be accessible by an unlimited number of concurrent users and can be customized to meet the preferences of the City. This task will include the following activities:

- Monthly updates to the web application.
- Technical support to maintain the functionality of the web viewer.
- Farr West to provide updated digital map books on a quarterly basis.

#### ***Deliverables***

The following deliverables will be provided under this task:

- Online GIS data viewer web application.

#### ***Assumptions***

The following assumptions apply:

- The City will edit and update all GIS data.

### **Task 4 – GIS Staff Training**

#### ***Objective***

Provide on-call training and technical support for City staff.

#### ***Approach***

Farr West will provide on-site and remote technical support for City GIS staff. These services will be provided within no more than 5 working days of being requested by the City.

#### ***Deliverables***

This task does not include any anticipated deliverables.

#### ***Assumptions***

The following assumptions apply:

- Farr West will provide these services from any location requested by the City.

## **Task 5 – VUEWorks® Software Fee**

### ***Objective***

Provide VUEWorks® asset management application for 2018/19 fiscal year.

### ***Approach***

The annual software as a service (SaaS) fee includes licensing, data hosting charges, server charges and services which are required to keep the GIS available via the internet through June 30, 2019.

### ***Deliverables***

The following deliverables will be submitted under this task:

- Subscription to VUEWorks® for 12 months or fiscal year 2018/19.

### ***Assumptions***

The following assumptions apply:

- VUEWorks® is provided by a third-party vendor and there may be site maintenance or technical issues which are out of Farr West's control. Farr West will work with VUEWorks® in a diligent manner to maintain continuous access to the application.

## **Task 6 – Online GIS Data Viewer Software Fee**

### ***Objective***

Provide a GIS data web viewer for 2018/19 fiscal year.

### ***Approach***

Farr West will provide the Online data viewer software to the City for the 2018/19 fiscal year. This fee shall be assessed at a rate of \$500 per month and shall grant the City a subscription to access a single site on the Online data viewer application.

### ***Deliverables***

The following deliverables will be submitted under this task:

- Subscription to the Online GIS data viewer for 12 months or fiscal year 2018/19.

### ***Assumptions***

The following assumptions apply:

- This task will provide the Online data viewer application from July 1, 2018 until June 30, 2019.
- The Online data viewer may be provided by a third-party vendor and there may be site maintenance or technical issues which are out of Farr West's control. Farr West will work with the vendor in a diligent manner to maintain continuous access to the application.

**EXHIBIT B  
SCHEDULE**

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**Notice to Proceed:** **July 1, 2018**

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**Technical Support and Web Application Updates** **As Requested**

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**Contract Terminates** **June 30, 2019**

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## EXHIBIT C BUDGET

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Task 1	Project Management	\$1,000
Task 2	VUEWorks® Implementation and Maintenance	\$10,000
Task 3	Online GIS Data Viewer Technical Support	\$7,000
Task 4	GIS Staff Training	\$7,000
Task 5	VUEWorks® Software Fee	\$6,000
Task 6	Online GIS Data Viewer Software Fee	\$6,000
	<b>TOTAL:</b>	<b>\$37,000</b>

**EXHIBIT D  
ENGINEER'S RATE SCHEDULE**

<b>Title</b>	<b>Hourly Rate</b>	<b>Title</b>	<b>Hourly Rate</b>
Principal Engineer	\$150	Building Inspector II	\$65
Senior Engineer II	\$150	Building Inspector I	\$60
Senior Engineer	\$140	Designer III	\$115
Engineer IV	\$130	Designer II	\$105
Engineer III	\$120	Designer I	\$95
Engineer II	\$110	GIS Analyst II	\$125
Engineer I	\$100	GIS Analyst I	\$110
Engineer in Training II	\$90	GIS Specialist	\$90
Engineer in Training I	\$85	GIS Technician	\$80
Senior Hydrogeologist	\$140	Water Rights Specialist III	\$150
Hydrogeologist II	\$100	Water Rights Specialist II	\$125
Hydrogeologist I	\$80	Water Rights Specialist I	\$100
Electrical Engineer	\$150	Water Rights Technician III	\$90
Construction Inspector III	\$100	Water Rights Technician II	\$85
Construction Inspector II	\$90	Water Rights Technician I	\$70
Construction Inspector I	\$80	Professional Surveyor	\$130
Project Assistant	\$70	Survey Technician II	\$85
Admin IV	\$90	Survey Technician I	\$70
Admin III	\$80	1 Man Survey Crew	\$125
Admin II	\$65	2 Man Survey Crew	\$165
Admin I	\$55	3 Man Survey Crew	\$240
Intern	\$45	Utility Operator	\$110

Other Fees and Charges:

1. All direct project expenses, including subconsultants, will be billed at actual cost plus 15%.
2. Standard vehicles used for travel to meetings, deliveries, etc. will be charged at the current federal reimbursement rate. Trucks used for surveying, mining projects, or other special cases will be charged at \$.075 per mile
3. A daily rate of \$40 will be charged for field personnel staying overnight to cover meals.
4. An overtime surcharge of 25% will be applied to the hourly rates of non-salaried employees for authorized overtime work.
5. Different survey and construction inspection labor rates will apply on prevailing wage projects. Rates for prevailing wage projects will be provided on a case by case basis.