

EXHIBIT A SCOPE OF WORK

City of Fernley Fiscal Year 2022 GIS Services

INTRODUCTION

Farr West Engineering (Farr West) is pleased to present this scope of work to the City of Fernley (City) to provide professional services related to the continued implementation, training, and technical support of the WebGIS viewer and VUEWorks®. In fiscal year 2021, most of our efforts centered on developing field data collection apps for the City and technical support for City GIS staff.

For fiscal year 2022 (FY22), Farr West will work within the City's \$50,000 budget to continue to advance the City's utilization of its GIS.

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

- Task 1 – Project Management
- Task 2 – Professional Services
- Task 3 – Technical Support and Maintenance
- Task 4 – VUEWorks® Software Fee
- Task 5 – WebGIS Viewer Fees

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 – Professional Services

Objective

Provide professional GIS and asset management services to the City.

Approach

Farr West will work with the City to improve the accuracy and comprehensiveness of the GIS, develop additional field apps and further develop the use of asset management tools in FY 22. Anticipated activities include:

- Development of GIS solutions or tools.
- Database development services.
- Interactive meetings to refine asset management needs, goals and review current progress.
- Develop asset criticality scores based on condition, age, material, and location.

Deliverables

While this task does not include any formal deliverables, examples of items provided to the City are:

- Updated ESRI® geodatabase files.
- Meeting agenda and minutes.
- Complete asset inventory lists for water, sewer and road assets.
- Preliminary and final asset criticality scoring summary sheets.
- GIS feature classes depicting asset criticality scoring or “hot zones.”
- Development of a roads inventory and pavement condition layer.
- Technical memoranda documenting methodology used.
- Summary maps (if requested).

Assumptions

The following assumptions apply:

- Development of the roads and pavement condition inventories will rely on existing data. Any additional field data collection will require an amendment to this scope of work.
- Development of a separate web app for displaying asset criticality or capital improvement planning maps will occur in FY 22 only if budget allows.
- The City and Farr West will develop a prioritized list of projects or goals as part of an interactive meeting held prior to FY 22.

- The City will assist Farr West in scheduling the key meetings for City employees.
- Farr West and City staff will collaborate on rationale for asset criticality scoring.

Task 3 – Technical Support and Maintenance

Objective

Provide GIS database updates to the WebGIS viewer, provide maintenance services to ensure continuous web viewer performance, and 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 and will update the WebGIS viewer application with City edited GIS data or with other regional data which becomes available. This task will include the following activities:

- Monthly updates to the web application.
- Technical support to maintain the functionality of the WebGIS viewer.
- Onsite training and remote support.

Deliverables

This task does not include any formal deliverables.

Assumptions

The following assumptions apply:

- Larger projects or database updates will be provided as part of task 2.
- Farr West will provide these services from any location requested by the City.

Task 4 – VUEWorks® Software Fee

Objective

Provide VUEWorks® asset management application for FY 22.

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, 2022.

Deliverables

The following deliverables will be submitted under this task:

- Subscription to VUEWorks® for 12 months or FY 22.

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 5 – WebGIS Viewer Fees

Objective

To provide the WebGIS viewer that will allow the City’s staff to interact with the GIS. This viewer can be consumed using either a desktop browser or mobile device.

Approach

This task will include the following activities:

- Fourteen (14) Viewer accounts will be purchased by the City for FY 22 at the cost of \$100 per account.
- Two (2) Field Worker account will be purchased by the City for FY 22 only, at the cost of \$350 per account.
- One (1) Creator account will be purchased by the City for FY 22 only, at the cost of \$500 per account.
- Public and/or private web maps and apps will be developed and customized on the City’s direction or preference.

Deliverables

The following deliverables will be submitted under this task:

- A City of Fernley WebGIS account with access for all user accounts as purchased by the client.

Assumptions

The following assumptions apply:

- Beyond the fourteen (14) Viewer accounts, three (3) Field Worker, and one (1) Creator account provided under this scope of work, additional user accounts and their levels will be paid for annually by the City.
- Internet access, not provided under this scope of work, will be required to access the web viewer.
- Services required to develop web maps will be provided as part of task 2.

**EXHIBIT B
SCHEDULE**

Notice to Proceed:

July 1, 2021

Contract Terminates

June 30, 2022

**EXHIBIT C
BUDGET**

Task 1	Project Management	\$1,000
Task 2	Professional Services	\$32,500
Task 3	Technical Support and Maintenance	\$5,000
Task 4	VUEWorks® Software Fee	\$6,000
Task 5	WebGIS Viewer Fees	\$5,500
TOTAL:		\$50,000

**EXHIBIT D
ENGINEER'S 2020 RATE SCHEDULE**

Title	Hourly Rate	Title	Hourly Rate
Principal Engineer	\$172	Building Inspector II	\$70
Senior Engineer II	\$165	Building Inspector I	\$65
Senior Engineer	\$150	Designer III	\$120
Engineer IV	\$140	Designer II	\$110
Engineer III	\$130	Designer I	\$100
Engineer II	\$120	GIS Analyst II	\$140
Engineer I	\$110	GIS Analyst I	\$120
Electrical Engineer in Training II	\$110	GIS Specialist	\$100
Engineer in Training II	\$100	GIS Technician	\$87
Engineer in Training I	\$93	Water Rights Specialist III	\$150
Senior Hydrogeologist	\$160	Water Rights Specialist II	\$130
Hydrogeologist II	\$115	Water Rights Specialist I	\$110
Hydrogeologist I	\$100	Water Rights Technician III	\$105
Electrical Engineer	\$150	Water Rights Technician II	\$95
Construction Inspector III	\$115	Water Rights Technician I	\$75
Construction Inspector II	\$110	Regulatory & Env. Specialist	\$100
Construction Inspector I	\$95	Professional Surveyor	\$140
Project Assistant	\$93	Survey Technician III	\$115
Admin IV	\$100	Survey Technician II	\$100
Admin III	\$90	Survey Technician I	\$80
Admin II	\$80	1 Man Survey Crew	\$140
Admin I	\$65	2 Man Survey Crew	\$220
Intern	\$45	Utility Operator	\$120

Other Fees and Charges:

1. All direct project expenses, including subconsultants, will be billed at actual cost plus 15%.
2. An overtime surcharge of 25% will be applied to the hourly rates of non-salaried employees for authorized overtime work.
3. 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.
4. The Engineer's rate schedule is set to update in January 2022. Updated hourly rates will be reflected on invoices in 2022, however, project budgets will not be exceeded without written approval from City of Fernley staff