

July 18, 2022

Robert Greene, Jr.  
City of New Port Richey  
5919 Main Street.  
New Port Richey, FL 34652  
727-853-1250

RE: City of New Port Richey Geographic Information Systems Support

Dear Mr. Greene:

We are pleased to provide this proposal for Jones Edmunds to provide the City of New Port Richey with geospatial support as described in the attached Scope of Work.

I trust this provides the information you requested. Thank you for your consideration. If you have any questions or comments, please feel free to contact me.

Sincerely,



Tom Blush  
[tblush@jonesedmunds.com](mailto:tblush@jonesedmunds.com)  
813-258-0703 x1793

# SCOPE OF WORK

The City of New Port Richey utilizes ArcGIS for maintaining an inventory of their infrastructure and base maps, as well as a variety of Geographic Information Systems (GIS) data. The City's staff currently uses Esri Shapefiles to manage the City's utility GIS information. The data is used to produce maps for field crews to reference while performing inspections. City staff regularly updates the GIS information with data collected from the field and from plans. In addition, the City's server needs upgrades to better maintain the GIS information. These upgrades include both hardware and software upgrades. The goal of this project will be to assist City staff with upgrading their servers, install and configure the appropriate Esri software, and migrate their existing GIS data to the new server. Specifically, Jones Edmunds will provide the services outlined in the following tasks.

## **TASK 1 – COORDINATION MEETINGS WITH DEPARTMENT STAFF**

Jones Edmunds will conduct up to four (4) coordination meetings with City staff to develop services to support staff operations throughout the project. Meetings are estimated to last one hour each and will be conducted remotely via Microsoft Teams or Zoom.

## **TASK 2 – MIGRATION OF CITY GIS DATA TO NEW SERVER**

Jones Edmunds will migrate utility data to the new server and setup/federate ArcGIS Portal with the new server. Jones Edmunds will configure GIS services in the new Enterprise environment to support City staff operations. City staff will continue to edit the Shapefiles using their current procedures to ensure continued operation of their processes until completion of Task 3. Jones Edmunds will create map services using the existing GIS data so that field crews can readily access the information during data migration to the new enterprise GIS database.

## **TASK 3 – GEODATABASE DESIGN AND DATA LOADING**

Jones Edmunds will design one or more Enterprise geodatabases to store the City's utility GIS information, including the Potable Water, Reclaimed Water, Sanitary Sewer, and Stormwater datasets. The intent of the geodatabase design is to develop enterprise level GIS using SQL Server as the centralized database engine, and store GIS data consistent with industry standards and that will meet the City's current operational needs. The new database design will include use of domains (pick lists) on pertinent fields to help ensure data integrity and consistency. Jones Edmunds will migrate the existing utility GIS information to the new format. Map services will be developed to use the new data design and be available to field crews to use as reference information while performing inspections in the field. Following migration to the new enterprise geodatabase, all data edits made by City staff must occur within the geodatabase rather than standalone shapefiles.

## **TASK 4 – TRAINING**

Jones Edmunds will provide up to 4 half-day training sessions for City staff on best practices for data creation, editing, and maintenance in an Enterprise geodatabase. Training will also be provided on the creation of figures using ArcGIS Pro. Staff will be instructed on the publishing and management of data in the ArcGIS Online environment. Jones Edmunds will provide training guides containing database connection information, editing best practices, and ArcGIS Pro tips and tricks. Training will be conducted remotely via Zoom or Microsoft Teams, and recorded for future use and reference by City staff.

## **TASK 5 – AS-NEEDED SUPPORT**

Jones Edmunds will provide up to 40 hours of as-needed support to City staff to maintain the GIS software, provide training, setup new services, and other activities required from the City.

## **COMPENSATION**

The cost for this project is estimated to be \$34,000 on a Time-and-Materials basis using the standard rates as described in Attachment A. We will complete the project within 6 months from the notice to proceed.

## **DELIVERABLES**

- Coordination meetings with City staff, conducted remotely
- Setup new GIS services to support City Departments using existing shapefiles
- Industry standard geodatabase design for Utilities data and data migration to new Enterprise geodatabase
- Up to four (4) half-day training sessions conducted remotely and recorded. Associated training documents will be developed and provided.
- Up to forty (40) hours of as-needed support to support City staff with managing the GIS environment, services, and data. Additional training or activities may be provided under this task.

## **NEW PORT RICHEY'S SPECIFIC RESPONSIBILITIES**

- Upon suitable notice, make pertinent staff available for meetings with Jones Edmunds.
- City staff will provide timely feedback on geodatabase design, training agenda items, and preferences such as web map symbology.
- Provide Jones Edmunds with secured remote access to New Port Richey's computer systems (GIS Server, Portal, Web Adaptor, SQL Server).

- The City will provide the necessary software and licensing (ArcGIS, Microsoft SQL, etc).
- City staff will be responsible for maintaining proper metadata for the GIS datasets.
- Jones Edmunds will not be responsible for any downtime, data loss, etc., related to server/technology issues.
- New Port Richey will be responsible for purchasing all hardware and software to support the work for this project. New Port Richey will make the hardware and software (ArcGIS Server, ArcGIS Desktop, ArcGIS Pro, SQL Server) for the project available to Jones Edmunds to use while completing the work outlined in this Scope of Work.

## 2022 Standard Hourly Rates

Labor Category	Hourly Rate
Project Officer	\$ 260
Senior Project Manager	\$ 230
Project Manager	\$ 195
Chief Engineer or Scientist	\$ 235
Senior Engineer	\$ 250
Senior Scientist	\$ 165
Project Engineer	\$ 195
Project Scientist	\$ 155
Engineer or Scientist	\$ 135
Engineer Intern (PhD)	\$ 120
Engineer Intern or Associate Scientist	\$ 105
Designer	\$ 120
Senior CADD Designer	\$ 120
CADD Designer	\$ 115
Senior CADD Technician	\$ 95
CADD Technician	\$ 85
Systems Analyst	\$ 185
Senior GIS Analyst or Senior GIS Programmer	\$ 135
GIS Analyst or Programmer	\$ 105
Senior GIS Technician	\$ 85
GIS Technician	\$ 75
Senior Database Administrator	\$ 175
Database Administrator	\$ 145
Environmental Data Analyst	\$ 95
Senior Field Technician Environmental	\$ 105
Field Technician Environmental	\$ 90
Senior Construction Administrator	\$ 165
Construction Administrator	\$ 145
Senior Field Representative Construction	\$ 115
Field Representative Construction	\$ 95
Construction Project Coordinator	\$ 80
Senior Administrative Assistant	\$ 105
Administrative Assistant	\$ 80
Senior Technical Editor	\$ 145

Travel – Company Vehicle – \$0.60/mile plus 15%

Travel – Personal Vehicle – IRS Standard Mileage Rate plus 15%

Subconsultants – Cost plus 15%

*Rates Effective January 1, 2022*