

July 6, 2020

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Ms. Sarah Henricks  
Special Projects Services Consulting  
Los Altos Hills Fire District  
12355 El Monte Rd  
Los Altos Hills, CA 94022  
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Dear Ms. Henricks:

Lynx Technologies proposes to provide GIS professional services to the Los Altos Hills Fire District to help establish and maintain a Geographic Information System (GIS). The scope of work includes a) data development, b) web site development, and c) ongoing maintenance.

**Purpose:**

The purpose of this project is to establish a single source of data for the Los Altos Hills County Fire District, allowing the District to preserve its data in a single repository and consolidate a wide range of data available from other agencies. Additionally, it ensures that the data will be preserved for future District staff, Commissioners, and the community.

Developing a central repository with all of the District's data allows it to make data-driven decisions using its most accurate information and improves its ability to track and present program metrics. Adding GIS to the District's list of utilized technologies enables the District to tell a more compelling story about how and why District programs are essential to protecting the community, aligning the project with the agency's strategic goals and furthering its mission.

**DELIVERABLES:** Lynx will provide the following deliverables to the District:

### **A) Data Development**

Data development will include digitizing features from paper maps or digital files (e.g. pdf's), or collecting information from other government agencies that agree to sharing their data. The following list is the first priority of data development:

1. Develop a Basemap. This will include building parcels, addresses, tax parcel information and jurisdictional boundaries of the area covering the fire district. It will include an integration of the Town of Los Altos Hills parcel base plus the county areas from Santa Clara County GIS. The two data sources will be edge matched to provide a single seamless base map.
2. 2. Hydrants: Location, laterals, gate valves; specific data to be provided by Santa Clara County Fire Department.
3. Vegetation Management Data:
  - a. Program Area overlay (6 Program Areas); provided by LAHCFD
  - b. Goat Grazing Maps: data to be provided by LAHCFD
  - c. Fire Roads: Locations, ownership, historical maintenance; data to be provided by Santa Clara County Fire Safe Council
  - d. Vegetation overlay: This layer will include 2 separate sources, one an aerial image from the County and a second overlay in which the source for this layer is undetermined. Lynx will research State, Federal, and GIS repositories for suitable data and provide the District with options from which to choose. Costs provided below are an estimate based on previous experience with similar requests.
  - e. Evacuation Routes: LAHCFD to provide source map
  - f. Shaded fuel breaks

### **B) Web Site Development**

Lynx Technologies will develop a website for internal users. We use a combination of software products by ESRI and Latitude Geographics. This platform offers the fastest development, easiest uptime for staff and the most seamless integration with the Town of Los Altos Hills.

The website will have the following components:

1. Internal (restricted) Site, to require login.
2. Ability to create custom maps
3. Ability to query features
4. Training in operations and functionality of the site for District staff
5. Additional items TBD

### **C) Ongoing Maintenance**

Lynx will provide ongoing GIS services on a routine and as-needed basis. This will include:

1. Database Administration and Management
2. Ongoing data maintenance and refreshing data layers. This will primarily revolve around the basemap layers such as address changes, property development and ownership changes.
3. Recommendation or development of communications process between interested agencies to ensure accuracy of data and share timely updates (Lynx to facilitate quarterly meetings for data sharing/communication)
4. Ad hoc requests

The cost for the above scope of work is detailed below. Our hourly rate will be set at \$75 per hour for the term of this agreement for any ad hoc requests beyond this scope of work.

Sincerely,

Patrick Kelleher  
 CEO  
 Lynx Technologies, Inc.

### Cost Detail

Item #	Task Description	Hours / Units	Cost / Rate	Item Total	Comments
<b>A</b>	<b>Data Development</b>				
	Basemap	16	\$75	\$1,200	Town + County Fire data
	Fire Hydrants	4	\$75	\$300	County data
	Vegetation Overlay	6	\$75	\$450	Set-up aerial coverage, research options
	Program Overlay	6	\$75	\$450	6 polygons
	Evacuation Routes	12	\$75	\$900	No source document, estimate only
	Goat Grazing Overlay	8	\$75	\$600	No source document, estimate only
	Project Management / Overhead			\$500	
	<b>Total</b>	<b>67</b>		<b>\$4,400</b>	
<b>B</b>	<b>Web Site Development</b>				
	Site Configuration	32	\$75	\$2,400	
<b>C</b>	Ongoing Maintenance	80	\$75	\$6,000	Covers administrative data management, quarterly updates, as-needed training and ad hoc projects
				<b>\$12,800</b>	

