



December 18, 2019

MEMORANDUM OF UNDERSTANDING

**** Marlinton, Pocahontas County E-911 Addressing Project ****

SUBJECT: Pocahontas County Addressing Project MOU among the following partners: Atlas Geographic Data Inc., West Virginia University, Pocahontas County's Addressing Office.

This Memorandum of Understanding (MOU) and Statement of Work sets forth the terms and understanding among the Vendor (Atlas Geographic Data Inc.), the State of West Virginia (West Virginia University) and Pocahontas County E-911 Office of the following professional GIS services: to inventory, edit, and update E-911 road centerlines and site points for an estimated **698 structures** in Marlinton, WV.

Funding

Funding for this MOU is from FEMA's Hazard Mitigation Grant Program, Statewide Multi-Hazard Risk Assessments (TEIF/TEAL); Project Numbers FEMA-4273-DR-WV-0031 and WVU-10023420.1.1007860AR; Performance Period 6/20/2018 to 6/4/2021. The grant recipient is the State Hazard Mitigation Office, WV Division of Homeland Security and Emergency Management; grant sub-recipient the WV GIS Technical Center at West Virginia University. Complete and accurate E-911 Addresses are important for pinpointing and identifying structures in at-risk hazard zones.

Duration

This MOU is at-will and may be modified by mutual consent of the authorized officials listed at the end of this document. This MOU shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent.

Overview

A qualified GIS professional services company will edit, update, and inventory E911 structure address points within the town of Marlinton. In addition, Pocahontas County is seeking to have newly assigned address points migrated from the County's existing records to the previously updated GIS dataset. The resulting project will yield a spatially accurate, GIS addressing dataset, identifying the correct address and location of each habitable structure within Marlinton, WV. The final data format will be delivered in Pocahontas County's current data.

In order to accomplish this task, Atlas Geographic Data will perform a series of tasks which are consistent with the workflows performed for the other successful West Virginia E911 addressing projects delivered by Atlas. Existing GIS data will be gathered and assessed to determine current accuracy of spatial location, associated attributes, and data schema in relation to NENA addressing standards. Once data assessment is complete, work will begin to correct and modify all inaccuracies. The individual tasks are outlined below. Based on the Pocahontas County's current data it is expected to have a final address point total of approximately 698 within the town of Marlinton.

Table 1. Work Tasks, Schedule, and Costs

ADDRESSING WORK TASKS	TIME PERIOD	COST
<p>TASK 1: [DATA INVENTORY AND ASSESSMENT] Collect and assess existing town data and determine the necessary in-office tasks to prepare data for field verification.</p>	5/15/19 to 5/29/19	\$300
<p>TASK 2: [ADDRESS DATABASE EDITING] Perform spatial adjustment of existing Marlinton address points. Any address points with questionable placement will be cataloged and reported back to Pocahontas County.</p>	5/30/19 to 6/13/19	\$700
<p>TASK 3: [UPDATE ADDRESS DATABASE] Compare current county address data to the GIS data previously formatted by a third party and migrate all newly assigned addresses to the correctly formatted database.</p>	6/14/19 to 6/28/19	\$350
<p>TASK 4: [DATA RECONCILIATION/MSAG/QC] Perform QC and create MSAG / Telco reconciliation reports to be provided back to the county to highlight any inconsistencies. Pocahontas County will be responsible for changes associated with MSAG and TELCO reports.</p>	7/1/19 to 7/15/19	\$500
<p>TASK 5: [FIELD VERIFICATION OF MARLINTON / EDIT TO MARLINTON ADDRESS POINT AND CENTERLINE POST FIELD VERIFICATION] Field Verify the Marlinton Address Points. Make all revisions to the Marlinton Address points and Centerlines after field verification is complete.</p>	12/9/19 to 12/18/19	\$1,400
<p>TASK 6: [DELIVERY] Final data delivery, training, and demonstration of 911 field tablet.</p>	7/30/19	\$1,200
<p>TASK 7: [ADDITIONAL] Provide consultation for ArcGIS workflow and Spillman CAD migration.</p>	6/28/19	\$0
<p>Total project funding paid by FEMA Hazard Mitigation Grant to Pocahontas County</p>		\$4,450



Table 2. Partner Responsibilities

RESPONSIBILITIES
<p>VENDOR: [ATLAS GEOGRAPHIC DATA INC.]</p> <ul style="list-style-type: none"> • Lead technical unit for coordinating and completing all deliverables • Complete addressing work tasks, training, and deliverables in accordance with WVU State Contract U19Atlas dated January 14, 2019. Follow pricing schedules in accordance with same contract. Adhere to national and state E-911 standards and specifications. <ul style="list-style-type: none"> ○ http://data.wvgis.wvu.edu/pub/temp/FEMA/FRA/Contracts/Digital Tax Maps and Addresses-Contract 20190114 (U19ATLAS).pdf • Submit monthly progress reports to State and County • Submit invoices that follow a file naming convention associated with project name and completed tasks (e.g., Pocahontas_Addresses-1_Tasks_1-3_20190415) • Provide technical support and training during the mapping activity. Continue technical support to jurisdiction for one year after delivery of product deliverables. • Provide completed deliverables to State and County including metadata • Warrant data quality and mapping for 18 months after contract completion
<p>STATE: [WVU AND WVDHSEM]</p> <ul style="list-style-type: none"> • Assist with the Memorandum of Understanding/Statement of Work • Review completed work tasks and deliverables prior to authorizing payments • Communicate to grant sponsors regarding work progress and deliverables
<p>LOCAL: [POCAHONTAS COUNTY]</p> <ul style="list-style-type: none"> • Review and approve MOU that lists specifications, timelines, and deliverables • Identify a technical point of contact for the project • Provide best available addressing data and GIS files • Provide in-kind support for field mapping of addresses and uploading addressing files into Computer Aided Dispatch • After project completion: <ul style="list-style-type: none"> ○ Continuously maintain digital E-911 addresses and submit updated address files annually to the Statewide Addressing and Mapping System (SAMS). Specifically, every year during the month of January, the County E-911 Office shall provide its updated street and site address files to the SAMS in accordance with the standardized address exchange format set forth by the WV Division of Homeland Security and Emergency Management. The point of contact is Nuvia E. Villamizar, GIS Manager / SAMS Program Leader, WV Division of Homeland Security and Emergency Management, (304) 558-5380, Nuvia.E.Villamizar@wv.gov ○ Ensure addressing ordinance(s) for county are current ○ Send a Letter of Appreciation to grant sponsors using a letter template provided by the State ○ Complete an online survey on client satisfaction regarding overall project implementation and deliverables ○ If possible, add resource link to WV Flood Tool (www.mapwv.gov/flood) to county website

Table 3. Project Goal and Deliverables

OBJECTIVE AND DELIVERABLES
<p>OBJECTIVE: To inventory, edit, and accurately place E-911 site points for an estimated 698 structures in Marlinton, West Virginia.</p>
<p>DELIVERABLES: Comprehensive and reconciled address point dataset to be reviewed and corrected by the County for full implementation in the County’s Computer Aided Dispatch (CAD) system and submission to the Statewide Addressing and Mapping System (SAMS-II). Metadata. Reconciliation Tables/Report. Final Report. Centerline dataset is included also due to minor changes in Marlinton.</p>
<p>COST: Total cost is \$4,450</p>

Table 4. Partner Signatures

Partner	Authorized Representative	Signature and Date
Vendor	<p>Hays Lambert President Atlas Geographic Data Inc. (910) 256-9892 hlambert@atlasgeodata.com</p>	 <p>Hays Lambert Digitally signed by Hays Lambert DN: cn=Hays Lambert, o=Atlas Geographic Data, Inc., ou, email=hlambert@atlasgeodata.com, c=US Date: 2019.12.30 10:19:01 -05'00'</p>
State	<p>Kurt Donaldson Manager WV GIS Technical Center West Virginia University (304) 293-9467 kdonalds@wvu.edu</p>	 <p>Kurt Donaldson Digitally signed by Kurt Donaldson Date: 2019.12.23 15:47:41 -05'00'</p>
County	<p>Michael O'Brien Pocahontas County 911/OEM Director (304) 799-3985 mobrien@pocahontasemergency.com</p>	