



May 23, 2019

MEMORANDUM OF UNDERSTANDING
**** Roane County E-911 Addressing Project ****

SUBJECT: Roane County Addressing Project MOU among the following partners: Atlas Geographic Data Inc., West Virginia University, Roane 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 Roane 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 **8,653 structures** in Roane County, WV.

Funding

Funding for this MOU is from FEMA's Hazard Mitigation Grant Program, Statewide Multi-Hazard Risk Assessments (TEIF/TEAL), Project Number: FEMA-4273-DR-WV-0031, 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 Roane County. The resulting project will yield a spatially accurate, GIS addressing dataset, identifying the correct address and location of each habitable structure within the aforementioned County. The final data format will be delivered in Roane County's current data structure.

In order to accomplish this task, Atlas Geographic Data Inc. 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 and prepare data for address inventory. The individual task are outlined below.

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>	2/3/20 to 2/28/20	\$300
<p>TASK 2: [ADDRESS DATABASE EDITING] Perform cross reference of current county GIS address points to most recent imagery. Perform address inventory using available supplemental datasets to verify current address in use and populate new address points with street address currently in use. Establish confidence code values to identify field verification priority of each site address. Establish unique ID relationship for site address points and centerlines for use in QC reporting.</p>	3/2/20 to 5/29/20	\$7,200
<p>TASK 3: [FIELD VERIFICATION] Perform windshield survey in field to verify structure addresses. This includes physically visiting each structure to verify any posted address information on mailboxes, driveway/road markers, numbers posted on the structure, etc. This does not include exiting the vehicle to personally verify address with residents or neighbors although every effort will be made to fully explain the project to any members of the public encountered while in the field.</p>		\$0
<p>ALTERNATE TASK 3: [TRAINING FOR COUNTY FIELD VERIFICATION] Train Roane County staff to perform windshield survey of structure addresses.</p>	7/28/20	\$500
<p>TASK 4: [DATA RECONCILIATION/MSAG/QC] Perform QC and create MSAG / Telco / Road Centerline / Address point reconciliation reports to be provided back to the county to highlight any inconsistencies. Roane County will be responsible for changes associated with all reports.</p>	6/1/20 to 7/17/20	\$3,800
<p>TASK 5: [DELIVERY] Final data delivery.</p>	7/28/20	\$0
<p>Total project funding paid by FEMA Hazard Mitigation Grant to Roane County</p>		\$11,800



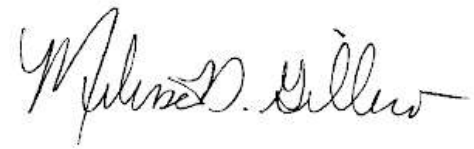
Table 2. Partner Responsibilities

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., Roane_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: [ROANE]</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, Rowlesburg 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○ 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

Table 3. Project Goal and Deliverables

OBJECTIVE AND DELIVERABLES
<p>OBJECTIVE: To inventory, edit, and accurately place E-911 site points for an estimated 8,653 structures in Roane County, West Virginia.</p>
<p>DELIVERABLES: Correct, comprehensive and reconciled address point and road centerline datasets for full implementation in the County’s Computer Aided Dispatch (CAD) system and Statewide Addressing and Mapping System (SAMS).</p>
<p>COST: Total estimated cost is \$11,800</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>Digitally signed by Hays Lambert DN: cn=Hays Lambert, o=Atlas Geographic Data, Inc., ou, email=hlambert@atlasgeodata.com, c=US Date: 2019.05.23 13:18:13 -04'00'</p>
State	<p>Kurt Donaldson Manager WV GIS Technical Center West Virginia University (304) 293-9467 kdonalds@wvu.edu</p>	 <p>Digitally signed by Kurt Donaldson DN: cn=Kurt Donaldson, o=West Virginia University, ou=WV GIS Technical Center, email=kdonalds@wvu.edu, c=US Date: 2019.05.23 13:07:38 -04'00'</p>
County	<p>Melissa Gilbert Director Roane County 911/OES 205 East Main Street Spencer, West Virginia (304) 927-0918 mgilbert@roanewvema.org</p>	 <p>.....</p>