



West Virginia GIS Technical Center

West Virginia University

Department of Geology and Geography Eberly College of Arts and Sciences

March 18, 2019

MEMORANDUM OF UNDERSTANDING

**** Rowlesburg E-911 Addressing Project ****

SUBJECT: Rowlesburg Addressing Project MOU among the following partners: Atlas Geographic Data Inc., West Virginia University, Preston County's Addressing Office, and the town of Rowlesburg

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), Preston County's E-911 Office, and the local government beneficiary (Rowlesburg, West Virginia) of the following professional GIS services: to inventory, edit, and update E-911 road centerlines and site points for an estimated **329 structures** in Rowlesburg.

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, inventory, and re-address E-911 structure address points and road centerlines. The resulting project will yield a spatially accurate, GIS addressing dataset, identifying the correct address and location of each habitable structure within the town of Rowlesburg. In addition, each resulting address point and centerline will be re-addressed and re-ranged to meet required national and state address standards. The final data format will be delivered in Preston County's current data structure for easy incorporation into the County's existing 911 Computer Aided Dispatch system.

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 E-911 addressing projects delivered by this company. 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. This will include both in-office and field efforts to achieve the desired resulting dataset. Based on the town of Rowlesburg's current data it is expected to have a final address point total of approximately 329.

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>	<p>3/1/19 to 3/22/19</p>	<p>\$300</p>
<p>TASK 2: [IN-OFFICE DATABASE PREPARATION] Reconcile existing addresses with town water utility data to reconcile existing addresses. Place additional address points where determined necessary. Correct/update geometry of existing roads where necessary.</p>	<p>3/25/19 to 4/19/19</p>	<p>\$350</p>
<p>TASK 3: [FIELD VERIFICATION] Perform windshield survey 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. Any in-kind support for field verification from Rowlesburg or the Preston County's E-911 Office would be beneficial.</p>	<p>4/22/19 to 5/10/19</p>	<p>\$2,600</p>
<p>TASK 4: [RE-ADDRESSING] Re-range all centerlines within town of Rowlesburg per NENA and WV State Addressing Standards. Re-address all structures within Rowlesburg according to NENA and WV State Addressing Standards. Maintain a link between the old address and the newly assigned address for notification and archiving purposes. The town of Rowlesburg will be responsible for notification to residents of change in address.</p>	<p>5/13/19 to 6/7/19</p>	<p>\$520</p>
<p>TASK 5: [DATA RECONCILIATION/MSAG/QC] Perform QC, MSAG updates, and reconciliation processes on completed field verification data to ensure accuracy and consistency.</p>	<p>6/10/19 to 6/21/19</p>	<p>\$750</p>
<p>TASK 6: [DELIVERY] Final QC, MSAG updates, and generation of appropriate reports to be delivered to the town of Rowlesburg along with the final GIS database.</p>	<p>6/28/19</p>	<p>\$0</p>
<p>Total project funding paid by FEMA Hazard Mitigation Grant to Rowlesburg</p>		<p>4,520</p>


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., Rowlesburg_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: [ROWLESBURG]</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 update E-911 road centerlines and site points for an estimated 329 structures in Rowlesburg, West Virginia.</p>
<p>DELIVERABLES: Correct, comprehensive and reconciled address point, road centerline, ESN and MSAG 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 \$4,520</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 style="font-size: 2em; font-weight: bold;">Hays Lambert</p> <p>Digitally signed by Hays Lambert DN: cn=Hays Lambert, o=Atlas Geographic Data, Inc., ou, email=hlambert@atlasgeodata.com, c=US Date: 2019.03.19 08:48:09 -04'00'</p>
State	<p>Kurt Donaldson Manager WV GIS Technical Center West Virginia University (304) 293-9467 kdonalds@wvu.edu</p>	<p style="font-size: 2em; font-weight: bold;">Kurt Donaldson</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: 2019.03.19 15:31:34 -04'00'</p>
County	<p>Dave Price President, Preston County Commission (304) 329-1855 dprice@prestoncountywv.gov</p>	
Local	<p>Eric Bautista Mayor, Rowlesburg (304) 454-2441 erbautista@frontier.com</p>	