



*Central Mississippi Planning and Development District*

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James Archer, President  
Cobie Collins, Vice-President  
Quentin Whitwell, Secretary-Treasurer  
F. Clarke Holmes, Chief Executive Officer

October 15, 2014

Mr. Mark Houston  
Madison County Administrator  
125 West North Street  
Post Office Box 608  
Canton, Mississippi 39046

Dear Mark:

Enclosed you will find the proposed Contract for Professional and Technical Services that I spoke with you about this week. As discussed, we did not finalize all of the tasks in the previous contract primarily due to the late delivery of the new aerial photography and system upgrades to the Madison County AS400. We were able to assist the county with viewer upgrades and enhancements as well as provide technical assistance to Kay Little on numerous Geographic Information System (GIS) related tasks as identified. The previous contract had a not-to-exceed cap of \$50,000 and we spent \$36,500. We are asking the Board to enter into another \$50,000 maintenance contract to continue assisting the County on important GIS products, services and procedural improvements.

As always, we appreciate the opportunity to be of assistance to Madison County and look forward to continuing to provide such valuable and meaningful services. Please feel free to contact me should you have any questions.

Sincerely,

Chuck Carr  
GIS Director

**CONTRACT FOR PROFESSIONAL AND TECHNICAL SERVICES**

THIS AGREEMENT, entered into as of the \_\_\_\_ of \_\_\_\_\_, 2014, by and between MADISON COUNTY, MISSISSIPPI, hereinafter called "the COUNTY" and the CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT, hereinafter called "the CMPDD", WITNESSETH THAT:

WHEREAS, the COUNTY desires to engage the CMPDD in certain professional and technical services, hereinafter described.

NOW, WHEREFORE, the parties hereto do mutually agree as follows:

1. Employment of the CMPDD

The COUNTY hereby agrees to engage the CMPDD; and the CMPDD hereby agrees to provide the services hereinafter set forth.

2. Scope of Services

The CMPDD's professional Geographic Information System (GIS) staff (mapping, programming and technical) shall continue to expand and enhance the County GIS Map Viewer with the incorporation of additional layers and functionality aimed at meeting the needs of users. In order to successfully complete this task CMPDD will assume a lead role in the collection, formatting and merging of existing data sets for use by all departments within the COUNTY. Specifically, CMPDD shall work with County IT personnel and USNX personnel to implement a data export interface to extract useful and pertinent data from the County mainframe computer. CMPDD shall work closely with appropriate Department heads and their technical staff to recommend how departmental databases can be linked to geo-referenced data layers and visualized using GIS technology. CMPDD will make recommendations and institute procedures to foster data sharing within departments through intranet and/or internet environment.

Now that the County has new countywide aerial imagery CMPDD shall assist the County with a countywide update of the street centerline files and associated address ranges.

These updates will then be incorporated in the PSAP (Public Safety Answering Point) dispatch terminals to improve emergency response. Additionally CMPDD shall utilize the new aerial photography to systematically update the geo-referenced point file of all pertinent structures in the County. These updated points will include attribute information regarding; ownership, geographic coordinates, physical address, mailing address, and parcel ID.

**Task 1 – Expand and Enhance County Map Viewer**

This task involves meeting with key mapping and data personnel to execute measures to expand and enhance the County GIS Map Viewer with the incorporation of additional layers and functionality aimed at meeting the needs of users.

**Task 2 – Update Geo-referenced Point File of Structures**

This task will involve utilizing the new aerial photography to systematically update the geo-referenced point file of all pertinent structures in the County. These updated points will include attribute information regarding; ownership, geographic coordinates, physical address, mailing address, and parcel ID.

**Task 3 – Maintenance of E-911 Layers**

This task involves assisting the County with a countywide update of the street centerline files based on Tax Assessor maps, the new aerial photography and associated address range data. These updates will then be incorporated into the PSAP (Public Safety Answering Point) dispatch terminals to improve emergency response.

**Task 4 – Research and Implement AS400 Data Interface**

This task involves working with County IT personnel and USNX personnel to implement a data access interface to extract useful and pertinent data from the County mainframe computer. CMPDD shall work closely with appropriate Department heads and their technical staff to recommend how departmental databases can be linked to geo-referenced data layers and visualized using GIS Map Server technology.

3. Period of Performance

The CMPDD shall provide professional GIS and technical assistance as specified in the Scope of Services beginning on November 1, 2014, and ending on October 31, 2015.

5. Contribution of the COUNTY

Compensation to the CMPDD for work performed shall be on cost reimbursement basis and shall be comprised of the actual cost of personnel, travel, printing, overhead, et. al. costs as related to the performance of this contract **not to exceed \$50,000**, except that all such reimbursements shall be subject to the review and approval of the County and the County shall have the right to refuse to make cost reimbursements which it determines, in its sole discretion, are not reasonable.

6. Termination by the COUNTY or the CMPDD

The COUNTY or the CMPDD may terminate this contract at any time by giving written notice to the other party of such termination. If this contract is terminated by the COUNTY or the CMPDD, the COUNTY shall pay only those costs actually incurred by the CMPDD which are directly attributable to the services covered by this contract.

7. Changes

This contract may be altered from time to time with the approval of both parties. Such changes shall be incorporated in written amendments to this contract.

8. Interest of Officials of the COUNTY

No officer or employee of the COUNTY who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly involved.

9. Cooperation of the COUNTY

The COUNTY hereby agrees that its officials shall cooperate with the CMPDD in the discharge of its responsibilities under this contract and shall be available for consultation at such times as may be mutually agreeable to all parties. The COUNTY shall make

available to the CMPDD all data, reports, records, maps, or other information as are existing, available, and necessary for carrying out this contract.

IN WITNESS WHEREOF, the COUNTY and the CMPDD have executed this contract as of the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

MADISON COUNTY, MISSISSIPPI

ATTEST:

\_\_\_\_\_  
Karl Banks  
President

\_\_\_\_\_  
Ronny Lott  
Chancery Clerk

CENTRAL MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT

ATTEST:

\_\_\_\_\_  
F. Clarke Holmes  
Chief Executive Officer

\_\_\_\_\_  
Shay Lipe  
Director of Finance

STATE OF MISSISSIPPI  
COUNTY OF MADISON

Personally appeared before me, the undersigned individuals in and for said County and State, the within named KARL BANKS and RONNY LOTT, who acknowledged to me that they are the President of the Board of Supervisors and Chancery Clerk of Madison County, Mississippi, respectively, and that as such they did sign, execute and deliver the above and foregoing instrument, having affixed the County seal thereto, for the purposes therein stated, in the name of, for and on behalf of said County, they being first duly authorized so to do.

Given under my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary

STATE OF MISSISSIPPI  
COUNTY OF HINDS

Personally appeared before me, the undersigned individual in and for said County and State, the within named F. CLARKE HOLMES and SHAY LIPE, who acknowledged to me that they are the Chief Executive Officer and Director of Finance of the Central Mississippi Planning and Development District, Incorporated, respectively, and that as such they did sign, execute and deliver the above and foregoing instrument, having affixed the corporate seal thereto, for the purposes therein stated, in the name of, for and on behalf of said corporation, they being first duly authorized so to do.

Given under my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 2014.

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Debbie Johnson  
Notary