May 17, 2010   Proposal 10-3034R

Richard Semple, GISP
GIS & Addressing Manager
Williamson County
301 SE Inner Loop, Suite 107
Georgetown, TX 78626

RE: *On-Call GIS Services for Addressing and Geocoding in Williamson County*

Dear Mr. Semple:

Baker-Aicklen & Associates, Inc. is pleased to submit this proposal for providing on-call professional GIS services for the Legacy RMS Address Conversion Project.
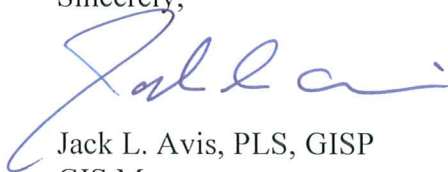
It is our understanding that Williamson County is in the process of migrating legacy address files to a new Computer Aided Dispatch (CAD) system. These address files need to be scrubbed clean of various addressing errors or omissions for overall consistency, so as to match the master address file for Williamson County.

Williamson County will provide the digital address file to be scrubbed, along with the County's master address files for Geocoding and address research. It is our recommendation that the County perform its own Geocoding at the onset of the project for future comparison and tracking of the address scrub.

Baker-Aicklen & Associates, Inc. will dedicate a GIS Technician to this project to perform the address scrubbing, corrections, and tracking of alias street names. On a periodic basis, Baker-Aicklen will return a working copy of the address file to Williamson County for comparison and Geocoding. As the legacy address records are matched to the master address file, they will be identified in accordance with the attached Scope of Services for the Williamson County Legacy RMS Address Conversion project.

These services will be provided on an hourly time and materials basis in accordance with the attached fee schedule. Should you have any question or wish to discuss this project further, please call me at (512) 260-3700.

Sincerely,

Jack L. Avis, PLS, GISP
GIS Manger

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PROFESSIONAL SERVICES AGREEMENT

WILLIAMSON COUNTY, as CLIENT, engages Baker-Aicklen & Associates, Inc. as ENGINEER/SURVEYOR to perform professional services for the assignment described as follows: **GIS Services for Addressing and Geocoding in Williamson County.** See attached proposal letter **No. 10-3034R dated 05/17/10.**

I.   SERVICES: ENGINEER/SURVEYOR agrees to perform Basic Services and Additional Services in conformance with the following descriptions, definitions, terms and conditions.
   A.   BASIC SERVICES:
      See attached letter proposal **No. 10-3034R dated 05/17/10.**
   B.   ADDITIONAL SERVICES*: All work performed by ENGINEER/SURVEYOR which is either described in this paragraph or not included in the Basic Services defined above, shall constitute Additional Services. These shall include:
      1.   Travel and subsistence to points other than ENGINEER/SURVEYOR'S or CLIENT'S offices and project site.
      2.   Copies of final reports, studies, drawings and other data in excess of one (1) set or that specified.
      3.   Revisions to approved reports, studies, drawings and other data.
      4.   Other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted engineering practice.

      *The performance of any Additional Services must be authorized in writing in advance by the CLIENT. If CLIENT did not authorize, in writing, the performance of Additional Services prior to performance of such services by ENGINEER/SURVEYOR, CLIENT shall not be obligated to pay for such Additional Services. In the event of any dispute over the classification of ENGINEER/SURVEYOR's services as Basic or Additional Services under this Agreement, the decision of the Williamson County Judge shall be final and binding on ENGINEER/SURVEYOR.

II. COMPENSATION: CLIENT agrees to pay ENGINEER/SURVEYOR for above described services in accordance with the following descriptions, definitions, terms and conditions.
   A.   BASIC SERVICES**: Compensation will be on an hourly rate basis in accordance with the attached standard Rate Schedule, plus Reimbursable Expenses in accordance with the guidelines set forth in the Williamson County Budget Order 2009/2010, as amended.**
   B.   ADDITIONAL SERVICES: ENGINEER'S/SURVEYOR'S compensation will be on an hourly-charge basis for personnel services plus Reimbursable Expenses (defined below):
      1.   HOURLY CHARGE: Hourly charges are to be based on the attached Standard Rate Schedule.
      2.   REIMBURSABLE EXPENSES: Expenses in connection with Additional Services shall include transportation and subsistence, cost of ENGINEER'S/SURVEYOR'S field office, reproduction, subcontracts and similar items. Such expenses shall be reimbursed at the following rates:
         a.   Transportation by ENGINEER'S/SURVEYOR'S vehicles and subsistence: at the same rate and pursuant to the same terms that are applicable to CLIENT's employees under Williamson County Budget Order 2009/2010, as amended.
         b.   Reproduction performed in ENGINEER'S/SURVEYOR'S office: at prevailing commercial rates.
         c.   All others: actual cost to ENGINEER/SURVEYOR plus 5% service charge.

III. PAYMENTS: CLIENT's payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. Invoices shall be paid by CLIENT within thirty (30) days from the date of the Williamson County Auditor's receipt of an invoice. Interest charges for any late payments shall be paid by CLIENT in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of CLIENT's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday. In the event that a discrepancy arises in relation to an invoice, such as an incorrect amount on an invoice or a lack of documentation that is required to be attached to an invoice to evidence the amount claimed to be due, CLIENT shall notify ENGINEER/SURVEYOR of such an invoice of the discrepancy. Following CLIENT's notification of any discrepancy as to an invoice, ENGINEER/SURVEYOR must resolve the discrepancy and resubmit a corrected or revised invoice, which includes all required support documentation, to the Williamson County Auditor. CLIENT shall pay the invoice within thirty (30) days from the date of the Williamson County Auditor's receipt of the corrected or revised invoice. CLIENT's payment of an invoice that contains a discrepancy shall not be considered late, nor shall any interest begin to accrue until the thirty-first (31st) day following the Williamson County Auditor's receipt of the corrected or revised invoice.

IV. OWNERSHIP OF DOCUMENTS: Any and all documents, including the original drawings, estimates, computer tapes, graphic files, tracings, calculations, analyses, reports, specifications, field notes, and data prepared by ENGINEER/SURVEYOR are the property of CLIENT and upon completion of the work or termination of this Agreement or as otherwise instructed by CLIENT, shall be delivered to CLIENT in an organized fashion with ENGINEER/SURVEYOR retaining a copy. Any reuse by ENGINEER/SURVEYOR of any such documents described herein, without the specific written consent of CLIENT, shall be at ENGINEER/SURVEYOR's sole risk and without liability or legal exposure to CLIENT. Should ENGINEER/SURVEYOR be terminated, ENGINEER/SURVEYOR shall not be liable for CLIENT's use of partially completed designs, plans, or specifications on this project or any other project, except to the extent such documents were deemed complete or represent completed work sealed by ENGINEER/SURVEYOR, as applicable, as specified by professional standards. ENGINEER/SURVEYOR will not be responsible for any use or any modifications to the documents described herein by any entity other than CLIENT, and CLIENT's respective contractors, without the specific written consent of ENGINEER/SURVEYOR. Any modification as described in this paragraph shall be made in accordance with all applicable professional standards.

V.   OPINION OF PROBABLE CONSTRUCTION COST: Opinion of probable construction cost prepared by the ENGINEER/SURVEYOR represents his reasonable skill as a design professional familiar with the construction industry. It is recognized, however, that the ENGINEER/SURVEYOR has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, the ENGINEER/SURVEYOR cannot and does not guarantee that bids will not vary from any cost estimate prepared by him.

VI. INSURANCE: ENGINEER/SURVEYOR During the life of this Agreement, ENGINEER/SURVEYOR agrees to provide and maintain the following insurance:

   A.   Worker's Compensation in accordance with statutory requirements.

B.   Commercial General Liability Insurance with a combined minimum Bodily Injury and Property Damage limits of $500,000.00 per occurrence and $500,000.00 in the aggregate, including coverage on same for independent subcontractor(s). CLIENT SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.

C.   Automobile Liability Insurance for all owned, non-owned, and hired vehicles with combined minimum limits for Bodily Injury and Property Damage limits of $500,000.00 per occurrence and $500,000.00 in the aggregate. ENGINEER/SURVEYOR shall require any subcontractor(s) to provide Automobile Liability Insurance in the same minimum amounts.

D.   Professional Liability Errors and Omissions Insurance in the amount of $500,000.00.

ENGINEER/SURVEYOR shall not commence any field work under this Agreement until it has obtained all required insurance and such insurance or self-insurance has been approved by CLIENT. ENGINEER/SURVEYOR shall not allow any subcontractor(s) to commence work to be performed in connection with this Agreement until all required insurance has been obtained and approved. Approval of the insurance by CLIENT shall not relieve or decrease the liability of ENGINEER/SURVEYOR hereunder.

The required insurance must be written by a company approved to do business in the State or Texas with a financial standing of at least an A- rating, as reflected in Best's insurance ratings or by a similar rating system recognized within the insurance industry at the time the policy is issued. ENGINEER/SURVEYOR shall furnish CLIENT with a certification of coverage issued by the insurer. ENGINEER/SURVEYOR shall not cause any insurance to be canceled nor permit any insurance to lapse. ALL INSURANCE CERTIFICATES SHALL INCLUDE A CLAUSE TO THE EFFECT THAT THE POLICY SHALL NOT BE CANCELED OR REDUCED, RESTRICTED OR LIMITED UNTIL TEN (10) DAYS AFTER CLIENT HAS RECEIVED WRITTEN NOTICE AS EVIDENCED BY RETURN RECEIPT OF REGISTERED OR CERTIFIED LETTER.

It is the intention of the CLIENT, and agreed to and hereby acknowledged by the ENGINEER/SURVEYOR, that no provision of this Agreement shall be construed to require the CLIENT to submit to mandatory arbitration or mediation in the settlement of any claim, cause of action or dispute, except as specifically required in direct connection with an insurance claim or threat of claim under an insurance policy required under this Exhibit which absolutely requires arbitration or mediation of such claim, or as otherwise required by law or a court of law with jurisdiction over the provisions of this Agreement..

VII.   LIABILITY LIMITATION: ENGINEER/SURVEYOR shall have no liability to CLIENT or to others for any reasons beyond use of reasonable skill in performing the services for the assignment covered by this Agreement. In no event shall ENGINEER'S/SURVEYOR'S professional liability exceed amount of the total compensation received by ENGINEER/SURVEYOR under this Agreement, limited to a maximum of $50,000.

VIII.   DISPUTE RESOLUTION: The parties to this Agreement will work together in good faith to resolve any controversy, dispute or claim between them which arises out of or relates to this Agreement, whether stated in tort, contract, statute, claim for benefits, bad faith, professional liability or otherwise ("Claim"). If the parties are unable to resolve the Claim within thirty (30) days following the date in which one party sent written notice of the Claim to the other party, and if a party wishes to pursue the Claim, such Claim shall be addressed through non-binding mediation under the Commercial Mediation Rules of the American Arbitration Association ("AAA"). A single mediator engaged in the practice of law, who is knowledgeable about subject matter of this Agreement, will conduct the mediation under the then current rules of the AAA. Any mediation under this Agreement shall be conducted in Williamson County, Texas. All costs involved in the mediation shall be borne equally between the parties, except that each party shall bear its own attorneys fees. Nothing herein is intended to prevent either party from seeking any other remedy available at law including seeking redress in a court of competent jurisdiction. This provision shall survive the termination of this Agreement.

IX.   TERMINATION:
      A.   CONDITIONS OF TERMINATION: This Agreement may be terminated without cause at any time prior to completion of ENGINEER'S/SURVEYOR'S services either by CLIENT or by ENGINEER/SURVEYOR, upon seven days written notice to the other at the address of record. Termination shall release each party from all obligations of this Agreement, except as specified in paragraph IX.B below.
      B.   COMPENSATION PAYABLE ON TERMINATION: On Termination, by either CLIENT or ENGINEER/SURVEYOR, it is understood and agreed that only the amounts due to ENGINEER/SURVEYOR for goods and/or services provided and expenses incurred to and including the date of termination, will be due and payable.

X.   SUCCESSORS AND ASSIGNS: CLIENT and ENGINEER/SURVEYOR each binds itself, and its partners, successors, and assigns to the other party of this Agreement and to partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Agreement. Neither CLIENT nor ENGINEER/SURVEYOR shall assign, sublet, or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as giving any rights or benefits hereunder to anyone other than CLIENT and ENGINEER/SURVEYOR.

XI.   SPECIAL PROVISION: This instrument contains the entire Agreement between CLIENT and ENGINEER/SURVEYOR, except as additionally stated below:

Attached letter proposal **No. 10-3034R dated 5/17/10** forms a part of this agreement, as well as attached Standard Rate Schedule.

XII.   INVALIDATION: If this Agreement is not executed by CLIENT within 30 days of the date tendered, it shall become invalid unless ENGINEER/SURVEYOR extends the time in writing.

XIII.   COMPENSATION CAP: The maximum amount payable under this Agreement without modification (the "Compensation Cap") is $40,000.00, In no event may the aggregate amount of compensation for Basic and Additional Services and Reimbursable Expenses exceed the Compensation Cap.

XIV. MISCELLANEOUS:

A. **Venue and Governing Law.** Each party to this Agreement hereby agrees and acknowledges that venue and jurisdiction of any suit, right, or cause of action arising out of or in connection with this Agreement shall lie exclusively in either Williamson CLIENT, Texas or in the Austin Division of the Western Federal District of Texas, and the parties hereto expressly consent and submit to such jurisdiction. Furthermore, except to the extent that this Agreement is governed by the laws of the United States, this Agreement shall be governed by and construed in accordance with the laws of the State of Texas, excluding, however, its choice of law rules.

B. **Equal Opportunity in Employment.** The parties to this Agreement agree that during the performance of the services under this Agreement they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The parties to this Agreement will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship.

C. **Compliance with Laws.** Each party to this Agreement shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, salary and wage statutes and regulations, licensing laws and regulations. When required, ENGINEER/SURVEYOR shall furnish the CLIENT with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

D. **Relationship of the Parties.** Each party to this Agreement, in the performance of this Agreement, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever.

E. **No Waiver of Immunities.** Nothing in this Agreement shall be deemed to waive, modify or amend any legal defense available at law or in equity to CLIENT, its past or present officers, employees, or agents, nor to create any legal rights or claim on behalf of any third party. CLIENT does not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

F. **No Waiver.** The failure or delay of any party to enforce at any time or any period of time any of the provisions of this Agreement shall not constitute a present or future waiver of such provisions nor the right of either party to enforce each and every provision. Furthermore, no term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to, waiver of or excuse for any other, different or subsequent breach.

G. **CLIENT's Right to Audit.** ENGINEER/SURVEYOR agrees that CLIENT or its duly authorized representatives shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine and photocopy any and all books, documents, papers and records of ENGINEER/SURVEYOR which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. ENGINEER/SURVEYOR agrees that CLIENT shall have access during normal working hours to all necessary ENGINEER/SURVEYOR facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. CLIENT shall give ENGINEER/SURVEYOR reasonable advance notice of intended audits.

H. **Appropriation of Funds by CLIENT.** CLIENT believes it has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement. ENGINEER/SURVEYOR understands and agrees that the CLIENT's payment of amounts under this Agreement is contingent on the CLIENT receiving appropriations or other expenditure authority sufficient to allow the CLIENT, in the exercise of reasonable administrative discretion, to continue to make payments under this Agreement.

I. **Payment, Interest and Late Payments.** CLIENT's payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. Invoices shall be paid by CLIENT within thirty (30) days from the date of the Williamson CLIENT Auditor's receipt of an invoice. Interest charges for any late payments shall be paid by CLIENT in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of CLIENT's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday. In the event that a discrepancy arises in relation to an invoice, such as an incorrect amount on an invoice or a lack of documentation that is required to be attached to an invoice to evidence the amount claimed to be due, CLIENT shall notify the party requesting payment of such an invoice of the discrepancy. Following CLIENT's notification of any discrepancy as to an invoice, the party requesting payment must resolve the discrepancy and resubmit a corrected or revised invoice, which includes all required support documentation, to the Williamson CLIENT Auditor. CLIENT shall pay the invoice within thirty (30) days from the date of the Williamson CLIENT Auditor's receipt of the corrected or revised invoice. CLIENT's payment of an invoice that contains a discrepancy shall not be considered late, nor shall any interest begin to accrue until the thirty-first (31st) day following the Williamson CLIENT Auditor's receipt of the corrected or revised invoice.

J. **Texas Public Information Act.** To the extent, if any, that any provision in this Agreement is in conflict with Tex. Gov't Code 552.001 et seq., as amended (the "Public Information Act"), the same shall be of no force or effect. Furthermore, it is expressly understood and agreed that CLIENT, its officers and employees may request advice, decisions and opinions of the Attorney General of the State of Texas in regard to the application of the Public Information Act to any items or data furnished to CLIENT as to whether or not the same are available to the public. It is further understood that CLIENT's officers and employees shall have the right to rely

on the advice, decisions and opinions of the Attorney General, and that CLIENT, its officers and employees shall have no liability or obligation to any party hereto for the disclosure to the public, or to any person or persons, of any items or data furnished to CLIENT by a party hereto, in reliance of any advice, decision or opinion of the Attorney General of the State of Texas.

    K.   **Execution in Counterparts.** This Agreement may be executed in counterparts, each of which, when executed and delivered, shall be deemed to be an original and all of which together shall constitute one and the same document.

XV.   MODIFICATIONS: No one has authority to make variations in, or additions to the terms of this Agreement on behalf of ENGINEER/SURVEYOR other than one of its Officers, and then only in writing signed by him.

BAKER-AICKLEN & ASSOCIATES, INC.   **WILLIAMSON COUNTY**

By: _____   By: _____

Printed Name: _R. David Strutton, RPLS, Vice President/CEO_   Printed Name: _____

Date: _____May 17, 2010_____   Date: _____

STANDARD RATE SCHEDULE
Labor Rate Table 48

Effective May 1, 2009, the following rates are recommended for work performed on an hourly-charge basis. Rates include company overhead and profit for services accomplished during regular working hours.

DIRECT LABOR

OFFICE PERSONNEL SERVICES

Classification	Rates
Sr. Project Manager	$175 per hour
Project Manager	$135 per hour
Sr. Project Engineer/Surveyor/Planner	$130 per hour
Sr. Project Engineering/Surveying/Planning/GIS Coordinator	$125 per hour
Project Engineer/Surveyor/Planner	$120 per hour
Project Engineering/Surveying/Planning/GIS Coordinator	$115 per hour
Sr. Project Engineering/Surveying/Planning/GIS Designer	$110 per hour
Sr. Project Engineering/Surveying/Planning/GIS Associate	$105 per hour
Project Engineering/Surveying/Planning/GIS Designer	$100 per hour
Engineering/Surveying/Planning/GIS Associate	$95 per hour
Engineering/Surveying/Planning/GIS Assistant	$90 per hour
Sr. Engineering/Surveying/GIS CAD Technician	$80 per hour
Engineering/Surveying/GIS CAD Technician	$70 per hour
CAD/GIS Computer Operator	$60 per hour
Administrative Assistant	$60 per hour
Expert Witness/Testimony/Deposition Services	Two Times Rate
Department Manager/Assistant Branch Manager	$185 per hour *
Branch Manager	$200 per hour *
Principal (as appropriate)	$220 per hour *

FIELD PARTY SERVICES

	Rates
1-Man Field Party	$75 per hour
2-Man Field Party	$125 per hour
3-Man Field Party	$165 per hour
4-Man Field Party	$205 per hour

DIRECT EXPENSES

Transportation:

By Firm's Passenger Vehicles	Charged at current IRS allowable rate
By Firm's Survey Trucks (Notes 1, 2, & 3)	Charged at current IRS allowable rate
Direct Expense - Reproduction & Printing by Firm,	Prevailing
Survey Stakes, Lathes, Iron Rods,	Commercial Rates Or
Subsistence of out-of-city services, and other Direct Expense	Cost Plus 15%

* Not default rates. These rates are used as required in special situations only and with Client notification.

NOTES:

1. Field Party rates include equipment, supplies and survey vehicles. Abnormal use of stakes, lathes, etc., used such as during the construction phase of a project will be charged as indicated.
2. Field party time charge will be made for show-up time and return to office, resulting from inclement weather conditions, etc.
3. Field Party stand-by time will be charged for at the above-shown appropriate rates.
4. The firm's professional liability is limited to the total amount of compensation under the Professional Services Agreement to a maximum of $500,000.

BAKER-AICKLEN & ASSOCIATES, INC.
Engineers • Surveyors • GIS • Planning

SCOPE OF SERVICES FOR THE WILLIAMSON COUNTY LEGACY RMS ADDRESS CONVERSION PROJECT

OVERVIEW OF THE PROJECT/PROCESS

In public safety, correct addresses enhance the safety of all citizens and provide the greatest efficiency for the general public receiving emergency services. Address validation is an important component in ensuring that the correct addresses are provided not only to first responders but also propagated into record management.

Recently Tyler Technologies (TSG) completed a 6 month project with Williamson County Sheriff's Office and Precinct Constables to export incident records from AbleTerm, which is currently Williamson County's Record Management System (RMS).   500,000 incident records spanning the past 30 years were exported during this project. Williamson County GIS will be building on this project for the purpose of data standardization of all incident record addresses.

Address validation on the TSG legacy records is an extremely critical phase in data conversion process for the project and will be completed in conjunction with help by Baker-Aicklen Engineering. First, Williamson County GIS will extract, identify and clean up straightforward addresses and run a first a first attempt at a match standardization of the incident offense record addresses to enable an efficient import into a new RMS for the Sheriff's Office and Precinct Constables. Next. Baker-Aicklen will take the records that were not able to be matched by Williamson County GIS and attempt to match them using local knowledge, alias names, and error correction. All records that are still unmatched at the end of that process will be handed over to the Williamson County Sheriff's Office for further review and final decision in regards to address validation.

RESPONSIBILITIES OF WILLIAMSON COUNTY

- Extract Data from Legacy RMS to Microsoft Access
- Clean up small data errors (ex: I-35 to IH-35)
- Perform geocode using specially-modified geocoder to create standard addresses for records that match automatically
- Create database of unmatched records with the following format:

Field Name	Notes
ID	
Incidents	Ignore this field
Date Flag	Ignore this field
Incident Flag	Ignore this field
Offense Address	Do Not Edit
Offense Csz	Do Not Edit
Addr_to_Match	Use this field for match it is a copy of Offense Address
CSZ_to_Match	Use this field for match it is a copy of Offense Csz
Validated_ Street	Blank
Validated_City	Blank
Match_Code	Blank

- Wilco GIS will provide the following to Baker-Aicklen on DVD:
  - Access Database of unmatched records
  - Road Name Alias table
  - GIS Data (Roads, Streets, & City Limits)
  - Geocoder used by Williamson County
  - Modified ESRI Geocoder using ESRI GDK that Baker Aicklen can install and use if applicable to their process

RESPONSIBILITIES OF BAKER-AICKLEN

- Take data in format provided by Williamson County staff
- Clean up "Addr_to_Match" and "CSZ_to_Match" using research and local knowledge
- Geocoding or other manual match process will be performed on "Addr_to_Match" and "CSZ_to_Match" fields.
- Geocode validated ("cleaned") records to Williamson County Address Points (preferred for address locations) or Streets (preferred for intersections and block ranges).
- Staff will not touch Offense Address or Offense CSZ in order to preserve for reference
- The output of the geocode process ("ARC Street" field) will be copied to Validated Street
- The output of the geocode process ("ARC City" field) will be copied to Validated City
- Fill in the "Match_Code" field to reflect either MB, ML or HR depending on match results (see explanation below)
- Final deliverable will be an Access table in the following format:

Field Name	Notes
ID	
Incidents	Ignore this field
Date Flag	Ignore this field
Incident Flag	Ignore this field
Offense Address	Do Not Edit
Offense Csz	Do Not Edit
Addr_to_Match	Use this field for match; it is a copy of Offense Address
CSZ_to_Match	Use this field for match; it is a copy of Offense Csz
Validated_ Street	Put matched address field from "ARC Street" field here
Validated_City	Put matched address field from "ARC City" field here
Match_Code	Enter in either MB, ML or HR depending on match results

- Staff will use the following rules when working on the data:
  - Baker will either use the geocoder provided by Williamson County or an ESRI Composite Geocoder comprised of:

    - US Streets with Zone using Street Centerline data provided by Williamson County
    - US One Address with Zone using Address Point data provided by Williamson County
  - To be consistent with WILCO geocode process Baker-Aicklen will use the following Matching Options Defaults:
    - Spelling sensitivity: 80
    - Minimum candidate score: 10
    - Minimum match score: 60
  - Matching score rules:
    - A "match" for purposes of this project is considered an automated geocoder match with a match score of 80 or above. The attribute code of the "Match_Code" field should be "MB" – Matched by Baker-Aicklen.

- If the score is below 80, the data must be corrected (cleaned up) and then retried until the match score is at or above 80. The attribute code of the "Match_Code" field should be "MB" – Matched by Baker-Aicklen.
- If a match score at or above 80 cannot be achieved, the attribute code of the "Match_Code" field should be "HR" – Hold for Review.
- Ties are not acceptable matches for this project even if the match score is 80 or above. If multiple matches cannot be distinguished with the data available, the attribute of the "Match_Code" field should be "ML" – Matched Low Confidence or Tied.
- For reference, the possible attributes of the "Match_Code" field are (attributes entered by Baker-Aicklen are in bold):
  - MG-Matched by GIS
  - UI- Unmatched; Import
  - UN- Unmatched; Don't Import
  - MA- Matched Automatically
  - **MB- Matched by Baker Aicklen**
  - MS- Matched by S.O.
  - **ML- Matched Low Confidence or Tied**
  - **HR- Hold for Review**

PROJECT DELIVERABLES

- DVD/CD with Microsoft Access-format database table as described above
- Weekly updates via email of number of matched coded as:
  - MB- Matched by Baker-Aicklen
  - ML- Matched Low Confidence or Tied
  - Unmatched coded as HR- Hold for Review
- Documentation of any custom tools created or used by the process (ex: custom geocoder)