

VTrans Parcel Data Project Meeting

11/26/13

VTrans Board Room

Present: Ryan Cloutier, VTrans; Johnathan Croft, VTrans; Leslie Pelch, VCGI; Ivan Brown, VCGI; Bill Johnson, Taxes; Jim Knapp, Taxes; Ginger Anderson, FPR; Jack O'Wril, FPR; Dan Currier, CVRPC; Erik Engstrom, ANR.

We briefly discussed whether we are ready to put out a short and vague press release. Decided it probably needed to wait until after the Dec. 4 meeting with DII. VTrans Public Relations Officer Erik Filkorn will handle editing and putting out the PR that Leslie drafted (or a new one).

Seamless/edge matching issue was discussed. Everyone agrees it is important, but it is possible that it could be done internally (VTrans) and perhaps as a second phase. Will depend on cost estimates in contractor proposals.

The question was asked: Will Tax Dept. require UVA submissions to include digital parcel data? Bill Says Maybe. Issues around how this project will affect/be affected by Tax Dept. and UVA and FPR policies (in relation to UVA) need to be discussed a little later.

We should develop an FAQ soon to post and use to address concerns and questions (e.g. about legal status of the eventual parcel data).

Request for Information (RFI): VTrans folks took their workplan/scope of work and turned parts of it into a list of questions that work well as a starting point for an RFI. If we can all review it and give feedback by 12/4/13, VTrans can get this out to vendors via VGIS-L and other means by 12/6/13. We agreed to add info about pre-qualified vendor process to RFI. Johnathan said they will set a 2 week deadline on the RFI, expect responses by 12/20/13.

We discussed including the list of "unaffiliated" towns (ones that don't seem to have an existing relationship with a mapping contractor) in the RFI.

Is this money intended to be used for the actual hard-copy map as well as the digital data? No, not really. There is interest in not having this project pay for the hard copy products. Not clear how that would work, but should be included in the RFI.

We agreed that Leslie should schedule 2 informational/discussion web meetings in December:

- Week of Dec. 9 – RPCs
- Week of Dec 16 – Contractors

Johnathan and Ryan reported that they had a meeting that morning with their contract administrators who indicated that they would be able to give out pretty much the entire amount of money via either grant or contract to a Project Manager. An example might be VCGI. Final decision about this will be made after the Dec. 4 meeting with DII.

Next Steps:

- VAPDA Meeting Dec. 5 – Dan and Leslie will report to RPC Executive Directors about where project is at.
- RFI – Johnathan will finalize by Dec. 6
- Information gathering web meetings – Leslie will schedule them and announce them
- Outreach/PR/FAQ – need to start drafting a plan and materials by Mid. December (??)
- Parcel Standard – need to take a look at it and decide whether it needs revising before it is included in RFP. This will solicit stakeholder input (what does everyone interested and participating NEED from this data?)

Post meeting discussion between Leslie and David Brotzman (VCGI Exec. Dir.) on 12/1/13:

Just wanted to share a few tidbits from our discussion

- Between VCGI staff and RPC staff, we may be able to handle the project management tasks without hiring anyone else (maybe).
- Bundling of “unaffiliated” towns – perhaps these towns can be organized geographically and offered for bid as “lots,” some small lots, some larger lots. Perhaps RPCs can be responsible for managing these contracts...
- David emphasized that it will be very important to organize this project into phases and determine what can realistically be done in each phase. Start thinking about this!