



OCS-01: Scan Tax Map Archive

March 6, 2024

1 Introduction:

1.1 Point of Contact:

Spatial Engineering, Inc.

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Effingham County, Georgia

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1.2 Description

On January 30, 2024, Ms. Pamela Melser, GIS Manager, and Ms. Jennifer Keyes, Deputy Chief Appraiser, met with Mr. Richard Truluck, Spatial Engineering, Inc (SPATIAL). The purpose of this meeting was to explore scanning the Effingham County's (County) hard copy tax map drawings. During the meeting Ms. Keyes presented several versions of the tax maps in various sizes, scales, and condition. The tax maps appear to be organized by county wide grid for a specific year. There are also grids specific to Guyton, Rincon, and Springfield. In addition, the grids do not have the same number of tax maps. For example, the 1970 grid map shows 149 map tiles while the 1985 grid map shows 118 map tiles. The map sheets per grid varied from 20 to 300. The total number of map sheets estimated during the meeting is 1047. This proposal is based on 1200 map sheets averaging 150 maps per grid. More detail of the meeting is presented in the referenced Record of Communication. Based on this meeting, Ms. Melser requested Spatial Engineering submit a proposal to:

1. Scan and catalog hard copy tax maps (tiles) organized by map grid (grid) and year.

The work will be executed under SPATIAL's current contract with the County, PID: 23002, On-Call Support.

NOTE: THIS PROPOSAL DOES NOT INCLUDE DIGITIZING, GEOREFERENCING, MOSAICING, OR EXTRACTING DATA FROM SCANNED IMAGES.

1.3 Reference:

1. 10/30/2024 record of communication for meeting between County GIS, County Tax Assessor, and SEI. Eight hard copy samples were collected during this meeting. See record of communication Appendix A.

2 Scope of Work:

The scope of work addresses scanning and cataloging tax maps (tiles) by grid and year. The individual scanned tiles will be grouped by Grid-Year, *NOTE: A Grid-Year is the map grid plus all associated tax map tiles for a specific grid and specific year. A Grid-Year is assumed to average 150 map sheets.*

2.1 Tax Map Collection and Return:

SPATIAL will collect and return hard copy tax maps (tiles) organized by Grid-Year. We propose using a Chain of Custody (CC) process to 1) track original hard copy data removed from County storage and 2) original hard copy data returned to the County storage. This process is outlined below and will be refined during the kickoff meeting.

1. The County will identify and organize tax maps by Grid-Year for pickup. We estimate eight Grid-Years with an average 150 tax map tiles per Grid-Year for a total of 1200 map sheets.
2. SPATIAL will complete a CC form for each Grid-Year listing all tiles associated with that grid. The CC will include the grid year, the number of map tiles, tile condition, and the media type. Missing or heavily damaged map tiles will be identified. Each CC will include the name of the SPATIAL and County representatives. A copy of the CC form will be provided to the County. The original form will accompany the original map sheets.
3. Because of the condition of the map tiles observed during the January 30, 2024 meeting, SPATIAL proposes no more than two Grid-Years be included in a single release. We anticipate four collections.
4. SPATIAL will return the Grid-Year and associated tiles to the County when scanning is complete. We assume three work days for each Grid-Year for scanning. Only completed Grid-Years will be returned.
5. The County will inspect the returned maps, and if acceptable, sign the original CC indicating the map sheets have been returned.
6. SPATIAL will coordinate a pick up and return schedule with County.

2.2 Scan and Catalog Hardcopy Tax Maps:

The following steps provide a general outline of the scan and catalog process. The intent of this task is to create a digital copy of the tax map grid and associated tax map tiles. The scanned tax map grid and associated scanned tax map tiles will be stored in windows file folders unique to the Grid-Year. Note, the scanned tax map tiles will not be georeferenced.

1. All scan and catalog efforts will be done at SPATIAL facilities in Rincon, GA.
2. To the best of our ability, each map tile will be scanned at 300 dpi to produce clear, clean, legible images.
3. Individual maps will be scanned as a single PDF. For example: Grid-Year 1985 has 118 map tiles. 118 map tiles plus 1 map grid will be delivered as 119 individual PDF files.



4. SPATIAL will create a windows folder for each grid-year. The folder name will follow the “GY_<YYYY>” syntax. For example, scanned tax maps associated to grid-year 1990 will be stored in folder “GY_1990”.
5. Individual tax maps will be named “TM_<GY>_<Map ID>.PDF”. For example, scanned tax map 20 for grid-year 1990 will be named “TM_1990_020.PDF”. Individual tax maps will be stored in their associated grid-year folder.
6. Original map media may be paper, vellum, sepia, etc.
7. SPATIAL will conduct a 50% eyes-on quality check for clarity and legibility. An acceptable random check will include 95% pass of the total images. Unacceptable images will be rescanned or documented as to why they cannot produce a quality scan.

3 Deliverables:

1. Scanned image of each tax map grid and tax map tile.
2. Catalog of scanned tax maps based on windows folder/file names.

4 Cost Estimate:

Item	Task	Estimate
2.2	Scan and Catalog Hardcopy Tax Maps (1)	\$16,470.00
Total (2)		\$16,470.00
Notes:		
<ol style="list-style-type: none"> 1. The cost to scan and catalog hardcopy tax maps is based on 1200 tax map drawings and eight Grid-Year tax map sets. 2. This is a firm fixed price quote based on SPATIAL’s contract rate schedule. 3. The cost quote is valid for 60 days. 		

5 Schedule:



Item	Milestone	Start	Duration (1)
0	Notice to Proceed (NTP)	NTP	0
2.1	Tax Map Collection – Kick off Meeting	Item 0	15
2.2	Scan and Catalog Hardcopy Tax Maps	Item 2.1	45
Total Project Duration		NTP	60
Notes:			
<ol style="list-style-type: none"> 1. Chain of Custody will be covered in the Kickoff Meeting. 2. Duration is presented in calendar days. 			

6 Assumptions:

1. THIS TASK IS FOR SCANNING AND CATALOGING. IT DOES NOT INCLUDE GEOREFERENCING, DIGITIZING, EXTRACTING, OR MOSAICING DATA FROM SCANNED IMAGES.
2. The County is responsible for permanent storage of original drawings. This project does not include special packaging.
3. The County will provide access to the hardcopy tax maps.
4. The County will provide personnel authorized to release and accept return of tax maps.
5. SPATIAL IS NOT RESPONSIBLE FOR GAPS IN DATA, QUALITY OF IMAGES, OR ANY OTHER DEGRADING FACTORS CAUSED BY USEAGE OVER THE YEARS.

7 Task Acceptance

If the tasks, schedule, and cost are acceptable, please sign, date, and return a copy to Spatial Engineering.

For: Spatial Engineering, Inc.	For: Effingham County, GA
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<p>Date: 3/6/2024</p> <p>Rebecca F. Truluck President O: 912-826-6688 btruluck@spateng.com</p>	<p>Date: _____</p>
	<p>Name: _____</p> <p>Title: _____</p>