



**REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES  
CITY OF STOCKTON PUBLIC WORKS DEPARTMENT  
FILE ROOM SCANNING AND DIGITAL STORAGE  
PROJECT NO. SEB-23-003**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: June 27, 2023

Date Proposals Due: August 16, 2023, 3:00 p.m.

## **1.0 INTRODUCTION**

The City of Stockton seeks proposals from document management firms to digitize the Public Works Department file room. The project location is 22 E. Weber Avenue, Stockton CA 95202, 3<sup>rd</sup> floor. A selection committee will rank firms based on written proposals, qualifications, references, and other relevant information. Pending successful negotiations, the selected proponent will enter a contract or purchase order.

## **2.0 BACKGROUND**

The Public Works Department with the City of Stockton has been in the Stewart Eberhardt Building in downtown Stockton for over twenty years. The department's practice has been to file important and relevant documents in hard copy in a file room. These hard copy files include documents that have been generated by doing business as a local government entity. Documents include a mix of letter, legal, and ledger sized paper documents stored on shelving units, as well as hanging files with large format plans. The large format plans are mostly mylar originals.

## **3.0 PROJECT DESCRIPTION**

The Public Works Department wishes to scan and digitize a portion of the hard copy files in the file room located on the 3<sup>rd</sup> floor of 22 E. Weber Avenue, Stockton, CA 95202. The following are guidelines to consider.

- Proponent shall box and index the letter size file folders and transport to scanning facility.
  - For this proposal, assume a total of **900** boxes of small format documents.
- Proponents will consult with City staff to determine how many boxes will be taken for scanning at one time.
- After scanning, proponents will certify that all documents taken off site have been successfully scanned and the resulting digital copies are clear and readable.
- The successful proponent must describe how documents will be stored and protected while under proponent's possession.
- Documents will be digitized and indexed to meet the City's requirements.
- Digital files shall be indexed and have a structure that can be imported directly into the City's hosted OnBase solution. The successful proponent may need to coordinate with staff from the OnBase solution.
- The successful proponent will be responsible for importing the digitized files with the indexes into OnBase. Certain files will need to be accessed by at least two City Departments. The successful proponent will provide consulting services and coordination with OnBase to ensure that files are indexed and accessible to designated departments.

- The successful proponent will provide copies of all digitized documents and indexes on read-only media (DVD written and closed, Blu-ray disc, or other acceptable media).
- The successful proponent will also provide assistance with filing and indexing documents in Sharepoint as some file storage may be necessary on that platform in addition to OnBase. Assistance will also be needed in coordinating with the Total Recall Records Management software, which is currently used by City staff.
- The resulting digital files shall be PDF, minimum 300 dpi resolution.
- Multiple page documents, reports, etc. shall be stored as one searchable PDF file.
- Proponents will consult with City staff regarding boxes that can be destroyed after scanning, and boxes that need to be returned to the City.
- Proponent shall provide a cost per box for destruction of small format documents and a price per sheet for destruction of large format mylars.
- Project includes large format scanning of mylar **and/or paper** plans generally 24 x 36 inch but may vary.
  - For this proposal, assume **18,000** sheets of large format documents.
- Software to ensure that all files have been stored and can be accessed and searched to City satisfaction.
- Sets of large format plans shall be scanned into multiple page searchable PDF documents.
- Interested parties should plan to visit the proposed project site for a voluntary pre-proposal meeting. To schedule a visit, email Wes Johnson at [Wes.Johnson@stocktonca.gov](mailto:Wes.Johnson@stocktonca.gov)
  - Pictures will be allowed, and City staff will guide the attendees as to the files that are to be scanned as part of this project.
- **For the purposes of this proposal, proponents may assume that the files will be removed from the project site in three batches.**
  - **Community Development Department small format files.**
  - **Public Works Department small format files.**
  - **Large format sheets.**

#### **4.0 SCOPE OF WORK**

Each proponent shall prepare a detailed scope of services based on the information presented in his RFP and other available information. Proponents are encouraged to include items that are deemed necessary for this project.

##### **4.1 Background Research**

The proponent shall attend the site meeting and review the status and form of documents to be scanned and digitized in this effort.

#### **4.2 Coordination/Meetings**

The selected proponent will arrange and perform regular coordination meetings via Microsoft Teams. Frequency of meetings can be negotiated.

#### **4.3 Chain of Custody**

Proponents shall identify and explain their chain of custody protocol to ensure that no City documents are lost or destroyed.

### **5. PROJECT GENERAL INFORMATION**

#### **5.1 Proposal Submissions**

The proposal (not including costs) should be submitted electronically to Wes Johnson at [Wes.Johnson@stocktonca.gov](mailto:Wes.Johnson@stocktonca.gov) no later than 3:00 p.m. on **August 16, 2023**. The cost proposal should be submitted separately to Nguyet Pham at [Nguyet.Pham@stocktonca.gov](mailto:Nguyet.Pham@stocktonca.gov). Late Proposals will not be accepted.

#### **5.2 Acceptance or Rejection of Proposal**

The City reserves the right to negotiate an agreement with the firm submitting the highest-ranking proposal. Also, the City reserves the right to reject all proposals or to waive any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all the requested information could be grounds to reject the proposal.

#### **5.3 Proposal Questions and Requests for Clarification**

Any question or request for clarification shall be submitted in writing to:

Wes Johnson at [Wes.Johnson@stocktonca.gov](mailto:Wes.Johnson@stocktonca.gov)

Requests for clarification shall be submitted at least seven (7) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such an addendum will be posted on bidflash at least two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or responses to questions. The website address is as follows:

[http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public Works](http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public_Works)

#### **5.4 Causes for Disqualification**

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents.
- B. Any attempt to improperly influence any member of the evaluation panel.
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of proponent's proposal/ Proponent's bid submittal and considered non-responsive.
- D. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

#### **5.5 Licensing Requirements**

Any professional certifications or licenses that may be required are the sole cost and responsibility of the proposer. A City of Stockton business license is required. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

#### **5.6 Insurance Requirements**

The proposer must obtain and maintain the required insurance. Proposer should review Attachment B, Instructions to Proposers for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc. Failure to comply with the Instructions to Proposers may be grounds for rejection.

#### **5.7 Product Ownership**

Any documents resulting from the performance of work in the contract will become property of the City.

## **6 REQUIRED PROPOSAL CONTENT**

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Schedule
- Cost Proposal (submitted separate from proposal)

The body of the technical proposal shall not exceed 30 pages with a minimum font size of 10. Proposals shall be no more than 50 pages, including resumes and the cover letter.

### **6.1 Cover Letter**

The letter shall be signed by an official with the authority to negotiate and contractually bind the firm with the City of Stockton. Provide name, title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

### **6.2 Table of Contents**

The proposal should include a table of contents.

### **6.3 Executive Summary**

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the consultant and sub consultants. The summary should convey an understanding of the purpose of the project and the services required for performance.

### **6.4 Project Team**

Describe your team organization including the qualifications of the prime consultant and any sub consultants. Provide an organizational chart of the proposed team structure.

The following should be addressed:

- Demonstrate the firm's experience in each of the areas of expertise needed to successfully complete the project. This should include a description of prior experience in working with public agencies, including working with City staff.
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload and assignments.
- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes.

### **6.5 Project Understanding**

Describe your understanding of the project and note any special considerations that are suggested for a successful project.

### **6.6 Detailed Work Plan**

Provide a proposed work plan for development and implementation of the program as described in the Scope of Work. Describe the proposed approach and the activities to be accomplished. Describe how the team will complete each task. Alternative approaches to the project can be submitted if a rationale is given for the suggested changes. Information on software which will be used to prepare all working documents and final documents shall be provided to the City.

### **6.7 Examples of Experience with Similar Types of Work**

Provide examples of projects similar in scope and size to this project.

### **6.8 References**

Provide three client references for the firm, two of which are familiar with the project manager and key personnel. This shall include the name, company, contact information, and description of related work that was provided to the client.

### **6.9 Schedule**

Provide a Microsoft Project Schedule with key dates, milestones, and critical path.

### **6.10 Cost Proposal**

Proponents shall submit a cost proposal as a separate electronic submittal. Identify all key members, including sub consultants, in a work chart, including their name, title, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task. Include total fees for all costs to complete all the tasks.

## **7 PROPOSAL EVALUATION**

The Proponent Selection process will follow the timeline shown below.

<u>Event</u>	<u>Date</u>
Post Request for Proposals	June 28, 2023
Written Questions submitted by	August 7, 2023
Response to Written Questions	August 14, 2023
Proposals Due	August 16, 2023, 3:00 p.m.
Negotiations	August 28-31, 2023
City Council Approval	October 2023

### **7.1 Proposal Evaluation**

The selection committee will evaluate all proposals. This is a qualification and cost based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (Attachment C). Cost will be a factor in evaluation, but selection is predominately qualifications based. Cost proposals will not be opened by the selection committee until after other categories have been evaluated. Local preference will also be a factor, so Stockton firms are encouraged to propose. Also, non-Stockton firms should try to use Stockton consultants whenever possible. Points will be weighed based on the amount of work being performed by the local consultants and/or businesses.

### **7.2 Negotiations**

City staff will begin negotiations with the highest ranked firm. If an agreement cannot be reached after a reasonable period as determined by the City, negotiations will be terminated with the number one ranked firm and negotiations will be opened with the second ranked firm. The compensation discussed with one prospective proponent will not be disclosed or discussed with another proponent.



The selected consultant will be expected to enter a Professional Services Contract with the City. Proposers should direct their attention to Attachment B, Instructions to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

The contract shall not be in force until the City Council approves the contract and the City Manager signs it. Depending on the size of the contract, City Council approval may not be needed. In that case, only City Manager approval would be necessary. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

**ATTACHMENTS:**

**Attachment A – Vicinity Map**

**Attachment B – Instructions to Proposers – non federally funded projects**

**Attachment C – Evaluation Scoring Sheet**

**Attachment D – Total Recall Inventory Files**

**Attachment E – Sample OnBase Keyword Structure**