



**ADDENDUM No. 1
City of Powder Springs**

Date: 1/27/2021

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The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

**This Addendum consists of:
Response to questions posed to the City by proposers.**

Receipt of addendum MUST be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

This acknowledgment form must be signed, dated, and included with your submitted proposal

Company Name

Date

Signature

Please Print Name

All bids must be received before 5:00 PM by the Bid Opening date of February 5, 2021. Bids shall be emailed to sedwards@cityofpowdersprings.org

ADDENDUM No. 1

**RFP21-001
CITY OF POWDER SPRINGS**

Date: 1/27/2021

Response # 1

Listed below are questions and answers that have been submitted for the above referenced solicitation from **Data Management Internationale**.

1. **Question:** Will the City consider scanning at 300 dpi or 400dpi? (Note a 300 dpi color/grayscale image is higher quality than a 600 dpi B&W image)

Answer: The City is open to images of different resolutions.

2. **Question:** Are there any documents in color? Is color scanning required?

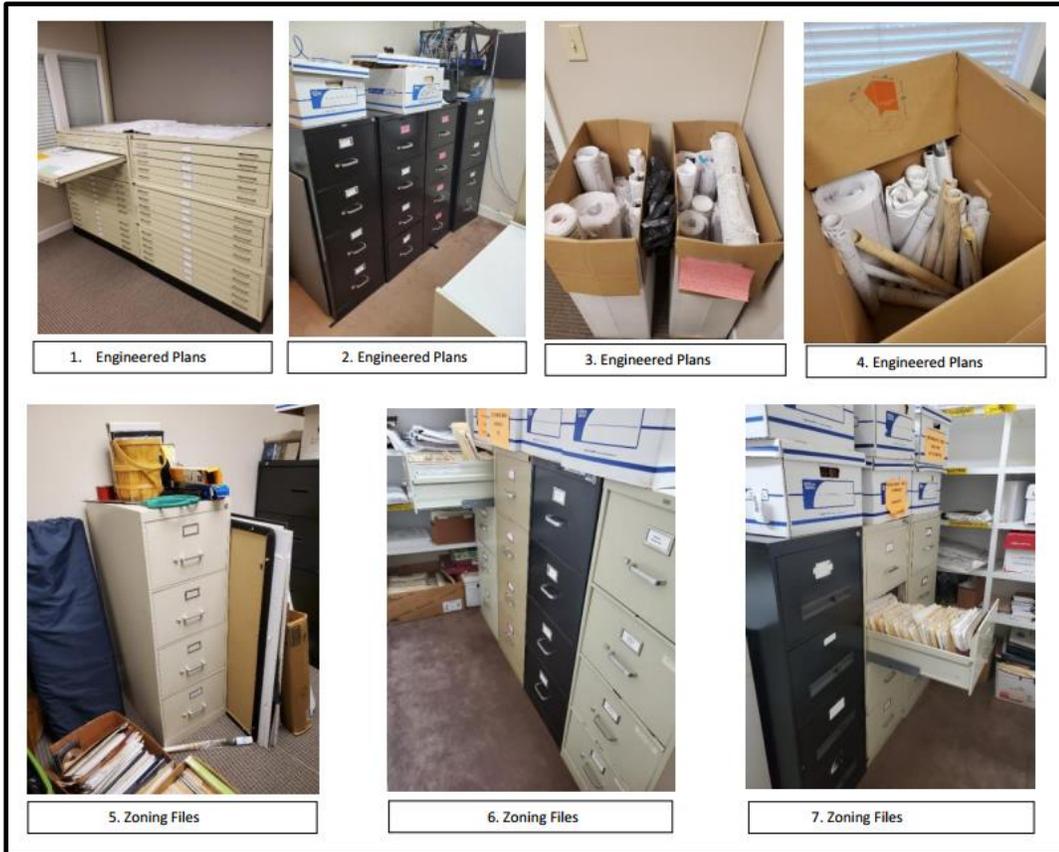
Answer: Most documents are black and white; some engineered plans may have colors which identify specific features and will be expecting to be scanned in color.

3. **Question:** What resolution is required for Engineering Plans?

Answer: The City is open to images of different resolutions. The intent is to ensure they are visible and retrievable.

4. **Question:** Are all the documents in Folders?

Answer: Most documents are in folders. There are approximately 12 large filing cabinets with folders as indicated in picture below. The engineered plans are located within the drawers and boxes identified in the picture below. Please see list of plans located in picture one (1) in Attachment 1.



5. **Question:** Are folded drawings included in folders?

Answer: Folded drawing/engineered site plans are included in the zoning files.

6. **Question:** Is the Indexing at the Folder level?

Answer: Indexing is at the folder level which is indicated on every folder. The folders are indexed by Land Lot numbers derived from the parcel ID, addresses or project title.

7. **Question:** What Document Management or Permitting System software is being used by the City?

Answer: The permitting software is called Community Core/Meritage. It was our intention to have scanned documents imported to our existing permitting software. However, this is no longer a requirement. We are open to using any retrieval base system that you have to offer. However, if you are able to have this information integrated with our permitting software please include in your proposal.

Response # 2

Listed below are questions and answers that have been submitted for the above referenced solicitation from TEAMIA.

- 1. Question:** *The Scope of Work (page 3) states that we need to deliver the images in a format that can be imported directly into their current permitting software. However, the pricing table (page 7) includes a line item for the importation into ECMS System.*

Answer: It was our intention to have scanned documents imported to our existing permitting software. However, this is no longer a requirement. We are open to using any retrieval system that you have to offer. However, if you can have this information integrated with our permitting software please include in your proposal.

- 2. Question:** *Will we be responsible for actually importing these images into the current system, or will the City, or the ECMS vendor, be performing this service?*

Answer: The importing of images is no longer a requirement. We are open to using any retrieval system that you have to offer. However, if you can have this information integrated with our permitting software please include in your proposal.

Response # 3

Listed below are questions and answers that have been submitted for the above referenced solicitation from **The Records Management Professional**.

- 1. Question:** Is there an estimated number of files contained in the different boxes, drawers?

Answer: There is not an estimated amount. There are approximately 12 large filing cabinets with folders as indicated in picture above. The engineered plans are located within the drawers and boxes identified in the picture below. Please see list of plans located in picture one (1) in Attachment 1.

- 2. Question:** The RFP, in Section 4, references “permitting software” and City Standards. Where can one find the City of Powder Springs’ “City Standard”?

Answer: It was our intention to have scanned documents imported to our existing permitting software. However, this is no longer a requirement. We are open to using any retrieval base system that you have to offer. However, if you can have this information integrated with our permitting software please include in your proposal.

- 3. Question:** Are all the document and drawing file formats sized as either – 8.5 by 11”, 11” by 17”, Legal Size?

Answer: Documents vary in size ranging from letter size to large scale maps (36’ x 24’).

- 4. Question:** What are large format pages used in your office? What is the largest format page used in your office?

Answer: Engineered Plans (36’ x 24’).

- 5. Question:** What is the desktop application software used by your staff? Microsoft Office 365? Office 365? MS Office 2010?

Answer: MS Office 365 to be confirmed.

- 6. Question:** What is the operating system used on your desktop computers or laptops there in the office?

Answer: Windows Server 2019 to be confirmed.

7. Question: Does your office currently use a cloud services provider?

Answer: We currently use Community Core/Meritage as our permitting software which uses Amazon cloud.

Question: How are your files currently organized?

Answer: Folders are indexed by Land Lot number derived from the parcel ID, address, and project name. This information is included on each folder.

8. Question: Are any of the documents bar coded?

Answer: No

9. Question: Page 9 makes a reference to “Indexing Documents (per field)”. Do you currently have a filing structure and set of indexing fields to locate your plans, drawings, documents that are to be imaged?

Answer: Folders are indexed by Land Lot #'s derived from the parcel ID's, addresses, and project name.

10. Question: Does your City currently use an existing Enterprise Content Management System or Document Management System?

Answers: No, we are open to hearing your suggestions of storage and retrieval methods.

11. Question: Is there a formalized process for the request and retrieval of your documents today?

Answer: Yes, the public is required to filing out a record request form. There are no formal records request process for staff.

12. Question: Are the records after being scanned to be attached to some other file or record?

Answer : No, that is not a requirement. Though not written in the RFP, please include in your proposal the cost of retuning files and cost of destroying them.

13. Question: Is there a unique id associated with the files, drawings or other papers in the storage lot?

Answer: The folders are indexed by Land Lot #'s derived from the parcel ID's, addresses, and project title.

14. Question: Can we assume front and back scanning?

Answer: Some documents may require front and back scanning but not the majority.

15. Question : Any special requirements for retention when your records are off site?

Answer: File must be available to us within 24 - 48 hours of request. This can be in a digital format.

16. Question : Do you currently use a document management or content management system?

Answerer: No

Response # 4

Listed below are questions and answers that have been submitted for the above referenced solicitation from **DRS Imaging Services, LLC**.

- 1. Question:** 600 DPI will create very large files for every image. Can you please further explain the 600 DPI resolution requirement?

Answer: The City is open to images of different resolutions. The intent is to ensure they are legible and retrievable.

- 2. Question:** Will a company be disqualified if 600 DPI is not offered for every document?

Answer: The 600 DPI requirement is not a disqualifying factor. The intent is to ensure scanned documents are legible and retrievable.

- 3. Question:** Are wide format documents found in Zoning files? If so, do they need to remain in the same order found in the file?

Answer: Zoning files may range from letter size to large engineered drawings typically 36' x 24' . Preferable to remain in the same order as in the file.

- 4. Question:** What are the state law requirements to destroy hardcopy files? Is the contractor responsible for its possession until those requirements are met?

Answer: Though not indicated in the RFP, please provide a proposal that includes the cost of retuning the files and the cost of destroying the files. Digital or hard copy files are required per state; confirmation of this information will verified before selecting a candidate.

- 5. Question:** Can you please provide examples of typical indexing for Zoning Files and Engineered Plans.

Answer: Engineered Plans are expected to be indexed by Land Lot #s, address, and project title as identified on Engineered Plans.

Response # 5

Listed below are questions and answers that have been submitted for the above referenced solicitation from **Starpoint Global Services.**

- 1) **Question:** What is the name of the permitting software being used?

Answer: The permitting software utilized is called Community Core/Meritage. It was our intention to have scanned documents imported to our existing permitting software. This is no longer a requirement. We are open to using any retrieval database that you have to offer. However, if you can have this information integrated with our permitting software please include in your proposal.

- 2) **Question:** Does the software support batch imports, and if so, can you provide a sample of the formatting required for data (image naming convention and/or format of a database that may be required for upload)?

Answer: N/A

- 3) **Question:** Can you provide a rough estimate of the average number of pages per typical engineering file? Per typical zoning file? Are there additional document types included?

Answer: The number of pages varies per engineered files. An engineered file can be one (1) page or 40 pages.

- 4) **Question:** Will it be sufficient to scan these folders as one digital file each, or will vendor have to break the folders up into smaller pieces by subcategories such as specific forms or applications?

Answer: Yes, it will be sufficient to scan folders in one digital file.

- 5) **Question:** If subcategories will be required, how many are there going to be for each document type and how will the vendor be able to recognize them?

Answer: The zoning files are categorized as Rezoning, Special Use, Variances, Site Plans and Land Disturbance Plans. The categories are listed on the filing cabinets.

- 6) **Question:** Will bitonal (black and white) scanning be sufficient for this project?

Answer: Yes, black, and white is sufficient. However, engineered plans with colors that identifies features will be required to be scanned colored.

- 7) **Question:** What index values will the vendor need to capture from the engineering files? And from the zoning files? (such as tax ID, permit number? Address? Name? date? Others?)

Answer: The zoning folders and engineered plans are indexed by Land Lot #'s derived from the parcel ID's, addresses, and project name.

8. **Question:** Will index values be clearly indicated on the folder tabs?

Answer: Index values are clearly indicated on all folders and Engineered Plans.

9. **Question:** Does the City have any sort of database available which may equate some of the index values to any sort of unique identifier that may be included on the tab or in the records (such as a permit number or application number)?

Answer: Land Lot number, address and project name is clearly indicated on all folders and engineered plans. Land Lot number, address, and project names are expected to be used as an indexing feature.

10. **Question:** 600 DPI is extraordinarily high resolution and would result in slower scanning times and huge digital files. Will the City consider a resolution of 200 DPI or 300 DPI if vendor can demonstrate the quality of the images is sufficient? This question applies to both standard files and to large format plans/drawings.

Answer: The City is open to images of different resolutions. The intent is to ensure scanned documents are legible and retrievable.

11. **Question:** Restapling all pages as part of the scanning process will be much more expensive than simply returning pages in original order to original folders. Will the City consider that alternative to keep costs down as long as organization of originals remains intact?

Answer: Yes, this is an option to consider.

12. **Question:** How exactly are the current records organized within cabinets (ie how do you find things now)? And how many different groups of records are represented in the cabinets (is it just zoning and engineering, or are there different groups within these larger classifications)?

Answer: The cabinets consists of rezoning, special use, variance, land disturbance plans and engineered site plans.

13. **Question:** What are the dimensions of the cabinets in inches (depth of drawers)?

Answer: These are the standard large cabinets as indicated in the diagram above.

14. **Question:** Are all of these records in legal-sized folders

Answer: Folders are a mixture of legal and letter size folders and large engineered plans (36" x 32").

15. **Question:** What index information will be required for the large format elements? Do these have fairly uniform formatting on the page (ie index information can be found in similar areas of the plans and drawings)?

Answer: The engineered site plans have uniform Land Lot numbers, project title, and address if available.

16. **Question:** Can large format be scanned as multipage files by drawing sets, or will vendor be required to scan individual pages and to index each page differently?

Answer: Preferably scanned by multiple-page drawing sets per project name.

17. **Questions:** After successful sample is complete, can the winning vendor relocate all records at one time as long as on-demand access to information remains uninterrupted? If not, how many pick-ups will be required?

Answers: We will facilitate any pickup method to make this a fast and efficient process.

18. **Question:** Is there any information on the actual folders (notes, sketches?) that will need to be imaged also, or will vendor only need to scan contents of folders?

Answer: The actual folders does not need to be scanned.

Response # 6

Listed below are questions and answers that have been submitted for the above referenced solicitation from **Scanning America, Inc.**

- 1) **Question:** Would it be possible for vendor to schedule a site visit to review the files and get a better idea of condition of the files and a better understanding of the scope of the project.

Answer: Though not favorable due to covid-19 restrictions this can be arranged. We can also do a zoom walk through.

Question: Please define the requirements to “Provide electronic storage and retrieval system with 24-hour access”.

Answer: Anticipating scanned documents to be stored in a data management system where we will have 24-hour access.

Question: Are you looking for a content management system (\$\$\$\$) and if so, how many concurrent users will there be or would you like a file structure that you can store internally on your network (\$).

Answer: A content management system is ideal with access for approximately 4 users.

Question: You are asking for a 600DPI resolution. The industry standard is 200DPI or 300DPI, is either acceptable.

Answer: Either is acceptable.

Question: Can the vendor pick up all the files at one time if they can provide 24 hours turnaround time for on demand file requests?

Answer: Yes, vendors can pick up files all at once with a 24 to 48 hours on demand file request.

Question: What is the current permitting software?

Answer: We currently use Community Core/Meritage.

Question: Please detail the format necessary for the final delivery into the current permitting software.

Answer: It was our intention to have scanned documents imported to our existing permitting software. However, this is no longer a requirement. We are open to using any retrieval base system that you have to offer. However, if you can have this information integrated with our permitting software please include in your proposal.

Question: What is the expected timeline to start and complete the project?

Answer: Expected timeline of 3 to 4 months.

Question: What are the indexing requirements for the Engineering Plans?

Answer: Lot number, address, and project title as indicated on engineered plans.

Question: Are the Engineering Plans indexed at the plan set level or sheet level?

Answer: Plans are indexed at the set level. I have provided a list of plans located in our plans drawer below.

Question: What are the indexing requirements for the Zoning Files?

Answer: Land Lot number, address, project name.

Question:) Are the zoning files to be indexed at folder level? If not please explain.

Answer: Yes, they are indexed at folder level.

Question: Can you provide the estimated volumes you will be using for each line item you will use to compare the quotes?

Answer: We do not have an estimate for each line item.

Attachment 1

D1
Carrington Homes LL 732, 733, 748, 749
Silversprings II LL - 802, 803, 826, 827
Sainiter Sewer and Storm Drain As build Florence road industrial park LL - 750, 751, 804, 805
Villas at Oglesby Townhomes LL - 1025, 1048
The Yeager Company Hill Road
George E. Ford Cultural Arts Center
The Home depot
D2
Boyd Residence
Berkshire Pointe
Pinegrove Center LL - 866, 867
Phase IV Open Space Park LL - 802, 803, 827
DM Mechanical
Alpha Omega Store All
Ron Anderson Community Center
Powder Springs Crossing Center Retail Center LL - 829
S & R Landscaping LL - 168
M & R Used Auto Parts
United Community Bank
Silver comet Trail 3404 A and B Florence Circle
D3
Powder Springs Road Commercial LL 869, 908
Lot 3 Florence Circle LL - 751, 804
4263 Marietta Street LL - 903
Hopeland Drive Retail Center
QuikTrip
Powder Springs Police Facility
D4
Powder Springs New Police Dept.
Powder Springs Commons Retail Buildings
Silver Comet Pedestrian Bridge
D5
Final Plat for Liberty Oaks
Family Dollar

D16
Marietta Street Site Layout and Planting Plan
Abbingtion Trail & Final Plat
Daco enterprises, Inc. LL - 732
Shipp Rd Sidewalk Improvement Plan LL 675, 676, 677, 678, 679
Greg Foy LL - 725
Boundary, Topographic, & Tree Survey for City LL - 874, 875, 902, 903
Seven Springs Museum
Pineview Alignment and Murray Alignment
City Hall Renovations - Oct. 26, 2006
Police Department - 2010
Forrest Hill Rd Sidewalks
D6
The Lake Placid Elevations and Brief Plan Detail
Cope 5 Enterprises - Zaxbys
Dollar General
Bruster's (Ice Cream)
Bible Wary Baptist Church
Riverside Church of God
Washington Mutual Bank
Public Works
Downtown P.S. Development Authority
BellSouth
Jimmy W. Jones Warehouse 4
D7
Lot 13 Florence Circle
Post Office Connector
Georgian Bank
Winn Dixie
La Petite Academy
Hopeland Park Partial Commercials / Industrial Park Track A
Whispering Pines / Brittany Dr.
Pinetree Dr. Storm improvements
Powder Springs RBC
Spring St Garage
Compton Elementary
D8
Ga Window Company
Governors Gun Club
GW Investments

Florence Road Warehouse
Advanced Auto
Public Work Roof Renovations
Promina
Curves for Woman
Leland Homes Office Building
Powder Springs Collison Center
Boundary Survey - Hopkins Road Park (+Additional)
Richard Sailors Parkway Landscape
Star Acquisitions
Discount Flooring
Ow Spect Tentenate
West Cobb Plaza
D9
Alco Manufacturing Company
Florence Road Building 300
Alco Manufacturing Company
Lot 1 Florence Circle
Silver Comet Industrial Ct
Advantage Self Storage
G & L Ventures Office Warehouse
Garden Gate Final Plate
Regional Detention Pond
Sailors Parkway Shopping Center
Powder Springs Shopping Center
D10
RBC
Florence Road Traill Head Landscape
Lucille Creek Lane
Post office
Powder Springs Elementary
Powder Springs First Baptist
D16
Marietta Street Site Layout & Planting Plan
Abbington Trail & Final Plat
DacoEnterprises, Inc - LL 732
Ship Road Sidewalk Improvement Plan - LL 675, 676, 677, 678, 679
Greg Foy - LL 725

Boundary, Topographic & Tree Survey for City - LL 874, 875, 902, 903
Seven Springs Museum
Pineview Alignment and Murray Alignment
City Renovations - Oct 26, 2006
Police Department - 2010
Forest Hill Rd Sidewalks
D17
Publix 0670 Remodel - 2010
Downtown Redevelopment Marietta to Old Lost Mountain Road
Powder Springs Commons East - LL 671, 672
Phase II School Complex - LL 672, 673, 734, 735
KFC Remodel - 2008
Lost Mountain Lakes II - LL 604, 655
Lost Mountain Lakes Unit I - LL 655, 678
Walnut Ridge - LL 719, 720
Powder Springs Supercenter Florence Road - 2001
D18
Connection International Ministries
McDonald's - 2012 / 2018
La Parilla - 2012
Kroger - 2009 - Refueling Center
Lewis Road Realignment Concept II
Zoning Maps - August 2001, 1996
Lewis Road - Atlanta Street Survey
Replat of Lots 8, 9, 10 of Florence Road Industrial Park
Tree Replacement - Pine Grove Center
D19
Dafranwi Residence - 3251 Rose Petal Land
Landscape Improvements - Sailors Parkway
Powder Springs Passive Park Landscape
Tracts 1-13 Survey - LL 949, 950, 975, 976, 977, 1021, 1022, 1023, 1024, 1049, 1050
Floor Plan for Old Roads Warehouse
Outparcels Phase II Sailors Parkway and New Macland Road
Right of way Improvements - Hill Road & Oglesby Road
Site Construction Plans for Powder Springs Business Park
DOT Project Dillard Street Bicycle & Pedestrian Improvements
Lot 3 - Florence Circle Site Development Plans
Silver Comet Plaza I
Wildhorse Greenway Trail
Downtown Powder Springs Multi-use Trail

D20
Powder Springs Park & Ride
Alpha Omega III - LL 1047
Tapp Middle School - 2013
Ford Center Reception Hall Renovations
Ford Center Parking Addition
Renovations of Senior Center
Cultural Center
D29
Springbrooke Estates
Town Homes at Park Place
Highway 278 Commercial Subdivision
D30
Sweetwater Landing
Silver Comet Senior Living Center
D27
Silver Comet Independent Living
D26
Paradise Cove Car Wash
Circle 10 Soccer Complex
Suite 600 - Publix
Suite 530A - Publix
1050 Richard D Sailors Premiere Martial Arts
Park Place Building Plans
Enclave 58-64, 112-120, 96-102, 89-95, 65-71
4422 Lynn Ct
4130 Lewis Rd ES % PC plans
3180 Florence Rd. Building 100
Royre Warehouse/Florence Warehouse ldp and tree plan
D25
Powder Spring Storage (Shamrock)
4251 Brownsville Rd. West Cobb Vet Clinic
Villas at Oglesby
Vineyards Erosion Control & Stabilization Plan
Sweetwater Landing Townhomes
Flint Hill Road & Pine Grove
3721 New Macland Suite 600 Sub Divide

D24
The Gate of Powder Springs Townhomes
Silverbrooke Unit V (Villages at West Cobb
Dollar General (4511 Brownsville Rd.)
Little Caesars Restaurant
Garden Gate Silver Springs
Downtown Development Project Amenity
4455 Marietta St Renovation (Broad Street Market)
D23
Abbingtion Trail Apartment
La Parrilla
Macland Dialysis
Powder Spring Storage
Compton Elem Demo
4840 Powder Springs
D22
Wild Horse Creek Park BMX
Springbrooke Unit III Phase I / Final Plat
Powder Springs Self Storage
Ninas Dommican Hair Salon
Powder Springs HVAC
D21
Taco Bell Remodeling
Rail Cat Brewing Company
Creekwood Quad
Publix
Flint Hill
Linear Park Extension
Wild Horse Creek Park