



**ADDENDUM No. 2  
City of Powder Springs**

Date: 2/2/2021

Page 1 of 10

**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.**

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**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](mailto:sedwards@cityofpowdersprings.org)**

**ADDENDUM No. 2**

**RFP21-001  
CITY OF POWDER SPRINGS**

**Date: 2/2/2021**

**Response # 7**

Listed below are questions and answers that have been submitted for the above referenced solicitation from **Mei Document Management Services**

**Question:** What is the approximate volume of the particular documents included, 8X11, 11X17 or larger?

**Answer:** Zoning files – ranges from 8’ x 11’ to 36’ x 24’.  
Land Disturbance Plans - ranges from 8’ x 11’ to 36’ x 24’  
Engineered Plans – ranges from 11’ x 17’ to 36’ x 24’

**Question:** How many of each size?

**Answer:** Unknown

**Question:** How long does the City needs this storage?

**Answer:** Anticipating a document management database where we will have all year-round access indefinitely or until your services are no longer needed.

**Question:** The cabinet that holds drawings has 15 drawers per cabinet how many plans are in each draw?

**Answer:** Please see attached list of plans included in the drawing cabinets.

**Question:** Approximately how many plans are contained in the “Rolled Plans” boxes?

**Answer:** Plans have not been counted.

**Question:** In the picture you provided on page 2 there are also Bankers Boxes sitting on top of the filing cabinets, do they include 8X11’s that need to be scanned, if so what is the approximate volume?

**Answer:** The banker boxes are not included.

**Question:** How many total accounts are there in this inventory of documents?

**-Provide electronic storage and retrieval system with 24-hour access, approximately**

Answer: Approximately four (4) user access to the electronic inventory will be required. The City is anticipating a database that will allow us 24-hour access.

**Question:** How does the city want the contractor to store the documents?

Answer: Documents must be stored in an electronic format with 24-hour access to the database. The City is hoping for scanned documents to be destroyed or taken back to the office. This will be dependent on the proposed cost of either options.

**Question:** Is it the City's intent that any of the public can access the files 24/7 while the contractor stores the documents?

- Page 1 Section 2 Background States **“The City's population is currently estimated at 15,758, ranks it fifth amongst Cobb County's six municipalities. The citizenry is quite active and there has been a great emphasis on transparency in local government and easy access to public records”** If so, given the unlimited access this will require we would have to have the infrastructure in place at a higher cost, is this the city's intent?

Answer: It is the intent to be able to provide requested documents to the public which is done via a record request. The public typically files a record request, staff typically collects the information and provide to the applicant. The database will not be accessed by the public, only City Staff. If a record request is submitted while our files are in your possession, we are expecting to have an electronic copy of the requested files within 24 hrs. to 48 hrs.

**Question:** Page 2 Resolution Request is 600dpi:

-Please be aware that industry standard is 300dpi, however we are happy to meet the resolution request of 600dpi at a cost.

-Also when storing in the cloud 600dpi will substantially add to the cost Please indicate if 600dpi is still what will be requested.

Answer: 300 dpi will be acceptable.

**Question:** Page 3 Delivery of Images:

-It is stated that the contractor will **“Provide images on an archival quality CD/DVD that cannot be altered or changed”**

Is this in leu of or in addition to the agree upon format **“current permitting software”**

Answer: It was our intent to have information integrated into our existing permitting software, this is no longer the case. We are hoping for a database management system that we will have access to. The CD/DVD will be in addition to the database.

**Question:** Page 5 Section 5-References:

**-Provide references from (3) different public agencies in Georgia for similar projects completed within the last (5) years. Include the name, email address and telephone number for a contact person and a brief project description from each reference.**

10. At Mei we have been imaging plans and permits for years. We have provided these services for Govt and public agencies all over the US, including the US Army Corp of Engineers,

however we have not worked specifically within GA. Is the city saying that only contractors who have worked with GA agencies can compete?

Answer: When submitting your proposal. Please include references from any three (3) government agencies that you have provided scanning services for.

**Attachment 1**

<b>D1</b>
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
<b>D2</b>
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
<b>D3</b>
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
<b>D4</b>
Powder Springs New Police Dept.

Powder Springs Commons Retail Buildings
Silver Comet Pedestrian Bridge
<b>D5</b>
Final Plat for Liberty Oaks
Family Dollar
<b>D16</b>
Marietta Street Site Layout and Planting Plan
Abbingon 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
<b>D6</b>
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
<b>D7</b>
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
<b>D8</b>
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
<b>D9</b>
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
<b>D10</b>
RBC
Florence Road Traill Head Landscape
Lucille Creek Lane
Post office
Powder Springs Elementary
Powder Springs First Baptist

<b>D16</b>
Marietta Street Site Layout & Planting Plan
Abbingon 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
<b>D17</b>
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
<b>D18</b>
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
<b>D19</b>
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
<b>D20</b>
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
<b>D29</b>
Springbrooke Estates
Town Homes at Park Place
Highway 278 Commercial Subdivision
<b>D30</b>
Sweetwater Landing
Silver Comet Senior Living Center
<b>D27</b>
Silver Comet Independent Living
<b>D26</b>
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
<b>D25</b>
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
<b>D24</b>
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)
<b>D23</b>
Abbington Trail Apartment
La Parrilla
Macland Dialysis
Powder Spring Storage
Compton Elem Demo
4840 Powder Springs
<b>D22</b>
Wild Horse Creek Park BMX
Springbrooke Unit III Phase I / Final Plat
Powder Springs Self Storage
Ninas Dommican Hair Salon
Powder Springs HVAC
<b>D21</b>
Taco Bell Remodeling
Rail Cat Brewing Company
Creekwood Quad
Publix
Flint Hill
Linear Park Extension
Wild Horse Creek Park

