

Request for Proposals (RFP)
Drawing Digitization Services
For the City of St. Louis
Community Development Administration

Issued by: City of St. Louis, Community Development Administration (CDA)

Issuance Date: **December 22, 2021**

Proposal Due: **January 21, 2022**

Introduction

The City of St. Louis requests proposals from qualified vendors for the scanning of large size documents for the Community Development Administration Housing Production program. These activities are funded by an annual allocation from the U.S. Department of Housing and Urban Development (HUD), and administered by the Community Development Administration (CDA).

CDA will award a contract to the lowest and most responsive proposal. Project selection is subject to federal funding and is at the sole discretion of the City of St. Louis.

Background

CDA's Housing Production program solicits proposals for residential development throughout the City. One critical element of the program is design review, for which architectural drawings are submitted by project developers. The Housing Production program would like to scan documents from previous years in order to have a searchable digital archive and to conserve space.

Project Goals

1. Digitize Housing Production drawings sets based on parameters noted in Exhibit A.
2. The project will be phased over five (5) years, with an option for a sixth year. If at any time the project is deemed to be complete by City officials, it will end regardless of the length of time remaining in the agreement.
3. The Proposer shall identify their technical qualifications, experience, and equipment in scanning, digitizing and indexing large scale documents as defined in Exhibit A-Scope of Work.
4. On completion of acceptance of the scanned files by CDA staff, drawings are to be destroyed and recycled unless return is requested by CDA. Evidence of destruction will be required.

Project Timeline

CDA would like to achieve the following schedule. Bidders should provide a detailed timeline.

- The first phase of the project would be to scan approximately 8,000 sheets of architectural drawings, to be completed monthly in batches of ~1,500-2,000 sheets, by **December 31, 2022**.
- In subsequent yearly phases, approximately 4,000 sheets would be scanned in four batches of ~1,000 sheets to be completed on a schedule to be determined by CDA staff and the Vendor.

Bidder Submission

The deadline for the submission of proposals is **January 21, 2022**. Responses should be addressed to:

Ms. Lisa Selligman, AIA
Architectural Manager
Community Development Administration
1520 Market – Suite 2000
St. Louis, MO 63103

To be considered responsive, a proposal must contain the following, prefaced by a table of contents, referenced by number and in the order below:

1. Cover page with the following information:
 - i. Name of firm
 - ii. Firm address
 - iii. Firm telephone number
 - iv. Firm federal tax identification number
 - v. Name, title, address, telephone number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the firm
 - vi. Dun & Bradstreet (DUNS) number
2. Bidder's experience in projects of similar size and scope in the last 2 years.
3. Designation of a Project Manager, along with qualifications, background, and experience of the Project Manager.
4. Pricing schedule by standard architectural sheet size (ARCH B - ARCH E), with a per square foot option for irregular page sizes, to be submitted on attached form (See Attachment C.)
5. Proof of Registry in sam.gov

The City of St. Louis reserves the right to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

Submission Requirements Format Summary

The narrative shall not be more than ten (10) pages. Proposals should be prepared simply and economically, providing a straightforward and concise description of the Bidder's ability to meet the requirements of this RFP. Emphasis should be on completeness and clarity of content.

1. Deliver six (6) physical proposal hardcopies. All responses to this RFP must include at least one (1) original of the proposal with original signatures.
2. Each set should include all components requested, including copies of any attachments.
3. Deliver electronically with the above, one .pdf version of the full proposal (via e-mail or USB flash drive).

Submittals should provide straightforward and concise information that fulfill the requirements of the RFP. Emphasis should be placed on brevity, conformity to the RFP's instructions, and completeness and clarity of content. Proposals should not include generic promotional materials and graphics that increase page count and PDF file size without addressing substantive content. Hard copy brochures and marketing materials may be included as a supplement if desired.

Proposals that fail to address each of the submission requirements above may be deemed non-responsive and will not be further considered. The City of St. Louis, solely upon its own discretion, will judge bidders on their overall compliance, and may judge a bidder to be materially compliant, even if that vendor is non-compliant to a particular requirement of the RFP.

Selection Process and Criteria

A committee will review responses and determine which, if any, bidders are qualified to perform the work, and evaluate the submitted proposals. The committee shall choose the lowest, most responsive, and most responsible bidder for negotiation of a contract from these qualified bidders. The committee shall also rank remaining qualified bidders in order of preference. If the City determines that it is not possible to successfully negotiate a contract with the successful bidder, the City shall discontinue negotiations and attempt to negotiate a contract with the next lowest, most responsive, most responsible bidder. This process shall continue until negotiation of a contract is successful, all qualified bidders have been exhausted, or the City voids this RFP.

The following criteria will be used in reviewing and comparing the proposals. The Committee may add other selection criteria during the selection process:

- Responsiveness to and compliance with the RFP and submission requirements.
- The technical ability, capacity, and flexibility of the bidder to perform the contract in a timely manner and on budget, as verified by, i.e., client references, demonstrated success in projects with similar requirements and any other contracts with the City of St. Louis.
- Proximity of the Bidder to the City.
- Availability of financial and operating resources as required to complete the work
- M/WBE or DBE participation
- Ability to perform with limited City assistance.
- Price and schedule for work.

If a large number of proposals are received, the City of St. Louis reserves the right to review the proposals using a tiered evaluation system. All qualified proposals will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as finalists and receiving a full evaluation as outlined above.

Bidding General Conditions

Bidder acknowledges and accepts the following as condition of proposal submission:

1. **Legal Compliance:** Bidder must agree to comply with all federal, state, and local laws or regulations, which in any manner affect the service placed for bid herein. Lack of knowledge on the part of the bidder of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws or regulations, on the part of the awarded consultant, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
2. **Hold Harmless:** By accepting this RFP and/or submitting a proposal in response thereto, each bidder agrees for itself, its successors and assigns, to hold the City of St. Louis, and the Community Development Administration and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such bidder, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a Bidder or negotiating or executing an agreement incorporating the commitments of the selected Bidder.
3. **Equal Opportunity:** The City does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, ancestry, or national origin in consideration of this award.
4. **Certification Regarding Debarment and Suspension:** All bidders must complete and submit Attachment A, Certification Regarding Debarment and Suspension, with their proposal.
5. **Conflict of Interest Disclosure:** All bidders must complete and enclose Attachment B, a Conflict of Interest Disclosure Statement, with their proposal, disclosing all the project or consulting interests and/or clients who might benefit financially, directly or indirectly, now or in the future, from this project. If the Bidder does not have a conflict of interest, the Bidder must still include the Conflict of Interest Disclosure statement indicating that there is no conflict of interest.
6. **Rights to Data:** Bidder must agree that the City (and in some instances, its grantees) maintains the sole and exclusive ownership of all data inputted into the proposed grants management system, including all literary property rights, copyrights, trademarks, trade secrets, trade names, or service marks and that the City may enforce such rights directly against Bidder in the event the terms of the contract are violated. In addition, Bidder must agree that the City has six months to retrieve such data from the date of contract termination.

7. M/W/DBE Participation: Bidder must agree to comply with the Mayor's Executive Order No. 59 and Ordinance No. 70767 and any superseding Executive Orders relating to utilization of minority and women-owned businesses (MBE's/WBE's) in any subcontracting that may occur. Executive Order No.59 requires contractors and consultants to seek, through good-faith efforts, the involvement of MBE's and WBE's with a goal of participation of least 21% African American-owned business enterprise, 2% Hispanic-owned business enterprise, 0.5% Asian-owned business enterprise, 0.5% Native American-owned business enterprise and 11% Women-owned business enterprise, respectively, for the project. For additional information, please visit www.mwdbe.org.
8. Living Wage Compliance: Bidder must agree to comply with "Chapter 3.99 Living Wages" of the Revised Code of the City of St. Louis (Ordinance No. 65597).
9. Unauthorized Alien Employees: Bidder must agree to adhere to provisions of Sections 285.525 through 285.555 of the revised Statutes of Missouri, 2000, as amended, and provide, by sworn Affidavit and provision of documentation, affirmation of its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Contract, Agreement or Grant. Selected consultant must sign an affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Contract, Agreement or Grant pursuant to the above-stated Statutes.
10. Submission/Acceptance/Rejection of Bids: Bidder must agree that the City reserves the right to reject any or all proposals; to select one or more bidders; to reconstitute consulting teams, to void this RFP and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate fees, rates and financial arrangements, etc.; to establish further criteria for selection; to ask bidders to submit additional information or evidence of their qualifications and experience; to waive informalities in the proposals and in the proposal process; to negotiate with successful bidders in any manner and with respect to any proposal element whatsoever, including composition of bidder's team; and to reject any and/or all proposals for any reason, in its sole discretion. In addition, this RFP does not commit the City to defray costs incurred in the preparation of a response to this request, or to procure or contract for services.
11. Property of RFP: All submitted proposals become the property of the City as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.

Questions Regarding This RFP

All questions regarding this proposal must be submitted in writing via e-mail to Lisa Selligman, AIA, at selligmanl@stlouis-mo.gov. Questions must be received no later than **noon on January 7, 2022** in order for the City to issue a timely response if it so chooses. The City shall not be obligated to respond to any question. Any questions for which the City chooses to issue a response will be sent electronically to the questioner and posted online at <http://www.stlouis-mo.gov/cda>.

Exhibit A: Scanning and Indexing Services- Scope of Work

The selected firms(s) will perform scanning and the indexing of documents submitted by the City for conversion of each into a digital format. These documents will consist primarily of Architectural drawings in varying sizes from CDA's Housing Production Program. Firm(s) will pick up from the City unless otherwise directed and will upload the scanned files with csv and Excel files with fully qualified file name to USB memory stick or Hard Drive. The Excel file will include all the necessary indexes required by the City.

LARGE SIZED DOCUMENT SCANNING AND INDEXING

1. General

The scope of this work is to provide the services with any and all required hardware, software, and personnel to create scanned images and electronic indexing for architectural drawings submitted by the City.

This work shall include:

- Picking up all drawings at the beginning of the job.
- Scanning all drawings at City's preferred resolution (at time of RFP: 200-800 dpi).
- Indexing all drawings as described in section 6.
- Providing csv & Microsoft Excel version of the indexes with the fully qualified file name for each image.
- After the drawings are scanned, firm(s) are to have the drawing sets shredded or otherwise destroyed to protect occupant privacy, and recycle the paper, unless otherwise instructed by City staff. Proof of destruction will be required.

2. Methodology

The selected firm(s) will develop a methodology to scan and index all drawings cost effectively and efficiently. Methodology will ensure quality of the final product (density, contrast, brightness, lack of skew, resolution, visual quality, etc.). It shall ensure security and privacy; preventing theft, loss, or unauthorized copying of the drawings. It shall ensure that all documents are properly scanned and indexed in proper sequence as described below. Under no circumstances should firm(s) keep or store the digital copies longer than the City's provided timeframe.

3. Description of the Documents

The documents consist of both monochromatic and color architectural drawings ranging in size from 12" x 18" (ARCH B) to 36" x 48" (ARCH E) architectural drawings, and a few even larger. The majority of such documents are either 24"x36" (ARCH D) or 36" x 48" (ARCH E) architectural drawings. Documents are typically stapled or otherwise bound together along one edge by multiple fasteners. The large format drawings are currently stored as rolled drawing sets. The rolled drawing sets typically have between 5-100 sheets, but some have ~200+ sheets. The City requires that firm(s) scan both sides of documents only when there is information on both sides. City will not pay for the scanning of blank images. Backsides containing information but not scanned by firm(s) shall be rescanned and inserted into the multipage file in the correct sequence at no cost to City, other than the per image cost.

5. Scanning Quality Requirements

Firm(s) will ensure that all information that can be interpreted on the original can be interpreted on a full size printout of the scanned image. Resolution shall be sufficient to ensure that all information legible on the original is legible on the images. All images shall be correctly oriented with the topside up and skew of less than three degrees. City reserves the right to have the firm(s) redo any scan that does not meet City's quality standards at no cost to the City. All images should be saved in PDF format and grouped in sets corresponding to the original drawing sets.

6. Indexing Requirements

An indexing file shall also be provided on the digital archive media (USB flash drive or external hard drive) as a comma separated variable (CSV) file and a Microsoft Excel file.

The columns shall be but not limited to the following:

- The date as indicated on the drawing title block or on CDA approval stamp in the format yyyymmdd
- Document Title: date of drawing + "-" + {Street Number} + {Street Pre-Qualifier}+ {Street Name} + {Street Type}
 - If drawing has CDA approval stamp, precede date in filename with "approved-"
- Street Number of drawing location
- Street Pre-Qualifier, if any (one character- N, S, E, W)
- Street Name
- Street Type: (Ave, Dr, St, Way, etc.)
- Approved: yes/no.
- Fully qualified Path and File Name of the corresponding multipage image
C:/Archive\00303DCE.PDF
- Indexing Examples: 20210414-1520NMarketSt.pdf,
approved-20210414-1520NMarketSt.pdf

The City reserves the right to change the format to JPG and/or PDF at any time (file format should not be limited to the above mentioned formats). Firm(s) will correct any errors in the indexing noted by City at no charge. In no case will firm(s) destroy documents unless clear direction to do is provided in writing by the City.

7. Drawing Custody

The firm(s) will take custody of all drawings from City's facilities and take them to the respective offsite facilities. City staff will log all documents sent to the firm(s) for scanning/indexing and update the list upon return or destruction of said documents. Firm(s) will take all necessary precautions to ensure the integrity of the drawings during the process. All drawings shall remain the firm(s) custody until the scanning and indexing are complete or until requested for quality control by the City. Firm(s) will return or destroy the drawings as specified by the City prior to the end of job. Specifically, City may elect to have drawings returned, rolled or folded and in the original order of the drawing set. Documents returned to the City shall not be shuffled together or otherwise co-mingled in a manner which prevents City from easily differentiating project plans or documents.

9. Format and Media

Firm(s) will provide the above mentioned file types on (2) PC formatted USB flash drive or hard drives.

10. Access to Drawings

City will provide documented firm personnel with access to the drawings during City's normal business hours as requested by firm(s), provided City is given 72-hour notice. Firm(s) will not have access to facilities off hours, weekends and holidays.

11. Support from City

The City's project contact will be available for questions and consultation between the hours of 9:00 a.m. - 5:00 p.m., Monday-Friday, by email and/or phone. Firm(s) will attempt to schedule all requirements for in-person or virtual meetings with City at least 72 hours in advance. The City will then ensure that appropriate personnel are available for a reasonable duration of time as practicable for required interfacing with Firm(s).

12. Final Acceptance

City will perform final quality control on the returned digital images. Firm(s) will re-scan at no charge to City any drawings or document originals that the City deems unacceptable. Firm(s) will correct any errors in the indexing noted by City at no charge.

Attachment A

Certification Regarding Debarment & Suspension

The undersigned certifies to the best of his or her knowledge and belief, that the proposer and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (l)(b) of this certification: and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this proposal.

Name of Entity

Name & Title of Authorized Official

Signature of Above Official

Date

ATTACHMENT B

Conflict of Interest Disclosure Statement

Please enclose with the proposal a statement that discloses (lists) all the project planning or consulting interests and/or clients who might benefit financially, directly or indirectly, now or in the future, from this project.

If a conflict of interest does not exist, the Consultant must still include the Conflict of Interest Disclosure statement indicating that there is no conflict of interest.

ATTACHMENT C

Pricing Schedule

Size	Black & White Price per sheet	Color Price per sheet
ARCH B		
ARCH C (18" x 24)		
ARCH D (24" x 36")		
ARCH E1 (30" x 42")		
ARCH E (36" x 48")		
Odd size sheet per square foot		

Proposed Start Date for 2022 work: