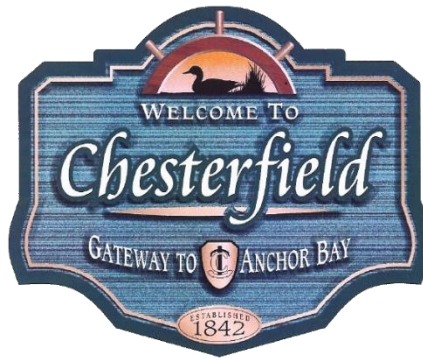


REQUEST FOR PROPOSAL

RFP # 2021-CK-49*

Digital Scanning Services for Permits, Plans and Projects

Charter Township of
Chesterfield



Due Date: September 14, 2021 @ 10:00 a.m.

Issued By:

Cindy Berry, Clerk
Charter Township of
Chesterfield
47275 Sugarbush
Chesterfield Twp., MI
48047

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SECTION I - GENERAL INFORMATION

A. OBJECTIVE

The Charter Township of Chesterfield is seeking proposals from qualified vendors to digitally scan the historical site plan, building permit and rental housing records library of paper and micro film/fiche.

B. QUESTIONS AND CLARIFICATIONS / DESIGNATED TOWNSHIP CONTACTS

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before August 30, 2021 @ 4:00 p.m., and should be addressed as follows:

Cindy Berry – cberry@chesterfieldtwp.org

AND

Cindi Greenia – cgreenia@chesterfieldtwp.org

Should any prospective consultant be in doubt as to the true meaning of any portion of this RFP, or should the consultant find any ambiguity, inconsistency, or omission therein, the consultant shall make a written request for an official interpretation, clarification or correction by the due date for questions above.

All interpretations, clarifications, corrections, or additions to this RFP will be made only as an official addendum that will be posted to Charter Township of Chesterfield website (www.chesterfieldtwp.org) and MITN.info and it shall be the consultant's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the Township shall become part of the RFP, and must be incorporated in the proposal where applicable.

C. PRE-PROPOSAL MEETING

A pre-proposal meeting will be held:

WHEN: August 24, 2021 @2:00p.m.

WHERE: Township Hall Building, 47275 Sugarbush, Chesterfield Twp., MI 48047

The meeting is mandatory. The purpose of this meeting is to allow for a physical review of the paper library at Township Hall.

D. PROPOSAL FORMAT

To be considered, each firm must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the consultant. An official authorized to bind the consultant to its provisions must sign the proposal in ink. Each proposal must remain valid for at least one hundred and twenty (120) days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the consultant's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

E. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system as shown in Section III. A selection committee comprised of staff from the Township will complete the evaluation.

The fee proposals will not be reviewed at the initial evaluation. After initial evaluation, the Township will determine qualified consultants, and open only those fee proposals. The Township will then determine if interviews are necessary. If so, selected firms will be interviewed. During the interviews, the selected firms will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The Township further reserves the right to interview the key personnel assigned by the selected consultant to this project. If the Township chooses to interview any respondents, the interviews will be tentatively held the September 16, 2021. Consultant must be available on these dates.

F. SEALED PROPOSAL SUBMISSION

All proposals are due and must be delivered to the Township on or before September 14, 2021 @ 10:00 a.m. (Local Time). Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each respondent must submit in a sealed envelope

- **one (1) original proposal**
- **three (3) additional proposal copies**
- **one (1) digital copy of the proposal preferably on a USB/flash drive as one file in PDF format**
- **one (1) original fee schedule, and two (2) copies of the fee schedule, which must be contained in a sealed envelope of their own inside the envelope containing the proposal – it must be clearly marked “Fee Proposal” and have the name of the vendor submitting the proposal on the envelope.**

In the event that there are any differences between the proposal submitted via hard copy and that submitted in digital format, the paper/hard copy version of the proposal will supersede the digital copy for purposes of decision by the Township.

Proposals submitted must be clearly marked: **“RFP 2021-CK-49 Digital Scanning Services for Permits, Plans and Projects”** and list the consultant’s name and address.

Proposals must be addressed and delivered to:
Charter Township of Chesterfield
c/o Township Clerk
47275 Sugarbush
Chesterfield Twp., MI
48047

All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered

Hand delivered proposals must be date/time stamped by the Township Clerk’s Department at the address above in order to be considered. Delivery hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding Holidays.

The Township will not be liable to any consultant for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Consultants are responsible for submission of their proposal. Additional time will not be granted to a single consultant.

- Chesterfield Township reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all consultants and further reserves the right to select the proposal which furthers the best interest of Chesterfield Township.
- Each proposal shall be considered binding and in effect for a period of one hundred and twenty (120) days following the proposal opening.
- Each proposal must include a certificate of insurance indicating that the consultant has and will maintain insurance that meets the following minimum requirements: Please note the Certificate of Insurance requirements that are set forth in Attachment B.

All proposed fees, cost or compensation for the services requested herein should be provided in the separately sealed Fee Proposal envelope only.

G. DISCLOSURES

Under the Freedom of Information Act (Public Act 442), the Township is obligated to permit review of its files, if requested by others. All information in a consultant's proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

H. TYPE OF CONTRACT

Those who wish to submit a proposal to the Township are required to review this sample agreement carefully.

This RFP and the selected consultant's response thereto, shall constitute the basis of the scope of services in the contract by reference.

I. CONFLICT OF INTEREST DISCLOSURE

The Charter Township of Chesterfield has adopted a "Conflict of Interest Policy". All vendors who wish to submit a proposal shall be required to review this Policy and acknowledge, via signature, that they have done so. Please note the attached Policy as Attachment A.

J. COST LIABILITY

The Charter Township of Chesterfield assumes no responsibility or liability for costs incurred by the consultant prior to the execution of a Professional Services Agreement. The liability of the Township is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, consultant agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

K. DEBARMENT

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the Township will be notified of any changes in this status.

L. SCHEDULE

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III.

The following is the schedule for this RFP process.

Activity/Event	Anticipated Date
Pre-Proposal Meeting	8/24/2021 @ 2:00 p.m.
Written Question Deadline	8/30/2021 @ 4:00 p.m.
Addenda Published (if needed)	9/02/2021 if required
Proposal Due Date	9/14/2021 @ 10:00 a.m.
Tentative Interviews (if needed)	9/16/2021
Selection/Negotiations	TBD
Expected Proposal Award	9/28/2021

The above schedule is for information purposes only and is subject to change at the Township's discretion.

M. IRS FORM W-9

The selected consultant will be required to provide the Township of Chesterfield an IRS form W-9.

N. RESERVATION OF RIGHTS

1. The Township reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The Township reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any proposal if determined by the Township to be in its best interest.
3. The Township reserves the right to request additional information from any or all consultants.
4. The Township reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The Township reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The Township reserves the right to select one or more consultants to perform services.
7. The Township reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.
8. The Township reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within RFP.

SECTION II - SCOPE OF SERVICES

1. Background

The Charter Township of Chesterfield Building Department over the years has amassed a vast library of hard copy paper documents. The existing library of documents are stored by site address. As of 2018, any newly acquired hard copy documents been digitally scanned and uploaded into the Laserfiche Software Platform application.

Before the introduction of Laserfiche large format documents, typically larger than tabloid size have been folded or rolled and stored either at Township Hall within the service area itself or at the Chesterfield Township Police Department in a Long Term Storage area.

2. Objective

Given the need to modernize, better preserve and provide the staff and public a better portal to locate these assets, the Township is looking to have these documents converted into a digital format.

The Township will require that the vendor work in conjunction with their Laserfiche Consultant and his team to provide a manner that will directly take the scanned documents and file them into the proper file in the Chesterfield Township Laserfiche Server under Building Permits by address.

3. Requirements

The Charter Township of Chesterfield is seeking proposals from qualified respondents to convert the inventory of hard copy documents including various types and sizes of documents to an electronic format.

Proposals will include the following services, as well as any other service necessary to complete the requested outcome. Please provide a detailed description of necessary processes as outlined on the cost sheet provided.

Transfer of Documents

Describe the following in the proposal please:

- How long after receipt of the proposal award will you begin picking up documents and scanning?
- How will the documents be transported?
- What are the Township responsibilities?
 - Will the Township have to box the documents?
 - Will the Vendor provide the boxes?
- Will all documents be taken at the same time?
- Is there a charge to return the documents (upon request)?

- How is the Chain of Custody defined?

Preparation of Documents

Describe the following in the proposal please:

- Will you provide a manner in which all staples, paper clips, etc. must be removed from the documents prior to scanning?
- Is the Township responsible for this service?
- Please provide this cost breakdown – both with the Vendor Providing this service and with the Township preparing the Records before delivery to the Vendor.

Retrieval Research

Describe the following in the proposal please:

- What is the cost to research and retrieve a document/documents that are kept off site if we need to view it?

Scanning Regular Size Documents

Describe the following in the proposal please:

- Is there a certain number of document/file capacity and limitations you are able to scan in a day?
- Define document sizes by standard measurements.
- Do double sided documents count as two (2) pages?
- Is this done by a per page or per hour rate?

Scanning Blue Print Size Documents

Describe the following in the proposal please:

- Is there a certain number of document/file capacity and limitations you are able to scan in a day?
- Are double sided documents counted as two (2) pages?
- Is this done by a per page or per hour rate?

Indexing Files

Describe the following in the proposal please:

- How will the vendor charge to index files – is this done per key stroke, per document or per hour?
- Please provide in your proposal the cost with and without Indexing.

Cost to Store Documents After Scanning is Complete

- How long will the vendor store the original “hard copy” documents After they are scanned and noted as received by the Township?
- Is there a cost for this initial time period?
- What additional charges would there be if the documents are stored for a longer period of time?

Cost to Shred Documents After Scanning Complete

- How much will the vendor charge to shred the documents after they have been scanned and the Township has released them?

Provide a breakdown in pricing and time schedules for each of the processes indicated above. The documents to be converted to electronic format will all be available for your review and pick up in the same location.

Specifics of Requirements for Project

The Vendor must be able to:

1. Maintain a “check out/check in” status list that can be viewed by either the respondent or the Township to know the current location and status of any of the documents as they are transported to the respondents facilities, scanned and returned to the Township.
2. Digitally scan each individual page to a 300 dpi (minimum) searchable TIFF format. The Township is requesting a proposal for both color and black and white.
3. Group the individual scanned pages into a single TIFF file by site as each file will be a multi-page TIFF image.

4. Complete a digital inventory of all the documents that are scanned using CSV document with fields provided by the Township. Fields will include Type, Location/Address, Date, Number of the Permit, Plan or Project as applicable. The CSV Documents should be provided in increments of 100,000 files per document.
5. Return the completed TIFF files on a physical hard drive and completed Laserfiche digital inventory spreadsheet.
6. Provide an opinion regarding the amount of storage the documents/scan will take on the Laserfiche server.

SECTION III - MINIMUM INFORMATION REQUIRED

PROPOSAL FORMAT

Consultants should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposal (include in a separate sealed envelope clearly marked "Fee Proposal" that will be inside the main envelope with the proposal.**
- E. Attachments**

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

A. Professional Qualifications – 20 points

1. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
2. Include the name of all professional personnel by skill and qualification that will be employed in the work. Identify only individuals who will do the work on this project by name and title. Qualifications and capabilities of any subcontractors must also be included.
3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

B. Experience with Similar Projects – 20 points

The written proposal must include a list of specific experience in the project area and indicate proven ability in implementing similar projects for the Township **and** the individuals to be involved in the project. A complete list of client references must be provided for similar projects recently completed. It shall include the name of the municipality, address, telephone number, project title, and contact person.

C. Proposed Work Plan – 50 points

Provide a detailed and comprehensive description of how the Consultant intends to provide the services requested in this RFP. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled **HOW LONG WITH THIS TAKE TO GET THE RECORDS OFF SITE**, how and when data will be delivered to the Township, communication and coordination, the working relationship between the consultant and Township staff, and the company's general philosophy in regards to providing the requested services.

Consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Fee Proposal - 15 points

Fee schedules shall be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects. Consultants shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

PROPOSAL EVALUATION

1. The **selection committee** will evaluate each proposal by the above-described criteria and point system (A through C) to select a short-list of firms for further consideration. The Township reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The committee may contact references to verify material submitted by the consultants.
2. The committee then will schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.
3. The interview must include the project team members responsible for the project, but no more than six (6) members total. The interview shall consist of a presentation of up to thirty (30) minutes (or the length provided by the committee) by the consultant, including the person who will be the project manager on this contract, followed by approximately thirty (30) minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The committee may record the oral interviews.
4. The firms interviewed will then be re-evaluated by the above criteria (A through C), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by Township Board, if suitable proposals are received.

The Township reserves the right to waive the interview process and evaluate the consultants based on their proposals and fee schedules alone and open fee schedules before or prior to interviews.

The Township will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

PREPARATION OF PROPOSALS

Proposals should have no plastic bindings but will not be rejected as non-responsive for being bound. Staples or binder clips are acceptable. Proposals should be printed double sided on recycled paper. Proposals should not be more than 30 sheets (60 sides), not including required attachments and resumes.

Each person signing the proposal certifies that he or she is the person in the consultant's firm/organization responsible for the decision as to the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

ADDENDA

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to Michigan Inter-governmental Trade Network (MITN) www.mitn.info and/or the Charter Township of Chesterfield and/or its website at www.chesterfieldtwp.org for all parties to download.

Each consultant must acknowledge in its proposal all addenda it has received. The failure of a consultant to receive or acknowledge receipt of any addenda shall not relieve the consultant of the responsibility for complying with the terms thereof. The Township will not be bound by oral responses to inquiries or written responses other than official written addenda.

SECTION IV - ATTACHMENTS

Attachment A – Conflict of Interest Policy with Signature Page

Attachment B – Vendor Insurance Requirements

Attachment C – Fee Proposal Form (MUST BE USED)

Attachment D – SAMPLE Professional Services Agreement