



Professional Consulting Services
REQUEST FOR QUALIFICATIONS

for

Plan Sheet Scanning Services

PROPOSALS DUE: January 5, 2023, at 4:00pm

DELIVER TO:

Attn: Merrill Buck, P.E.
Town of Loomis
Engineering Division
3665 Taylor Road
Loomis, CA 95650
townengineer@loomis.ca.gov

INTRODUCTION

The Town of Loomis, in Placer County, California, is seeking proposals from qualified firms to assist the Town with document scanning and indexing of plan sets for archiving and ease of retrieval.

Proposals will be reviewed and rated on the basis of qualifications, specific experience, references, familiarity with the services requested and pricing. The Town will be the sole judge of determining which proposal best meets the Town's requirements.

TERM

The term of the contract shall be for one (1) year, with up to two (2) additional, one-year renewal periods. The intent is to have all the existing plans scanned and indexed, and then rely upon the firm for on-call, as-needed scanning after that.

SCOPE OF WORK

The project intent is to give all the Town's loose plans (typically sized 24" x 36"), to the selected firm to scan. Ideally, the firm should have the ability to determine the type of plan that the drawing represents and log this into an index along with other pertinent data such as the title, date, page number, and the file name assigned to the scan. Types of plans to be scanned include Subdivision and Parcel Maps, Improvement Plans, Capital Project Plans, Grading Plans and Encroachment Permit Plans.

Plans are mostly in paper format, although some are in the form of mylars. As an estimated quantity, there are probably 150 sets of high priority plans to be scanned, with each set containing an average of say 15 pages. Budget permitting, there are an additional 200 sets of improvement plans, also estimated at say 15 pages, that can be scanned as a secondary priority.

RFQ CONTENT

Submittals should demonstrate experience with similar work, an understanding of the Town's scope of work objectives, and a description of how the firm proposes to meet those objectives. Suggested content for the proposal includes the following:

Cover Letter

- Include office location where work is to be done, contact person's name, telephone number and email address.

Qualifications and Project Experience

- Include a description of the firm and the type of work typically performed.
- Indicate experience with similar efforts performed within the last 5-years.
- Provide at least three (3) references that the Town may contact.

Work Plan

- Describe the standards, procedures and quality control measures that will be employed.

Cost

- Include all costs associated with the performance of the work.
- List assumptions that go into the cost proposal such as cost per page along with any additional costs, if applicable (such as reimbursable expenses, travel, overhead, subcontracted services markup, or other potential costs).

Consulting Services Agreement

- State in the proposal the firm’s willingness to accept the terms and conditions of the Town’s Standard Contract for Services Agreement.

Supplemental Material (Optional)

- Include any discretionary materials that may improve the quality of the proposal or expand upon the suggested scope of work.

DELIVERY

Proposals must be submitted up until 4:00pm on January 5, 2023. Submit one copy, either as an unbound hard copy original or an electronic copy emailed to:

Merrill Buck, P.E.
Town of Loomis, Engineering Division
3665 Taylor Road
Loomis, CA 95650
(916) 824-1518; townengineer@loomis.ca.gov

ANTICIPATED SCHEDULE

RFQ Issued:	December 9, 2022
Due Date:	January 5, 2023, at 4:00 PM
Selection:	January 5 – January 13, 2023
Council Award:	February 14, 2023 (if needed)

SELECTION PROCESS

All proposals received by the specified deadline will be reviewed by the Town of Loomis for content, completeness, experience and cost. After those firms deemed the most qualified are short-listed, further evaluation may be conducted with interviews as part of the final selection process. The Town reserves the right to complete the selection process without proceeding to an interview phase and may choose to select the consultant based solely upon information supplied in the proposer’s submittal.

CONDITIONS

All proposals, and material contained therein, shall be considered public documents and as such are subject to inspection under the Public Records Act.

Developing the proposal is the consultant's responsibility. The Town shall not bear any cost or reimbursement associated with its preparation.

The Town reserves the right to reject any or all proposals, to waive any informality in any proposal, and to select the proposal that best meets the Town's needs.

ADDITIONAL INFORMATION

This Request for Qualifications and the Town's Standard Contract for Services Agreement as a supporting attachment, along with any addendum that may be issued, are available for download from the Town's webpage: <https://loomis.ca.gov/open-bids-and-rfps/>

Any information provided by the Town, in response to questions raised by proposers, shall be uploaded to the Town's website as an addendum. A "plan holders list" is not being maintained so it is the responsibility of the consultant to review the Town's website or contact the Town's representative to determine the existence of any addenda.

For any questions, please contact Merrill Buck, Town Engineer, at (916) 824-1518 or townengineer@loomis.ca.gov