



City of Tacoma, WA

CITY OF TACOMA
DEPARTMENT OF
INFORMATION TECHNOLOGY
REQUEST FOR INFORMATION
ENGINEERING ARTIFACT
MODERNIZATION PROJECT
SPECIFICATION NO. IT20-0370F



City of Tacoma
Information Technology Department / IT Web Development

REQUEST FOR INFORMATION IT20-0370F
Engineering Artifact Modernization Project

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, January 19, 2021

Submittal Delivery: Sealed submittals will be received as follows:

By Email:

bids@cityoftacoma.org

Maximum file size: 35 MB. Multiple emails may be sent for each submittal

Until further notice, public Bid Opening meetings have been cancelled.

Submittals in response to a RFI will be recorded as received. As soon as possible on the day of submittal deadline, preliminary results will be posted to www.TacomaPurchasing.org.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

Pre-Proposal Meeting: A pre-proposal meeting will not be held.

Project Scope: Project **DeepSea** is a technology modernization project aimed at replacing and improving upon functionality that stores and allows searches of millions of digital images of land use drawings, permits, inspection records, and other important engineering artifacts that the City of Tacoma is charged with preserving.

Estimate: NA

Paid Leave and Minimum Wage: Effective February 1, 2016, the City of Tacoma requires all employers to provide paid leave and minimum wages, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit www.cityoftacoma.org/employmentstandards.

Americans with Disabilities Act (ADA Information): The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at ghimes@cityoftacoma.org, or by calling her collect at 253-591-5785.

Additional Information: Requests for information regarding the specifications may be obtained by contacting Seth Hartz, Senior Buyer by email to shartz@cityoftacoma.org

Protest Policy: City of Tacoma [protest policy](#), located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.



Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.



Request for Information

Purpose

This document provides ample information for vendors to decide whether they're willing to participate in a more detailed selection process. Issuing this request in no way obligates the City of Tacoma to include any of the replying vendors in the future selection process. It will enable the vendors to provide sufficient information for City of Tacoma to select a shortlist of vendors which may be included in the Request for Proposal (RFP).

Vendors do not need to, and are encouraged not to, prepare detailed proposals at this stage. Vendors should provide basic information regarding capabilities and an indication as to how they would approach working with City of Tacoma to achieve this document's outlined objectives.

About the City of Tacoma

The City of Tacoma is a local government entity located in Pierce County along the southern end of Puget Sound in Washington. COT employs approximately 4,000 employees, and over 200,000 citizens. The City of Tacoma is unique in that it owns a Power and Water utility, a railway, and a seaport. Departments with the City of Tacoma include Public Works, Planning and Development Services, Environmental Services, as well as Libraries, Parks, Fire, Police, and more. We provide citizens and businesses with permits, inspections, parking enforcement, and many other services.

Project Details

Project DeepSea Details

Project **DeepSea** is a technology modernization project aimed at replacing and improving upon functionality that stores and allows searches of millions of digital images of land use drawings, permits, inspection records, and other important engineering artifacts that the City of Tacoma is charged with preserving. The project team will be responsible for converting existing files from TIFF format into PDF to improve usability and searching.

It is important that the project address the business needs related to geospatial data and mapping requirements, records management policies, storage and organization efficiencies, and the creation of a streamlined process for scanning new drawings and documents into the system in such a way that related files may be cross-referenced and indexed along with the new scans.



Project Scope

Project **DeepSea** may require project management for the implementation of the new solution. It will involve installation, configuration, data transformation and migration, content management, training, and post-implementation support¹.

Business Goals

- Provide public with access to digital records for property and land use drawings, permits, inspections, and other official documents and public records.
- Archive drawings for future reference.
- Easily and quickly search and retrieve all drawings and documents related to a specific address or set of coordinates.
- Protect sensitive information such as City facility drawings from exposure to the public for safety reasons.
- Provide evidentiary materials to City Counsel for litigation or defense of the City's interests and/or property.
- Provide non-government agencies and public utilities access to search for drawings and documents.

Business Requirements

Below are the top desired features:

- Provide a means for scanning and indexing new large scale drawings and documents.
- Improve searching of drawings and documents using metadata, barcodes, geography or content type.
- Allow ingestion of drawings electronically from Auto-CAD.
- Allow ingestion of drawings electronically from ArcPro.
- Allow integration with GIS tools for mapping documents with geospatial data.
- Enable integration with Open Data sources.
- Ensure the safe digital storage of one-of-a-kind, historically important drawings and documents in perpetuity.
- Prevent duplication of drawings and documents to reduce redundancy.
- Allow consolidation of multiple related files when printing.
- Version control & back-up / restore capabilities.
- Editable drawings for markup, signatures, and notaries.
- Allow break down of drawing sets into layers (i.e. Floors, elevation, site plans, floor plans, etc.)
- Integrates with DocuSign



Anticipated Calendar of Events

January 12, 2020 - Questions Due, 3:00 PM, Pacific Time

January 15, 2020 - Questions and Answer posted on or about

January 26, 2020 – Submittals deadline, 11:00 AM, Pacific Time

These are anticipated dates only. The City reserves the right to adjust the dates at its sole discretion.

Selection Process

Based on responses to the RFI, an RFP will be issued to a list of vendors which will contain more detailed requirements for the product, contractual details, and key criteria for successful bidders.

From the replies to the RFP document, a short list of possible vendors will be selected who will then be asked to present demonstrations of their offerings.].

¹ Post-implementation support includes a warranty period following a production launch and subsequent support from the vendor(s) as needed thereafter.

Content to be Submitted

A packet of the following information should be emailed to bids@cityoftacoma.org with the following subject line:

IT20-0371F Engineering Artifact Modernization Project – Your Company Name

Please see the Request for Information page for submittal information.

1. Vendor Information

Company name:

Company address:

Contact person:

Phone number:

Email address:

Website URL:

2. Include a description of how your product ingests drawings and documents, along with document types it supports.
3. Include a description of how your product stores and searches data.
4. Describe how relevant metadata is attached to the files and how items are cross-referenced.



5. Is your product scalable? Can your product expand to support other types of documents, drawings, or other artifacts?
6. Describe your architecture for the cloud vs. on premises.
7. How do you address digital ADA compliance?
8. List additional features you think would serve as part of a solution. (One page or less.)
9. Provide marketing brochures describing your organization and your product offerings in the areas of Content Management Systems, Records Management, Optical Character Readers, and PDF>HTML>PDF Conversion.
10. Feel free to contact Shannon Murdock by email at smurdock@cityoftacoma.org should you have any questions.
11. Send completed RFI documentation electronically to City of Tacoma at bids@cityoftacoma.org, with the subject line:
IT20-0371F Engineering Artifact Modernization Technology Project – Your Company Name.

Disclaimer

Information contained within this document is confidential and is provided only to give vendors a sufficient understanding of City of Tacoma's requirements. Under no circumstances should information be disclosed to any third party. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venturer or employee of the other party for any purpose.

There will not be an award issued from this solicitation. This RFI is not a Request for Bids (RFB) or a Request for Proposals (RFP), and there is no guarantee that either a RFB or a RFP will be issued.

A respondents decision to respond, or not to respond, to this RFI will NOT be a factor in evaluating any later RFB or RFP.

While the intent of this RFI is to help identify vendors to meet various requirements for a competitive solicitation, there is not guarantee that any specific information presented by any Respondent will ultimately be included in any future solicitation issued by the City.