



Agenda Item No. _____

File Code No. 540.13

CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: May 24, 2011

TO: Mayor and Councilmembers

FROM: Engineering Division, Public Works Department

SUBJECT: Contract For Scanning Support Services For The El Estero Scanning And Document Management Project

RECOMMENDATION:

That Council authorize the Public Works Director to execute a City Professional Services Contract with MNS Engineers, Inc. in the amount of \$55,350 for scanning support services for the El Estero Wastewater Treatment Plant Scanning and Document Management Project, and authorize the Public Works Director to approve expenditures of up to \$5,535 for extra services that may result from necessary changes in the scope of work.

DISCUSSION:

BACKGROUND

The El Estero Wastewater Treatment Plant (EEWWTP) was constructed in the 1970s and since that time has undergone many improvements. Documentation of these improvements is identified in relevant design and as-built drawings stored at the EEWWTP.

In 2007, Public Works staff initiated electronic scanning and primary indexing of City maps and drawing sheets in the Engineering Map Vault. Drawings at EEWWTP, however, were not included in this initial effort.

On September 15, 2010, a purchase order was issued to MNS Engineers, Inc. (MNS) to inventory and catalogue 3,500 design and as-built drawings stored at EEWWTP in preparation for the EEWWTP Scanning and Document Management Project (Project).

PROJECT DESCRIPTION

The Project work consists of removing duplicate drawings from the drawing files, inputting the scanned images into the Questys database system, indexing the scans, and providing a keyed index plan. MNS is one of the participants in the City's Three-Year Prequalified Engineering Services Program. The actual scanning of the documents will be accomplished by a separate purchase order with a scanning vendor.

Once completed, documents stored at EEWTP will be in digital form and can be accessed via computer. Scanning will allow staff to store the digital information on the City's computer network, making retrieval of drawing information easier and more reliable. Having the drawings electronically available will allow for more efficient use of staff time. Since they will seldom be reviewed in hard copy format, documents can be archived in space-efficient file storage systems, if desired.

BUDGET/FINANCIAL INFORMATION

There are sufficient appropriated funds in the Wastewater budget to cover the costs of services.

SUSTAINABILITY IMPACT:

Staff anticipates a reduction in the need to copy drawings because they will be digitally accessible, thereby saving paper and staff time.

PREPARED BY: Joshua Haggmark, Principal Civil Engineer/LA/sk

SUBMITTED BY: Christine F. Andersen, Public Works Director

APPROVED BY: City Administrator's Office