



Routt County PSA Exhibit A

ROUTT COUNTY CO DIGITAL PRESERVATION OF:

HISTORICAL BUILDING PERMIT FILES (1973-1999), CERTIFICATE OF OCCUPANCY (AND SOILS REPORT) DOCUMENT- IMAGE ONLY (2000-2015)

&

DEVELOPMENT OF AN ON-LINE BUILDING PERMITS HISTORICAL DOCUMENT ARCHIVE

Proposal #04122021P1V6

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Prepared for:

Routt County
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OVERVIEW

ArcaSearch is pleased to be considered as a digital archiving and processing partner with Routt County, CO. Enclosed you will find our response to your request for a proposal including project benefits, record group/product details, estimated timing, estimated costs, and agreement terms.

- Approximate Images 448,000
- Date Range 1973 through 1999
- Image Size 8.5” x 11”
- Condition Good to Excellent
- Bindery Loose in folders
- Image Capture RGB
- Image Resolution 300 DPI
- OCR Yes, of typed text
- File Format Web Optimized PDF-A Files & Thumbnail Images
PDF 300 dpi format for Product #2
- Delivery Single page
- Metadata Defined in product categories
- Work Location Materials to be digitized at the client location

Project Benefits for Routt County Building Department:

- Digital preservation & back-up protection of historical Building Permits
- Safer health experience for staff & the public with on-line, remote access to Building Permit files reducing in person visits to the County office
- **Reduced staff costs and time** with customer self-service access to the Permit Files that are currently handled by staff with CORA requests
- Improved customer experience with ability to retrieve information quickly
- Protects your historical documents from loss due to fire, water events and general deterioration
- Image quality enhancement of original documents into a high-resolution, **color image**
- Improved ability to search your historic Building Permit Files (1973 – 1999) with Search Tools such as “Word Search” for Names or drop-down tab filters
- Digital conversion of Certificate of Occupancy (including Soil Reports) documents (2000 – 2015) for import into active system providing opportunity to eliminate physical files.
- Reduces internal IT support & costs with a hosted Archive
- Creates a searchable collection **without** expensive, manual data input

PRODUCT CATEGORIES

#1 – Building Permits (New Product)

- 396,000 Images
- Date range – 1973 through 1999
- Image size – 8.5” x 11”
- Bindery – Loose in folders
- Condition –Good
- OCR – Yes, of typed text
- Delivery – Single page
- Metadata – *Permit #, *Parcel ID #, *Property Address, *Owner Name (Last Name and First Initial), Sequential Page Number

Key Assumptions

- Includes the on-site capture (Steamboat Springs) and processing of: County Building Permits
- Physical files: 1973-1999
- Building Permits are in basement storage on mobile shelving. Filed: By Year, By Permit #
- Customer estimates 12,000 unique Building Permit Files
- Customer estimates an average of 33 pages per file to be captured
- Boolean Word Search with ALL typed content
- Includes 100% quality control review of each page
- Searchable Archive link provided which will be placed on Routt County’s website for remote, Public access

Specific Capture Assumptions

- ArcaSearch will be provided specific examples and training for: Document Type identification, order of capture and which documents to be included.
- There will be some staple removal, but ArcaSearch will not have to re-staple, just place the pages loose in order back into the file
- If the Certificate of Occupancy Form is present
 - File folder will **NOT** be captured
 - Capture the Certificate of Occupancy Form first (Front & back if data)
 - Followed by General Application for Permit (usually on left side of folder)
 - Then any other Permit Applications, (Mechanical, Plumbing, Electrical, etc.)
 - Final document to be imaged will be the Soils Report (If the file has one)
 - Soils Report: May be identified as Soils Report, Geotechnical Report or Sub-soils Report
 - Pages that are determined to NOT be captured should be moved to the back of the folder

- If Certificate of Occupancy Form is **NOT present**
 - File folder will **NOT** be captured
 - General Application for Permit is imaged first (usually on left side of folder)
 - Then any other Permit Applications, (Mechanical, Plumbing, Electrical, etc.)
 - Then the Notice Letter (generally an 8.5 x 11 sheet). If more than one letter is identified, only one letter needs to be captured
 - Then all inspection reports are to be imaged (usually on right side of folder)
 - Finally, the Soils Report is imaged (If the file has one)
 - Soils Report: May be identified as Soils Report, Geotechnical Report or Sub-soils Report
 - Pages that are determined to NOT be captured should be moved to the back of the folder
 - Documents that we prep for capture do NOT have to be re-stapled, just keep in the same order and replace in the folder

*If available on the Certificate of Occupancy or Building Permit Application, ArcaSearch will hand-key the Property Address, Parcel ID #, Building Permit # and Owner Last Name, First Initial of the Building Permits to the best of our ability, dependent on the legibility of the materials. A verification will be done to ensure accuracy of entered data. Through this process ArcaSearch aims to be as accurate as possible, but we cannot guarantee 100% accuracy of handwritten/typed data.

#2 – Certificate of Occupancy (and Soils Report): 2000-2015 (Image Only)

- 52,000 Images
- Date range – 2000 through 2015
- Image size – 8.5” x 11”
- Bindery – Loose in folders
- Condition – Excellent
- OCR – No
- Delivery – Single page
- Metadata – Permit # (keyed) in this format: B-99-100

Key Assumptions

- Customer will prepare each folder with the Certificate of Occupancy document and a Soils Report (if present)
- 8,000 unique Building Permit Files
- Assumes 50% of Certificate of Occupancy is Simplex, 50% Duplex
- 50% of files will include a Soils Report with an average of 10 pages per Report
- ArcaSearch will hand-key the Building Permit # from the document: Example (B-99-100)
- Image Only for import: PDF 300 dpi format

Specific Capture Assumptions

- All pages in the folder will be captured with the Certificate of Occupancy captured first, then the Soils Report.

ARCASearch DIGITAL ARCHIVING

As your digital archiving partner, we provide project management and will use ArcaSearch technology/personnel to:

- Digitize images from provided materials
- Optimize PDF for viewing/searching within the Compass Eclipse Research System using patented technology
- Provide two complete sets of Web Optimized PDF-A Files, JPEG Thumbnail Images on external hardware upon receiving final payment for project
- PDF 300 dpi format for Product #2

We look forward to working with **Routt County, CO**. Below are a few items ArcaSearch will need to begin your project.

- Notify ArcaSearch of any scheduling requirements
- Provide a minimum of 14'x20' office space to be utilized for image capture equipment accessible by ramp or elevator with a minimum door entry width of 32"
- Allocated space will need to have standard office outlets, minimum of six 15 Amps
- Provide access to high speed internet, to include VPN permissions
- Allow ArcaSearch staff access to building during business hours

ESTIMATED TIMING

The following is a timeline for your planning purposes.

The scheduled start month will be determined after receipt of the signed contract, down payment, completion of the job plan (if applicable) signed by both parties. Any discrepancies will be resolved before the start of the project.

ArcaSearch anticipates the start date to be within 12 months from the receipt of down payment. At this time, estimated start date to be Q2, 2023.

Please allow 10 months for project's completion.

COMPASS ECLIPSE RESEARCH SYSTEM

The core technology employed in the updated Compass Eclipse Research System has proven to be the single most cost-effective solution to historic-records management. The Compass Eclipse Research System is adapted to the specific requirements of each individual for the secure preservation and ready access of its document archives.

Your annual software subscription includes web-hosting of your archive digitized by ArcaSearch. With ArcaSearch hosting the archive, you will avoid capital equipment costs and minimize the impact on local network infrastructure and personnel. You simply need a connection to the Internet and a few basic system requirements.

System Requirements

PC: Windows 7 or newer, macOS, or Linux operating system recommended

PC: Chromium based browser (Google Chrome, Microsoft Edge, etc...)

Pop up blockers should be disabled for optimum viewing

Product Modules

A product is comprised of a single category of materials. The key to a user-friendly research application is to search and navigate information by product types, both separately and aggregated. The Compass Eclipse Research System will provide access to your archive that will satisfy the advanced researcher.

Digital Archive Hosting

With ArcaSearch hosting the archive, you are avoiding capital equipment costs and minimizing the impact on local network infrastructure and IT personnel. ArcaSearch ensures worry-free operation of the archive and will perform all maintenance and update actions. Your archive is protected from unauthorized access by your choice of security control: IP address registration, username/password or your own intranet protocols.

Technology Updates

Updates are crucial to maintaining a functional archival delivery system. Our cloud-based application assures that your service will operate properly when change comes.

Service Level

ArcaSearch maintains a 99.9 percent “up time” during business hours year-round for its hosted client services. Maintenance is performed during off-hours. In the unlikely event maintenance shut-down is required during regular business hours; the client will receive advance notice of the reason and expected duration. Unexpected service interruptions, historically are limited in duration and service is quickly restored. At these times, communication and coordination with our clients is of the utmost importance.

STANDARD FEATURES OF THE COMPASS ECLIPSE RESEARCH SYSTEM

Hosting your Research site at a secure location

ArcaSearch has elected to host your site link at the highly secure Level 4, 511 data center building in downtown Minneapolis for security, service redundancy and to minimize downtime.

Authentication & Access Options

We offer a broad selection of authentication features such as public and premium(private) access. Users can decide if they want a single option access to their research site or a tiered level access which separates access privileges to users. This authentication process includes a multifaceted feature that includes username/password challenge and ip filtering

End User Technical Support

A service provided by ArcaSearch to work with technical questions and problems related to the Compass Eclipse Research System in its current configuration to end users. Technical Support does not include generic computer, software, or internet training or third-party users.

Phone and Email Support

Phone and email support are available Monday through Friday 8am – 4:30pm CST

Data Management and Storage

ArcaSearch will provide 2 forms of back-up hardware for storage and transfer of Web Optimized PDF-A Files and Thumbnail Images to be used as the final repository at client location. Also 2 forms of back up hardware of PDF 300 dpi format for Product #2.

The hardware will remain the property of the client. Additional file back-ups are available. Price dependent on the request of files to be duplicated.

TERMS AND CONDITIONS

Document Care

ArcaSearch will exercise great professional care in preserving and digitizing the documents of the Client, as ArcaSearch performs this project. Client will not hold ArcaSearch responsible for any damage sustained to original documents, aperture cards or microfilm, due to fire, water damage, natural disaster or *force majeure* while on premises of the Client. The parties acknowledge that some of the original documents are of such age as to have been torn from past handling, and brittle, so as to be subject to splits and tears upon handling. Client will not hold ArcaSearch responsible for any incidental damage in handling of the documents, except for any damage alleged to be caused by gross negligence of ArcaSearch employees.

Confidentiality

Subject to provisions of the Freedom of Information Act (5 U.S.C. § 552) and any conforming statutes of the state in which this Proposal is executed, the parties and their attorneys shall keep the specific terms, conditions and covenants of this Proposal confidential except:

- i. Where mutually agreed to in writing by the parties;
- ii. Where necessary to share such information with the parties' accountants or attorneys;
- iii. Where disclosure to a government entity is required; or
- iv. Where disclosure is ordered by a court of competent jurisdiction.

The parties and their attorneys shall not communicate with anyone associated with any media or publication entities concerning the terms of this Proposal. This confidentiality provision is a material term of this document, and its violation shall constitute a breach of this Proposal.

Content of Documents

Client shall be solely responsible for the content of documents to be duplicated, digitized, printed and/or preserved by ArcaSearch in the performance of this agreement. ArcaSearch will not be responsible for payment of any claims or damages alleging content of said documents or records to be defamatory, or to violate or infringe upon the rights of third parties.

Limitation of Liability

Initial In recognition of the relative risks and benefits of this project, to both the Client and ArcaSearch, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of ArcaSearch to Client for any and all claims, losses, costs, damages of any nature whatsoever, or expenses related to any such claims or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of ArcaSearch to Client shall not exceed 75% of ArcaSearch total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however asserted, alleged, pled or arising, unless otherwise prohibited by law.

Warranty

ArcaSearch warrants and represents that all products or deliverables specified and furnished by or through ArcaSearch under this agreement meet the completion criteria set forth in this agreement, and that services will be provided in a workmanlike manner in accordance with industry standards.

Termination

During the terms of this agreement for this archive project, both ArcaSearch and Client will have the right to terminate this agreement for cause with 30 days written notice. Terms giving either party just cause to terminate are as follows: If one of the parties does not adhere to the responsibilities set forth in this agreement, and/or if payment(s) has not been made in accordance with terms of this agreement. Client may also terminate without cause if funding becomes unavailable. In the event of termination, for this, or any other reason, resulting in an underage between the estimated image count represented in this proposal and the actual image count, the difference will be priced at an adjusted rate of 70 percent of the per page rate used to determine the estimated project price in this proposal. (Estimated project price divided by the estimated image count equals per page rate) The decrease-allowance shall not be more 80 percent of the proposal total.

Client will receive a prorated refund on the annual fee if the agreement is terminated prior to yearly renewal.

Terms and conditions may be updated annually.

PRICING

Project Estimating

In consultation with our clients, ArcaSearch experienced sales representatives and technicians make every effort to accurately estimate the number of documents and other items in the proposed digital archive. This estimate is one of the primary components in the overall proposal ArcaSearch presents to its customers. Final invoice will reflect the actual number of images at the completion of this project. Additional images over the estimated image count for this project will be priced at the per page rate of this project.

Payment Terms

ArcaSearch will invoice 50 percent of the project price upon receipt of this signed proposal. Final payment of the project will be invoiced upon completion and final acceptance from the customer. Applicable local and federal tax will be applied in addition to proposal price. Failure to pay an invoice within 90 days of invoice date may result in access termination of your research site.

Oversized Documents and Inserts

Maximum page size for this proposal is 15 inches x 23 inches. Individual books containing separate oversized supporting documents or loosely oversized inserted images other than what has already been identified in this proposal will be billed at rate of \$9.50 per image.

Additional Programming

Additional programming, beyond the scope of this proposal will be billed at \$225/hour with 1-hour minimum. ArcaSearch will do our best at providing you the highest quality searchable image when digital images have been provided to us to be added to our research site. We are not responsible for missing images or naming errors on images that are provided to us in a digital born format or paper to digital format.

By signing this agreement for **Proposal #04122021P1V6** you are acknowledging that you have read, understand and agree to the terms presented in this document. No understanding exists other than those expressed in this agreement. This proposal is valid for 6 months from its issuance and supersedes all previous proposals or agreements.

PROJECT PRICE

- **Estimated Project Price: \$368,645**

Includes:

- Patented document creation process delivers the highest OCR accuracy possible, without sacrificing the visual integrity of the final PDF files
- Compass Eclipse Research Site build
- Two-step verification process for image quality and accuracy
- Two complete copies of your archived files on external media as outlined on page 5
- Includes *5 years* annual fee of the Compass Eclipse Research System Annual Fee

ANNUAL FEE

- **Compass Eclipse Research System Annual Fee Year Six: \$4,385**

Includes:

- A complete, integrated document digital archival and retrieval system
 - User friendly
 - Clipboard Feature
 - Fast Searching Capabilities
 - Maintained and updated
- Hosting your research site in a nationally recognized data center
- Diverse Authentication & Site Access Options
- Unlimited users
- End User Technical Support through site tutorials, email and phone
- Patented process delivers high quality images at unprecedented speeds without sacrificing image quality or accuracy of OCR results

ACCEPTED BY:

Client: _____ Date: _____
Client Name- Signature

Client: _____ Date: _____
Client Name- Printed

For ArcaSearch: _____ Date: _____
ArcaSearch

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