



Shelby County Highway Department RFP - Scanning ROW Sketch Roll Maps

1) RFP Purpose

Shelby County seeks to contract with a single vendor who will be responsible for meeting the following requirements.

Point of Contact:

Scott Holladay, P.E.
Assistant County Engineer
506 Highway 70
Columbiana, AL 35051
Office 205-669-3880
Direct 205-670-6888

2) Scope of Required Services and Work Product to be delivered:

60 Roll Maps to be scanned

Maps are 42 Inches Wide

Maps vary greatly in length from 10' up to 35' or more in several cases

Indexing-Map Number on file name sheets with corresponding number on outside of each roll map

Maps may be cut in order to manage equipment capabilities, image quality, and file sizes

These parameters will be discussed with each proposed vendor during on-site visit prior to award

Maps are on thick card stock type of paper with a yellow/tan tint

All maps are done in pencil

Each proposed vendor shall be required to physically examine maps and discuss the project with county staff prior to submitting their proposal

All materials shall be returned to Shelby County after completion

Shelby County has an Enterprise Information Management system (M-Files) to find, share, and secure documents and information across the enterprise. All scanned images must be compatible with the M-Files application and indexing specifications.

In order to ensure information security and quality of work, subcontracting or partnering arrangements will not be acceptable. Selected vendor must perform 100% of all work including handling and transport logistics. No subcontracting or business partnering arrangements will be permissible

3) Evaluation Criteria

Evaluation and selection will be based on the information requested in the following section and on the County's sole judgment of the quality and features of the services offered, support capabilities of the firm and proposed fee structure.

4) Mandatory Requirements

Item	Description	Vendor Response
1	Vendor must document expertise in large format paper to digital media conversion.	Description of Experience
2	Vendor must document expertise in fragile and historic document to digital media conversion.	Description of Experience
3	Vendor must conduct onsite inspection at Shelby County prior to responding to bid. Schedule appointment via contact.	Onsite Inspection Completed
5	Vendor must submit statement of work (SOW) describing understanding of all procedures and deliverables required.	SOW Attached
6	Vendor must provide a minimum of three client references for which bidder has provided large format conversion services. Information provided must include a description of the project and complete contact information.	References Provided
7	Vendor preferred will also offer full-service software systems integration services in support of the implementation of imaging and workflow solutions.	Description of Expertise
8	Vendor preferred will have provided successful projects to other county departments in State of Alabama in the past three years	Description of Experience

5) **Delivery and Support**

- The project is to be completed and all items returned to the County within 2 months of official RFP award notification
- Awarded company must be able to respond to inquiries and issues within 24 hours

6) **RFP Submission**

The Bidder should submit their response with project pricing reflected. All items in the mandatory requirements section must also be addressed. Proposals must be received no later than 2:00pm CST on August 21, 2025 and can be emailed to sholladay@shelbyal.com or submitted to:

Shelby County Commission
200 West College Street, Room 125
Columbiana, AL 35051

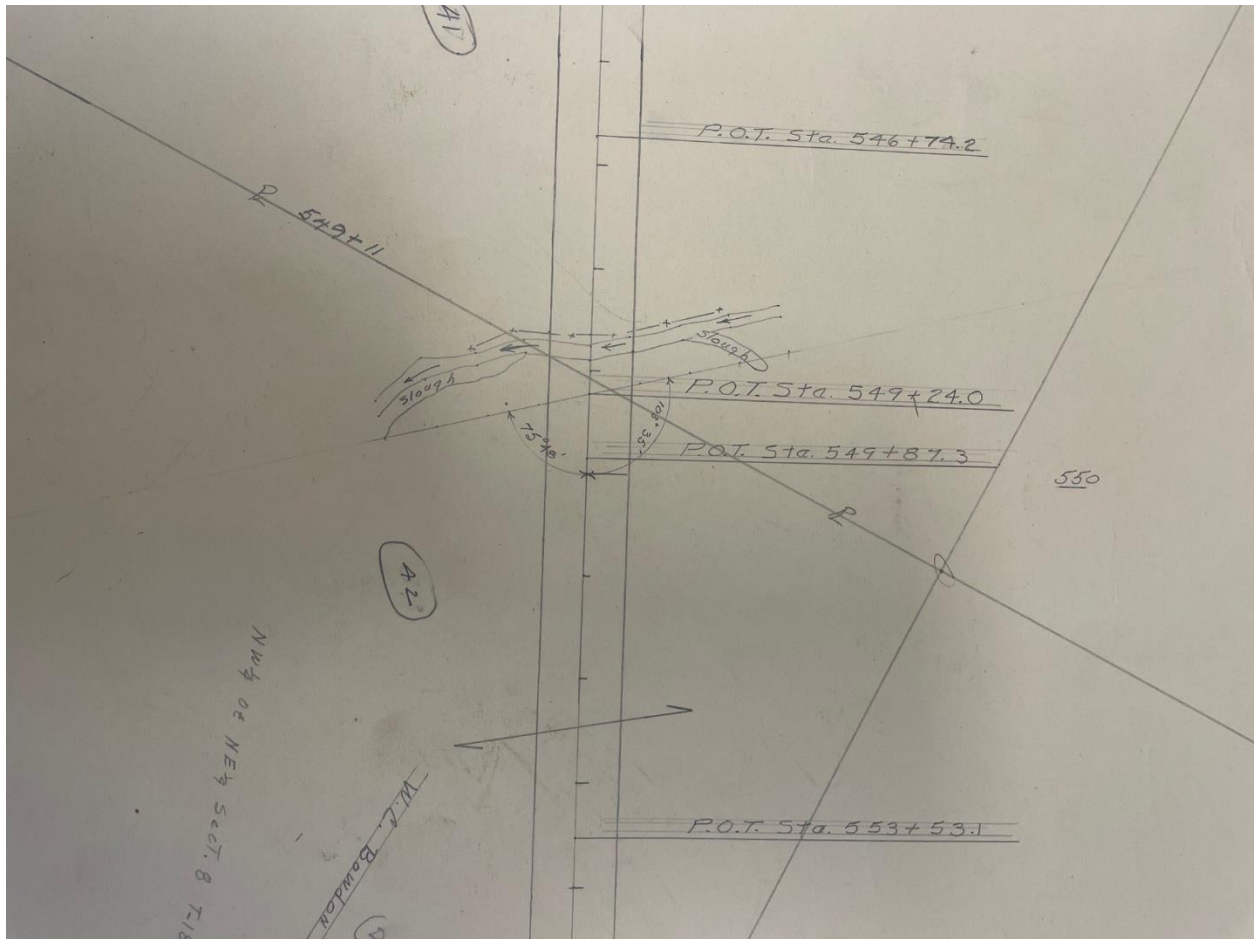
If mailed, be sure to mark the envelope in the lower left-hand corner, “**RFP – SCANNING ROW SKETCH ROLL MAPS**”, with opening date and time.



Typical Map Rolled Out



Two of the Three boxes that contain the Roll Maps



Typical Text For Each Map



Typical Text For Each Map

lan Hold FILING SYSTEMS

- 1 ROW MAP_I65_65_I65C
- 2 CENERLINE LAYOUT _HWY 280_US 280
- 3 ORIGINAL ROW SKETCH_HWY 32_32 HWY 49_49
- 4 ORIGINAL ROW SKETCH ST CLAIR CO LINE TO OLD 280_BEAR CREEK RD_43
- 5 ORIGINAL ROW SKETCH_HWY 73_73
- 6 ORIGINAL ROW SKETCH_BEARDEN RD_HWY 105_105
- 7 ORIGINAL ROW SKETCH_HWY 41_41_MIMOSA RD_MIMOSA
- 8 ORIGINAL ROW SKETCH_HWY 7_7
- 9 ORIGINAL ROW SKETCH FOURMILE AREA_ HWY 61_61_HWY 56_56
- 10 ORIGINAL ROW SKETCH_HARGIS DR_HARGIS_461
- 11 ORIGINAL ROW SKETCH_HWY 42_42_STATE 70_HWY 70
- 12 ORIGINAL ROW SKETCH_HWY 337_337_HWY 338_338
- 13 ORIGINAL SURVEY NO ROW_HWY 433_433
- 14 ORIGINAL ROW SKETCH 25 TO 47_HWY 42_42
- 15 ROW SKETCH HWY 1 SOUTH SHADES CREST INTERSECTION_HWY 1_1_SOUTH SHADES CREST RD
- 16 PRELIMINARY GENERAL LAYOUT 65 PELHAM TO JEFF CO LINE_I65_65
- 17 ORIGINAL SURVEY NO ROW_HWY 63_63
- 18 ORIGINAL ROW SKETCH_HWY 11_11_SIMMSVILLE RD_SIMMSVILLE

Index Attached to each Box (Total of 3 Boxes)



Box Contents



Box Contents

- 19 ROW MAP_HYW 280_US 280 CAHABA RIVER TO OAK MTN
- 20 ORIGINAL ROW SKETCH_HWY 468_468
- 21 ORIGINAL ROW SKETCH_ROY DR_281
- 22 ORIGINAL ROW SKETCH_SORRELL SAFETY PROJECT_119
- 23 ORIGINAL ROW SKETCH_HWY 331_331
- 24 ORIGINAL ROW SKETCH_JONESBORO CIR_LOONEY RD_78
- 25 ORIGINAL ROW SKETCH_ROCK SCHOOL RD_450
- 26 ORIGINAL ROW SKETCH_HWY 463_463
- 27 ORIGINAL ROW SKETCH_HWY 61_61_HWY 55 TO HWY 49 SPUR A
- 28 ORIGINAL ROW SKETCH_HWY 251_251 PARK ROAD
- 29 ORIGINAL ROW SKETCH_HWY 52_52_JENKINS SAFETY PROJECT
- 30 ORIGINAL ROW SKETCH_HWY 30_30_HWY 61 TO AL 145
- 31 ORIGINAL ROW SKETCH_HWY 56_56_HWY 109_109_56 55 TO 109 AND 109 56 TO 55
- 32 ORIGINAL ROW SKETCH_THOMPSON RD_264
- 33 ORIGINAL ROW SKETCH_KENT DAIRY RD_FULTON SPRINGS RD_26
- 34 ORIGINAL ROW SKETCH_HWY 51_51_280 NORTH TO 55
- 35 ORIGINAL ROW SKETCH_HWY 400_400
- 36 ORIGINAL ROW SKETCH_HWY 95_95_HWY 66_66_HWY 58_58
- 37 ORIGINAL ROW SKETCH_HWY 87_87
- 38 ORIGINAL ROW SKETCH_HILL SPUN RD_64
- 39 ORIGINAL ROW SKETCH_HWY 467_467
- 40 ORIGINAL ROW SKETCH_HWY 36_36
- 41 ORIGINAL ROW SKETCH_HWY 1_1

Sample Index of Maps with File Names