

**DCITY COUNCIL AGENDA TOPIC**

A Resolution authorizing execution of a Modified General Services Agreement with ARC Document Solutions in an amount not to exceed \$400,000, plus all applicable taxes, to provide document digitization services for the City of Bellevue Digitizing Paper Permit Records project.

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*Development Services Department*

**EXECUTIVE SUMMARY****ACTION**

This Resolution authorizes execution of a Modified General Services Agreement with ARC Document Solutions to provide document digitization services for the City of Bellevue Digitizing Paper Permit Records project.

**RECOMMENDATION**

Move to adopt Resolution No. 10531

**BACKGROUND/ANALYSIS**

The Development Services Department has a long-standing reputation for innovation and adjusting service delivery to meet the needs of the community. This included a successful transition to 100% paperless permitting for new permit applications in 2019, marking a significant milestone in the department's commitment to leveraging technological advancements and enhancing service delivery. One of the next steps in the paperless permitting journey involves digitizing all remaining historical paper permitting records. This Resolution authorizing the execution of a Modified General Services Agreement with ARC Document Solutions is an important step in achieving the goal of digitizing paper permit records.

The selection of ARC Document Solutions is consistent with City procurement and contract policies. A request for proposals (RFP) was issued in May 2025 for the purpose of soliciting competitive proposals to digitize thousands of paper building permit records. The Department received nine qualified proposals. A team reviewed and scored the proposals based on evaluation criteria outlined in the RFP. ARC Document Solutions was selected as the preferred vendor based on the RFP evaluation criteria.

This Modified General Services Contract will allow ARC Document Solutions to assist the City in digitizing approximately 85% of the City's existing historical building permit paper records to improve building code administration and enforcement, and mitigate hazards associated with the use and long-term storage of these records. The project involves converting existing large format paper-based permit records and associated letter sized documents into a digital format, preparing the digital files for long-term storage and saving those records in the City's secure cloud hosted online records repository system.

This project is partially funded by the Building Resilient Infrastructure and Communities (BRIC) grant

program, administered by the Federal Emergency Management Agency (FEMA) and the Washington State Military Department. The program provides funding directly to states for preventive investments in natural disaster resilience, including hazard mitigation planning and projects that will reduce the risk of damage in the event of a natural disaster. The City of Bellevue submitted a grant sub-application in 2023 and was awarded a grant under this program earlier this year.

## **POLICY & FISCAL IMPACTS**

### **Policy Impact**

Chapter 4.28 of the Bellevue City Code provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to execute contracts where the cost exceeds \$350,000.

### **Fiscal Impact**

Adopting this Resolution authorizes the City to a contract amount up to \$400,000, plus all applicable taxes. Sufficient funding for the Digitizing Paper Permit Records project is provided in the 2025-2026 budget of the Operating, Grants, Donations and Special Reserves Fund.

## **OPTIONS**

1. Adopt the Resolution authorizing execution of a Modified General Services Agreement with ARC Document Solutions in an amount not to exceed \$400,000, plus all applicable taxes, to provide document digitization services for the City of Bellevue Digitizing Paper Permit Records project.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS**

Proposed Resolution No. 10531

## **AVAILABLE IN COUNCIL LIBRARY**

Modified General Services Contract