



AGENDA REPORT

City Council

DATE:	July 26, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Eduardo Martinez, Vice-Mayor
Subject:	Request for Proposals (RFP) for Scanning of Fire Prevention Services Division Files and a Software Service to Store the Scanned Info
FINANCIAL IMPACT:	Final costs will be presented to City Council for approval.
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE ISSUE:	City Council is seeking to direct City staff to create a Request for Proposals (RFP) for a third-party scanning of Richmond Fire Department's (RFD's) Prevention Services division files to digitize the Wildland Urban Interface Inspections analysis and reports, and for a software product to store the scanned information
RECOMMENDED ACTION:	DIRECT City staff to create a Request for Proposals (RFP) for third-party scanning of Richmond Fire Department Prevention Services Division files to digitize Wildland Urban Interface Inspections (WUI) inspection reports, notices, and other related processes, and for a software product to store the scanned information – Councilmember Eduardo Martinez 510-620-6593)

DISCUSSION:

Wildland Urban Interface Inspections (WUI) are a vital part of the Richmond Fire Department's (RFD) efforts to prevent wildfires in urban spaces. These inspections are especially important as we approach stronger fire seasons and hotter temperatures that make the city more prone to wildfires, especially in areas with houses surrounded by vegetation and fuel for fires.

Inspection Reports:

Currently, the Fire Department provides residents with a "Notice of Defensible Space Inspection" to alert of safety violations that need to be corrected to limit the possible spread of wildfire in urban neighborhoods. These reports, from the notice provided to the resident, to the records kept by RFD, are done completely over pen and paper. Every report is completed by hand by the inspector and stored in a physical place, a process that is very inefficient as it is heavily time intensive and requires paper documents to be stored in City offices.

Records kept by the Fire Department's Prevention Services Division are not accessible digitally because the division's files have never been scanned. Having to locate physical files any time they're needed makes accessing department files a lengthy, inefficient task for one of the city's most vital public safety services, as well as for the general public.

There is a considerable need to digitize the Prevention Service Division's current and future files. Quick and remote access to existing files, as well as the creation and storage of future files digitally, is a key way to relieve some of the Department's overburdened staff from the current lengthy process.

City Council would like for City staff to explore a less daunting, more efficient method to perform the associated tasks and material needs, such as conducting inspections and noticing residents of violations requiring correction, through the release of a Request for Proposals (RFP) detailing the need for services.

Therefore, by City Council approving this item, we are directing City staff to create an RFP for a third-party scanning of RFD's Prevention Services Division files to digitize Wildland Urban Interface Inspections (WUI) reports, notices, and other related processes, and for a software product to store the scanned information with a goal of engaging in a contract to span the next five years for the services.

DOCUMENTS ATTACHED:

None