



AGENDA REPORT

Community Development

DATE:	March 15, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Lina Velasco, Director of Community Development Jonelyn Whales, Senior Planner
Subject:	Contract with Action Data Systems, LLC
FINANCIAL IMPACT:	The payment limit for the contract shall not exceed \$15,000, and will be paid using a \$25,000 Certified Local Government grant awarded to the City in 2021.
PREVIOUS COUNCIL ACTION:	October 8, 2021
STATEMENT OF THE ISSUE:	The City of Richmond applied for and received a Certified Local Government Grant to develop a mobile and web application of key historic sites in Richmond. Staff issued an informal solicitation seeking qualified professionals to assist the City in this project. Staff is requesting City Council authorization to execute a standard contract with Action Data Systems, LLC to design and develop a mobile and web application for a geolocated, historical walking tour of certain historical sites within the City of Richmond.
RECOMMENDED ACTION:	APPROVE a contract with Action Data Systems, LLC to design and develop a mobile and web application for a geolocated, historical walking tour of certain historical sites within the City of Richmond, for an amount not to exceed \$15,000, from March 15, 2022 to December 31, 2025 – Community Development (Lina Velasco 510-620-6706).

DISCUSSION:

On October 8, 2021, the City Council accepted and appropriated \$25,000 in Certified Local Government grant funds to develop a mobile and web application of key historic sites in Richmond.

On December 3, 2021, the Community Development Department issued an informal solicitation via a Request for Proposals (RFP) seeking qualified professionals to design and develop a mobile and web application for a geolocated, historical walking tour of certain historical sites within the City of Richmond. This Request for Proposals (RFP) was seeking to engage web app developers with experience in Android and Apple apps that feature location-based or historical themes to develop a Richmond-based geolocated walking tour. The RFP was sent to four vendors with professional experience in this type of work.

There were two responses to the RFP received; and the responding vendors were Action Data Systems, LLC and Echoes. The Historic Preservation Commission reviewed and ranked the RFP responses, and Action Data Systems, LLC was the highest ranked respondent. The Historic Preservation Commission recommends Action Data Systems, LLC for the contract approval. The contract will be for an amount not to exceed \$15,000, starting March 15, 2022 to December 31, 2025. The scope of work includes two years of maintenance post development of the apps and web application.

DOCUMENTS ATTACHED:

- Attachment 1 - Standard Contract
- Attachment 2 - Informal Solicitation
- Attachment 3 - Request for Proposals
- Attachment 4 - Proposal from Action Data Systems, LLC
- Attachment 5 - Ranking Matrix