

**REQUEST FOR INFORMATION**  
**LARGE FORMAT PLANS AND OTHER SIZED DOCUMENT SCANNING**  
**AND INDEXING PROJECT**  
**FOR THE NEW JERSEY DEPARTMENT OF TRANSPORTATION (NJDOT)**

(In cooperation with the New Jersey Division of Revenue and Enterprise Services,  
Records Management Services)

Please read sections A-E below carefully and provide the requested information (with emphasis on section C, Pages 7-9).

Send your reply via email to: [Patricia.Curcio@treas.nj.gov](mailto:Patricia.Curcio@treas.nj.gov)

Patty Curcio, Supervisor of Records Management  
Records Management Services  
NJ Division of Revenue and Enterprise Services

\*\*This Request for Information is posted on the NJ Division of Revenue and Enterprise Services' web site at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) under Announcements.

RFI TABLE OF CONTENTS

A. INTRODUCTION .....	2
B. BACKGROUND AND DOCUMENT DESCRIPTIONS .....	3
C. INFORMATION REQUESTED .....	8
D. INSTRUCTIONS TO RESPONDENTS .....	10
E. CONTACT INFORMATION .....	10

## A. INTRODUCTION

The State of New Jersey invites vendors to provide information to assist the NJDOT in its plan to convert several series of large format paper documents (maps, drawings, plans and associated case files), black and white and color photos, and project and program files (letter, legal, and tabloid sized with many bound in various styles) to digital form for uploading to automated records search/retrieval and long-term storage systems, and for possible future accessioning into the NJ State Archives' digital archives system.

More specifically, NJDOT is seeking information on how best to partner with a third party who can:

- Provide accountable pick-up and delivery services for the paper documents;
- Prepare large format documents and associated case files (mixture of document sizes) for scanning and indexing;
- Scan a high volume of back-file (existing) large format and case file paper documents – **more than 1 million in total, with portions of the document bases having two-sided pages;**
- Create color, black and white, and/or grey scale images depending on original type that comply with long term storage standards;
- Produce searchable indexes from metadata listed on the documents;
- Conduct quality control to assure accuracy and completeness of the scanning/indexing process; and
- Export digital images with associated indexes for loading into multiple automated records search/retrieval and long-term storage systems. Exported images shall be searchable in and of themselves. Exported digital images destined for long term storage systems are expected to be provided in project and/or program specific digital folders that are labeled with the project and/or program name.

Vendors should use the information and format contained in this RFI to develop their responses.

NJDOT and the State of NJ (SONJ) may use responses to this RFI to produce a Request for Proposals (RFP) for a project to provide large format document scanning and indexing services. However, note that NJDOT and the SONJ are using this RFI solely for information and planning purposes. The RFI does not constitute a RFP or Request for Quotations (RFQ) and is not an indication that NJDOT and the SONJ will contract for any of the items and/or services relating to this RFI. NJDOT and the SONJ will not pay for any information/items submitted in response to this RFI.

NJDOT and the SONJ will not release any information identified as proprietary in vendor responses. They will only release summaries of information provided under this RFI to the public.

## B. BACKGROUND AND DOCUMENT DESCRIPTIONS

The NJDOT maintains a back-file of more than million large format paper documents, legal, tabloid, and letter sized paper documents, black and white and color photographs, and associated case files in several record series. These documents contain invaluable information regarding New Jersey's roadways and related resources.

The current paper-based document management system is labor-intensive and expensive. Retrieval of paper documents is cumbersome and time-consuming. Poor retrieval performance degrades NJDOT's operational performance and decision-making. Continued storage of paper also exposes NJDOT to catastrophic loss of the documents through deterioration, misfiles, misuse and/or lack of back-up record sources.

Digitizing the documents will enable NJDOT to overcome the adverse effects of continued use of paper-based systems. For example, digitization will provide for: real time search and retrieval capabilities with greatly increased search flexibility and accuracy; space savings with concomitant storage cost reductions; improved security via use of role-based permissions; enhanced decision-making based on more accurate and timely document retrieval; expanded continuity of operations via use of redundant electronic image storage and back-ups; and options for long-term preservation of the documents through periodic migration of images to trusted digital repositories and, potentially, to the State Archives.

Following are descriptions of the paper documents involved in the prospective digitization engagement.

### **1. Drawings (Plans) Maintained by the NJDOT's Engineering Documents Unit**

Location -- NJDOT Headquarters, Ewing, NJ

Date range of the records (from-to) -- Circa 1917 to present

Document volume (in sheets)

- o Back-file volume – 700,000 plan sheets; includes mylar based records
- o Records added per week, month, or year – varies widely, as projects are completed

Size of records

ANSI Specifications

X ANSI D 22" x 34" (8 ANSI A sheets) X

ARCH Specifications

X ARCH D 24" x 36" X

Single-sided or double-sided -- Single

Color, black and white, both -- Black and White

Hand-written notations -- Any notations are in Leroy lettering

Physical condition – Good condition, rolled up, majority are in good to great condition; approximately 50,000 sheets are in fair condition

Description of how the records are created and maintained – Created and hand delivered by consultants and in-house staff

Custodian responsible for ensuring that the records are secure and protected from damage/loss -- Engineering Documents Unit (EDU)

Underlying hardware/software platform on which the images will be stored -- EDU is proposing to host the as-built plan inventory on the NJDOT e-builder platform known as PMRS. This will enable the creation of a forward-facing environment for on-demand plan-requests. Future as-built submissions are to be completed electronically in PDF signed files that EDU will convert to tiff.

Description of how the paper-based records are indexed for retrieval -- Records will be indexed in the PMRS and a MS Access Database. All field data types are short text except for the beginning and ending MP (milepost) fields. MP fields are numbers with a Field Size of Decimal and Scale of 2.

A list of fields follows:

Date – The route designation date. 1917, 1927 or 1953

Route – Route listed on the key sheet of the project

Section – Section of project listed on the key sheet. Legacy entry used before contract numbers

Description – Written description of the project on the key sheet. Will include the contract number of the project if applicable.

Comments – comments to the project and/or location of the actual hard copies of the plans.

Location – Location of the physical hard copies which were scanned

Begin MP – Beginning MP of the project.

Ending MP – Ending MP of the project

Also Known as – Past or alternate names for the road/highway other than the SRI

Current Rt – 3-digit SRI of the route covered by the project

Control Section – Control Section(s) covered by the project which is located on the key

Project Date – Date the project was advertised

County – Counties covered in the project

Municipality – Municipalities within the project

## **2. The Bureau of Major Access Permits – Applications File, Permit Files**

### **3. The Office of Outdoor Advertising – Application Files, Violation Files**

Location -- NJDOT Headquarters, Ewing, NJ.

Storage consists of five (5) high drawers and flat file drawers for larger plan sets

Date range of the records (from-to) -- 1950's to present

Document volume (in pages, cubic feet, or linear feet)

- Back-file volume: Pages – between both groups approximately: 300,000 and 500,000; this is an estimation; the actual could be greater.
- Records added per week, month, or year: Not estimated

Size of records

ANSI Specifications

ANSI A 8.5" x 11"

ANSI B 11" x 17" (2 ANSI A sheets)

ANSI C 17" x 22" (4 ANSI A sheets)

ANSI D 22" x 34" (8 ANSI A sheets)

ANSI E 34" x 44" (16 ANSI A sheets)

ARCH Specifications

ARCH A 9" x 12"

ARCH B 12" x 18"

ARCH C 18" x 24"

ARCH D 24" x 36"

ARCH E 30" x 42"

Single-sided or double-sided -- Both

Color, black and white, both -- Both

Hand-written notations -- Yes

Physical condition – Generally good, rolled/folded, some deteriorating

Description of how the records are created and maintained -- Staff create the records based on the documentation received.

Custodian responsible for ensuring that the records are secure and protected from damage/loss -- Staff

Description of how the paper-based records are indexed for retrieval -- Currently, both groups are moving all documentation to a SaaS product for hosting solutions. In the short-term, FileNet will be the platform used to host the indexed images.

Description of how the paper-based records are indexed for retrieval --. Following are lists of index fields for the two records series

#### Major Access Permits

Route: Numeric, example 278

Mile Post: Numeric 10.023 (up to five digits with decimal point as a 6th)

Permit Designation: Alpha, 2 digits example: A, or S, or LS, or LC

Permit Number: Alpha Numeric with Hyphens, example: A-278-N-12345-1234

County: Alpha, up to 11 Digits

Municipality: Alpha, up to 22 Digits

Issue Date: Numeric with Hyphens or forward slash example:10-31-2024 or 10/31/2024

#### Outdoor Advertising

Dealer Number: Numeric, 6 digits 600002

Permit Number: Numeric 6 digits, 123456

License Number: Numeric 5 digits, 0000

Route: Numeric, example 278

County: Alpha, up to 11 Digits

Municipality: Alpha, up to 22 Digits

Issue Date: Numeric with Hyphens or forward slash, for example: 10-31-2024  
or 10/31/2024

#### **4. The Division of Environmental Resources – Various Project and Program Files**

Location – NJDOT Headquarters, Ewing, NJ.

Document Volume – Storage consists of approximately 250 banker boxes each with approximately 2,000 pages, approximately 300 color and or black and white photos, and approximately 10 engineering plan sized drawings per box.

Date range of the records (from-to) – 1990's to present.

Hand-written notations – Yes.

Physical condition – Generally good, rolled/folded, some deteriorating. Many reports and other program documents are bound, stapled, and/or binder clipped together.

Description of how the records are created and maintained – Consultants create the records and division staff review and file them.

Custodian responsible for ensuring that the records are secure and protected from damage/loss – Division staff.

Description of how the paper-based records are indexed for retrieval – Records are organized by project and/or program.

Underlying hardware/software platform on which the images will be stored – Scanned images will be kept on NJDOT internal file servers. The vendor is expected to return hard copy originals to source folders and boxes, in original sequence as received, and replace binding materials and/or refolding pages. The vendor is expected to provide the scanned images in project and/or program specific digital folders and provide a list of project and program files in Microsoft Excel format with the following, but not limited to, attribute fields:

- Project Files - project name, project description, grant type, county(s), municipality(s), environmental document type, comments, and date environmental document signed.
- Program Files – Program name, document description, document type, comments, and date.

### C. INFORMATION REQUESTED

Using the information presented in Section B as a baseline, please address each of the items and questions below.

1. Name of Firm:

2. Background and Experience in Document Scanning/Indexing:

3. What is the firm's general approach to conducting scanning/indexing (digitization) projects involving large format documents and files involving both large document formats and standard office files?

4. What types of scanning and indexing technology platforms are recommended for the types of documents described in B above?

5. What are the technical options for exporting images and indexes to NJDOT's target information systems?

6. Assuming that the indexed images will be used for **both** development work (modifications required) and static (immutable) long-term storage, what image file formats are recommended?

7. Which approaches are feasible for converting the existing back-file of more than 1 million documents to digital formats? Discuss how to address each of the elements below.

- Conducting secure document transfer between NJDOT and a third-party site
- Batching methods
- Preparing both large format and associated office files – making the documents scanner
- Scanning – Discuss: effective throughput (documents scanned) on a single platform per hour; ability to audit trail (stamp) documents; automation possibilities auto-feed, stacking, etc.
- Indexing – index sheets prepared in advance of scanning, index based on identified zones in the documents, OCR/ICR, bar codes, other?
- Quality Control
  - When should images be inspected -- immediately following scanning, during indexing/data capture, prior to or after export, etc.?
  - Should inspectors be separated from scanner operators?
  - What level of inspection is best -- image by image, lead images (first page of documents) only, random sampling of batches?

- Should scanned images be cross-verified with original hard copy documents?
- Which acceptance/rejection criteria should apply – legibility, completeness of coverage, presentation (absence of skews or other problems that cause the loss of detail), etc.?
- How should rework procedures (for rejected images) be conducted?
- How should index values be verified (in addition to on-line validation) -- simple visual check, double keying, software algorithm, other?
- Conversion Process Monitoring
  - What are best practices for tracking and controlling documents moving through the scanning and indexing process from beginning to end, including accounting for all items handled by the scanning/indexing partner?
  - What types of reports should be made available to NJDOT -- reports on throughput/accuracy performance, counts of documents scanned/indexed, error/rework listings, operator statistics, etc.?
- Overall security
  - Describe the technical, physical and policy/procedural security regimes that apply to document scanning/indexing projects involving transfers of paper documents to/from partner facilities. Is there a specific compliance regime best suited for the types of records involved?

8. Throughput Scenarios – Using the information presented in Section B as a baseline, provide insights into feasible time frames for completing a digitization project of this scope. What would be required to complete the project in less than a year, a year, two years or three years?

9. Order of Magnitude Pricing (Pricing information provided in response to this RFI does not constitute a quotation or offer; NJDOT and the SONJ will utilize the information only for general cost estimating and determining project feasibility.)

- Describe how prices for large format document projects are calculated and billed. Note any commonly-used unit billing formats -- per completed image, keystroke, labor hours, etc.
- Discuss key cost drivers and methods for keeping costs controlled.
- Using the information presented in Section B as a baseline, provide a rough order of magnitude of price for the entire project under the following throughput scenarios.

Complete the project in:

- Less than a year:

- In one year:
- In two years:
- In three years:

10. Day-forward work – Provide insights into how the services above can be performed for newly submitted/generated documents and files, focusing on the elements set forth in item 7, with rough order of magnitude unit pricing.

11. Additional information -- Provide any other information, content and/or recommendations that may help NJDOT and the SONJ with managing their collections of large format documents. Include any available information on new technological developments that may facilitate the use of digital systems to manage the documents. The project **may** include a process for destruction of the records after scanning once the disposition request is submitted and approved.

#### D. INSTRUCTIONS TO RESPONDENTS

Responses to this RFI are due no later than 5pm Eastern Standard Time, on September 30, 2026. Submit responses electronically to [patricia.curcio@treas.nj.gov](mailto:patricia.curcio@treas.nj.gov).

#### E. CONTACT INFORMATION

Submit questions or requests for clarifications regarding this RFI to

[Patricia.curcio@treas.nj.gov](mailto:Patricia.curcio@treas.nj.gov). All questions or requests for clarifications must reference this RFI.