



**ADDENDUM #2**  
**ITB/RFP NUMBER: 2017024-IT-P**  
**Permitting Software RFP**

DATE: September 14, 2016

TO: All Potential Bidders/Offerors

City of Harrisonburg's Permitting Software RFP, is modified as follows:

On September 9, 2016 at 11:00am the City held a non-mandatory pre-proposal meeting. Below are questions and answers recorded during the meeting. Attached and made part of this addendum is the list of pre-bid meeting attendees.

1. Question: Does the City currently use an Electronic Document Management System and if so what product is it?

Answer: We are not using any electronic document management system.

2. Question: What version of MS Outlook and Exchange is the City currently using?

Answer: Outlook 2007/Exchange 2013. Will be migrating to Office365 in the next 9 months.

3. Question: Can you expand on the below requirements from the matrix – is integration with these systems required? And if so please explain the integration

TR	1.4	Financial Software	Sungard FinancePLUS (Informix IDS)
TR	1.5	Utility Software	Sungard ACIS 4.4 (INFORMIX-SE)
TR	1.6	Tax Software	Munis (SQLSERVER)
TR	1.7	Business License Software	Munis (SQLSERVER)
TR	1.8	CAMA Software	Vision (SQLSERVER)

Answer: 1.4 Charges will need to associate with different account codes. Payments and associated general ledger entries need to be interfaced. 1.5 No interface currently needed. 1.6 No interface currently needed 1.7 Lookup of contractors to verify that they have a current business license. 1.8 Reporting of permits would be sufficient.

4. Question: Can the requirements have several codes – for example “Ability to assign fee to activities and activity results” this ability is Built-in, but the configuration of the fee calculation would be done during implementation so the requirement could be both B (Built-in) and S (Setup/configurable option).

Answer: Utilize the notes field for comments to explain.

5. Question: Does the City currently use an IVR solution and if so what solution? If not does the City require a proposed IVR solution submitted as part of the RFP response?

Answer: No current Integrated Voice Response solution is in place with the current Permitting software

6. Question: What solution does the City currently use for online payments?

Answer: Official Payments and Paymentus

7. Question: Is the City looking for a system to manage planning and zoning applications as well (zoning code enforcement, signs, subdivisions, etc.) or do they just review Site plans as part of the permitting process? I.e. is this RFP just for permitting?

Answer: Current scope is for permitting and inspections, but long term, it would be nice to manage other development related permits (i.e. planning, zoning, and engineering) as well.

8. Question: Is the City looking for Code Enforcement as part of this RFP or is that anticipated for a later phase?

Answer: It would be nice to be able to work this in the scope now, but the emphasis should be on permitting and inspections.

9. Question: Does the City have an established budget for this project and can you provide the budget range?

Answer: Per Code of Virginia 2.2-4342 B, the City will not be providing a cost estimate for this project.

10. Question: How many concurrent users are expected to use the system?

Answer: Could be as many as 20 concurrent users.

11. Question: How many inspectors will need access in the field?

Answer: 6 but could expand to 9

12. Question: Does the City have any requirements for Electronic Plans Review? If so how many plan reviewers? Is this to be included or provided as optional?

Answer: We do not have requirements for electronic plans review. It could be included as optional, but it is not necessary.

13. Question: Do we require fixed pricing?

Answer: We would require fixed pricing for the conversion and implementation phases of the project; however, we are open to any licensing/pricing schedule. Multiple schedules should be submitted on separate Cost sheets (Attachment J).

14. Question: Is the software required to have mobility?

Answer: Yes, we would expect the contractors and field workers to be able to access requested information remotely either through a web browser or mobile application. This includes applying for permits, paying for permits, requesting inspections, as well as viewing the status of applications and inspections results.

15. Question: Should the software be able to track contractors?

Answer: Yes, this would also include being able to access information through an external website (DPOR – The Virginia Department of Professional and Occupational Regulation).

16. Question: Does the City utilize any integration software?

Answer: Not currently.

17. Question: How does SunGard integrate with the current permitting software?

Answer: The current permitting software utilizes the SunGard FinancePlus tables to validate general ledger account records. Furthermore, all Payments are updated in real time to allow the clerks to process permits immediately. All payments are pushed to the SunGard FinancePlus software to reflect changes in the general ledger.

18. Question: What types of permits does the City Issue?

Answer: Building, Electrical, Plumbing, Mechanical, Fire Sprinkler, Roofing, Demolition, Signs, Home Occupation, Chicken, Land Disturbance. (Note that the City does not handle the processing of residential permits any differently than commercial permits.) From 9/1/2015 and 8/31/2016 the following permit applications were made (note that the information below includes both residential and commercial):

<u>Permit Type</u>	<u>Count</u>
Building	535
Demolition	17
Electrical	479
Fire Sprinkler	54
Mechanical	299
Plumbing	285
Roofing	15
Sign	80

19. Question: Does the City Require a Digital Markup Tool for plan Review?

Answer: No, this is beyond the scope of the RFP.

20. Question: Can you give specific quantities of the different post construction permits? (Elevator, BMP, zoning)

Answer: The City does not issue post construction permits; however, we track 181 elevators for compliance at 137 separate locations and we track over 1,000 backflow prevention devices throughout the City. We also track BMP and zoning code enforcement issues for compliance, when necessary.

21. Question: How will conversion data be presented?

Answer: Current data is in an INFORMIX-SE database. We would most likely unload the data in text files (comma or pipe delimited).

22. Question: Does your data have a unique identifier?

Answer: Most all data is linked to a permit number or permit and inspection number that would tie them to the address.

23. Question: How are payments currently received in the current system?

Answer: Payments can be made through either the SunGard Open Series Receipts manager or the Tyler Cashiering software. Cash or check is received in the Community Development Department and entered into the SunGard cash receipting application and later imported into the Munis Receipt system.

The City will be on 3.10 of Tyler Cashiering by the time this process is done. Records for payments (whether taken via web or in-person) must be reflected in real time.

24. Question: Where is the Master Address table maintained? What is the plan to use for the master address number?

Answer: Community Development maintains the master addressing information in AutoCAD, then manually transfers to the ESRI ArcGIS database. The GIS system is then synced with the City's CAMA system (Vision). Addressing comes from site plans while owner information from the Real Estate Office.

25. Question: Do you have an Enterprise License Agreement with ESRI?

Answer: Yes.

26. Question: Is it acceptable to the City to use an electronic signature on the Non-Collusion Affidavit and for a notary to "acknowledge" the electronic signature is that of stated person vs. "shown before" a notary? A note stating this would also be provided on the document.

Answer: If the notary has been commissioned as an electronic notary public this is okay.

27. Question: On page 2, under "Scope of Services," first bullet point – Will users need to be able to login remotely (i.e. on phone, laptop, etc) or will they only come into the office to access the software?

Answer: Users will need to be able to login remotely through the web (i.e. schedule inspections, apply for permit online, etc.). Currently users can apply for a permit online instead of coming into the office in-person (fill out a PDF and email the permit application), however this rarely happens.

28. Question: What is meant by 'conversion is an iterative process'?

Answer: We expect the conversion to be accomplished through multiple passes, not just one 'best effort'. If your implementation process does not match this plan, we would request the process and cost to be explained.

29. Question: Do you expect to do any integration with the current Asset Management System?

Answer: We have no plans to tie the permits and inspection software to the CityWorks Asset Management system.

30. Question: What version of ESRI are you using now?

Answer: We are currently using version 10.3.

31. Question: Do you consider cloud based permit applications at all, since the RFP clearly states that the application has to be hosted with the City of Harrisonburg, VA?

Answer: Per the RFP document, Section 3, page 3: "Software package can be on-site or hosted. Should both solutions be available, please include a Cost Worksheet (Attachment J.) for each system." The City has updated the Cost Worksheet (Attachment J) and has made it part of this addendum. The attachment will be posted separately from this addendum in MS Excel format. Please utilize this updated version when preparing and submitting your proposal response.

All other requirements, terms and conditions of the ITB/RFP remain unchanged.

Addendum page must be signed and returned with your bid/proposal to acknowledge receipt of this addendum.

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Authorized Signature

By: Pat Hilliard, CPPB  
Procurement Manager

## Permitting Software RFP Non-Mandatory Pre-Proposal Meeting Attendees

**Meeting Date**

September 9, 2016 10:54 AM EDT

**Meeting Duration**

65 minutes

### Details

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