ADDENDUM NO. 1

Date: August 24, 2020

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist
             Village of Palmetto Bay
             9705 E Hibiscus Street
             Palmetto Bay, Florida 33157

Re:

             Request for Proposal No. 1920-10-014
             Permitting, Licensing, Enforcement Software Implementation

This Addendum forms a part of the Request for Proposal No. 1920-10-014 (RFP) Package Document with any amendments and/or additions noted below.

Virtual Mandatory Pre-Bid Meeting on August 11, 2020 10:00am - Minutes

The meeting was opened at 10:06am, the Procurement Specialist, Litsy Pittser, took row call of all the attendees that had reached out to receive instructions to attend the Mandatory Virtual Pre-Bid Meeting. The Village staff was introduced to the attendees which were: Maria Pineda, Dir. Of Community & Economic Development, Morelia Rodriguez, Zoning Administrator, Vanessa Bencomo, Code Compliance Office Manager, Gladys Bilbut, Office Manager – Dept. if Building & Capital Projects, Wesley Maltby, Building and Capital Projects Director, Eric Machado, IT Manager, Yohanan Jorge, IT Technician and Desmond Chin, Finance Director. The procurement specialist proceeded going over the schedule of events for the RFP and the procedure of evaluations, talked about the preparation of the proposal and what the Village is requesting for a service contract, which would be the minimum of 5 years. Procurement Specialist when over the required forms that would need to accompany the proposal. After that, the meeting was opened for a Q & A session. These were the questions that arose during the meeting:

Question: Do you have a budget for this RFP?

Village: We do not have a set budget for the software, the Village conducted market analysis to establish an estimated price for the software and determined that it can absorb that cost.

Question: On page 43 of the RFP it states column should be empty? As exhibit "1"

Village: Please note that these were worksheets sent out to the future users of the software for them to show the Proposer: 1st Column – Requirement (What they would like to see with the new software) and 2nd Column – Status (What they have right now).

Question: Is there a specific format for us to address the specified requirements?

Village: On Section 4.0 of the RFP there is a list that goes into detail, much of the Users request are already stated in this section. As an opinion, please take both components and merge them.

Question: What are the number of Users (internal) required?

Village: Internal Users will be about 25.

Question: Given the pandemic will you accept docu-sign?

Village: Yes, docu-sign is acceptable, but the Proposal shall need to be mailed with sufficient time before the due date. To make it clear Docu-sign is accepted for signatures in the proposal, but electronic submission of the proposal is **NOT.**

Question: The box that will be left outside to receive the proposals will it be obvious to FedEx?

Village: One week before the bid opening the box will be put outside daily, the receptionist is always attentive to the box and is aware to take out the items immediately and forward them to the correct department.

Question: When it comes to what Palmetto Bay is currently using as far as the different software solutions for example: IBA and timekeeping, will a list be provided for those companies in order for the integration to be determined?

1. *Village:* The Village uses EDEN by Tyler Technologies for it's centralized ERP. In addition to standard Finance-related modules (AR, AP, Purchasing, GL) EDEN also contains modules currently in use by the Community Development department for its regular operations. EDEN also provides a web portal for limited online access to specific modules and functions for the public. EDEN is on-premise.

   EDEN is paired with Laserfiche, an on-premise document management solution developed by MCCI. All EDEN supporting attachments, such as invoices, receipts, vendor proof of insurance, etc., is filed into Laserfiche and linked to respective records in EDEN. The Village also uses Tyler Cashiering by Tyler Technologies as it's on-premise, point-of-sale cashiering system. Data from a legacy Community Development system known as PTWIN was exported into an MS Access database. This data is referred to for historical permits, etc. It would be most beneficial to have everything in one system going forward.

Question: The References form will need to come directly from the reference or included in the response?

Village: The reference forms shall be included in the proposal response.

Question: How many building use application "permit" types are processed by the Village?

Village: 131.

Question: Do you have a number of code violations that you process?

Village: From 08/17/2019 to 08/17/2020 the Village had 788 cases.

Village Statement: Would like to see recurring inspections as well as trade licenses Line-Use Variances

Question: Does the Village use any type of external document management system today like Laserfiche, is this something you would like to integrate?

Village: Yes, the Village uses Laserfiche and we would like to have that capability.

Village Statement: Wes Maltby, there is a difference between Morelia and the Building Department, Morelia does occupational licenses within the Village jurisdiction, Building and permitting are different, contractor's licenses and insurance that we need to track I would venture to say that 90% of our contractors are not from the Village.

Question: Just to clarify, when you make reference to Eden, its Tyler Eden is that correct?

Village: Yes.

Question: Do you know who your provider is today for your credit card processing?

Village: Yes, it is Global Payments.

Village Statement: Morelia Rodriguez, we do take payments online its just on the licensing portion it's not just numbers, it should be linked to the customer's name which is an issue. I'd rather see a cashier payment with just the numbers.

Question: Does the Village use any type of planner review tools today, like project dox or blue learn?

Village: No, but we need to go there especially now with the pandemic. Would like something that functions with Miami-Dade County will be advantageous.

Question: Some reference to the electronic plan review, you mentioned you would like something compatible with Miami-Dade County is using, would you also like it to integrate with the permitting module or would you prefer to run it through a stand alone format?

Village: The Village would like for you to present the best option for us.

Question: The RFP states importing data from the access data base, do you know what location of the of the desk server or cloud based?

Village: Old legacy system Window 2003 or before went out of business. I believe all that data is in one of our servers as historical information and is accessed from time to time.

Question: Can you elaborate what you use it for or have to import that data into the new system, what would be the need for accessing that information moving forward i.e. do you need that information to report on it or for reference?

Village: Gladys Bilbut, I need it there for reference usually when someone is selling their property or refinancing they have permits that have been expired by Miami-Dade County and there is work that has been done previously back in 2003 and that system has the information there so I can go back and go through each and everyone to see if there are permits that are superseded and that's how I use the system and with Eden its legacy information is noted that it is closed with a new permit and we reference it in Eden/Tyler.

Question: What would be required should information be imported from Eden or will all that data in the access database?

Village: It should be from both legacy and Eden.

Question: Will a list be provided of all the solutions that Palmetto Bay is currently using that are expected to provide integration with the community development solution that will be proposed?

Village: Yes: ERP - Eden/Tyler
              Eden – Building Department
              Laserfiche – Document management only
              Cashiering – POS Tyler – Ledger

Question: Is Eden server or cloud based?

Village: On premise server, Tyler/Eden.

Question: What IBR System is Palmetto Bay using?

Village: Currently we do not have any IBR System in place at Palmetto Bay.

Question: Would it be desirable for our system to have IBR capability or to have it be able to integrate in the future?

Village: It would be desirable to have that capability.

Question: As part of the addendum, can you provide a copy of your fee schedule for Building and Land Use?

Village: Please see "Addendum 1 – Attachment" this will appear as a .pdf file with the Addendum posted to the website.

Question: Can anyone verify what Miami-Dade County is currently using for their electronic plan review, if it is possible?

Village: Response given by Miami-Dade County to Eric Machado, IT Manager:

We currently use a propriety system that was developed in house by our IT Dept. If you are looking for an electronic plan review system, please keep in mind that as part of your building permits you request County approvals from DERM,WASD, Impact Fee and Fire so you want to include how our naming convention and process. I would also encourage that when the building department is electronic that they participate in our e-municipal plan review which will allow Village permitting staff to intake, import and route plans.

After no other questions were asked, the procurement specialist adjourned the Mandatory Virtual Pre-Bid meeting. The length of time was estimated to be 1.5 hours.

Questions received after the Mandatory Pre-Bid Meeting:

Question: Can we add an additional section to our response that address the items in Village exhibit 1?

Village: We have no problem if you would like to present it in that manner.

Thank you,

Litsy C. Pittser
Procurement Specialist

ACKNOWLEDGEMENT OF
ADDENDUM SOLICITATION

Amendment/Modification No: 1

Amendment of RFP No: 1920-10-014

Title: **Permitting, Licensing, Enforcement Software Implementation**

Name of Proposer_____

Date Addendum Received_____

Total Pages of Addendum including Acknowledgement   6

Print Name _____

Signature _____

All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all bids. This acknowledgement form must be included in the response and failure to sign and submit this form may result in your proposal being rejected.