



**ACKNOWLEDGEMENT
RECEIPT OF ADDENDUM #1
RFP 18-CD02**

Upon receipt of documents, please email, fax or mail this page to:

City of Milton
Attn: Honor Motes, Purchasing Office
2006 Heritage Walk
Milton, GA 30004
Phone: 678-242-2500
Fax: 678-242-2499
Email: honor.motes@cityofmiltonga.us

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

Signature
ADDENDUM #1

Date

**ADDENDUM #1
RFP 18-CD02**

IMPORTANT NOTICE

*******DUE DATE EXTENDED*******

New due date March 27, 2018, 2:00pm

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

QUESTIONS AND ANSWERS

1. How many named users are involved in the plan review process? *Approximately 10 plan reviewers*
2. What does the City currently used for online payments? *Online payments are made through Government Window*
3. What is the City's expectation for integration with Incode? Are all permit payments processed at a central location or are they taken by the building department? *First question: We use Tyler v. 10 for property taxes and would like the system to verify current payment status (or any amount owed) before a c/o is issued. We would also like the system to verify business license is current before c/o's can be issued as well as notify us if a business license has not been obtained within a window following c/o and permit issuance. We use Tyler v. 9 for business license. Second question: All payments are processed through Meritage, generally at the front desk by either a Safebuilt or Milton employee. Occasionally, other staff will process payments from their desk.*
4. Is the permitting system required to integrate with Accela GoEnforce? *It can either integrate with Accela GoEnforce or include a code enforcement component*
5. Please clarify Item 3 – Plan Review v. Ability to provide a code comparison – what is the City's expectation with this feature? *We would like the software to*

have the ability to reference the code when reviewing plans per checklists and issuing comments.

6. Page, 22 "the price schedule included in the RFP provides for establishing prices for five years – is there a form/specific price schedule we are to fill out) Please see the Cost Proposal Sheet at the end of this Addendum and return with proposal.
7. How many concurrent users would require field (mobile) access for inspections? Approximately 8 concurrent users for field inspections
8. Could you provide the number of named users we should use for pricing metrics? 25 named users
9. Does the City of Milton have a preference between On-Premise and Cloud-Based Software? We do not have a preference because there are benefits of both. For example, on site would allow for better performance while cloud-based would take up less room on our server and be convenient for remote access.
10. Is it a requirement that the software is on a SQL Server database? Yes
11. Does the City of Milton have a defined budget for this project? Yes, but the budget includes hardware and software
12. Has the City of Milton received any demos in the last 365 days? If so, could you provide the vendor name(s) and/or solution(s)? We have received demos from Sages and CommunityCore
13. Could you speak to the amount of available City of Milton resources to assist with data conversion? Data conversion is included in the overall budget for hardware and software. Individual amounts have not been specified
14. Did any outside parties (contractors or non-City of Milton employees) assist in the development of this RFP? Similar RFP's from neighboring jurisdictions were reviewed to serve as guidance only. The actual RFP was written in house by city employees.
15. Has the City had any demonstrations on any of the proposed software in the past 12 months? If so, what software/company? See answer to question #12
16. What is the budget or estimated budget for this software purchase? See answer to question #11
17. Does the City operate on a fiscal year budget? If so, is this purchase budgeted in the current fiscal year? Yes, the City's fiscal year budget is from October 1 – September 30. This software has been budgeted for this fiscal year
18. Can the proposal date be extended? We will only have one week to respond after receiving answers to questions. Yes, the due date has been extended for one week due to this request being submitted by more than one potential vendor.
19. The instructions stipulate we must provide a CD, but later references Flash Drives - are flash drives an acceptable substitute for a CD for the electronic copy? CD or flash drives will be accepted
20. On page 20, (p.) Proposed system shall operate on iOS and Android platforms -- just to clarify, only the mobile portion of the system should run on iOS and Android, not the entire proposed system, correct? Yes, only the mobile portion should operate on iOS and Android.
21. Regarding manuals. Do these need to be printed manuals or is electronic documentation sufficient? Electronic manuals will be acceptable.

22. The RFP notes 20 concurrent users. Can you provide a count of how many of those users require the following access types:
- View Only Access to plans (these users would need viewing access and may, at times, provide more general comments that would not require redline markups on the plans) *Approximately 10 view only access to plans*
 - Mark Up Access to plans (these users would need the option to redline the plan documents specifically) *Approximately 10 plan reviewers*
23. Can the City clarify the number of users for each of the type of user roles noted below? If overlap exists, please note the applicable roles and number of users.
- Administrative User/Permit Tech *2*
 - Plan Reviewer *10*
 - Field Inspector *8*
 - City Administration (full access to all reporting, documentation, as needed) *5*
24. Can the City please clarify via a general list the applications each department would want to include in the implementation.
- As an example, Planning might include applications such as Site Plan, Preliminary Plat, Final Plat, or Zoning Amendment (among others). *Community Development: Plan Review of Preliminary Plat, Concept Plans, LDP, Grading Plans, Minor Plats, Final Plats, demo permits, and Building Permits (sf homes, pools, fence, house additions, deck, accessory structure, commercial building permits), other Community Development applications not involving plan review include Rezoning, Zoning Modification, Special Use Permits, Variances, Sign Permits, Special Events Permit, Seasonal Events, Media Production, Roadside Vendor permits. Public Works: Inspections, Code Enforcement, GIS; Finance: property tax and business licenses*
 - Other departments may be included in the review process, but not "own" any specific applications (that is to say, the application begins with their department). As such, a comprehensive list is not expected, but a general idea of the application types for each department to be included will be helpful. The example workflows provided in this section are helpful, as each would be considered an "application" in this case. *Transportation Engineer, City Engineer, and Fire Marshal are included in plan review although not part of the Community Development department*
25. Please include a listing of the various inspection types performed by the City in conjunction with various permits. As an example, these may include inspections such as footing, framing, plumbing, electrical, stormwater, drainage, etc. *Erosion Control, Arborist, underslab plumbing, slab, footing, rough, insulation, drywall, temp/perm, tpole, final, preconstruction, final, HVAC, water heater, roof*
26. Please provide an estimate for the following in terms of annual totals:
- Number of total inspections completed *Approximately 5,000 (includes erosion control and Building)*
 - Number of projects submitted for development. *Approximately 1000 including site development projects and building permits*

27. Whether companies from Outside USA can apply for this?
(like,from India or Canada) Companies outside the US are acceptable, given they are available for assistance/technical support during our business hours (8:30 am – 5:00 pm EST)
28. Whether we need to come over there for meetings? Online/Videoconference meetings will suffice in lieu of face to face meetings
29. Can we perform the tasks (related to RFP) outside USA?
like, from India or Canada) Tasks performed (related to the RFP) outside the US are acceptable
30. Can we submit the proposals via email? No
31. Should pricing be included in the 12 pages, or does it not count toward the page limit? No, the Cost Proposal form does not count towards the 12 page limit
32. First, how may estimated reviews does your City perform on an annual basis? See question #26
33. Also, can you please expand on your requirements for Plan Reviews? Are you seeking assistance in reviews (outsourced) or just the capability to review online? Just capability to review online
34. Page 10 item A.6.a, states proposals should be "no more than twelve (12) single sided pages (six pages if double sided)." To ensure Superior provides a comprehensive proposal response that address all of the City's requirements, we respectfully request to have our sample order forms/agreements and pricing excluded from the page count. Pricing (Cost Proposal Form) and any City required forms do not count towards the twelve (12) page limit. Any agreement/contract entered with the winning Offeror will be the City's contract which is attached as a "Sample" in the RFP.
35. Page 19 item 1.a, the City and its stakeholders appear to be open to either a premise-based, hosted/ASP, or SaaS solution; is there a defined preference? No preference, there are pros and cons to each
- a. If a vendor can provide all three, can the City please advise which should be our primary bid option? See b response
 - b. If the City prefers not to state a preference, should vendors with multiple options make the City aware of each option and propose a primary based on the City's stated needs and follow up as necessary on the other options at the City's request? Yes or provide prices for each option
36. Page 11 item e, listed 20 concurrent licenses as the expected user count for the new software? Does this include mobile or field personnel (full-time)? If so, can you please itemize the 20 count between these two areas? See previous responses regarding user breakdown
- *Our core software is based on concurrent licenses and the concurrent number is based on "full time" or FTE user counts (full-time inspectors or field personnel, such as code enforcement, would not normally be included in this number).
37. Page 9 item 1.0, an Electronic Plan Review solution is a one of your stated RFP requirements. Since this solution is generally a "named" user license model, how many named users (full time reviewers) would the City need (this number does not include invited reviewers to a project for review/approval). See previous response for named user

38. Page 18 2nd bullet under General System Requirements, in reference to your integration requirement to Tyler Incode, is the City interested in a batch or “real time” integration? If no, please advise. [Yes](#)
39. Page 19 item 1.e, mentions that City departments are currently using Meritage software for permits, etc. Approximately how many years' worth of history will be converted into the new solution? [11 including previous permitting software used \(energov\)](#)
40. Page 20 item 2, for either receipts over the counter or online, does the City have its own payment processor it would like for the new system to integrate with for any online/web payments? If so, can you please expand on existing configurations(s)? [We currently use government window but other payment systems will be considered](#)
41. Has the City hired a Consultant for this RFP? If so, will you disclose who you are working with? [No, the City did not hire a consultant for this RFP](#)
42. If a Consultant was used, did they provide the RFP (format, context, etc.)? [n/a](#)
43. If a Consultant was not used, did City create the RFP in-house or use a previously awarded agency RFP? If so, will you please disclose which one you used? [The RFP was created in house using similar RFP's from Marietta and Fayette County as references](#)
44. During your pre-RFP process, did the City have any replacement vendor product demonstrations? If so, will you provide a list of those vendors? [See previously answered above](#)
45. If vendors have participated with the stakeholders, have they also provided the City with budgetary proposals and/or costs for their solution(s)? [N/A ~ no vendors have participated with stakeholders](#)
46. Does the City have an approved budget for this particular project? If so, will the City please disclose? [See previously answered above](#)
47. If there is a budget, which Department(s) are primarily funding this project? [Community Development](#)
48. Does the City have any regulatory or business licensing needs for this project? If so, how many named users (FTE) would be required? [Verify business license for permits \(see previous\)](#)
49. Will the City provide a list of the individuals and departments that are participating as key stakeholders in this project (name, title, and department)? [Since the specific Evaluation Team members are being determined, we can say that sufficient representatives from Community Development, IT, Finance, and the City Manager's office will be involved with this solicitation](#)

