

## **Addendum #1 - Questions and Answers to Asset Management RFP**

1. Whether companies from Outside **USA** can apply for this? (like,from India or Canada)

Companies from Outside the USA may submit proposals to respond to the RFP

2. Whether we need to come over there for meetings?

Site visits may be required for system implementation

3. Can we perform the tasks (related to RFP) outside **USA**? (like, from India or Canada)

Site visits may be required for system implementation

4. Can we submit the proposals via email?

No

5. Page 5: "Initial setup and first annual service fee will be made within 30 days of installation and acceptance by the Town." - Will work in progress payments be made during the project? Will proposals be considered that require software to be licensed and paid for at the beginning of project? Standard practice in the software industry is that software must be licensed and paid for when it is installed and being configured.

Yes, progress payments will be made. All proposals will be considered.

6. Page 1: "Unlimited cloud based storage for all records" as compared to "On site installation" on page 4. It appears that a cloud solution is desired initially, with a potential to have on premise installation later. Please clarify the City's near term and future requirements and plans for application and data hosting.

Cloud based storage is required. Some systems may require on site installations.

7. Page 2: "Encroachment Permits – Keep record of all permitted encroachments (fences,...)" - Is the propose solution to only track permits created and managed from a separate system, integrate with this system, or manage all the permit and review processes of that permit?

Track permits that are managed from another system and integrated with GIS/Asset Management system

8. Page 2: "Online Citizen Service Request Portal" - We assume this is a web-site portal, but is there a requirement or plans to include an integrated Citizen Engagement Smart phone app for the public?

Web-site portal

9. Page 3: "The proposed software system must comply with four basic requirements:... A web-based and fully functional App user interface and GIS centric" - When using the Web-based and GIS-Centric requirement term, does this mean that asset need to reside in the GIS as the single repository of assets with not integrations or middle-ware interfaces?

Assets need to reside in the GIS.

10. Page 5: "**Proposal Process:** The Town will review all proposals and will make a selection based on the following criteria.... 3. Provides the lowest five (5) year total cost." - Are you looking for the lowest cost solution. Will the lowest cost solution be awarded over feature or functional requirements?

The Town is looking for a solution that is reasonably priced that will function the best to meet the needs, not necessarily the lowest cost.

11. In the above-mentioned RFP, the last requirement in the Minimum Requirements Check Sheet is: "System implemented and functional within 30 days of contract start date." Could you please clarify whether "functional" here means that the system would need to be live in production at that point? Or would it need to be ready for configuration and data loading?

The software should be loaded and ready for configuration and data filled within 30 days.

12. I was wondering if you might be able send me the RFP for the Asset Management System that your agency is looking for bids on.

It can be found on the Town of Summerville website.

**13.** Regarding the above-mentioned RFP, could you please further explain what you mean by “GIS centric”?

GIS centric means the software will be in a GIS platform

**14.** BMSI/webDPW has an asset management software program that can be installed “on premises” or provided web-based as Software as a Service. Would it be appropriate to provide proposals for both solutions in our response to the RFP?

You may provide as many proposals as you wish.

**15.** Does town of Summerville have an existing inventory of storm water features in ArcGIS?

Yes, a limited inventory.

**16.** Provide a list of key attributes by feature that is required to be updated.

Attributes are included in the RFP package. Existing attributes are very limited.

**17.** Provide approximately number of assets in the field for which the attributes will be collected and updated.

None, do not expect the software company to located field assets. We want a system we can load existing assets that are already in electronic format, and be able to locate assets and build our inventory over time with staff or other labor contracts.

**18.** What is the Town current ArcGIS environment and staffing ?

The Town just hired a GIS coordinator that will be involved in the implementation of this software.

**19.** Is there an existing contract for GIS support services ? and if so can you provide the consulting company name.

Yes, <http://www.roktech.net/>

**20.** The RFP indicates in the Implementation Plan section that “Data conversion and transfer” will be required. Please let us know the types of data to be converted and the format in which it will be presented.

We currently have limited asset data identified like stormwater features.

**21.** Well there data be from the attributes in maps? If so how many layers?

We are unsure how many layers

**22.** Your requirement states that the system must be “implemented and functional within 30 days of contract start date.” Does this mean that you expect the system to be in production within 30 days, or do you mean it must be installed with configuration underway within 30 days?

The software should be loaded and ready for configuration and data filled within 30 days.

**23.** Has funding been appropriated for this project? If so, can you tell us the budget amount?

Funding has been appropriated at \$50,000.