CITY OF KINGMAN

PERMITTING, PLANNING, AND LICENSING SOFTWARE

FIN24-005

RESPONSES TO PROPOSER QUESTIONS

1. **Question: Can the responses to the RFP be submitted electronically?**

Answer: No, RFP responses are to be typewritten with a font size of no less than 11 points and the proposer must provide one (1) original copy, five (5) duplicate copies, and one (1) USB drive. Responses are to be mailed per the instructions included in the RFP.

2. **Question: Can the City confirm if they have an approved budget and what the approved budget amount is?**

Answer: The City team is currently in the process of presenting the FY2024-2025 budget to the City Council. Final budget approval will not take place until June 18, 2024. $350,000 has been requested in the FY2024-2025 budget, subject to Council approval.

3. **Question: Has the City had demos or presentations from vendors within the last 12 months to help with putting together this RFP and which vendors has the City met with?**

Answer: No demos or presentations have been viewed to aid in the draft of this RFP.

4. **Question: Can the City please provide lists of records for the following to aid in responses?**
   a.   Planning applications

   Answer:

   Engineering:

   - Plan review application

   Development Services:

   - Concept Plan Review Application
   - Minor Improvement Permit Application
   - Minor Modifications Application
   - Parking Lot Maintenance Permit Application
   - Pre-Application Review Application
   - Sign Permit Application
   - Sign Permit Application
   - Site Plan Review Application
   - Temporary Use Permit Application

   b.   Project and land management types

   Answer:

   Engineering:

   - Water Line Extensions
   - Sewer Line Extensions

Response Date: May 2, 2024

- Major Permit Projects
- Dry Utility Projects
- Subdivision Improvements

Development Services

- Final Subdivision Application
- Parcel Plat Application and Regs
- Preliminary Subdivision Application
- Subdivision Abandonment Application
- Subdivision Ext Time Application
- Subdivision Text Amendment Application
- Street Improvement Appeal
- Street Name Change
- Abandonment
- Conditional Use
- Major General Plan Amendment
- Minor General Plan Amendment
- Variance
- Zone Change
- Zoning Code Text Amendment

c.   Permit types issued

Answer:

Engineering:

- Water Meter
- Sewer Connection
  Sewer Tap Connection
- Right-of-Way
- Encroachment
- Right-of-Way Dry Utility

Development Services

- Accessory Structures
- New Commercial
- Courtesy Permits
- New Manufactured Homes
- New Pools
- New Single-Family Residences
- Grading
- Commercial Signs
- Demolition
- Remodels

      d.   **Business license types issued**

           Answer:

           603 Business and dog license types (this can be consolidated down into broader categories, if the responder supports that type of conversion and provides conversion services for that or requires it)

      e.   **Code enforcement case types**

           Answer:

           <u>Development Services</u>

- Building (8 types)
- Fire Department (8 Types)
- Code Enforcement (8 Types)
- Planning and Zoning (8 Types)

5. Question: What is the total number of inspection types across business areas and records?

Answer:

- Building - 39 Inspection Types
- Water – 2 inspection types
- Planning and Zoning – 2 types
- Fire – 16 types
- Engineering – 17 types
- Wastewater – 3 types

6. Question: Is the City wanting online payments? If so what online payment provider does the city use?

Answer: Yes. The City currently uses OpenEdge and Paymentech but is willing to utilize a payment provider that is compatible with the responder's online payment system. The responder should disclose any and all requirements for a payment provider in their response and the City may have to complete a separate RFP for that provider.

7. Question: Is Trakit the only source of data that would require data conversion?

Answer: Yes (database size 2,446 MB)

8. Question: Does Trakit store any documents that would need to be moved to the new system?
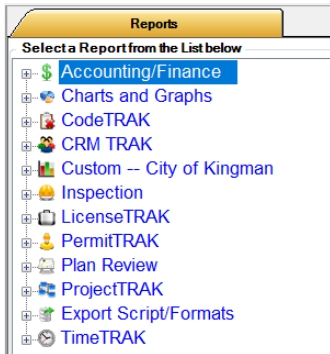
Answer: Yes

Response Date: May 2, 2024

9. **Question: How many documents and what is the total storage size of document in OpenText that require migration to a new document management solution?**

Answer:

Folder Name	Attachments	Folder Size
AEC	15	7.23MB
Business	26,174	17.1GB
ETrakit	45	62.7MB
GEO	991	320MB
Licenses	1,000	1.09GB
Permits	68,986	75GB
Projects	33,373	21.5GB
Violations	28,417	39.9GB
Total:	159,001	160GB

10. **Question: How many reports does the City anticipate needing?**

Answer: The current software currently has 305 standard and custom reports. The City may not need as many reports with a new system, depending on what information the standard reports offer; many of the current Trakit reports are custom.

11. **Question: The RFP asks for integration with BlueBeam, but also in requirement #7 identifies the need for "such as BlueBeam or similar". Does the City have a preference for continuing use of BlueBeam integrated with the new solution or are you open to a new solution?**

Answer: While integration is always preferred, it is not required for BlueBeam. The City prefers to continue using BlueBeam and is not seeking to replace that product at this time.

12. Question: Can you please provide an editable version of the RFP?

Answer: A Microsoft Word version has been added to the bid posting.

13. Question: It states the RFP must be typewritten with a font size of no less than 11 points and must be submitted on the form(s), if provided in the RFP. Does this mean we do need to use the forms provided for the response, or are we allowed to format differently?

Answer: The tables and forms included in the RFP in the following sections should be used when drafting a response:

- Appendix A through D
- "C" of *Section III: Nature of Services Required*
- "B through G" of *Section III: Nature of Services Required*
- "A through C" of *Section IV: Technical and Other Proposal Requirements*