

# TOWN OF STRATFORD PURCHASING DEPARTMENT STRATFORD, CONNECTICUT

#### REQUEST FOR PROPOSAL

RFP No. 2014-009

Issued: February 19, 2014

Subject: Permitting Software System

The Town of Stratford through the Office of the Purchasing Agent will receive SEALED PROPOSALS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

# A. CLOSING DATE:

Proposals will be received until 3:00 pm March 11, 2014, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No bidder may withdraw a proposal within 45 days after the actual opening thereof.

#### **B. INSTRUCTIONS:**

Proposals are to be submitted (SEVEN COPIES) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to: Purchasing Department Stratford Town Hall — Rm 202 2725 Main Street Stratford, CT 06615

# **C. CONDITIONS:**

# **Bid Surety:**

A Bid Surety is not required.

**Taxes:** The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

**Addendums:** All addendums will be posted on the town website www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

**Conflict of Interest:** No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

#### D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

# REQUEST FOR PROPOSAL

# **Permitting Software System and Professional Services**

For

Stratford Building, Engineering & Health Departments 2725 Main Street, Stratford, Connecticut

<u>Services Requested:</u> The Town of Stratford is seeking qualification statements and fee proposals for

**Permitting Software and Professional Services** to be used for permitting and administration of the functions of the Stratford Building and Engineering Departments. The services will be contracted directly with the Town of Stratford and shall be performed in accordance with all federal, state and local

requirements.

**Contact Person:** Brian Donovan, Building Official

Contact phone number: 203-385-4010,

email: bdonovan@townofstratford.com.

<u>Description</u>: The Stratford Building and Engineering Departments issue permits and monitor compliance with a variety of codes for a variety of construction projects. The Building Department issues up to 3000 permits per year and the Engineering Department issues up to 750 permits per year. Each permit may have several inspections and an inspection report is made for each inspection associated with the issued permit. Each permit will be linked to the Town's GIS database. The departments administer contractor's licensing, permits (issued, status of numerous inspections, open or closed or reopened, fees paid, etc) compliance conformance, non-compliance, notices of violations, collected fees, fines, etc and generate various reports on these issues. These departments have a combined number of users equaling 8 and there are 2 users in the public works department. In addition, the Health Department may have up to 8 users and they issue up to 500 permits each year, making 800 inspections and responding to 600 complaints..

<u>Minimum Qualification Criteria</u>: Eligible firms are required to meet all of the following qualification criteria.

- The vendor must have a long-term track record of supplying and servicing this type of software for municipal uses. The vendor shall provide a list of five (5) towns in the Northeast USA where it has performed similar projects.
- Demonstrated experience working with the Municipalities for permitting and computer consulting.
- Vendor shall be properly insured and licensed to practice in the State of Connecticut.
- Software must be able to function on the Towns servers and link to other Town software such as
  the ESRI GIS. The software database must be available to the Town in order to convert or link to
  other systems within the Town.
- Vendor must be licensed to sell, install, modify and warrant the software.
- Vendor must be able to commit to provide services to the Town for at least two years from the
  acceptance of the system. Vendor shall also be able to host the software on behalf of the Town
  on its own servers without loss of speed or processing capacity.

**Required Information**: Submission of the following information will be required for consideration and must be organized with the following sections:

Section 1 – Provide documentation as required to indicate compliance with the Minimum
Qualification Criteria listed above. This section will determine if the vendor will proceed further in
the selection process.

- Section 2 Provide a cover letter that outlines how your firm will meet or exceed expectations for this project.
- Section 3 Provide information on firm's capabilities, equipment, and personnel including
  resumes of personnel that will be assigned to this project from your firm, organizational structure
  and relevant experience. Identify a project schedule and demonstrate that your firm has the
  capabilities to meet the schedule.
- Section 4 Information to be provided for a representative municipal project shall include: a description of the project, scope of services provided and one (1) acceptable reference for at least three (3) completed projects.
- Section 5 Demonstrate the firm's financial strength and ability to serve the Town's long-term needs.
- Section 6 Provide a detailed description of the software product.
- Provide a detailed scope of work and fee proposal in accordance with Exhibit A. Submit the fee proposal in a separate sealed envelope.
- Provide a demonstration of the product if asked by the Town.

# **Format for Submission**

- Qualifications shall be submitted simply and economically, providing a straightforward, concise
  description of the Respondent's ability to meet the requirements of this RFP, outlined in a cover
  letter. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the
  requirements, and an understanding of the Owner's needs.
- Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.
- Submittals shall be double sided. Provide a total of seven (7) original qualifications submittals, seven (7) copies of the detailed product description and seven (7) copies of the fee proposal, (fee proposal in a separate envelop labeled clearly with the name of the project, town solicitation number, consultant firm name and the fact that it contains the fee).

<u>Selection Process</u>: After the Town reviews the information submitted, the Town may request demonstrations and interview vendors with the best proposals in order to more fully evaluate the software or services to be provided. The Town will make a decision on selection that best suits the needs of the departments of the Town.

The Town of Stratford further reserves the right to accept or reject any or all qualification statements or proposals, or parts thereof, for any reason, if such action is in the best interest of the Town of Stratford.

#### **EXHIBIT 'A'**

# Fee Proposal

**Scope of Work**: The following services, at a minimum, are anticipated:

- Review the office procedures in the Building, Zoning, Engineering and Health Departments and Town's computer network capabilities.
- Convert existing Data to be used by the new system.
- Ensure that the software accommodates a variety of data for Permitting, Plan reviews, Project Administration, Code enforcement, Inspections, and Citizen Requests that can be entered and processed efficiently with a user-friendly interface. Make a recommendation on the number of seats to be purchased based on the number of users and frequency of use.
- Ensure that complete GIS Integration and usability is made with new system.
- Provide all Professional Services needed to install, program, customize, integrate, convert and fully implement the system.
- Ensure that reports to be generated by the departments are developed and easily accessed from the system.
- Provide Onsite Training on the use of the system (several shorter training sessions are envisioned spaced out over several weeks).
- Provide all manufacturer's licenses, certificates, registrations and warranties to the Town Information Technology department.
- Provide flexibility so that users from additional departments can be added to the system.
- Identify any and all other fees that may be applicable.

Include in the proposal the following options:

- Option 1: Software is deployed on the Town's network and accessed by users through the Town web browser and / or network.
- Option 2: Software is hosted by Vendor; all software, database servers, hardware, service packs and upgrades are maintained by Vendor in a secure data center environment with sufficient speed and capacity for long term use by Town's users.

Add Alternate Option A1: Provide an online Citizen Access Portal for public to engage the software online.

Name of Company	Date	
Website:		_
Address		- -
Telephone	Email	
Printed Name of Authorized Agent		
Signature of Authorized Agent		