

CITY OF PORTLAND

REQUEST OF PROPOSAL

PLANS REVIEW SOFTWARE

1. ADVERTISEMENT

Request for Proposals

Sealed proposals will be received by the City of Portland, Tennessee at the Planning Department, 100 S. Russell Street, Portland, Tennessee 37148, for:

- **RFP - PLANS REVIEW SOFTWARE**
- **PROPOSALS DUE: October 16, 2019 @ 12:00 PM**

On the above proposal due date and at the time specified, proposals so received will be publicly opened and logged. Copies of solicitations are available online at www.cityofportlandtn.gov/ and from the City Planner at the above address or by calling (615) 325-6776 during normal business hours (8:00 AM - 4:30 PM), daily except Saturday, Sunday, and Holidays.

2. PURPOSE & OVERVIEW

The City of Portland is seeking proposals from qualified individuals and firms interested in providing a Plan Electronic Review Software (Software) to expedite our review processes for all stakeholders involved for a broad range of projects. This RFP will include selection, purchase, setup, training, and support of application. The software application must be able to receive, process, distribute, and manage projects from initial submission to final bond release including commission and committee reviews. This solution must provide a central web-based portal through which all-key stakeholders, both internal and external to the City, in which they can apply and submit for permits and review, access status information of past and present actions taken on a given project.

3. BACKGROUND

The City of Portland is Located in Sumner County, Tennessee. The City's area is 11.4 square miles and has a population of approximately 12,258. The City processes approximately 500 permits per year, and approximately 50 subdivisions/commercial projects. The City reviews all commercial site development plans and buildings plans as well as subdivision proposal within the City and its exterritorial planning region.

4. SCOPE OF WORK

SOFTWARE APPLICATION REQUIREMENTS

The system must be designed to have a clean efficient interface for all users. Staff should be able to communicate and respond to customers in an efficient manner. All stakeholders must have a simple process

for data entry. Access to the application must be stable and have very minimal down time. We expect that, over time, applications will be improved and upgraded, but the changes must match the City's needs and grown accordingly. The proposed software application must also provide for malware and virus protection as well as offer a disaster recovery plan to recover lost data. To the extent that the Vendor's proposed software does not meet any of the components described herein, the Vendor must specifically identify the component in the proposal, and describe any substitute component and/or feature that is proposed to satisfy the requirement. The software should have the required functions to include but are not limited to:

1. Electronic plan review using the latest versions of Bluebeam Software.
2. Must allow for concurrent plan review by multiple reviewers.
3. Must have the ability to create comment letters and reviewer plan markups.
4. Must have the ability to alert reviewers of upcoming scheduled deadlines.
5. Must provide scalability and flexibility to accommodate future needs.
6. Must provide for cloud-based document sharing and management.
7. Must have the ability to do system-calculated fees, charges, bonds with manual adjustment
8. Must have the ability to be flexible in creating and administering various plan and project types.
9. Must have the ability to control access to users by necessity.
10. Must have the ability to setup, track, and manage a broad range of inspection types.
11. Must have the ability to allow customers to electronically request and schedule inspections.
12. Must be capable of electronic stamping a single page, multiple pages within a range, and/or all pages within a plan set.
13. Setup and manage multiple secure user defined and customizable electronic stamps that cannot be copied or manipulated. Stamps shall have the ability to include logos, active date/time, and signatures.
14. Must have the flexibility to re-assign tasks to other users.
15. Must provide notifications to user/customers when reviews are complete, or other milestones are met or pending.
16. Software must be able to control workflows and permission levels of staff.
17. Software must be able to control what the customer can submit, view and change.
18. Software must be able to discern completeness of submittal including but not limited to information and documentation.
19. Should provide Mobile App Access for mobile platforms.
20. Must provide Security Scanning and mitigation from Malware or viruses.
21. Must provide Disaster Recovery Plan to recover data.
22. The software must be able to track the status and history of a project and provide on-demand reporting and summary statistics.
23. Must have the ability to distribute new submission and resubmissions with all associated documents to appropriate reviewers/staff.

SETUP

The Vendor will be expected to work with selected staff to setup, configure, and/or customize the software for the City specific needs. The Vendor must describe a setup routine for the City based on past experiences and information provided in this RFP. Initial setup support should be available up to six months after implementation.

TRAINING

The Vendor will be expected to provide training prior to time of implementation. Vendors should describe all training available and propose selected training modules that will ensure a smooth, successful implementation and operation of the product. The Vendor will also be expected to give one demonstration to a group of Customers prior implementation of the software.

SUPPORT

The Vendor will be expected to provide yearly support. The Vendor should describe all support programs available and propose a selected support program they think may meet the City's needs.

5. QUALIFICATION REQUIREMENTS

In the proposal, the vendor shall provide the names, addresses and telephone numbers of at least three (3) other firms or local governments for whom this type of work has been performed in the past five (5) years.

The City of Portland will consider, in determining the qualifications of a bidder, its record in performance of any contracts for the services into which it may have entered with the City or with other public bodies or corporations; and, the City of Portland expressly reserves the right to reject the bid of such bidder, if such record discloses that said bidder, in the opinion of the City, has not properly performed such contracts or has habitually and without just cause neglected the payment of bills, or has otherwise disregarded his obligations to subcontractors, suppliers or employees.

The City of Portland will make an investigation as to the ability of the bidder to perform the work. The City of Portland reserves the right to reject any bid, if the evidence submitted by, or investigation of bidder, fails to satisfy the City that such bidder is properly qualified by experience and financial status to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

6. EVALUATION CRITERIA

Proposals will be evaluated by the City's evaluation committee using the following criteria:

1. Scope of Project Requirements. (30%)
2. End User Use and Reliability of Application. Concurrent Workflow Review (25%)
3. Protection of confidential user data against data breaches and data losses. (20%)
4. Proposed total cost. (25%)

7. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. GENERAL REQUIREMENTS

1. SUBMITTAL INSTRUCTIONS: Proposals should be submitted in a sealed envelope, or other sealed container, which is clearly marked "RFP – Plans Review Software". Please provide one (1) original and four (4) copies of the Proposal. The original should be marked "Original" and must bear an original ink signature by an individual authorized to represent the Consultant.

Proposals should be submitted to:
 Richard T. Donovan, Jr., AICP, CNU-A
 City Planner
 City of Portland
 100 South Russell Street

Portland, TN 37148

Submission date and time: Wednesday October 24, 2018, 12:00 PM local time.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

2. OPTIONAL INTERVIEW/DEMONSTRATION: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation and demonstration of their proposal to the Evaluation Committee. This will provide an opportunity for the offeror to clarify or elaborate on the proposal, but will in no way change the original proposal. The City Planner will schedule the date, time and location of these presentations. Oral presentations and demonstrations are an option and may not be conducted. Therefore, proposals should be complete.

B. SPECIFIC REQUIREMENTS

1. Proposals should be as thorough and detailed as possible so that the Evaluation Committee may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following as a complete proposal:
 - a. Letter of interest outlining your background, areas of expertise, interest in this project, software platform used, brief list of clients.
 - b. Time line expected for project completion.
 - c. Name, email address and phone number for three clients you have worked with over the past 5 years, who may be contacted as references.
 - d. Three samples of completed implementations for localities that match the population size of the City of Portland, to included links for public facing web URLs.
 - e. Each proposal must also provide evidence of system uptime percentage, and expected downtime for maintenance.
 - f. Each proposal should provide hourly rates for support and setup of items that may fall outside of the scope of this RFP.
 - g. Each proposal should provide for pricing for 10 licenses for Bluebeam software.
 - h. Estimated cost to complete the project.
 - i. Vendor is also to provide annual support costs for maintenance and upgrades.

8. AWARD OF CONTRACT

Awarding of the contract will be pending City Council approval of funds.