

CITY OF PORTOLA REQUEST FOR PROPOSALS



ONLINE MAPPING AND PERMIT MANAGEMENT SOFTWARE

April 15, 2020

The City of Portola is soliciting proposals from knowledgeable, qualified firms for online mapping and permit management software systems. Copies of the Request for Proposals may be obtained from the City of Portola by email or mail or downloaded from www.cityofportola.com.

Proposals will be accepted by the City of Portola until 5:00 p.m. on Friday, May 1, 2020:

- Email to kdowns@manhard.com
- Mail to City of Portola P.O. Box 1225, Portola, CA 96122

The City reserves the right to reject any and all proposals, advertise again, or accept any proposal that may be deemed to advance the best interest of the City of Portola, California. It should also be noted that this project is subject to funding through the State of California Planning Grants Program. Should funding be eliminated by the State of California, the City reserves the right to terminate the contract and discontinue further work.

The City looks forward to receiving your proposal.

If you have any questions or need any additional information, please contact:

Karen Downs, Contract Planner
(775) 321-6538
kdowns@manhard.com

REQUEST FOR PROPOSALS



ONLINE MAPPING AND PERMIT MANAGEMENT SOFTWARE

PROJECT DESCRIPTION

The City of Portola, CA has a population of +/- 2,104. The City has received a grant from the State of California SB 2 Planning Grants Program intended to streamline housing approvals and accelerate housing production. Through an expedited processing program, the City will streamline its plan submittal and review processes, increase transparency, and ultimately, accelerate housing production. Online mapping and permit management capability will significantly reduce the amount of time it takes to determine the viable parcels for development, the status of a permit, streamlining the entire process.

The City of Portola ("City") invites proposals from qualified firms to provide online mapping and permit management software, with the intent of:

- Allowing City staff and the public access to land use, zoning, and infrastructure data for each parcel.
- Allowing various users to track building permits, business licenses, and code enforcement cases through completion.

CONTACT

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TIMELINE

This Request for Proposals will be governed by the following schedule:

Release of RFP	April 15, 2020
<i>*Questions may be submitted at any time, and will be answered (and distributed to all RFP recipients) within 2 working days.</i>	
Proposals are Due	May 1, 2020
Staff Evaluation and Ranking Completed	May 13, 2020
City Council Selection of Consultant/Contract Approval.....	May 2020
Anticipated Project Implementation and Completion	July - December 2020

FORMAT OF PROPOSALS

Proposals must be received by the City of Portola staff no later than 5:00 p.m. on Friday, May 1, 2020. Submit a digital copy (Microsoft Word or pdf) via email to Karen Downs, Contract Planner, at kdowns@manhard.com no later than 5:00 p.m. on Friday, May 1, 2020. If desired, hard copies of the proposal may also be mailed to: City of Portola P.O. Box 1225, Portola, CA 96122. Hard copies must be postmarked by May 1, 2020.

Please include, at a minimum, the following information in your proposal:

- Introduction of the company
- **Scope of Work**, including any suggestions of additional work items. Also, please identify any specific tasks that will be required of City staff.
- Project Schedule
- Project Team
- Company and team experience and qualifications
- Price Proposal
- Three references that received similar services from your company. The City of Portola reserves the right to contact any of the organizations. Please include a contact name, number, and email, and a brief project description.

The City also reserves the right to use any information in a company's general price proposal as a response to this RFP.

SCOPE OF WORK

This RFP includes a suggested Scope of Work, however, the City welcomes the addition or refinement of any tasks that would enhance the project. Please include any additions or refinements in your Proposal and add sufficient detail that describes why they would be

beneficial. The Scope of Work should explain in detail the Consultant's proposed project and will be used as the basis for negotiating the final Scope of Work for inclusion in the Standard Contract.

1. **Project Planning:** Review information that would be required from the City to develop the desired mapping and permitting software program.
2. **Online mapping services:** The mapping service should allow users to click on a parcel and obtain all parcel-based data, including land use, zoning, Assessor's information, building permits, planning permits, business licenses, and code enforcement activity.
3. **Online permitting services:** The permitting service should allow the City to track building permits, business license, and code enforcement activity.
4. **Initial staff training:** This item should include all training staff need to start work on the above mapping and permitting services. Training should be in-person or via video conference. Please include a discussion of your training services.
5. **Ongoing staff training and support:** Please provide a discussion of how City staff would obtain additional training and support as needed.

PROJECT ADMINISTRATION

The Consultant shall supply all personnel, administrative support, equipment, and supplies necessary to complete all tasks for this project. The Consultant should propose a project schedule that includes major milestones and deliverable dates. Coordination should include at least weekly communication via written/email correspondence regarding project progress, issues to be resolved, early project results, etc. This schedule may be amended by City staff if there are no issues. Additional phone conferences with City staff should be included to ensure that the project is progressing smoothly.

SELECTION PROCESS

City of Portola staff will evaluate all proposals after the posted deadline of May 1, 2020. The evaluation will be based on the ability of the Consultant to achieve the project objectives and perform the scope of work. Decisions will be based on the measurable benefits to the City for dollars spent, rather than cost alone. The project schedule will also be part of the selection criteria. It is expected that a decision will be made by the Portola City Council and all respondents notified in May 2020. Staff evaluation and ranking will be based on:

- Compliance with RFP requirements (although the City reserves the right to use any information in a company's general price proposal as a response to this RFP.)
- Understanding of the project
- Recent experience in conducting similar scope, complexity, and magnitude for other public agencies of similar size
- Educational background, work experience, and directly related consulting experiences
- Price
- References