

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 2
For RFP 23-01
PROFESSIONAL SERVICES FOR PERMITTING LICENSING SOFTWARE SOLUTIONS

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 2

The following changes are applicable to the original documents and specifications of **RFP 23-01**. This Addendum No.2 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the RFP submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: _____ **TITLE:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

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1. Would the City of Fernandina Beach prefer End User Training or Train the Trainer approach?
 - a. The City would like both. Hands on 'End User Training' for all staff with one person from each city department becoming a 'Train the Trainer'. If training is not designed for this, the city ultimately needs hands on end user training.

2. Can the City of Fernandina provide a comprehensive list of the following:
 - a. Complete list of Permit/Record types
 - i. See Permit/Record Type list.
 - b. Complete list of Planning Application types
 - i. See Planning Application list.
 - c. Complete list of Environmental permit types
 - i. No Environmental specific permit types
 - d. Complete list of Public Works/Engineering permit types
 - i. Not in the city's current permitting software but there is a Water & Sewer Connection Application through the City's Water Department that is being handled internally. The City would be interested in incorporating this into the new permitting software.
 - e. Complete list of Permit/License types required for Finance (i.e., Alarm Permits)
 - i. This question is a little confusing and need more info to know what is being asked. However, if this is referring to "Business License" types of permits or Code Enforcement "Code Case" types, etc. see the list provided under PERMIT/"BUSINESS LICENSE" TYPES and CODE ENFORCEMENT – CODE CASE CATEGORY.

3. Has the City of Fernandina Beach seen any product demonstration of a solution relating to the functionality identified in this RFP in the past 12 months? If so, please identify the name of the firm and the software solution demonstrated.
 - a. The City has seen a few systems at conferences and on GoTo webinars which would include City View, Oracle, iWorks, ICC, a free permitting system from a couple of municipalities and more. The City had two live follow ups from a few years ago from City View and Oracle.

4. How many years of record types needs to be retained during migration to a new system? How many records needs to be converted?
 - a. The City would use the legacy system method. We would like a quote for both non-converted and converted.
 - i. Building – No conversion – No records to be converted
 - ii. Planning – No conversion – No records to be converted
 - iii. Code – No conversion – No records to be converted (3,000+ cases)
 - b. 2018-2023 in our current system so, approximately 6 years of records. The City would prefer to start with a fresh/clean system to build from and for a while have access to the old system.

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5. Who is the current GIS Vendor? Is the GIS vendor Online with web service for integration? Or is it self-hosted?
 - a. The City is provided GIS services from the Nassau County Property Appraiser's Office who uses ESRI ArcGIS version 10.8.2.
 - b. Yes, the PA's Office's GIS system is online with web service for integration.

6. How many layers do you currently have in GIS? What's the approximate amount of data points that you would like to integrate into the permitting module?
 - a. Nassau PA's Office has numerous layers that pertain to the City Limits and the County as a whole.
 - b. Layers/data points we currently use to manage our Geo Rules:
 - i. Coastal Construction & Erosion Lines
 - ii. Potential Wetlands
 - iii. City of FB Flood Zones
 - iv. City of FB Historic District
 - v. City of FB Main Street District
 - vi. City of FB CRA Boundary
 - vii. City of FB Zoning
 - viii. City of FB incorporated municipal boundary (City Limits)
 - ix. City of FB Parcels and addresses

7. Do you mind providing us your most complicated workflow example?
 - a. The most complex workflow would have to be our General Building – Commercial – New Construction permit, as it involves all the departments that are responsible for site review, plan review, and inspections.
 - i. Review – notifications that application has been received and every review has been completed
 - ii. Issue Permit – verify contractor information, fees collected, issue permit card
 - iii. Permit Revision – if/when needed to handle revisions made to an issued permit for purposes of routing it through the review process. This could happen multiple times throughout the project.
 - iv. Inspections – all first round and/or rough inspections
 - v. Final Inspections – all final inspections
 - vi. Trades (MEPs) – incorporating all needed trade rough and final inspections for Mechanical, Electrical, Plumbing, and Fire Protection Systems.
 - vii. Certificate of Occupancy – Issuance of the CO and if needed the Temporary Certificate of Occupancy

8. Can you confirm how many licensed users are going to access the new system?
 - a. Currently The City has 57 active users that actually perform system settings, permitting and plan related functions. However, 14 of those are Read Only accounts, which are more for informational purposes relating to finance, utility billing, law enforcement, and various contracted services.

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9. Can we get a list of the custom reports that you would like to have?
 - a. **There are numerous reports needed for each area:**
 - i. **Application Reports**
 - ii. **Business License Reports**
 - iii. **Code Management Reports**
 - iv. **Impact Case Reports**
 - v. **Inspection Reports**
 - vi. **Invoice Reports**
 - vii. **License Management Reports**
 - viii. **Permit Management Reports**
 - ix. **Plan Management Reports**
 - x. **Prof. License Reports**
 - xi. **Rental Property Management**
 - xii. **Request Management Reports**
 - xiii. **Transaction Reports**
 - xiv. **I'm sure there's more but I do not know how many "Custom Reports" that each area currently uses or what their future needs will be once we have a system that can provide us with those reports.**

10. How many inspections does the City of Fernandina Beach do annually for both "Permit-driven" and "Complaint-driven" inspection types? How many inspection types?
 - a. **17,853 – Both "Permit-driven" and "Complaint-driven"**
 - b. **166 Inspection Types covering all disciplines. We are looking to streamline these as we streamline our permit types.**

11. What is the Average volume of permits handled annually?
 - a. **3,613 annually**

12. How many case types are handled by Code Enforcement?
 - a. **13 – See Code Case Type Category List following these questions**

13. Has the City of Fernandina Beach contracted with consulting firm with regards to this RFP? If so, which one?
 - a. **No.**

14. What version of ESRI GIS does the City currently use?
 - a. **The City is provided GIS services from the Nassau County Property Appraiser's Office who uses ESRI ArcGIS version 10.8.2.**

15. Could the City clarify the following requirement? We would like to confirm that you are wanting something more robust than voice to text functionality. Integrates with other voice response systems for scheduling inspections and seeking inspection results.

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- a. The City would like to explore voice response systems for scheduling inspections and seeking results as well as application status.
16. For Business Tax Receipts, what is the City's requirement for late fees and interest calculations, if applicable?
- a. The City follows F.S. Chapter 205 for late fees and calculations.
17. How many users will be needed for GO-Live?
- a. 35 back office and 20 read & reports only
 - b. Currently the City has 57 active users that actually perform system settings, permitting and plan related functions. However, 14 of those are Read Only accounts, which are more for informational purposes relating to finance, utility billing, law enforcement, and various contracted services.
18. Has the City established a budget for this project, and can it be disclosed?
- a. Funds are available, the City is exploring options for the best product to meet or needs. Cost to be determined.
19. Approximately how many reports will the City need by GO-Live?
- a. This will be discussed during the process.
 - b. All software generated reports would need to be ready to go by GO-Live. All custom reports would need to be ready as well.
20. Does the City have the staff to develop its own reports if trained on the new system?
- a. Yes. The IT department has someone who could be trained to provide reporting to all departments.
 - b. It is not ideal to have city staff develop our own reports. Especially during implementation, the company should provide this service to meet our needs. Training or access to instructions for changing/updating and creating new forms would be something that City staff and IT department could do once implementation is completed.
21. Does the City have a preferred timeframe for project completion?
- a. October 2024 or before.

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PERMIT/RECORD TYPES:

- Most permit types have multiple sub-types or work classes but listed here are the “main” permit types. The city is considering reducing the number of permit types to streamline the permitting process.
- Demolition – Commercial
- Demolition – Residential
- Electrical – Commercial
- Electrical – Residential
- Fire Protection – Commercial & Residential fire protection systems
- Gas – Commercial
- Gas – Residential
- General Building – Commercial
- General Building – Residential
- Mechanical – Commercial
- Mechanical – Residential
- Plumbing – Commercial
- Plumbing – Residential
- Right-of -Way Use
- Roof – Commercial
- Roof – Residential

PLANNING APPLICATION TYPES:

- A few application types have multiple sub-types or work classes but listed here are the “main” application types.
- GENERAL PLANNING
 - Site Work
 - Temporary Use
 - Tree Removal
 - Zoning Permit
 - Administrative Reviews: Administrative Waiver
 - Administrative Reviews: Context Sensitive Review
 - Administrative Reviews: Minor Subdivision/Lot Line Adjustments
 - Alcohol Confirmation
 - Heritage Tree Nomination Form
 - Impact Fee Withholding
 - Installation of Non-Standard Concrete/Asphalt Driveways Affidavit
 - Mapping Request
 - Owners Authorization for Representation Form
 - Request Letter: DEP Letter
 - Due Diligence Report
 - School Impact Analysis Form
 - Traffic Concurrency
 - Water/Sewer Annexation
 - Voluntary Annexation Agreement/Petition for Annex

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- Zoning Confirmation
- BOARD OF ADJUSTMENT (BOA)
 - Board of Adjustment: Application
 - Owners Authorization for Representation Form
- HISTORIC DISTRICT COUNCIL (HDC)
 - Certificate of Approval (COA) Application
 - Certificate of Approval (COA) Pre-Application Discussion Meeting Request
 - Variance Application
 - Certificate of Approval Matrix
- PLANNING ADVISORY BOARD (PAB)
 - Planning Advisory Board: Application
- TECHNICAL REVIEW COMMITTEE (TRC)
 - First Step Meeting Request Application
 - TRC Application

PERMIT/"BUSINESS LICENSE" TYPES

- Construction
- General Business
- Newsrack
- Resort Rental Dwelling
- Street Performer/Artist
- Vehicle for Hire

CODE ENFORCEMENT – CODE CASE CATEGORY

- Accessibility
- Animal
- Building
- Business License
- Environmental
- Health & Sanitation
- Land Development Code (LDC) – Misc.
- Motor Vehicle
- Property Maintenance
- Signs
- Stormwater
- Vegetation
- Zoning