

## Addendum 1

### Change in the due date and submittal options on the Storm water Inspection Software RFP

Issued 4/7/2020

1. The Proposal Due Date is extended one week to 4:00 p.m. on Friday, April 25<sup>th</sup> 2020.
2. Questions may continue to be submitted by email until April 20<sup>th</sup>.
3. The Park City Public Works Offices are currently closed to the public and therefore will not accept submittals. Submittals may be made by the due date
  - a. By dropbox link or similar service shared to kyle.monez@parkcity.org or
  - b. The City Recorder, located at 445 Marsac Avenue, Third Floor – Executive Department, Park City, UT 84060.

If an electronic submittal is made; submitter is responsible for ensuring receipt. It is recommended that the submittal be made prior to the due date and time.

4. Questions and answers submitted prior to april 3<sup>rd</sup>
  - Is data hosting expected to be provided by the consultant or the City?  
This would depend on the type of program offered. We anticipate the program being web based so most likely by the consultant.
  - After the initial work is performed, is the City expecting that the consultant will then be in a software/database maintenance type of role for the 5 year period?  
Yes we anticipate once we are live using the system that there be tech support and maintenance included in for the duration of the contract.
  - Does the City have a preference for software either on the front end for data collection or on the backend for data storing, querying, and processing?  
We are looking for a program that is user friendly for both city staff and contractors and makes also meets the states data retention requirements, Ideally we would like to be able to run custom reports that will enable us to retrieve data as needed across a variety of different criteria.
  - Does the City use DWQ's inspection SWPPP forms?  
We use an electronic version of the state form in the software we are currently using.
  - Does a cover, tab, or a cover letter count towards the 10 page limit?  
Cover letter can be omitted from the total page count
  - The website notice and RFP contradicts each other regarding the submittal. Could you please confirm that the qualifications can be submitted electronically instead of requiring hard copies?  
Electronic copies are acceptable.

*Allow for municipal and contractor user profiles*

- About how many municipal staff would need access to the software? How many contractors? There would be 5- 10 city staff and 30-50 contractors.
- Does Park City Municipal Corporation currently have an ArcGIS Online account? Yes

*Graphically display inspection sites*

- About how many sites require inspection? Do different sites have various inspection requirements (i.e. will inspections be consistent for all sites or will they vary)? We have roughly 30-50 active sites at any given time. There are two different permit types depending on if the site meets the CGP or Common plan criteria.
- Are there any maps currently available that depict the locations of the inspection sites? Inspection sites are currently shown on our current software. A PDF screenshot can be made supplied.
- What other features would Park City Municipal Corporation expect to see graphically? We would like to see sites displayed by permit type and notifications if there are open action items or inspections due/past due.
- Does Park City Municipal Corporation currently have inspection sites along with other required features in GIS format? Sites are currently displayed on a third party platform which to our knowledge is not an ArcGIS program.

*Email notification to inspectors and contractors*

- What are the requirements associated with email notifications? When are email notifications expected? Emails should contain a notification for dues, past due or outstanding action items. Emails are expected because contractors are not using the software daily and will mostly likely only log in when prompted to by email.

*Track outstanding action items and notify inspectors and contractors with due dates.*

- What is the ideal notification system for due dates (email, web-based dashboard, other, etc...)? The ideal system would use email notifications that link to a web based dashboard.

*Run reports based on user defined criteria.*

- Are there current examples of stormwater inspection reports and/or forms that could be provided? We can send you a copy of the reports available in our current program.
- Can examples of user defined criteria be provided? Our current software does not allow for custom fields but ideally we would like to be able to search for date range, contractor, site name, open items, state of compliance, inspection dates, past due.

*Perform and log stormwater inspections*

- Does Park City Municipal Corporation currently have tablets (e.g. iPads) available? If so, how many? We have a mix of laptops, iPad and surfaces. Inspectors have both so the program would need to function across a variety of operating systems. We have 2-3 iPads and all staff are switching to surfaces for their main computer.
- How many staff and contractors would be performing inspections? How many of these staff would be performing inspections simultaneously? There will be at a minimum 3 using the program simultaneously and probably not exceed 5 at one time.

- How many staff and contractors would need to view inspections/reports but not conduct inspections? Contractors is unknown since some contract qualified personal to conduct inspections for them, City staff will be 3-5 viewers.
- Are there specific expectations related to software training (in-person, remote, help documents, etc...)? We would anticipate 1 or 2 staff trainings during startup and remote/help desk during the duration of the contract.
- At what interval are inspections currently conducted? Contractors see

*Program must store and allow for retrieval of inspections and documents for a period of three (3) years after a project is complete.*

- Would Park City Municipal Corporation be OK with hosting all project data in a SQL server relational database management system behind a secure firewall? I will have to check with our IOT department about hosting

#### *General Questions*

- *What firms did you send this RFP to? We have not sent the RFP to anyfirms.*
- *With the virus issue ad most people working from home, might you consider a deadline extension for the proposal due date? We are open to extending the deadline.*