VILLAGE OF HASTINGS-ON-HUDSON
Municipal Building
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REQUEST FOR PROPOSAL (RFP)
ADVANCING ENERGY CODE COMPLIANCE TECHNOLOGY PLATFORM
Addendum #2
10.20.2022

In response to a number of questions received, the Village has prepared the below.

1. The Village would like the software to be "live" beginning on June 1, 2023.

2. It is expected that historic data can be imported initially in January 2023 and then again prior to going live.

3. The Village assumes that some in-process permits will be moved between the systems but would like to mitigate the duplication of work as able.

4. The Village does not currently receive or review plan submissions electronically, but would like the option to do so in the future.

5. The Village will provide internet connectivity for mobile applications. However, the mobile application must work with Android operating systems for either web-based deployment or as a discrete application via tablet.

6. Over the course of the current permitting software's lifetime, the Village has spent $72,250 on implementation and maintenance.

7. The Village has received no demonstrations of potential software solutions.

8. The Village uses epropertyportal by Symprocity Software Solutions as its current permitting software.

9. The Village's current data is stored on an AWS cloud server using a Microsoft SQL database. Total data amounts to 450GB. All permitting files are in PDF format.

   a. On a scale of 1 to 10, the existing data has a cleanliness rating of 8.

10. The Village has not assigned a specific dollar amount to this conversion project. The Village intends to evaluate the proposals received, the scope of work proposed, and the quoted cost.
    a. There is no "expiring" budget for implementation of the new software.

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11. Currently, the Village possesses 10-15 form letters/emails that will need to be integrated and/or automated within the new system. The software will need the capacity to create new form letters/emails as needed.

12. Currently, the Village issues the following types of permits. All permits have subcategories. The Village does not issue public licenses through this permitting software. It is expected that the proposed software solution will be adaptable and changeable as needed. In general, the Village performs pre-construction inspections, in-progress inspections, and post-construction inspections. However, there is no fixed number of inspections per permit type.
    a. Building
    b. Electrical
    c. Plumbing
    d. Mechanical
    e. Dumpster/POD
    f. Signs
    g. Trees
    h. Unified Solar
    i. Street Opening
    j. Chipping/blasting
    k. Pyrotechnics
    l. Cellular Antenna
    m. Change of Use
    n. Complaints
    o. CCOs
    p. Violations

13. The Village processes approximately 800 permits each year.

14. New software solution will need to be able to integrate with Tyler Incode/ERP Pro 10. This will likely employ a one-way data exchange process, primarily for processing payment.
    a. The Village is open to exploring both integrated and proposed payment processing solutions.

15. The software is to be used by up to six employees:
    a. Building Inspector (mobile inspections)
    b. Assistant Building Inspector (mobile inspections)
    c. Senior Office Assistant
    d. Office Assistant
    e. Superintendent of Public Works (mobile inspections possible for street opening)
    f. Generic administrator

16. Currently the Village runs the following reports:
    a. Permits summary
    b. Payment summary
    c. Utility invoices

> d. Permit inspections
> e. Financial deposits and returns
> f. Certificate of Occupancy/Compliance
> g. Expired permits

The Village would like to add additional reports including, but not limited to:

> a. Escrow accounts
> b. NYS reporting items (see next number for link to sample State report)
> c. Fire Inspections
> d. Complaints
> e. Missed Inspections
> f. Permit extensions
> g. Permit renewals
> h. Certificate of Business Operation
> i. Board Approvals
> j. Financial balances
> k. Permit picked up

17. Link to sample State Report: https://dos.ny.gov/system/files/documents/2021/12/2021-annual-1203-sample-form.pdf
    a. The data requested by the State needs to be able to be generated as an internal report through the software for easy submission.

18. The Village would like both end user and train the trainer training for this software solution.

19. Regarding submissions to this Request for Proposals:
    a. The Schedule of Work Products should be the components of the final product that will be delivered to the Village (i.e. software to install, training manuals/documentation).
    b. The Village recognizes that representative work samples can be both cumbersome and difficult to disclose. Please provide an outline of the solution your firm has developed for a need similar to the Village's. Include any pertinent information that would best describe your solution to fit the Village's needs.
    c. The Scope of Services should include a brief description of how your firm intends to meet the Village's needs and requirements. Representative examples are acceptable. Demonstrative examples of your product are appreciated (i.e. links to operational sites, or an available demo).
    d. The Village recognizes that the page limits can be restrictive. Please adhere to the limits to the best of your ability. While a truly comprehensive overview is appreciated, key highlights and overviews are sufficient at this time. Interviews may be requested.
    e. Please provide the résumés of team members who would contribute directly to this project and implementation of the software solution.