

VILLAGE OF HASTINGS-ON-HUDSON

7 MAPLE AVENUE

HASTINGS-ON-HUDSON, NEW YORK 10706

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REQUEST FOR PROPOSAL (RFP)

ADVANCING ENERGY CODE COMPLIANCE TECHNOLOGY PLATFORM

NOTICE TO PROPOSERS

VILLAGE OF HASTINGS-ON-HUDSON

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Village Clerk of the Village of Hastings-on-Hudson until 10:30 AM on October 21, 2022, Hastings-on-Hudson, Municipal Building, 7 Maple Avenue, Hastings-on-Hudson, NY 10706, at which time and place said sealed proposals will be publicly opened and read aloud for the furnishing and/or placing of the following scope of work:

Advancing Energy Code Compliance Technology Platform Project

Specifications and proposal forms will be available on September 23, 2022, online at <https://www.hastingsgov.org/village-clerk/pages/rfps-and-bid-documents> or by sending an email to the Village Clerk at Acostantini@hastingsgov.org.

In addition to the above, the Village of Hastings-on-Hudson has partnered with BidNet as part of the Empire State Purchasing Group and will post our bid/proposal opportunities and any addendums to this site. As a vendor, you can register with Empire State Purchasing Group and be sure that you see all of the Village's available bids/proposals, addendums, and opportunities. Detailed plans and specifications for said bid/proposal may be obtained through the Empire State Purchasing Group at the following link: <http://www.bidnetdirect.com/new-york/hastings-on-hudson>

Proposals shall follow the format of the Proposal Submission Requirements, including the quote sheet, furnished with the Specifications.

All proposals must be submitted in sealed envelopes plainly marked **“Advancing Energy Code Compliance Technology Platform Project – due October 21, 2022.”**

The Villages reserves the right to accept or reject any or all proposals and to waive any informalities at their discretion, and to award contracts in a manner deemed to be in the best interests of the Village.

All questions should be directed in writing to Mary Beth Murphy by email to Villagemanager@hastingsgov.org or by mail to 7 Maple Avenue, Hastings-on-Hudson, NY 10706 by no later than 4:00 PM on October 11, 2022.

1. Background

With a population of 8,590, the Village of Hastings-on-Hudson is located in Westchester County, New York. Hastings-on-Hudson combines city convenience and small-town charm. Residents enjoy a plethora of outdoor activities and events with parks, forests, rivers, lakes, streams and trails along one of the most scenic stretches of the Hudson River. The Village of Hastings-on-Hudson is almost completely developed with finite areas available for new or redevelopment.

The electronic plan review and inspection platform is to be procured by the Hastings-on-Hudson Building Department to better streamline permitting, review, and inspection processes.. The Hastings-on-Hudson Building Department has 3 full-time employees and is responsible for performing design reviews and plan checks for code compliance, inspection, code enforcement, issuing certificates of occupancy, and other related functions.

2. Objective

Acquire a highly reliable electronic technology platform to facilitate and streamline building energy code compliance plan review and inspection processes as well as all other applicable New York State building codes. The platform will be a next-generation solution capable of modernizing, supporting, and enhancing current processes through a user-friendly interface.

The successful proposer will have demonstrated sensitivity to and understanding of the Village's needs in ensuring a streamlined and user-friendly process for all permitting, review, and inspection processes.

3. Scope of Services

The electronic code compliance technology platform must include but is not limited to the following capabilities:

- The ability for electronic plan submittal and review to be implemented at the Building Inspector's discretion
- Permitting
- Scheduling inspections
- Fee calculation and collection
- Project tracking
- Administrative workflow
- Virtual inspections
- Communication and technical support for all users: customer and community
- Departmental communications and management

4. Required Technology Platform Specifications

The electronic code compliance technology platform shall have the following features and functions:

- Project/building and owner information data management
- Web portal for public use and information entry/ user interface capable of operating across all major web browsers
- Permit intake, processing, and issuance: full workflow and functionality
- Search function
- The inclusion of links to State and Local code books for reference

- Automatic notifications
- Plan review and inspection process: full workflow and functionality
- Financial administration
- Reporting to specifically include NYSERDA compliant reports
- Collect required baseline energy data with each application
- Collect information required for the NYS annual report

Vendor to provide an overview of the system technology:

- Options for technical architecture: hosted, on-premises, Software-as-a-Service (SaaS), cloud-based, and the reason for this choice
- Hardware specifications and requirements
- Operating system requirements
- How your solution supports remote technologies and encryption (VPN, synchronization, etc.)
- How data would be delivered or provided to the municipality if/when the relationship is terminated
- Details on data backup and recovery
- Schedule and frequency of software updates and maintenance
- Maintenance on enhancements or customizations.

5. Deployment and Support

The vendor shall provide detailed documentation and support for hardware, software, network architecture, system administration, connectivity, and any other relevant minimum requirements necessary to launch and operate the electronic technology platform.

The vendor to provide services for system design configurations, deployment, documentation, testing, and training. It is expected that implementation consultants will participate in configuring a fully functional solution and provide consultation regarding process efficiencies, and best practices.

Specific Deployment Services:

- Data transfer from existing system to new system
- Integration of permits currently in progress at time of transfer to new system

Support services shall also include:

- System administration support for performance issues and monitoring, loading, version releases
- User support: live support and ticketing system with hours of service specified
- Online training resources
- System backup and redundancy

6. Timeline

- Notice of Intent to Bid – September 23, 2022
- Submission of Proposals – October 21, 2022, at 10:30 AM.
- Anticipated Service Start Date – January 1, 2023

7. ADA Requirements

NYSERDA requires contractors producing content and functionality intended to be published to the Web to adhere to New York State Enterprise IT Policy NYS-P08-005, “[Accessibility of Information Communication Technology](#)” (hereafter referred to as NYS Accessibility Policy) and the Village of Hastings-on-Hudson’s ADA requirements.

The NYS Accessibility Policy aligns with Web Content Accessibility Guidelines (WCAG) 2.0 – All Level A and AA guidelines, found at <https://www.w3.org/TR/WCAG20/>.

8. Cybersecurity Requirements

The NYS Office of Information Technology Services (ITS) establishes and regularly updates policies, standards, and guidelines for information security (collectively referred to as “ITS Security Policies”) for State Entities, including NYSERDA. Contractors, vendors, and solution providers conducting work on behalf of NYSERDA including, but not limited to, application development, web development, hosting, or managing NYSERDA’s sensitive data are required to comply with the NYS requirements. These requirements include, but are not limited to, the NYS Information Security Policy NYS-P03-002 which sets forth the minimum requirements, responsibilities and accepted behaviors to establish and maintain a secure environment and achieve the State's information security objectives. In addition to this umbrella policy, the following standards establish specific minimum information security requirements

- [Vulnerability Scanning Standard \(NYS-S15-002\)](#) 
- [Security Logging Standard \(NYS-S14-005\)](#) 
- [Patch Management Standard \(NYS-S15-001\)](#) 
- [Encryption Standard \(NYS-S14-007\)](#) 

A complete list of ITS Security Policies is available at:

<https://its.ny.gov/tables/technologypolicyindex>

Contractor shall notify NYSERDA’s Information Security Officer immediately upon discovery or notification of any security breaches or vulnerabilities:

- information.security@nyserda.ny.gov
- (518) 862-1090 x3486

9. Term of Contract

The contract will be valid for 3 years. The Village of Hastings-on-Hudson, in its sole discretion, may extend the agreement beyond its initial term.

10. Right to Modify RFP or Reject Proposals

This RFP does not commit the Village of Hastings-on-Hudson to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services.

The Village of Hastings-on-Hudson reserves the right to amend this RFP. The Village of Hastings-on-Hudson reserves the right to accept or reject any or all proposals, to negotiate with all qualified proposers or to cancel this RFP in part or entirely.

11. Insurance Requirements

General Liability Insurance: The selected vendor is required to maintain general liability insurance in the minimum amount of \$1,000,000, and a professional liability insurance policy in the minimum amount of \$500,000 to cover any claims connected to the performance of this contract.

The vendor is also required to have Technology Professional Liability Errors and Omissions Insurance with limits not less than \$500,000 per occurrence. Coverage shall include, but not be limited to, claims involving infringement of intellectual property, copyright and trademark, privacy violations, information theft, release of private information, and network security.

12. Price Proposal

The proposal shall include itemized pricing for all products and services to satisfy the requirements of this RFP.

13. Evaluation Criteria

Evaluation criteria will be weighted as follows:

- Software functional capabilities, demos – 40%
- User-friendliness – 20%
- Training and ongoing support – 10%
- Price proposal – 20%
- Vendor qualifications – 10%

14. Method of Award

State Finance Law §163(4)(d) mandates that a contract for services, including technology, be awarded based on best value, which takes into consideration cost as well as other technical or non-cost factors.

The Village of Hastings-on-Hudson anticipates a single award pursuant to the solicitation.

15. Payment

Invoices shall be fully itemized and provide description sufficient for payment approval and audit.

16. Proposal Submission Requirements

Responses to this RFP will be accepted by the Village of Hastings-on-Hudson, 7 Maple Avenue, Hastings-on-Hudson, NY 10706 until October 21, 2022, at 10:30 AM. Proposals should be clearly labeled and directed to Village Clerk Anthony Costantini.

In addition to the above, the Village of Hastings-on-Hudson has partnered with BidNet as part of the Empire State Purchasing Group and will post our bid opportunities and any addendums to this site. As a vendor, you can register with Empire State Purchasing Group and be sure that you see all of the Village's available bids, addendums, and opportunities. Detailed plans and specifications for said bid may be obtained through the Empire State Purchasing Group at the following link: www.bidnetdirect.com/new-york/hastings-on-hudson.

Responses to this RFP shall consist of:

A. *Letter of Transmittal* (1 page) – A letter of transmittal that includes a single contact (Project

Manager), mailing address, telephone number, and email address.

B. *Introduction/Summary* (2 pages maximum) – A short introduction and summary of the candidate (i.e. how long in business, number of employees, practice areas etc.).

C. *Scope of Work* (3 pages maximum) – Include a detailed work program that addresses:

- a. Tasks to be performed.
- b. When each will be completed (timeline).
- c. Schedule of work products.
- d. Proposed budget with a cost breakdown by Scope of Work element and a lump sum fee for the services required to fulfill this RFP.

D. *Project Management and Communication* (1 pages maximum) – Methods the Consultant proposes to use to manage the project and communicate with the Village of Hastings-on-Hudson as to project progress.

E. *Personnel Qualifications and Experience* (7 pages maximum) – Resumes of the individuals who will be assigned to the project.

F. *Comparable Projects with References* (3 pages maximum) – Identify 3 comparable projects in progress or completed, with the following information:

- a. Current contact names and telephone numbers
- b. Summary of the project

G. *Representative Work Sample* – A representative work sample similar to the work being requested. Only one (1) representative work sample is required per submittal.

17. Equal Opportunity

The selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Village of Hastings-on-Hudson is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

18. Contract Requirements

The consultant shall be solely responsible for all claims of whatever nature arising out of rendering of services by the consultant during the terms of the contract. The consultant shall indemnify and hold the Village of Hastings-on-Hudson harmless against the same to the extent permitted by law. The selected consultant shall comply with all applicable federal, state, and local laws and regulations in the performance of service.