



VILLAGE OF KEY BISCAIYNE

Office of the Village Manager

Village Council
Franklin H. Caplan, *Mayor*
Michael E. Kelly, *Vice Mayor*
Michael W. Davey
Enrique Garcia
Robert Gusman
Mayra P. Lindsay
James S. Taintor

DATE: February 28, 2012
TO: Honorable Mayor and Members of the Village Council
FROM: John C. Gilbert, Village Manager
RE: Building Permit Software Proposals

Village Manager
John C. Gilbert

RECOMMENDATION

It is recommended the Village Council approve the attached Resolution which directs the Administration to negotiate with EnerGov Solutions, L.L.C. for purposes of selecting the best building permit software solution for the Building, Zoning and Planning Department. If an Agreement cannot be reached, then the Administration will enter into negotiations with Computer Software Inc. who is the second ranked firm.

BACKGROUND

The Capital Improvements Plan (CIP) includes a line item that will provide a significant upgrade to the permitting system software used in the Building, Zoning and Planning Department. Funding for this project is available from revenues reserved for this purpose.

The current system was purchased in 1999 at a cost of \$57,835. It is a client server based system with very limited internet functionality. The new system will be a web based hosted solution. It will be user intuitive with high speed internet connectivity for use by the general public and inspectors in the field.

Due to the complexity of the RFP, staff from the Miami-Dade County Department of Procurement Management was requested to provide technical assistance in the preparation of the RFP and through the evaluation and selection process. The RFP was published on August 1, 2011. We also notified over 300 companies regarding our solicitation.

On September 9, 2011, the Village received proposals from nine (9) firms. A seven (7) member evaluation Committee composed of Village Staff (4), an employee from the Miami-Dade County Internal Services Department for Procurement Management (1), and Building Officials from Coral Gables and Pinecrest was formed to evaluate the

proposals and submit a recommendation to the Village Manager. The Committee evaluated each of the nine (9) proposals. The Committee selected five (5) firms which were interviewed on January 18, 20, and 24, 2012. Each interview required 3-4 hours of time.

On February 8, 2012, the Committee submitted the attached report to the Village Manager which outlines the evaluation and selection process. The Committee recommended that the Village Manager negotiate with EnerGov Solutions L.L.C. and Computer Software Solutions Inc. for purposes of determining which firm provided the best software solution. The Village Attorney has reviewed the Committee's recommendation and has determined that the Administration should negotiate with the highest ranked firm. If those negotiations are not successful, then discussions should proceed with the second ranked firm.

The new permit system will provide the following capabilities:

- Building, code enforcement, planning and zoning application reviews and workflow management
- Building permit & inspections processes
- Code/ordinance enforcement case tracking system
- Business license issuance/renewals
- Public works permits and inspections
- Fire/life safety inspection results
- Contractor license verification
- Capacity for wireless "in the field" data entry ability
- Automated report generation i.e. 90 and 180 day letters
- Automated alerts sent via email; such as status of applications and inspections
- 40 year recertification as set forth in Chapter 8 of the Miami-Dade County Code
- State and County reports

RESOLUTION NO. 2012 - _____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, SELECTING ENERGOV SOLUTIONS, INC. TO PROVIDE BUILDING PERMIT SOFTWARE FOR THE BUILDING, ZONING AND PLANNING DEPARTMENT; AUTHORIZING THE VILLAGE MANAGER TO NEGOTIATE AN AGREEMENT CONSISTENT WITH THE TERMS SET FORTH IN THE PROPOSAL ATTACHED AS EXHIBIT “A;” AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village Manager, in accordance with the Village Code of Ordinances, recently sought proposals for new building permit software for the Building, Zoning and Planning Department (the “Software”); and

WHEREAS, after careful review of the proposals submitted, the Village Manager recommends EnerGov Solutions, L.L.C. (the “EnerGov”) for the Software; and

WHEREAS, the Village Council selects EnerGov Solutions, L.L.C. for the Software, and authorizes the Village Manager to negotiate an agreement with EnerGov Solutions L.L.C. consistent with the proposal attached as Exhibit “A;” and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. Each of the above stated recitals are hereby adopted, confirmed and incorporated herein.

Section 2. EnerGov Solutions L.L.C. Selected. The Village Council hereby selects EnerGov Solutions L.L.C. for the Software.

Section 3. Village Manager Authorized. The Village Manager is hereby authorized to negotiate an agreement, consistent with the proposal attached hereto as Exhibit "A," with EnerGov Solutions L.L.C. for the Software. In the event an agreement cannot be reached with EnerGov Solutions L.L.C., the Village Manager is authorized to negotiate with the next highest ranked firm(s), in order of ranking, until an agreement in the best interest of the Village is reached.

Section 4. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this ____ day of ____, 2012.

FRANKLIN H. CAPLAN, MAYOR

ATTEST:

CONCHITA H. ALVAREZ, CMC
VILLAGE CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Village Attorney

Memorandum



Date: February 8, 2012

To: John C. Gilbert, Village Manager
Village of Key Biscayne

From: Fred Simmons, Jr. Committee Chair
Miami-Dade County

Subject: Report of Evaluation for RFP No. VKB8111: Building, Zoning, and Planning
Department Software Permit Tracking System

The Request For Proposals (RFP) was developed through a collaboration of the Village of Key Biscayne and Miami-Dade County's Internal Services Department-Procurement Management Division. This partnership will continue throughout the RFP process. The Evaluation/Selection Committee has completed the task of evaluating proposals submitted in response to the above subject Request for Proposals ("RFP") following the guidelines published in the RFP solicitation.

Project No.: VKB8111

Project Title: Building, Zoning, and Planning Department Software Permit Tracking System

Solicitation Issued: August 1, 2011

Purpose of the RFP: To provide and implement a turnkey software solution for a permit tracking system to address the needs of the Village's Building, Zoning and Planning Department ("Project"). As the Village is a barrier island, the Village seeks a vendor-hosted web-based solution. The proposed software solution is required to manage a variety of functions administered by the Village's Building, Zoning and Planning Department. Additionally, the proposed software solution must provide an online public access system for facilitating online permit applications, inspection scheduling, status inquiries, etc. It is desired that the proposed solution provide an interface with the Village's GIS system. The selected proposer will also be required to training Village staff in using and administering the new software solution, as well as annual and ongoing support and maintenance that include trouble shooting, upgrades and enhancements to the system.

Solicitation Advertisement: The solicitation was sent to firms known by the Village to have interest in this solicitation, and firms identified by the County through its extensive data base of firms that provide the software systems and professional services contemplated by the solicitation. Over 300 companies were notified of the Village's solicitation.

Method of Award: Open competitive solicitation with award to the Proposer that is deemed to have offered the best solution and value to the Village. This method of award also contemplates negotiations with recommended firms.

Term of Contract: The period required for system implementation; including system testing, staff training. The contract term will be negotiated with the selected proposer(s).

Pre-bid Conference: The Village held two Pre-bid Conferences. The second allowed potential proposers to participate via teleconference.

Date and number of proposals received: On September 9, 2011, the Village received nine proposals in response to the solicitation.

Name of Proposers: See Proposal Receipt Log attached.

Evaluation Selection Committee (Committee): The seven member voting Committee was comprised of subject matter experts from the Village of Key Biscayne (4), City of Coral Gables (1), City of Pine Crest (1), and Miami-Dade County (1). The Committee was chaired by a senior member of the Internal Services Department-Procurement Management Division from Miami-Dade County.

Committee Meeting Dates: October 12, 2011, October 27, 2011, November 10, 2011, January 18, 2012, January 20, 2012, and January 24, 2012.

Summary of Committee Scores: The initial evaluation of proposals was conducted for all nine proposals received. Each proposal was pre-screened by Village and County staff to ensure it was responsive to the requirements of the solicitation. The Committee evaluated each proposal against the five evaluation criteria listed in the RFP. Each of the five evaluation criteria were weighted equally, a maximum of 20 points for each Committee member per evaluation criteria. The scoring criteria are:

1) Technology and System Functionality, 2) Proposed Price, 3) Concept Plan/Proposal Information, 4) Support and Maintenance, and 5) Qualifications and Experience. The maximum score for a proposer is 700 points (7 committee members X 20 points X 5 evaluation criteria). After the initial scoring, the Committee elected to conduct oral presentations with the top five highest scoring proposers. The firms were invited to present to the Committee a demonstration of their proposed system, and answer questions. The five proposers were each given four hours to demonstrate their system functionality, capacity, and how their system meets the requirements of the Village, as expressed in the solicitation. The Committee was able to revise their scoring based on the oral presentation. Scoring and ranking was as follows:

Pre Oral Presentations (Initial Scoring)

PROPOSER	SCORES: Percentage of maximum score (700)	RANKING	Recommended for Oral Presentations (Yes/No)
CRW Systems, Inc.	501: 71.57%	1	Yes
Triangle Associates, Inc.	474: 66.71%	2	Yes
Computer Software, Inc.	472: 67.43%	3	Yes
Paladin Data System	465: 66.43%	4	Yes
EnerGov Solutions, Inc.	458: 65.43%	5	Yes
Online Solutions, LLC	447: 63.89%	6	No
Kings Canyon Technology, Inc.	429: 61.13%	7	No
TradeeMaster, Inc.	401: 57.29%	8	No
Calvin, Giordano Associates, Inc.	344: 49.14%	9	No

Post Oral Presentation Scores

PROPOSER	SCORES: Percentage of maximum score (700)	RANKING	Recommended for Negotiations (Yes/No)
CRW Systems, Inc.	532: 76.00%	3	No
Triangle Associates, Inc.	406: 58.00%	5	No
Computer Software, Inc.	540: 77.15%	2	Yes
Paladin Data System	411: 58.71%	4	No
EnerGov Solutions, Inc.	546: 78.00%	1	Yes

Request for authorization to enter negotiations: The Committee determined that it is in the best interest of the Village to enter into negotiations with the two highest ranked firms. The two highest ranked firms offered a technical solution that meets the requirements of the Village. Their pricing is competitive and represents high-quality, and value for the solution proposed. Through negotiations, it is anticipated additional value can be gained in professional services, and price reductions. Pursuant to the RFP, the Village reserves the right to enter into negotiations with the next highest ranked firm should an agreement not be reached with either of the two highest ranked firms. The price offers of the recommended firms are attached.

It is respectfully requested that authorization be granted to enter into negotiations with EnerGov Solutions, Inc., and Computer Software, Inc. The following Committee members are recommended to participate in negotiations and comprise the Negotiations Team:

- 1) Fred Simmons, Jr., CPPO (Lead Negotiator/Negotiations Chair), Miami-Dade County
- 2) Jud Kurlancheek, (Lead Negotiator) Director Building, Zoning, and Planning

Technical Support:

- 3) Michael Fleming, Information Technology Manager, Village of Key Biscayne
- 4) Eugenio M. Santiago,
- 5) Laura Manos, Information Technology Manager, Miami-Dade County
- 6) Leo Llanos, Building Official, City of Pine Crest
- 7) Eric Lang, Fire Chief, Village of Key Biscayne
- 8) Manuel Z. Lopez, Building Official, City of Coral Gables
- 9) Asela Martell-Molina, Chief Permit Clerk, Village of Key Biscayne

Authorization to negotiate is:

 Approved Date

 Not Approved Date

Cc: Evaluation/Selection Committee, and Negotiations Team

COMPOSITE RANKING OF ALL NINE (9) FIRMS

EVALUATION OF PROPOSALS

RFP NO. VKB8111

Building, Zoning and Planning Department Software Permit Tracking System

COMPOSITE

SELECTION CRITERIA	PROPOSERS	Maximum Points Per Member	Maximum Total Points (7 members)	Triangle Associates, Inc.	CRW Systems, Inc.	Online Solutions, LLC	Energy Government Solutions	Calvin, Giordano Associates, Inc	TradeeMaster, Inc.	Paladin Data System	Kings Canton Technology, Inc.	Computer Software, Inc.
Technology and System Functionality		20	140	115	106	85	105	76	77	103	88	96
Proposed Price		20	140	63	89	91	73	80	82	91	79	83
Conceptual Plan/Proposal Information		20	140	99	109	89	103	74	75	95	78	109
Support and Maintenance		20	140	101	101	94	89	49	91	85	92	97
Qualifications/Experience		20	140	96	96	88	88	65	76	91	92	87
TOTAL TECHNICAL POINTS		100	700	474	501	447	458	344	401	465	429	472
Ranking												

Signature:

Chairperson

PRINT NAME:

FRED SIMMONS, JR.

DATE:

2/6/12

Reviewed By

Local Preference* (Highest ranked proposer's total points - 5% = Local Preference range)												
Is any firm within 5% of the highest ranked? Y / N												
Is highest ranked local? Y / N												
Is firm within 5% local? Y / N												

COMPOSITE RANKING OF FIVE (5) SHORT LISTED FIRMS

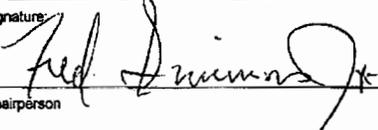
EVALUATION OF PROPOSALS: POST ORALS

RFP NO. YKB8111

Building, Zoning and Planning Department Software Permit Tracking System

COMPOSITE

SELECTION CRITERIA	PROPOSERS	Maximum Points Per Member	Maximum Total Points (7 members)	Triangle Associates, Inc.	CRW Systems, Inc.	Online Solutions, LLC	Energy Government Solutions	Calvin, Giordano Associates, Inc	TradeeMaster, Inc.	Paladin Data System	Kings Canton Technology, Inc.	Computer Software, Inc.
Technology and System Functionality		20	140	95	105	X	114	X	X	79	X	112
Proposed Price		20	140	63	101	X	96	X	X	84	X	101
Conceptual Plan/Proposal Information		20	140	79	105	X	111	X	X	86	X	112
Support and Maintenance		20	140	85	110	X	113	X	X	80	X	111
Qualifications/Experience		20	140	84	111	X	112	X	X	82	X	104
TOTAL TECHNICAL POINTS		100	700	406	532	X	546	X	X	411	X	540
Ranking												

Signature: 
 Chairperson

PRINT NAME: FRED SIMMONS JR

DATE: 2/6/11

Reviewed By _____

Local Preference* (Highest ranked proposer's total points - 5% = Local Preference range)												
Is any firm within 5% of the highest ranked? Y/N												
Is highest ranked local? Y/N												
Is firm within 5% local? Y/N												