

PROJECT NO.: RFI 2020-02

DUE DATE: October 23, 2020

AND TIME: 2:00 PM

LOCATION: Estero Village Hall
9401 Corkscrew Palms Circle
Estero, FL 33928

Please submit your response electronically to me via email at the following address:
franceschini@estero-fl.gov

REQUEST FOR INFORMATION

TITLE:
COMMUNITY DEVELOPMENT SOFTWARE
CONSULTANT

Advertised Date: October 9, 2020

REQUESTER: VILLAGE OF ESTERO, FLORIDA

ADDRESS
9401 CORKSCREW PALMS CIRCLE #101
ESTERO, FL 33928

VILLAGE CONTACT:
BOB FRANCESCHINI, C.P.M., CPPB
PHONE NO.: 239-319-2821
EMAIL: franceschini@estero-fl.gov

VILLAGE OF ESTERO, FLORIDA
REQUEST FOR INFORMATION
FOR
COMMUNITY DEVELOPMENT SOFTWARE CONSULTANT

DATE SUBMITTED: _____

VENDOR NAME: _____

TO: The Village of Estero
Estero, Florida

FIRM NAME _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S.# _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE NO.: _____

E-MAIL ADDRESS: _____

VILLAGE OF ESTERO, FLORIDA
REQUEST FOR INFORMATION
FOR
COMMUNITY DEVELOPMENT SOFTWARE CONSULTANT

STATEMENT OF NEED

The Village of Estero is requesting information needed to assist it in making a decision as to which Consultant to engage with to assist it with contracting for, overseeing the implementation of, and the data transfer/conversion for a turnkey Community Development Software package. The goal is to successfully acquire, implement, and manage a computerized permit management software that is user-friendly, that will increase staff efficiency, assist the public, and integrate all functions of the Community Development Department.

DEFINITION OF COMMUNITY DEVELOPMENT

The Village of Estero Community Development Department includes building permitting, plan review, inspections, zoning, planning, development review (site plan review), and code enforcement.

Therefore, the Village is seeking to acquire a software package capable of, as a minimum, performing the following and similar functions on-line:

- Scheduling inspections.
- Processing applications for building permits.
- Checking permit status.
- Processing zoning and planning applications.
- Checking status of zoning and planning requests.
- Processing applications for Development Orders/Development Review.
- Providing status of development order requests.
- Electronic plan review.
- Code enforcement.

INFORMATION REQUESTED

Discuss your company's background, your relevant experience, and project approach in your response (please number your responses to correspond with the numbered items below):

1. How long has your company been in business?
2. How many similar engagements (specifically assisting in the conversion/implementation of a Community Development software package) have you successfully completed within the past five (5) years in Florida with local governments? (Please provide entity name, a contact name, phone number, and email.) Include a discussion of how each project is similar to this project.
3. Discuss your understanding of Community Development as a function and how it relates to the Village's definition as outlined above.
4. Discuss your experience with and knowledge of the CityView (from Harris Computer Systems) software platform. Have you successfully completed the implementation/administration of CityView software within the past five (5) years at a local

- government in Florida? (Please provide entity name, a contact name, phone number, and email.)
5. Discuss your experience with and knowledge of the Accela software platform. Have you successfully completed the implementation/administration of Accela software within the past five (5) years at a local government in Florida? (Please provide entity name, a contact name, phone number, and email.)
 6. Discuss your experience and knowledge of the EnerGov (from Tyler Technologies) software platform. Have you successfully completed the implementation/administration of EnerGov software within the past five (5) years at a local government in Florida? (Please provide entity name, a contact name, phone number, and email.)
 7. Discuss the approach of working with a third party concern (not the actual software provider) in the implementation of the software. Include your opinion of this arrangement and advantages/disadvantages vs. an implementation done with in-house (employees of the software provider) personnel.
 8. The sources of data for the conversion will be from several internal and external sources, including Lee County, FL government. Discuss your knowledge of the Lee County, FL government (including its Community Development operation) and any existing relationships/contacts you may have with that entity.
 9. Please outline your understanding of this engagement. Provide details on where you see potential challenges and opportunities.
 10. Discuss your experience in consulting on contracts for complex software buys. What do you view as the three (3) most important issues when negotiating this type of contract on behalf of the entity?
 11. Provide a preliminary project schedule that outlines the important project milestones. The schedule should identify which tasks are predecessors or others and potential for shortening the implementation/conversion schedule by overlapping project tasks.