

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 1 TO RFP NO. 16-0008-6

FOR: BUSINESS LICENSE AND PERMITTING SYSTEM

FOR CHATHAM COUNTY

NOTE: PROPOSAL DUE DATE AND TIME IS EXTENDED TO 5:00 P.M. MARCH 15, 2016

PLEASE SEE THE FOLLOWING FOR ADDITIONS, CLAIRIFICATIONS, AND/OR CHANGES:

CLAIRIFICATION: Section 4.3 Feature Requirements – When submitting your proposal, a written response is required for each bullet point in each sub-section agreeing with the requirement or explaining your exception to the requirement.

PLEASE SEE THE FOLLOWING QUESTIONS & ANSWERS:

1. What departments are involved in this project for the County? (i.e. Building Safety and Regulatory Services, Planning, Assessor, Public Works, etc., please list)
 1. **Building Safety**
 2. **Engineering**
 3. **Metropolitan Planning Commission(MPC)**
2. What records types are to be included in this RFP? (i.e. Building permit applications, other permits, licenses? etc.)
 1. **All Construction Permits**
 2. **All Engineering Permits(Land Disturbing Activities, Clearing, Grading, Development, Subdivision Plat review**
 3. **Business License and Alcohol License Applications**
 4. **Special Events**
 5. **Property Maintenance and Zoning**
 6. **MPC Approvals and Permits**
3. How many applications per year does the County receive for the processes in scope and covered under this RFP? Please provide a breakdown (i.e. Building permits, Electrical permits, licenses etc...) for all processes in scope under RFP 16-0008-6.

- | | |
|--|--|
| 1. Alarm – 24 | 19. House Moving – 1 |
| 2. Alcoholic - 170 | 20. Mechanical – 157 |
| 3. Antenna/Tower - 17 | 21. Mobile Home – 35 |
| 4. Business Tax License - 2390 | 22. Plumbing – 53 |
| 5. Commercial Addition - 73 | 23. Residential Addition – 413 |
| 6. Commercial Dock - 2 | 24. Residential Detached Garage
– 9 |
| 7. Commercial Warehouse - 3 | 25. Residential Dock – 14 |
| 8. Commercial New - 9 | 26. Residential Misc. – 18 |
| 9. Commercial Pool - 1 | 27. Residential New – 213 |
| 10. Commercial Roof - 8 | 28. Residential Pool – 35 |
| 11. Deep Well - 20 | 29. Residential Roof – 471 |
| 12. Demolition - 29 | 30. Shallow Well – 9 |
| 13. Electrical - 221 | 31. Sign – 72 |
| 14. Fence – 161 | 32. Special Event – 102 |
| 15. Fire Sprinkler – 18 | 33. Alcohol Sunday Sales – 61 |
| 16. Foundation – 38 | 34. Kitchen / Paint Booth
Suppression Systems - 6 |
| 17. Gas – 3 | |
| 18. Kitchen Hood/Paint Booth
Ventilation– 5 | |

4. Please list all integrations desired under this RFP and what the linked applications are (i.e. GIS = Esri ArcGIS Server 10.x, Assessor/Property database, Financial, Contractor/Licensed Professional). Please include what database the host system is and the frequency for updates.

1. ESRI
2. IAS World Assessor Data

5. Will the County consider a hosted or SaaS model to meet your requirements?
- 1. The preference is for a locally hosted solution, but SaaS options may be considered.**
6. The RFP mentions "Records imported from existing SQL based permitting system", what is the current system and please provide details on what information is in the permitting system needing to be migrated (i.e. permits, fees, inspections, etc.).
- 1. All records with information being requested to be maintained in the current system, including Permits, Licenses, Names, Addresses, Parcels, Zoning and Maintenance Complaints, Fee and Payment Records, and Linked attachments. Import will be from the Novalis (Xerox) system from a MSSQL database.**
7. Does the County have an existing relationship with a vendor for the processes identified in the RFP? **The County currently uses Novalis/ACS software system.**
8. Has the County seen any product presentations in the last 12 months? If so from whom? **Yes. Tyler Technologies/EnerGov GIS**
9. Is this a budgeted project? **This will be a budgeted project.** What is the County's budget? **The budget amount is unavailable at this time.**
10. Can you provide samples of these reports (LIA(Local Issuing Authority) reports, MS4(National Pollutant Discharge Elimination System) reports, no further action letter, buffer determination, CRS (Community Rating System) reports)
- 1. We have provided samples of Stop Work Order, Permits, and Buffer Determination letters. We will not provide samples of reports. We prefer ad hoc report generation to create reports as needed.**
11. Is this a new requirement? If not, can you please provide the name of the incumbent, the current contract value and eligibility criteria to re-compete?
- No. Novalis/ACS software system.**
12. To provide an accurate price estimate, please identify the number of distinct named back office users the County requires for the new system (please identify number of named users by business function). *Back office users are staff members who will have partial or complete access to the system. They may comprise one or more departments. Their total number may affect how the system is licensed and is needed to determine the number of users that will need to be trained on using the system:*
- 1. Licensing and Case management - 3**
 - 2. Land Management/Permitting - 20**

3. GIS - 19

13. How many field/mobile users does the County expect to use the new system? Of the number of mobile users, how many are included with the number of back office users requested in the previous question above? **10**

14. Please list out the details of unique record types anticipated in the new system:
Unknown at this time.

Department or App Group	Application Type	Unique Number of Application Type	Requirements and Fees Documented?	Comments
	License (example)			
	Permit (example)			
	Code enforcement (example)			

15. Please list out the details of unique workflows anticipated in the new system.
See attached workflow of engineering department.

Department or App Group	Workflow/Process Type	Number of Workflow/Process	Complexity (Low/Medium/High)	Are They Documented?	Comments

16. Does the County desire electronic document/plan review functionality as part of this project? If so:

1. Could the County provide the number of users by department?
Unknown at this time.
2. Does the County plan to roll out electronic document/plan review functionality for all record types at once or phasing in record types over a specified timeframe?
Unknown at this time.

17. In RFP section 3.7-3 Company Background, please clarify what is meant by "citizen request management systems" in the following question. *"Amount of time and what experience vendor has with citizen request management system, particularly similar clients."*
This should read: Amount of time and what experience vendor has with permitting/ licensing management systems, particularly similar clients.

- 18. Please state the County's timeline from proposal due date to award.
Approximately 4 -6 weeks.
- 19. Please state the County's desired implementation timeframe (project start to go-live).
Go live should be within one year of contract award.
- 20. What criteria will the County employ to evaluate this RFP? **See below**
- 21. What percentage is tied to the various criteria? **See below**
- 22. What percentage is tied to the MBE/WBE criteria? **See below**

Functional Fit	35%
Cost including maintenance	30%
Compatibility	10%
Local MBE/WBE Participation	15%
Reference	10%

Demo/Presentation (if required)

30 Pts

March 1, 2016
DATE


MARGABET H JOYNER,
PURCHASING DIRECTOR
CHATHAM COUNTY GOVERNMENT



Chatham County Department of Engineering Land Disturbing Activities Permit Application

Site/Project Name: _____

APPLICANT

Name: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

PROPERTY DESCRIPTION

Address: _____

PIN: _____

24 HOUR CONTACT (REQUIRED)

Name: _____

Address: _____

Phone (Day): _____

(Night): _____

Fax: _____

Email: _____

DESIGN PROFESSIONALS

Name: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

This application must be accompanied by the application fee, completed content review checklist, and all plans and supporting calculations. The project will not be scheduled for review without a complete application package.

PERMIT TYPE: Clearing and Grubbing ___ Grading ___ Development ___

FEES: Single-Family Residential Subdivision:

of lots _____ x \$450 per lot = \$ _____

Development other than Single-Family Residential:

(total disturbed acres _____ x \$250 per acre) + \$2,000 base charge = \$ _____ (\$16,000 Maximum)

Clearing and Grading other than Single-Family Residential:

(total disturbed acres _____ x \$100 per acre) + \$2,000 base charge = \$ _____ (\$16,000 Maximum)

National Pollutant Discharge Elimination System Permit fees:

total disturbed acres _____ x \$40 = \$ _____

(Sites with total disturbed area equal to or greater than 1 acre only)

In consideration of Chatham County's granting of the above permit, the undersigned does hereby agree to construct the site in accordance with the narrative description and the site plans as approved by the County, and in compliance with the laws and ordinances of Chatham County, Georgia.

PRINT NAME (OWNER/AGENT)

DATE

SIGNATURE



Chatham County Department of Engineering Plat Review Application

Subdivision Name: _____

APPLICANT

Name: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

PROPERTY DESCRIPTION

Address: _____

PIN: _____

Current # of lots: _____

Proposed # of lots: _____

DESIGN PROFESSIONALS

Name: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

This application must be accompanied by the application fee, the plat, and all supporting documentation. The project will not be scheduled for review without a complete application package.

FEES: **Minor Subdivision¹ or Recombination²: \$200**

¹ A Minor Subdivision creates 3 or fewer lots with no new streets or modification to existing streets.

² A Recombination creates the same number or fewer lots than currently exists.

ESA Waiver Request (with Minor Subdivision Only): \$200

Major Subdivision³: # of lots _____ x \$100 per lot = \$_____

³ A Major Subdivision creates 4 or more lots and/or creates new streets or modifies existing streets.

Minor and Major Subdivisions require an Environmental Site Assessment (ESA) be conducted on the property recently. Has an ESA been conducted?
Yes _____ No _____
**If Yes, provide a copy with this application.*

Minor Subdivisions may request a waiver from the ESA requirement. Is a waiver requested for this subdivision?
Yes _____ No _____
**If Yes, provide an ESA Waiver request form.*

PRINT NAME (OWNER/AGENT)

SIGNATURE

DATE



Chatham County Department of Engineering ESA Waiver Request

Subdivision Name: _____

PROPERTY OWNER:

Name(s): _____

Address: _____

Phone: _____

PROPERTY DESCRIPTION:

Address: _____

Legal Description: _____

PIN: _____

PROPERTY USE:

List all known uses of the property. List dates for each use (to the best of your knowledge). Include dates of current ownership.

CERTIFICATION:

I, _____, owner of said property, am making this request for a waiver from the Environmental Site Assessment (ESA) requirements of the Chatham County Subdivision Regulations in accordance with the Engineering Policy of Chatham County. I hereby agree to protect, defend, indemnify and hold harmless Chatham County, its Commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens and judgments of whatever nature, including any claims for contribution and/or indemnification for injuries to any person or persons, firm, association, partnership or company, or damage to property or other rights of any person or persons, firm, association, partnership or company caused as a result of the approval of this ESA waiver request. My obligation to protect, defend, indemnify and hold harmless as set forth hereinabove shall include, but shall not be limited to, any claims for damages caused by any contamination to the soil, groundwater or vegetation as a result of unreported landfill, maintenance, material storage, or any other activities which may cause environmental harm to this or surrounding lands.

Notary Public

Commission Expiration Date

[Notary Seal]

Print Name (Owner)

Signature

Print Name (Owner)

Signature

Date



Chatham County Department of Engineering

Re-review / Re-inspection Fee Schedule

Site/Project Name: _____

Permit # _____

Original Fee Paid \$ _____

Payment Due

Single family, commercial & multi-family LDA plan re-review	25% of original fee, required to be paid prior to 4th review and each subsequent review	
Changes to approved plans, when requested prior to field implementation of the proposed changes	25% of original fee	
Changes to approved plans, when requested after field implementation of the proposed changes	50% of original fee	
As-Built (record drawings) re-review	25% of original fee, required to be paid prior to 2nd review and each subsequent review	
Single family residential re-inspection	\$200 per inspection, required to be paid prior to scheduling re-inspection of previously failed inspection	
Commercial & multi-family re-inspection	\$200 per inspection, required to be paid prior to scheduling the 3rd and each subsequent inspection	

Total

Staff Signature

Effective July 1, 2007



LEGAL NOTICE

CHATHAM COUNTY DEPARTMENT OF ENGINEERING

124 Bull Street, Suite 430
Savannah, GA 31401
(912) 652 - 7800

WHEREAS, the violation(s) listed below has been found on the premises, NOTICE IS HEREBY GIVEN in accordance with the above ordinance that all persons cease, desist from and

STOP WORK

at once on any construction, alterations, repairs or further use of these premises, known as

16" Watermain relocation

Until the violation has been corrected and approved by this Department. All persons acting contrary to this notice or removing or mutilating it are liable to summary arrest unless such action is authorized by the Department.

- Floodplain Violation**
- Soil Erosion & Sedimentation Control Ordinance (Article VIII Sect. 24-803)**
- Land Disturbance Activities Ordinance (Article II Sect. 24-206)**

DATE: 1/15/2016

Nick Millionis, Civil Engineer III



CHATHAM COUNTY LAND DISTURBING ACTIVITIES ORDINANCE DEVELOPMENT PERMIT

SITE NAME **GULFSTREAM PSDC (PARKING EXPANSION)**

PERMIT #
2015-001

PERMIT ISSUE DATE **23 FEB 2015**

APPROVED BY **NICK MILIONIS**

SIGNATURE _____

PIN #
1-0903 -02-014

DEVELOPER
GULFSTREAM AEROSPACE

DEVELOPER PHONE #
9123950655

SUBDIVISION

DEVELOPER'S ADDRESS

24-HOUR CONTACT
SHEILA STEELE

SITE ADDRESS
555 NORTHPORT PKWY

24-HOUR CONTACT PHONE #
9123950655

PERMIT MUST BE POSTED IN A
CONSPICUOUS PLACE NEAR
ENTRANCE TO SITE, AND
PROTECTED FROM WEATHER

DO NOT AFFIX TO
PROTECTED TREES

PERMIT VOID UNLESS WORK
IS STARTED WITHIN SIX
MONTHS OF PERMIT DATE

