



CITY OF PASO ROBLES, CALIFORNIA

REQUEST FOR PROPOSALS

FOR A

Building Permit / Land Management System (LMS)

Issue Date: November 16, 2015

RFP Response Due Date: January 8, 2015

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1.0 RFP Overview

1.1 Purpose of RFP

The City of Paso Robles (City) has issued this Request for Proposal (RFP) to identify a replacement Building Permit / Land Management System (LMS), to manage its building permitting, plan checking, land use planning, and other land management activities. The City seeks to implement a proven public sector software application with a more current land management system that will provide more functionality including the automation of current manual functions. The City wishes to partner with a qualified firm (Proposer) with the experience, expertise, and qualifications to provide a fully integrated, proven state-of-the-art solution.

The City desires to obtain a system to add efficiencies and limit the manual processes required to support current functions in the Community Development (Building Division, Planning Division, City Engineer) and Public Works (in future) Departments. The new solution will replace the current permitting issuance process that utilizes the City's Accela Permits Plus system, and will also automate many supporting processes (including Access and Excel) for a variety of other related Community Development and Public Works Department activities. In addition to the software modules, the City is seeking a Proposer to provide the professional services that will ensure a successful implementation. The professional services should include the following:

- ◆ Software installation and configuration
- ◆ Training
- ◆ Data Conversion
- ◆ Documentation
- ◆ Project Management

The City seeks to establish a business relationship with a Proposer with a proven track record of supporting a successful implementation, on-going system maintenance and support, and continual system evolution. The City is open to consideration of hosted solutions as well as traditional in-house systems.

The procurement and implementation of the new system will provide the City the opportunity to streamline existing business processes (i.e. reduce paper processes; implement use of automated workflows), implement new business processes, and enhance reporting capabilities to support the City's long-term needs. The City recognizes that some existing internal business processes may differ from the design of the new system, and the City is prepared to modify its internal business processes in order to gain the full advantages of a new system.

The City desires to kick-off the project approximately May 2016, and the City expects the Proposer to provide services to support this timeframe. The contract resulting from this

procurement will include a licensing agreement, software maintenance agreement, and a professional services agreement. The professional services agreement will include, at a minimum, the following components: installation, configuration, project management, conversion, training, and documentation. The City prefers to independently purchase the hardware and database software if a traditional in-house system is chosen.

1.2 Selection Process and RFP Timeline

Once responses to this RFP are received in accordance with the submission deadline, the City will determine the top Proposers to continue in the selection process. The top Proposers will be invited to complete an on-site proof of capabilities (POC) process. Upon the completion of the proof of capabilities and reference checks, the City intends to identify a finalist. Even though the City intends to select a single finalist, the City reserves the right to select more than one finalist in the event that the City is not able to agree on a single vendor.

The scripted proof of capabilities (POC) is not intended to be a generic demonstration of the application, but rather a demonstration of specific product functionality deemed most critical to the City using data provided by the City. Proposers must be prepared to invest the time and resources in the POC to be successful with this procurement. The City will provide the scripts, data, and other relevant documentation approximately twenty-five (25) business days prior to the scheduled POC. Table 1, RFP Schedule of Events, represents the City's best estimate of the schedule that will be followed.

RFP EVENT	DATE/TIME
City Issues RFP	November 16, 2015
Deadline for Proposer Questions	November 23, 2015
City Issues Responses to Proposer Questions	December 7, 2015
Deadline for Proposal Submission	January 8, 2016
City Completes Evaluation of Proposals	January 29, 2016
Finalists Notified and Provided Proof-of-Capabilities (POC) Packet	February 2, 2016
POC Demonstrations	Feb 29–March 4, 2016
Contract Negotiations	March 14 - 25, 2016
Award of Proposal and Contract Execution	April 2016
Anticipated Project Start Date	May 2016

Table 1 – RFP Schedule of Events

The City desires to begin the project and implementation of the new system on or before May 2016 as noted in Table 1. The City is prepared to make the resources available to allow for a

May 2016 project start, with go-live following as expeditiously as possible. The City is requesting that Proposers craft an approach that meets the City's objectives. If Proposers are not able to meet this timeline, they are encouraged to propose an alternative timeline for the City to consider.

The City reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the RFP Schedule of Events will be provided to all Proposers who submit their Intent to Propose (see Section 1.7).

1.3 RFP Coordinator

All communications concerning this RFP must be submitted by e-mail to the RFP Coordinator identified below. The RFP Coordinator will be the sole point of contact for this RFP.

Lori Wilson, Building Technician
lwilson@prcity.com

Proposer contact with any person(s) in the City other than the RFP Coordinator is expressly forbidden and may result in disqualification of the Proposer's bid.

1.4 Proposal Preparation Costs

The City will not pay any costs associated with the preparation, submittal, or presentation of any proposal.

1.5 RFP Amendment and Cancellation

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued, it will be provided to all Proposers submitting their Intent to Propose (See Section 1.7).

Proposers will respond to the final written RFP and any exhibits, attachments, and amendments.

1.6 Questions Pertaining to the RFP

Specific questions concerning the RFP should be submitted in writing, via e-mail to the RFP Coordinator listed in Section 1.3 before the date identified in Table 1, RFP Schedule of Events. Proposer questions should clearly identify the relevant section of the RFP and page number(s) related to the question being asked.

Copies of all written questions and the City's responses will be e-mailed to all Proposers submitting their Intent to Propose (see Section 1.7).

1.7 Intent to Propose

Each Proposer who plans to submit a proposal must register by e-mail to the RFP Coordinator listed in Section 1.3. The e-mail should indicate the Proposer's intent to respond to this RFP. The e-mail should include:

- ◆ Proposer name
- ◆ Name and title of Proposer main contact
- ◆ Physical mailing address, telephone and facsimile number, and e-mail address

Submittal of the Intent to Propose e-mail is necessary to ensure receipt of RFP amendments, responses to vendor questions, pricing templates, and other communications regarding the RFP. The Intent to Propose is not intended to bind Proposers to submitting a proposal.

1.8 Proposal Submittal

Proposals will be submitted no later than 2:00pm on the Proposal Deadline date detailed in Table 1, RFP Schedule of Events. Proposers assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service.

Proposers will respond to the RFP and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline will cause the proposal to be disqualified. Proposals may not be delivered orally, by facsimile transmission, by e-mail, or by other telecommunication or electronic means. Proposers must submit in a sealed package one (1) original signed Master, five (5) copies, and one (1) electronic copy (a single .pdf file is strongly encouraged). The package should be clearly labeled as follows:

Lori Wilson, Building Technician
Proposal for Land Management System Software and Implementation Services
Name of Proposer
Proposer's Address
Proposer's Contact Person
Proposer's Telephone Number

The proposal package should be mailed, couriered, or hand delivered to the City of Paso Robles – Building Division counter at 1000 Spring Street (second floor), Paso Robles, CA 93446. All proposals must be received by the City by 2:00pm on the date shown in Table 1, RFP Schedule of Events. City Hall is open Monday – Friday 8:00 am to 5:00 pm. Proposals received after the time and date stated will be returned unopened. Postmarks will not be accepted as proof of receipt.

1.9 Public Records Law

Pursuant to California Government Code Section 6250, public records may be inspected and examined by anyone desiring to do so, at a reasonable time, under reasonable conditions, and under supervision by the custodian of the public record. All submitted proposals are subject to this code section.

2.0 Paso Robles Overview and Current Environment

This section of the RFP provides an overview of the City's current operations, organization, and technical environment. This information is provided to assist the Proposers in responding to this RFP.

2.1 City Overview

The City of Paso Robles is a community of approximately 30,000 residents nestled in the coastal mountain range of central California. The City was incorporated in 1889, and is a general law City with a Council - Manager form of government.

Located close to mountains, beaches, and deserts, it is home to one of the country's greatest wine growing areas. Situated midway between Los Angeles and San Francisco, it is also a gateway to thriving metropolitan areas north, south and east. Paso Robles offers all the amenities of family life including attractive and available housing, ample City services, state-of-the-art recreation facilities, easy access to retail shopping, excellent public schools, and safe neighborhoods.

The City understands the importance of business and works hard to attract commerce in a diverse array of industries. Paso Robles' population growth continues to exceed much of the Central Coast. With just over 11% of San Luis Obispo County's population, the City has 19% of retail sales and 53% of manufacturing jobs. Paso Robles has sustained strong, uninterrupted economic growth since 1993. Paso Robles holds the charm of a rural community, but is developing into a center of industry, viticulture, recreation, commerce, and housing. It is truly a place with something for everyone.

The City Manager, appointed by the City Council, is the Chief Executive / Administrative head of government, including being empowered to appoint all City department heads (with the exception of the City Attorney). Residents elect the Mayor and four (4) Councilmembers at large, making each accountable to the entire citizenry. The Council acts as the Board of Directors of the municipal corporation and meets in a public forum where citizens may participate in the governmental process.

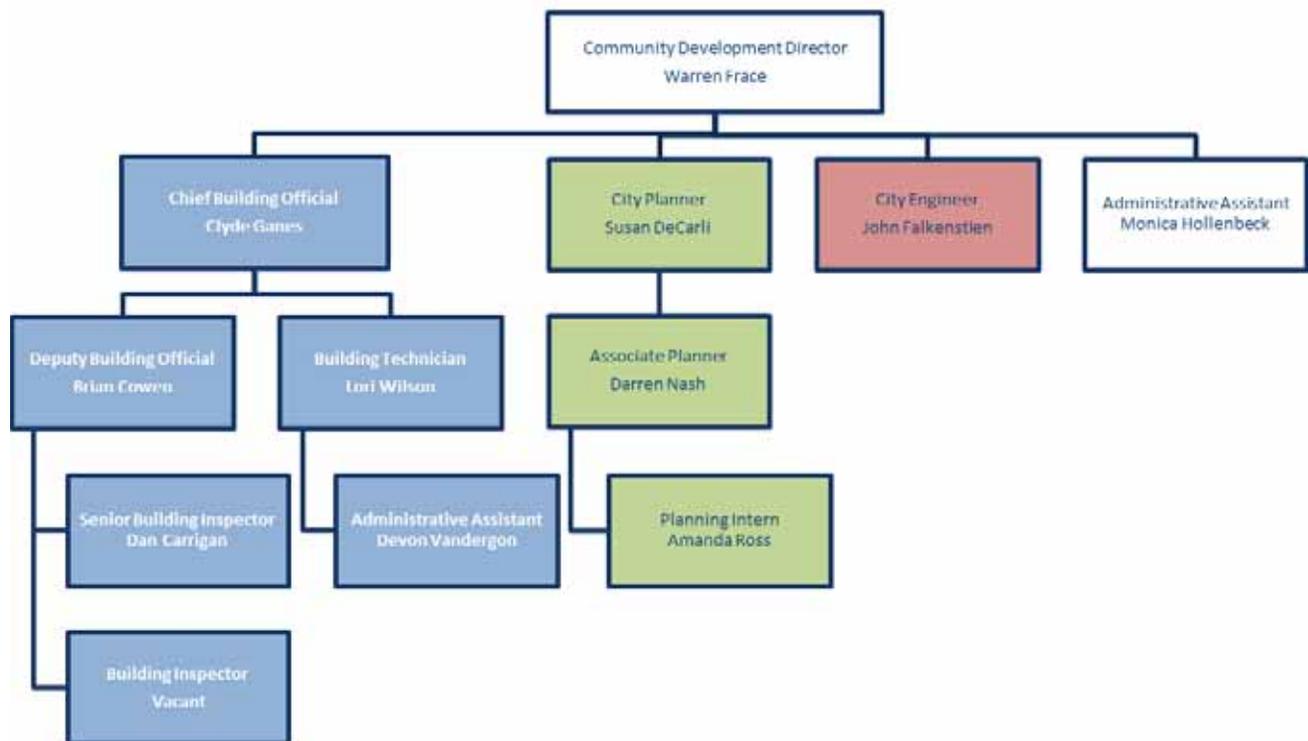
The City provides a full range of services to the community including emergency services (fire), police, library and recreation, public transportation, housing services, public utilities (water, wastewater and landfill) and public works. In addition, the city houses the Paso Robles Regional Airport.

2.2 Community Development Department Overview

The Community Development Department consists of three (3) divisions: Building, Planning, and Engineering. The Building division has been the primary user of the Accela Permits Plus software, utilizing the system primarily to track building-related activities and issue permits.

The division is responsible for all aspects of a project's activities after project approval, including plan check, issuance of permits, ongoing inspections, and the issuance of certificates of occupancy. The Planning division is responsible for reviewing land use applications and assisting applicants with the entitlement process. In addition, the division is responsible for maintaining the City's general plan and related zoning codes. The Engineering division is responsible for ensuring that development on private property is done consistent with City codes and standards.

In addition to these major functions, the Community Development Department also provides low and moderate income households with housing-related services, and administers the City's Community Development Block Grant (CDBG) and Redevelopment housing set-aside funds. The Department also provides staff support for the City Planning Commission, which is made up of residents appointed by the City Council.



Community Development Department Organization Chart

2.3 Current Technology Environment

The City's technology-related activities are supported by the Information Technology Division, which reports to the City Manager's office. The Division provides computer and telecommunication system support to all City facilities including Police, Emergency Services (Fire), City Hall, Public Works, Recreation and the Library. A staff of four (4) design and

maintain the systems including the data and voice communication networks. The Division is supervised by an IT Manager who reports directly to the City Manager.

2.4 Technical Infrastructure

The following table identifies current technology standards for the City. Vendors will be required to confirm their ability to meet / integrate with these standards or propose alternatives.

Technology	Current Standard
Database	Microsoft SQL Server 2008 and 2012
Database Reporting	SQL Server Reporting Services
Server OS	Windows 2008R2 and 2012R2
Desktop OS	Windows 7 and Windows 10
Server Hardware	HP Proliant Servers
Desktop Hardware	HP Elitedesk 800 G1
Office Productivity	Microsoft Office 2010 and 2013
Browser	Internet Explorer 11 and Edge
Email Server/Client	Exchange 2010
Virtual Environment	Microsoft Hyper-V
Storage Area Network (SAN)	Nimble CS300
Active Directory	Windows 2008R2
ArcGIS	ESRI 10.2
AutoCAD	2014

Table 2 – Technical Infrastructure

2.5 Number of Users

The following table identifies general user information.

Category	Current Number of Users	Future Number of Users
Building	6	8
Planning	3	5
Public Works	5	8
Engineering	2	4
Front Counter	2	3
Mobile Users (Future)	0	10

Table 3 – Number of Users

2.6 Transaction Volumes

The following table provides transaction volumes for the City's various permitting and related activities.

Building Permit Activity	Total Number
2014 Total Building Permits Issued	685
2015 Total Building Permits Issued (projected)	910
2014 Inspections	3,675
2015 Inspections (projected)	3,500
2014 Building Plan Checks	629
2015 Building Plan Checks (projected)	753
Planning Division Activity	Total Number
2014 Planning Applications	54
2015 Planning Applications (projected)	60
2014 Use Permit Applications	16
2015 Use Permit Applications (projected)	25
2014 Administrative Hearings	60
2015 Administrative Hearings (projected)	70
2014 Sign Permit Applications	42
2015 Sign Permit Applications (projected)	50

Code Enforcement Activity	Total Number
2014 Cases Completed	50
2015 Compliance Follow Ups	50
Business License Activity	Total Number
Current Business Licenses	3,400

Table 4 – Transaction Volumes

3.0 New System Objectives

The City is seeking a commercial-off-the-shelf (COTS) solution that is a fully integrated, real-time solution and preferably a windows-based, web-enabled application. The City intends to modify its existing processes to implement best business practices to support the business functions. The new system should provide the following basic capabilities:

- ◆ Transaction processing in real-time with immediate availability for inquiry and reporting
- ◆ Fully integrated system where data is entered only once and is then fully accessible throughout City departments and via the website
- ◆ Ability to use mobile technology for inquiry and updates
- ◆ Robust security capabilities with the ability to integrate to Microsoft Active Directory
- ◆ Workflow capabilities as appropriate for applicable transactions / processes
- ◆ Built-in comprehensive reporting mostly eliminating the need for staff to develop custom reports
- ◆ Robust audit and transaction logging

The remainder of this section identifies key features, functions, and capabilities the City is seeking from the new system. **As a part of their response, proposers must respond to each item listed, explaining the current capabilities of their solution to meet the needs of the City, as well as identifying features and functions that can improve the existing processes. Appendix C provides a Response Requirements Template which must be completed and provided as a part of the proposal.** An MS Word version of the Response Requirements Template will be furnished to Proposers that submit an Intent To Propose pursuant to Section 1.7 above.

3.1 General System Characteristics

- ◆ Permit Lifecycle Management
 - System management from pre-submittal through multi-department and external agency processing, plan checking, conditions, rejections, resubmission, notes, fee calculation and ability to attach documents
 - Simple indexed search functionality for any keyword
 - Provide a simple and unified solution to create, track and view all submitted documents, corrections, permits, conditions, fees, inspections, resolutions, and ordinances associated with a permit
 - Manage and track permit expirations
 - Scalable system that allows for additional modules and functions to be added over time
- ◆ Robust Plan Check tracking capabilities throughout all modules

- Ability to track date received, routed, due date for review for internal and outside reviewers and provide real-time status reporting for individual and overall permit process plan check timeframes
- Ability to track dates including application received, all plan review steps, public noticing, public hearings, California Environmental Quality Act (CEQA), etc.
- Automated document tracking processes – e.g. barcoding for all permit documents submitted or generated for a project
- ◆ Customer Access – Web Portal
 - Online self-service to view status of planning and permit applications, request inspections, view inspection results, report code violations, and make payments
 - Ability for customers to electronically submit applications and plans for permits
- ◆ Mobile Access for City Staff
 - Ability for the system to support smart phones, iPads or similar mobility-related devices, laptops or other devices
 - Ability to access real-time data in the field, including applications, inspection history, fees, payments, plans and GIS data layers, and other relevant information
 - Ability to update information from the field and have the field data immediately update the project history files
- ◆ Financial Integration / Project Tracking and Reporting
 - Provide real-time tracking of project expenses and costs, including staff hours worked (in quarter hour increments), billable hours for outside consultants and other entities (i.e. City Attorney's office), account balances, billing statements, and other related data, all of which must interface directly with the City's financial application (Tyler MUNIS)
 - Ability to track hours worked on specific projects, including ability to record hours from mobile locations in the field
 - Ability to receive applicant deposits for projects and to bill against those deposits for City staff time worked, along with City Attorney and outside consultant costs
 - Ability to issue statements, invoices and reports relating to specific projects
 - Ability to easily update permit fees and maintain multiple permit fee schedules
- ◆ Reporting and Query Tools
 - Full repository of LMS standard reports
 - Flexible ad hoc query for non-technical users with the ability to download to MS Excel
 - Ability to create custom reports
 - Customizable dashboard views to provide management the ability to monitor real-time data including plan check status, staff workload, permit status, fees collected, etc.

- ◆ GIS Integration
 - Ability to view land management information from ESRI GIS
 - Ability to link to ESRI GIS from the land management system
 - Ability to generate mailing labels based on GIS data
- ◆ Electronic Plan Submittal
 - System will have available an electronic plan submittal module, which will likely be considered for future implementation
- ◆ Outlook integration
 - Ability to generate and send e-mails and calendar events directly from individual permit windows
 - Ability to generate e-mail from within the application to parties included on the application or to other contacts and to view the associated e-mail correspondence from within the application record (for example, a manager, when in a permit record, can e-mail a staff member about the permit, and the e-mail will contain a direct link to the permit record)
- ◆ Ability to import Word, Excel, PowerPoint and pdf documents to attach to the application, with the ability to view the attachments from within the application record
- ◆ Ability to generate and easily customize MS Word documents, including form letters and project corrections documents, from individual permits
- ◆ Comprehensive search ability into active and historic records by street name, street number, APN, developer, contractor, plan check number, building permit number, owner name, general project description, tract number, parent parcel number, business name, etc.
- ◆ Ability to view items identified in a search without having to open and close each item
- ◆ Contain master files for architects, contractors, owners, tenants, engineers and developers including contact information (including multiple telephone numbers and e-mail addresses) and license numbers
- ◆ Interface with the State licensing database to determine if contractor licenses are active
- ◆ Ability to add warnings or flags with notices or restrictions to addresses or APNs
- ◆ Audit trails to record user activity
- ◆ Provide workflow management tools for each user, with customizable dashboards to manage project deadlines
- ◆ Role-based user security profiles

- ◆ Calculate applicable fees, accept payments (cash, check or credit card), and generate a payment receipt
- ◆ Provide the ability to issue refunds or adjustments to fees
- ◆ Utilize the City's accounting codes associated with fees
- ◆ Interface with the City's business license system to validate license existence
- ◆ Provide forms and applications that can be completed and submitted electronically
- ◆ Provide an online knowledge base to assist users with application use
- ◆ Maintain multiple fee schedules with effective dates
- ◆ Provide user defined fields for added information flexibility

3.2 Building Division

The Building Division is responsible for permit processing, plan review, calculation / collection of development related impact and cost recovery fees, and inspection services for public and private projects. The division provides public counter services, and also coordinates the plan check review process for residential and commercial projects. The Division issues Building, Electrical, Plumbing and Mechanical Permits and performs field inspections for code compliance during the construction phase of a project. The Division issues a Certificate of Occupancy when the final inspection is completed and all conditions of approval are satisfied. The Building Division uses the Accela Permits Plus software application to support business activity.

3.2.1 Building Permit Processing

Over-the-counter permits are issued for building activity that does not require the approval of plans (i.e. residential water heater or re-roof permit). Applications for new construction require four (4) sets of plans. The plans are routed to various departments and outside plan examiners for their review and their comments and conditions of approval are routed back and consolidated into one (1) document. The current tracking and organization of plan sets, corrections, and plan check status is a significantly complex and cumbersome process which is highly manual. The City Council has identified as one of its highest priorities simplifying and expediting the plan check process.

While the current system (Accela Permits Plus) provides a certain degree of automation for permit fee calculation and issuance, staff noted that the fee calculation update process is overly cumbersome and requires significant participation from both Building and IT staff. The current system also lacks flexibility with regard to multiple fee schedules.

In addition, the current system does not provide a public portal for applicants to monitor the status of their plan check process, inspection status, or other project-related activity. Thus, counter staff spend significant time researching project status and responding to inquiries.

Desired Functionality:

- ◆ Robust Plan Check tracking capabilities - Ability to track date received, routed, due date for review for internal and outside reviewers and provide real-time status report for individual and overall permit process plan check timeframes
- ◆ Provide a simple and unified solution to create, track and view all submitted documents, corrections, permits, conditions, fees, inspections, resolutions, and ordinances associated with a permit
- ◆ Provide ability for the public to access project status via the web
- ◆ Ability to utilize an automated document tracking process (e.g. barcoding) on all permit documents submitted or generated for a project
- ◆ For over-the-counter building permit approvals, the ability to automatically generate an approval letter and invoice for payment
- ◆ Ability to track the date plans were received and routed to all of the reviewers, along with the date the comments are due; and the ability to generate status reports
- ◆ Ability to accept payments online
- ◆ Ability to track the location of plans when corrections are required; i.e. the plans were picked up by the architect and the date the plans were picked up
- ◆ Ability to track status of corrections by a reviewer, which may activate approval or redistribution / re-routing to applicable departments
- ◆ Ability to automatically generate a report to identify applicants that have not responded to correction notices after a specified number of days
- ◆ Ability to automatically generate a report to identify applicants with issued building permits that have not requested an inspection after a specified number of days
- ◆ Ability to generate warning letters to applicants whose permits will expire and update the record that the applicant was notified
- ◆ Online ability to view permit history for an address
- ◆ Ability to enter new fee codes prior to the effective date of the rate change
- ◆ Ability to "link" a set of permits and associate them with one another
- ◆ Ability to tag and filter permits by type (example: Green permits include solar and other subcategories)

- ◆ Robust reporting capabilities that provide data including average number of days for plan check completion, average inspection times, etc., along with establishing “standard” reporting to be generated and distributed on a scheduled basis

3.2.2 Building Inspections

Once the building permit is issued, the contractor is authorized to begin work. The Building Inspectors are responsible for inspection of each trade during the various stages of construction. The contractor requests for inspections are currently limited to a voicemail telephone line that is manually transcribed daily. The City has two (2) building inspectors (one (1) Senior Building Inspector and one (1) Building Inspector). The inspector gathers inspection request data and manually routes the days’ inspections. Inspection corrections are generated manually on triplicate paper. At the end of the day, inspection results are entered manually into the Accela Permits Plus system by the inspector.

Desired Functionality:

- ◆ While working in the field, remote access to the system in real-time using a mobile device is desired to view the permit application, results of previous inspections, and to input the current inspection results
- ◆ Consideration of additional mobility tools including ability to record inspections (with photos) directly into permit system and print inspection corrections for contractors
- ◆ Provide the ability to complete an unscheduled inspection while in the field and enter the inspection results into the system using mobile access
- ◆ When the maximum number of inspection requests has been reached for the day, automatically schedule the inspection for the following business day
- ◆ Provide a customer portal to request inspections, view inspection results and cancel requested inspections
- ◆ Ability to send inspection schedule updates to customers via text message and e-mail
- ◆ Provide the ability to track the expiration of a deferred plan check (i.e. trusses, stairs) and if expired, lock inspection requests for failure to submit deferred plans for approval in a timely manner
- ◆ Ability to attach photos and videos to inspection records
- ◆ A check-off in the system to confirm the inspector has received all paperwork
- ◆ Centralized approval process; provide the inspector with the ability to identify any outstanding issues that prevent scheduling the final inspection

3.3 Planning Division

The Planning Division is responsible for the administration, interpretation and enforcement of the City's land use activities. This includes coordinating the activities associated with the review of development projects with other divisions within the Department and with outside agencies. The Planning Division reviews all development applications, conditional use permits, rezoning, preliminary subdivision and site plans.

The Planning Division does not utilize an automated software system for managing their activities. Division activities are tracked via various databases utilizing Excel, Access and Word.

Desired Functionality:

- ◆ Ability to utilize the same plan check tracking module as the building system
- ◆ Ability to identify a project by entitlement type and manage a unique process for each type of entitlement
- ◆ Ability to log and organize correspondence, technical reports (including large pdf documents), Environmental Impact Reports, project history, notes, site photos, public comments, resolutions, ordinances, and conditions of approval
- ◆ Ability to easily upload pdf's and plotter scans regardless of size
- ◆ Ability to track the dates that plans were received and routed for review, and the date plan review is due from each reviewer
- ◆ Ability to track the date plans were received and routed to all of the reviewers, along with the date the comments are due; and the ability to generate status reports
- ◆ Ability to track the location of plans when corrections are required; i.e. the plans were picked up by the architect and the date the plans were picked up
- ◆ Ability to track status of corrections by a reviewer, which may activate approval or redistribution / re-routing to applicable departments
- ◆ Ability to automatically generate a report to identify applicants that have not responded to correction notices after a specified number of days
- ◆ Ability to automatically generate a report to identify applicants with issued building permits that have not requested an inspection after a specified number of days
- ◆ Robust reporting capabilities that provide data including average number of days for plan check completion, average inspection times, etc., along with establishing "standard" reporting to be generated and distributed on a scheduled basis
- ◆ Provide dashboard functionality relating to all planning project activities

- ◆ Ability to track a variety of user-defined dates for noticing of meetings for Development Review Committee, Planning Commission and City Council
 - Ability to track applications that will require the approval of the Planning Commission and/or City Council
 - Ability to associate applications with the scheduled Planning Commission and/or City Council meeting schedules and view the items associated with specific meeting dates
 - Ability to record the actions taken by the Planning Commission / City Council
 - Ability to generate letters to the project representative specifying action taken
- ◆ Manage California Environmental Quality Act (CEQA) filing date, level of review, studies, notes, documents and deadlines
 - Configurable system-generated “form letter” Public Hearing notices utilizing MS Word. Public hearing notices should include case / project number, applicant, locations, California Environmental Quality Act (CEQA) determination, and project description
 - Ability to generate a mailing list utilizing the GIS buffering function. Public Hearing notices should include case / project number, applicant, location, California Environmental Quality Act (CEQA) determination, and project description
- ◆ Allow simultaneous access for multiple users to input plan review conditions and comments.

3.4 Engineering (Community Development City Engineer)

The City's Community Development Department houses the City Engineer. Responsibilities of this function include reviewing grading permits, storm water permits, right-of-way encroachment permits and final subdivision map approvals for consistency with City development standards.

Currently, applications are routed manually to the City Engineer, and comments and requirements are made and routed manually. Interviewees indicated a need for automation of this process, and inclusion in the overall City Engineer review process as a part of the new system.

Desired Functionality:

- ◆ Ability to track the date applications were received and routed to all of the reviewers, along with the date the comments are due; and the ability to generate status reports
- ◆ Ability to accept payments online
- ◆ Ability to track the location of plans when corrections are required; i.e. the plans were picked up by the architect and the date the plans were picked up
- ◆ Ability to track status of corrections by a reviewer, which may activate approval or redistribution / re-routing to applicable departments
- ◆ Ability to automatically generate a report to identify applicants that have not responded to correction notices after a specified number of days
- ◆ Ability to automatically generate a report to identify applicants with issued building permits that have not requested an inspection after a specified number of days
- ◆ Ability to generate warning letters to applicants whose permits will expire and update the record that the applicant was notified
- ◆ Online ability to view permit history for an address
- ◆ Ability to enter new fee codes prior to the effective date of the rate change
- ◆ Ability to “link” a set of permits and associate them with one another
- ◆ Ability to tag and filter permits by type (example: Green permits include solar and other subcategories)
- ◆ Robust reporting capabilities that provide data including average number of days for plan check completion, average inspection times, etc., along with establishing “standard” reporting to be generated and distributed on a scheduled basis
- ◆ Ability to attach specifications, documentation and other files necessary for the applicant to be aware of the requirements and have a full understanding of the background of said requirements

3.5 Counter Support Staff

Counter support staff performs multiple functions for the Community Development Department, including in-person and telephone customer service, project status inquiries, general research regarding projects, properties, zoning and other matters, and calculation and acceptance of payments for all land development activity. Staff use a number of systems to track and research information, including the Accela Permits Plus software, the City’s financial system (Tyler MUNIS), Excel, Access, Word and Outlook. Currently, none of these individual systems interface with one another electronically.

Counter support staff is also responsible for maintaining all records supporting the City's developer deposits tracking, and for the hourly billing system utilized for many development applications. Specifically, the City has both fixed fees and variable fees for different City services. Some fees are fixed (i.e. – water heater permit), others vary depending on size and scope of the project (i.e. – plan check fee), while other projects are billed to the applicant based on actual hours worked by City staff, the City Attorney, and outside consultants. The last category (hourly rate billing) is complex in that it requires careful tracking of an applicant's initial deposit, compilation of hours worked in a given period, invoicing against the initial deposit, and notifying the applicant if their deposit is nearing zero.

Counter support staff enter payments into the Accela Permits Plus system throughout the day. Near days end, staff generates reports from the system and reconciles funds collected with the system reports. They then complete a manual form to accompany the funds and turn the packet in to the Finance Department. The Finance Department then enters the data into the City's financial system.

Desired Functionality:

- ◆ Provide a complete and functional system to collect, bill to, and track applicant deposits. In addition to functionality for billing for staff, attorney, and consultant time against the applicant deposit, the system needs to include processes for automated notification of deposit amount available, the need to provide additional deposit amounts, and the ability to refund remaining deposit once project is complete
- ◆ Provide an electronic interface between the new system and the City's Tyler MUNIS financial system to eliminate duplicative data entry
- ◆ Provide reporting for pending permit expiration, along with automatic generation of notification to applicant via the applicant's preferred notification method
- ◆ Include all permit types (building, encroachment, grading, etc.) as a part of the new system such that the tracking of permit expiration, completion, etc. is done through a single database accessible by all staff

3.6 Public Works Department

The Public Works Department includes the City's Capital Projects Engineer, Water Resources Manager, and Stormwater Manager whose responsibilities include land use, entitlement, and construction activities on private property. Some of their activities / responsibilities are not currently considered during a project's initial review, and it would be important to be included in the initial processes related to land use applications in the future. Further, many activities related to City development projects are approved and tracked using manual systems and processes.

Desired Functionality:

- ◆ Desire to incorporate a formal project review process for Water division, Wastewater division and all other areas of the Public Works Department that should be a part of the project review process
- ◆ Ability to easily access and extract property owner / developer contact information
- ◆ Ability to access approvals, plans, and other project-related data
- ◆ Ability to utilize the new system for Public Works inspection activities, including Water, Wastewater and other Public Works related inspections
- ◆ Ability to issue notice of violation related to Public Works inspection outcomes
- ◆ Ability to track and monitor public improvement plan check and infrastructure reviews, demand analysis reviews and utilities plans

3.7 Code Enforcement

The Code Enforcement function is housed in the Police Department. Inspectors respond to complaints that may come from the public (online, walk-in, telephone call) and by other City Departments. Complaints are investigated and inspected. Inspectors respond to complaints according to the impact of the violation on the community; situations that appear to pose a serious risk to health and safety are given top priority.

Investigations may result in a courtesy notice or notice of violation requesting the owner/tenant correct the violation in a timely manner. If the correction is not made, the individual may be subject to fines or other penalties.

Currently, case files and history are stored in Outlook and categorized by address. There is no other electronic system in place for code activities. Cases are not tracked formally nor is there formal reporting out regarding outstanding / closed cases. Prioritization of code cases is done by the officer receiving the case(s).

It should be noted that the City does not currently have a Customer Relationship Module (CRM) system in place. As a part of the RFP to the land management system vendors, the City is interested in requesting a CRM system as an optional module, if offered by the vendor. With the number of code enforcement cases currently being managed (20-25 per week); a robust CRM system may meet the City's needs for code enforcement.

Desired functionality:

- ◆ Ability to track code enforcement cases in a system that is accessible to all City departments via dashboard functionality

- ◆ Ability to auto-generate form letters in MS Word that can be customized as needed with auto-references to applicable City Municipal Code sections
- ◆ Ability to track City department(s) responsibility for code cases, and to be able to transfer and / or split responsibility between City departments
- ◆ Integrated e-mail – the ability to e-mail from the case and to view all e-mail activity in the case
- ◆ Ability to link photos, video and audio to the case
- ◆ Automated re-inspection scheduling
- ◆ Ability to route the day's inspections for each inspector, with the ability to add stops
- ◆ Ability for citation issuance to create an accounts receivable automatically, generate monthly statements and assess penalties for late payment
- ◆ Ability to issue a receipt from the system
- ◆ Ability to track appeal activity
- ◆ Mobile access to the system; drop-down menus in the forms to allow the inspector to populate the letter in the field and then office staff can print the document
- ◆ Ability to generate and print correction notices in the field
- ◆ Mobile access to GIS with the ability to view activity around a physical point, i.e. determine if a building permit is issued for a nearby location
- ◆ Ability to track lien issuance and lien release
- ◆ Ability to track multiple violations and types to one case with different due dates
- ◆ Ability to consolidate multiple violations into one case letter
- ◆ Maintain history of citations by property and person (owner or tenant) including case timeline (opening, closing) and case type

3.8 Fees

The City's land development related fees are primarily calculated in the Accela Permits Plus system. Some fees are due at application submittal, some at permit issuance and some are due prior to occupancy. The City also collects development fees for outside agencies.

The current fee modification / update process is cumbersome, and staff is interested in a less complex method to update fees. In addition, there is a desire to retain multiple fee schedules during transition periods from "current" to "updated" fees.

Desired functionality:

- ◆ Ability to update fees as needed without significant effort, and ability to maintain more than one fee schedule at a time
- ◆ System ability to calculate the City's fees (a copy of the City's Master Fee Schedule will be attached as an exhibit to the RFP)
- ◆ The ability to change fee collection points, change fees, add or eliminate fees, and enter new fee schedules prior to the effective date

3.9 Geographic Information System (GIS)

The City maintains a robust GIS system in the Information Technology division. The system is ESRI based and utilizes ArcGIS online and Arc reader for access to the data. The City is interested in maintaining its current GIS platform, and is requiring that the new system interface with the GIS platform such that the GIS database can continue to be used in its core format, without having to upload / download and change file structures. The City is interested in a simple and consistent user interface for the future LMS application.

Additionally, the City is considering the use of the existing GIS data as the single data point by which all other data will be indexed. Specifically, that GIS polygons would be utilized as the single data point. As such the City is interested in receiving information from Proposers regarding this concept, along with the Proposer's recommendations regarding their preferred single data point.

GIS considerations include:

- ◆ Ability to interface with the GIS platform such that the GIS database can continue to be used in its core format, without having to upload / download and change file structures
- ◆ Ability to view land management information from ESRI GIS
- ◆ Ability to link to ESRI GIS from the land management system
- ◆ Ability to generate mailing labels based on GIS data
- ◆ Ability to utilize the City's GIS data as the single data point by which all other data will be indexed

3.10 Reporting

Activity reports are required with various frequencies (monthly, quarterly and annually). Comparative reports with the current month compared to the same month last year, and year-to-date information for the current year and previous year are typical report formats. The ability to easily generate ad hoc reports and the ability to export data to MS Excel is desired. Activity reports by class code, type, contractor, project, etc. are examples of ad hoc reports that may be necessary.

3.11 Additional Features and Future Considerations

The City desires to obtain a new system that can be leveraged and provide additional features to provide enhanced services in the future. Proposers should provide information pertaining to the list of items below, specifically about the features available within the system. Proposers should provide separate pricing for each feature when additional costs would be incurred. Finally, if the proposed system offers additional enhancements that may be of interest to the City, include the description and cost of those features.

Of interest to the City:

- ◆ Use of Bar Code Technology
 - The City is interested in receiving information regarding the use of bar code technology to manage the plans submittal process.
- ◆ Electronic Plan Review
 - The City is interested in the potential future implementation of an electronic plans review process, whereby applicants could submit plans electronically, the plans could be reviewed and marked up electronically through multiple reviewers, and plans could be easily compared side by side, all the while maintaining version control.
- ◆ Business Licensing
 - The City may wish to consider migrating from its current business license software and incorporating business license processing into the new LMS.

3.12 Data Conversion

Conversion of the existing building permit data is required. The City intends to have the new system provider convert all historical data from the Accela Permits Plus system so that the data is available and fully searchable in the new system. Please note that ***the City is requiring the new system provider to conduct all data conversion services and activities independent of City participation*** (other than the City providing access to the SQL server). The City has approximately 17,000 building permits, plus their 48,000 attachments, residing in the Accela Permits Plus 600MB SQL database. Vendors should provide a description of its data conversion plan and fixed cost to convert and validate the existing data.

3.13 System Interfaces

Provide the ability to integrate the permitting application with the following systems in use:

- ◆ Microsoft Suite of Products
- ◆ GIS - ESRI
- ◆ Business License - HdL
- ◆ ERP Financial Software - Tyler MUNIS

4.0 Proposal Submission Requirements

General Instructions

The City discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's company, qualifications, proposed solution, and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Glossy sales and marketing brochures are not necessary or desired.

Proposals should be organized consistent with the outline provided in this section of the RFP. Proposers must follow all formats and address all portions of the RFP set forth herein providing all information requested. Proposers may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the City's information requirements.

4.1 Proposal Format

Proposals must be structured, presented, and labeled in the following manner:

- ◆ Cover Letter
- ◆ Table of Contents
- ◆ Executive Summary
- ◆ Section 1.0 – Company Background
- ◆ Section 2.0 – Company Qualifications
- ◆ Section 3.0 – References
- ◆ Section 4.0 – Proposed Solution
- ◆ Section 5.0 – Implementation Approach
- ◆ Section 6.0 – Other Requirements
- ◆ Section 7.0 – Pricing
- ◆ Section 8.0 – Additional Information

Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at the City's sole discretion, result in the rejection of the Proposal.

Proposals should not contain extraneous information. All information presented in a Proposal must be relevant in response to a requirement of this RFP, must be clearly labeled, and, if not incorporated into the body of the Proposal itself, must be referenced to the appropriate place

within the body of the Proposal. Any information not meeting these criteria will be deemed extraneous and will not be factored into the evaluation.

Proposals should be prepared on standard 8 1/2" x 11" paper and printed on two (2) sides. All proposal pages should be numbered. Foldouts containing charts, spreadsheets, and oversize exhibits are permissible. All responses, as well as any reference material presented, must be written in English. All monetary amounts must be detailed in United States currency.

4.2 Cover Letter

The vendor proposal must provide a written transmittal of the proposal in the form of a cover letter. The letter must be signed by a company officer empowered to bind the Proposer to the provisions of this RFP and any contract awarded pursuant to it. The cover letter will reference and respond to each of the following bulleted items:

- ◆ Proposer's legal name and corporate structure.
- ◆ A high-level statement of the Proposer's credentials to deliver the services sought under the RFP.
- ◆ Primary proposal contact name, mailing address, e-mail address, and telephone number.
- ◆ Identification of use of subcontractor(s), if any, and scope of work to be performed by subcontractor(s).
- ◆ Identification of any pending litigation against Proposer.
- ◆ Disclosure of any bankruptcy or insolvency proceedings in the last ten (10) years.
- ◆ A statement indicating the proposal remains valid for at least 120 days.
- ◆ A statement that the Proposer or any individual who will perform work for the Proposer is free of any conflict of interest (e.g., employment by the City).
- ◆ Statement of acknowledgement that the City's legal documents have been reviewed and accepted with or without qualification. If qualifications are involved, those items requiring adjustment or modification must be identified and listed along with suggested modifications to the contract. If no modifications are noted, the City will assume that the Proposer is capable of performing all normal tasks and services without reservation or qualification to the contract.
- ◆ Signature of a company officer empowered to bind the Proposer to the provisions of this RFP and any contract awarded pursuant to it.

The Proposal cover letter is mandatory; thus failure to provide the information as required may result in the proposal being considered non-responsive and rejected.

4.3 Table of Contents

All pages are to be numbered and figures, tables, charts, etc. must be assigned index numbers and identified in the Table of Contents.

4.4 Executive Summary

This section of the Proposer's proposal should provide a brief and concise synopsis of Proposer's proposal and a description of the Proposer's credentials to deliver the services sought under the RFP. The Executive Summary is limited to three (3) pages.

4.5 Section 1.0 – Company Background

This section of the Proposer's proposal should identify the following:

- 1.1 - A brief description of the Proposer's background and organizational history.
- 1.2 - A statement of how long the Proposer has been performing the services required by this RFP.
- 1.3 - Identify the location of headquarters, technical support, and field offices.
- 1.4 - Identify the location of office that would service the City.
- 1.5 - A description of the organization's number of employees and longevity.
- 1.6 - Identify whether there have been any mergers, acquisitions, or sales of the Proposer company within the last five (5) years (if so, an explanation providing relevant details).
- 1.7 – Identify if the organization is a subsidiary to a larger parent company. If so, whom?
- 1.8 - Documentation that shows that the Proposer's annual company revenues and profit for the last three (3) company fiscal years. It is acceptable to include this information as an appendix in the proposal.

The Background section should not exceed three (3) pages.

4.6 Section 2.0 – Company Qualifications

In this section, the Proposer should identify company qualifications and experience in implementing solutions similar to what the City is seeking.

- 2.1 - Describe your firm's familiarity with public sector permitting systems and business processes, and experience with the requirements of the State of California.
- 2.2 – Describe your experience in implementing your system in Community Development Departments within California municipalities.

2.3 – Discuss your existing client base including identifying the number of existing clients using the version/release of the software you are proposing. Clearly identify the number of California public agency installations.

The Company Qualifications section should not exceed five (5) pages.

4.7 Section 3.0 - References

The Proposer must provide a minimum of five (5) references, with at least three (3) of the references for systems that have been implemented in the last three (3) years. The City strongly prefers references from California agencies that provide services of similar size and complexity to the City. The Proposer’s reference information must include the following information and be presented in a substantially similar format as the table below.

Reference #	
Customer Name	
Customer Contact Name, Title, Address, Phone, and E-mail	
Brief Project Description	
# of Users	
Current Status of Project	
Current Software Release Version	
Database Environment	
Modules Implemented	
Go-Live Date	
Implementation Period (months)	
System Cost (including software, hardware, data conversion and implementation)	

Table 5 – Reference Template

4.8 Section 4.0 - Proposed Solution

In this section of the proposal, the Proposer should identify the proposed solution up to and including the following:

4.1 - Proposed solution overview identifying origin of system, release history, current release being proposed, and number of operational installations for the proposed software solution.

4.2 - Provide a written response to each module/item identified in Section 3, using the format in Appendix C. The level of detail must be sufficient to allow the evaluators to understand your product's features, functions, and capabilities. Proposers are allowed to supplement their response to Section 3 using additional product information as an attachment to their proposal. However, at a minimum, Proposers must provide a written summary response at the module level such that the evaluators can obtain an adequate understanding to score a response. The response must identify any features described that are not included in the most current release level including the expected release date. If the Proposer is selected to provide a product demonstration, the current application release level in production must be used - piloted or beta tested application versions are not acceptable.

4.3 - Identify any additional proposed modules or services that were not identified in Section 3, and provide a description of the features and functions of each proposed module.

4.4 – Provide access to a pre-recorded demonstration of some of the product's features, utilizing the software proposed to demonstrate to the City what using the software would look like. This demonstration should be no more than fifteen (15) minutes in length and must be accessible to the City at their convenience via physical media (such as a DVD), download from the Internet, or accessing the demonstration via a website.

4.9 Section 5.0 - Implementation Approach

The Proposer should identify the proposed implementation approach, clearly identifying each phase, the timeline proposed, roles and responsibilities to be performed by the Proposer and those to be performed by the City.

5.1 – Provide a project organizational chart highlighting the key people being assigned to accomplish the work required by this RFP and illustrating the lines of authority, and designate the individual responsible for the completion of each service component and deliverable of the RFP. Provide brief resumes for the project manager and assigned project personnel assuming the proposed timeline.

5.2 - Describe your implementation methodology and approach. This includes the tools and techniques that will be used, proprietary methodologies that the firm will employ, the staffing model and other elements the Proposer deems relevant for this engagement.

5.3 – Describe the roles and responsibilities of both the City staff and Proposer staff during each phase/component of implementation. In addition, provide an estimated level of effort for the City staff during implementation.

- 5.4 – Describe your training methodology and how you ensure users are prepared to use the new system. Provide sample training documentation.
- 5.5 – Describe your project management methodology and activities that will be performed during implementation.
- 5.6 – Describe your change management methodology and activities that will be performed during the implementation.
- 5.7 – Describe your user acceptance methodology and the responsibilities of City staff during testing.
- 5.8 – Describe your conversion methodology that will be used to implement the new system. As part of this, recommend what should be converted.
- 5.9 - Describe what documentation is to be delivered during the implementation.
- 5.10 – Provide detailed task/activity listing that identifies resources, level of effort, and timeline.

4.10 Section 6.0 – Other Requirements

In this section of the proposal, the Proposers should address the following items in a concise manner.

- 6.1 – Describe ongoing maintenance, release/upgrade, and support services. At a minimum, Proposers should address the following items:
 - ◆ Help desk processes and procedures to include methods of support (i.e. online, telephone, etc.)
 - ◆ Hours of support (stated in Pacific Standard Time)
 - ◆ After-hours support
 - ◆ Escalation procedures
 - ◆ Response time commitments
- 6.2 – Identify if there are solution user groups and/or user conferences.
- 6.3 - Describe ongoing training resources available to users.
- 6.4 - Describe user and administration documentation that is available to the City. Provide representative samples of user and administration documentation.
- 6.5 – Recommend a hardware configuration and specifications for the new system. In addition, identify the backend database that will be required. As part of Proposer response, confirm your acceptance of the City’s technical standards. If your proposed solution deviates from the standards, please justify your recommendation.

- 6.6 – Describe the new system client (i.e. client/server, thin client, zero client, etc.) and any desktop requirements for the City.
- 6.7 - Describe requirements for maintaining a test environment separate from the production environment.
- 6.8 - Describe the frequency that application patches and releases have been made available within the past two (2) years. In addition, clearly identify the roles and responsibilities of the City to complete updates.
- 6.9 - Describe how the new system supports document management and the ability to leverage the City's investment in Laserfiche.
- 6.10 – Discuss your company's philosophy and approach to ongoing research and development of the new system.

4.11 Section 7.0 - Pricing

The City is seeking a clear and comprehensive understanding of all costs associated with the implementation and ongoing maintenance of the proposed system. In this section, the vendor must itemize all costs associated with the implementation and ongoing maintenance. The City will evaluate proposals based on the "Total Cost to Implement (TCI)" and the "Total Cost to Operate (TCO)". The TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus five (5) years of annual maintenance fees.

The City will provide Proposers an electronic (MS Excel) spreadsheet with a pricing template that must be completed to present pricing. The format of the pricing template is presented in Appendix C.

The Proposer's Price Sheet must identify all costs required to complete a successful implementation ("One-Time Costs"). At a minimum, the Price Sheet should call out the following items:

- ♦ Application Module Licensing
 - Clearly specify licensing costs as concurrent, per user, or site
- ♦ 3rd party products required for new system (i.e. software, hardware)
- ♦ Professional Services
- ♦ Software Installation and Configuration
- ♦ Conversion
- ♦ Training
- ♦ Documentation
- ♦ Project Management

- ◆ Change Management

The City intends to purchase the new system hardware and database software independently. However, Proposers should clearly define the hardware and software required to support the installation of Proposer's software. The City is also open to hosted solutions or cloud computing.

Proposers are encouraged to identify any assumptions that will help ensure the City understands the Price Sheet. This can be done at a line item level or as a written response in addition to the Price Sheet.

The City is interested in understanding and evaluating other products and services of the Proposers. If Proposers believe they have additional products and services that may be of interest to the City, please itemize that information in the Price Sheet ("Optional Proposed Modules and Services") and include a brief written response describing the offering.

4.12 Section 8.0 – Additional Information

In this section, the Proposer should provide the following additional information to help the City evaluate the proposed solution and services:

- ◆ Provide an example of the user and administrative manuals
- ◆ Provide an example of a training manual
- ◆ Provide your standard software licensing and maintenance agreements

5.0 Proposal Evaluation

An Evaluation Committee shall review all proposals to determine which Proposers have qualified for consideration. The evaluation will include at least an initial review and a detailed review. The initial review will evaluate all submissions for conformance to stated specifications to eliminate all responses that deviate substantially from the basic intent and/or fail to satisfy the mandatory requirements. Only those proposals that meet or exceed the intent of the mandatory requirements will be further evaluated.

Submitted proposals will be evaluated on the following criteria:

- ◆ Quality, clarity, and responsiveness of proposal
- ◆ Ability to meet the needs of the City
- ◆ Proven technical ability to design, install and support the proposed system
- ◆ Demonstrated ability to work in a cooperative and collaborative manner with clients
- ◆ Anticipated value
- ◆ Perceived risk or lack thereof
- ◆ Company financial stability
- ◆ References for each application proposed
- ◆ Results of interviews, demonstrations, and site visits
- ◆ Ability to prepare and execute a contract in a timely manner

The City reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the City and, if held, shall be after initial evaluation of Proposals is complete. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

6.0 General Requirements

6.1 Collusion

By submitting a response to the RFP, the Proposer represents and warrants that its response is genuine and made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham response or any other person to refrain from submitting a response; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a response.

6.2 Gratuities

No person will offer, give or agree to give any City employee or its representatives any gratuity, discount or offer of employment in connection with the award of contract by the City. No City employee or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

6.3 Required Review and Waiver of Objections by Proposers

Proposers should carefully review this RFP and all attachments for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). Comments concerning RFP objections must be made in writing and received by the City no later than the Deadline for Proposer Questions date detailed in Table 1, RFP Schedule of Events. This will allow issuance of any necessary amendments and help prevent the opening of defective proposals upon which contract award could not be made.

Protests based on any objection will be considered waived and invalid if these faults have not been brought to the attention of the City, in writing, by the Deadline for Proposer Questions.

6.4 Nondiscrimination

No person will be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the City's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor will they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the City or in the employment practices of the City's contractors. Accordingly, all Proposers entering into contracts with the City will, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

6.5 Proposal Withdrawal

To withdraw a proposal, the Proposer must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the deadline for submitting proposals.

6.6 Proposal Errors

Proposers are liable for all errors or omissions contained in their proposals. Proposers will not be allowed to alter proposal documents after the deadline for submitting a proposal.

6.7 Incorrect Proposal Information

If the City determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Proposer knew or should have known was materially incorrect, that proposal will be determined non-responsive, and the proposal will be rejected.

6.8 Prohibition of Proposer Terms and Conditions

A Proposer may not submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the City, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

6.9 Assignment and Subcontracting

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the City. Each subcontractor must be approved in writing by the City. The substitution of one subcontractor for another may be made only at the discretion of the City and with prior, written approval from the City.

Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, will be the prime contractor and will be responsible for all work performed and will be responsible for all costs to subcontractors for services provided by the Proposer. The Proposer is prohibited from performing any work associated with this RFP or using contractors for any service associated with this RFP offshore (outside the United States).

6.10 Right to Refuse Personnel

The City reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the prime contractor or its subcontractors. The City reserves the right to interview and approve all Proposers' staff. Proposer's staff may be subject to the City's background and drug testing processes at any time.

6.11 Proposal of Additional Services

If a Proposer indicates an offer of services in addition to those required by and described in this RFP, these additional services may be added to the contract before contract signing at the sole discretion of the City.

6.12 Licensure

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The City may require any or all Proposers to submit evidence of proper licensure.

6.13 Conflict of Interest and Proposal Restrictions

By submitting a response to the RFP, the Proposer certifies that no amount will be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.

Notwithstanding this restriction, nothing in this RFP will be construed to prohibit another governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFP.

Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFP or its scope of services will be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFP.

6.14 Contract Negotiations

After a review of the proposals and completion of the demonstration and POC, the City intends to enter into contract negotiations with the selected Proposer. These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the City will open negotiations with the next ranked service provider.

6.15 Execution of Contract

If the selected Proposer does not execute a contract with the City within fifteen (15) business days after notification of selection, the City may give notice to that service provider of the City's intent to select from the remaining Proposers or to call for new proposals, whichever the City deems appropriate.

6.16 Right of Rejection

The City reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received that does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State laws and regulations. The City may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

Proposers may not restrict the rights of the City or otherwise qualify their proposals. If a Proposer does so, the City may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.

The City reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the City. Where the City waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the City may hold any Proposer to strict compliance with the RFP.

6.17 Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP procurement process become the property of the City. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act, (Government Code Section 6250-6270 and 6275-6276.48). By submitting a proposal, the Proposer acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

6.18 Proprietary Information

The master copy of each proposal will be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government Code §6276). Each Proposer may clearly label part of a proposal as "CONFIDENTIAL" if the Proposer thereby agrees to indemnify and defend the City for honoring such a designation. The failure to so label any information that is released by the City will constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the City, the City will notify the Proposer of the request and delay access to the material until seven (7) working days after notification to the Proposer. Within that time delay, it will be the duty of the

Proposer to act in protection of its labeled information. Failure to so act will constitute a complete waiver.

6.19 Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the City and Proposers will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

6.20 RFP and Proposal Incorporated into Final Contract

This RFP and the successful proposal will be incorporated into the final contract.

6.21 Proposal Amendment

The City will not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the City.

6.22 Consultant Participation

The City reserves the right to share with any consultant of its choosing this RFP and proposal responses. The City may also invite said consultant to participate in the Proposal Evaluation process.

6.23 Warranty

The selected Proposer will warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP, demonstrated in both the software demonstration and subsequent proof-of-capabilities. The requirements as stated in this RFP will become part of the selected software vendor's license and the software vendor will warrant to the requirements. The selected Proposer must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional/technological requirements as included in this RFP. Furthermore, the warranty, at a minimum, should be valid for the duration of the implementation and until final acceptance (as will be defined during the negotiation process) of all application modules included in the implementation.

6.24 Rights of the City

The City reserves the right to:

- ◆ Make the selection based on its sole discretion
- ◆ Reject any and all proposals
- ◆ Issue subsequent Requests for Proposals

- ◆ Postpone opening proposals if necessary for any reason
- ◆ Remedy errors in the Request for Proposal process
- ◆ Approve or disapprove the use of particular subcontractors
- ◆ Negotiate with any, all, or none of the Proposers
- ◆ Accept other than the lowest offer
- ◆ Waive informalities and irregularities in the proposals
- ◆ Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City

An agreement will not be binding or valid with the City unless and until it is approved by the City Council and executed by authorized representatives of the City and of the Proposer.

Appendix A – City Community Development Fee Schedule

Presented on the following pages is the City's current fee schedule for all development-related activities.

Development Impact Fees Summary - - Resolution 14-035 Exhibit "A"
July 1, 2015

Construction Type	Transportation	Police	Fire	General Governmental	Park and Recreation	Library	Total
Single Family - Resolution	\$ 12,183	\$ 77	\$ 1,054	\$ 3,053	\$ 2,985	\$ 985	\$ 20,337
Multiple Family - Resolution	\$ 8,396	\$ 91	\$ 1,054	\$ 3,053	\$ 2,985	\$ 985	\$ 16,564
Commercial Lodging Motel/Hotel	\$ 2,699	\$ 92	\$ 435	\$ 91	No Fee	No Fee	\$ 3,317
RV Parks & Campgrounds	\$ 2,251	\$ 92	\$ 435	\$ 91	No Fee	No Fee	\$ 2,869
Commercial per sq. ft.	\$ 11.01	\$ 0.12	\$ 0.39	\$ 1.11	NA	NA	\$ 12.63
Industrial per sq. ft.	\$ 3.09	\$ 0.03	\$ 0.21	\$ 0.61	NA	NA	\$ 3.94
GRACE PERIOD *							
Single Family - West Side of Salinas River	\$ 5,141	\$ 77	\$ 1,054	\$ 3,053	\$ 2,985	\$ 985	\$ 13,295
Multiple Family - West Side of Salinas River	\$ 4,113	\$ 91	\$ 1,054	\$ 3,053	\$ 2,985	\$ 985	\$ 12,281
Commercial per sq. ft. - East Side of Salinas River	\$ 8.68	\$ 0.05	\$ 0.58	\$ 0.44	NA	NA	\$ 9.75
Commercial per sq. ft. - West Side of Salinas River	\$ 7.24	\$ 0.05	\$ 0.58	\$ 0.44	NA	NA	\$ 8.31

Single Family Residential: Includes single family detached homes, town homes, condominium units, mobile homes, and pre-fabricated homes.
Multi-Family Residential: Includes buildings comprised of two or more attached dwelling units under common ownership, including apartments

The following uses are allowed in commercial zones under Conditional Use Permit Buildings constructed for these uses shall be considered Industrial for the purposes of Development Impact Fees.
Recycling , Wholesale and Storage, Mini-Storage, Warehousing Manufacturing and Processing, including:
Apparel, Chemical Products, Electrical Equipment, Food and Kindred Products, Furniture and Fixtures, Glass Products, Cabinet Shops, Prefabricated Walls and Trusses, Machinery, Metal Fabrication, Mobile Home Manufacturing, Paper Products, Plastics, Fiberglass, Rubber, Jewelry, Stone, Structural Clay and Pottery, Testing Laboratories.

* All residential building permit applications on properties west of the Salinas River that are, or were received by the City Building Division on or before September 1, 2014, and based upon the submissions made by that date have been deemed by the City to be accepted for review to determine their compliance with City requirements, shall be processed on a first-come, first-served basis, in accordance with the City's standard policies and practices shall be subject to the Transportation development impact fees that applied pursuant to Resolution No. 06-188, prior to adoption of this resolution.

* All commercial building permit applications that are, or were received by the City Building Division on or before September 1, 2014, and based upon the submissions made by that date have been deemed by the City to be accepted for review to determine their compliance with City requirements, shall be processed on a first-come, first-served basis, in accordance with the City's standard policies and practices shall be subject to the development impact fees that applied pursuant to Resolution No. 06-188, prior to adoption of this resolution.

EXHIBIT 'A'
 TO RESOLUTION 09-032

Water Connection and Capacity Charges

Connection Size	Current Charge as of July 1, 2008	Proposed Charge as of				
		January 1, 2010	January 1, 2011	January 1, 2012	January 1, 2013	January 1, 2014
5/8" and 3/4"	\$9,119	\$12,000	\$14,870	\$17,750	\$20,620	\$23,500
1"	\$15,226	\$20,040	\$24,830	\$29,640	\$34,440	\$39,250
1-1/2"	\$30,364	\$39,960	\$49,520	\$59,110	\$68,660	\$78,260
2"	\$48,601	\$63,960	\$79,260	\$94,610	\$109,900	\$125,260
3"	\$97,292	\$120,000	\$148,700	\$177,500	\$206,200	\$235,000
4"	\$152,002	\$200,040	\$247,880	\$295,890	\$343,740	\$391,750
6"	\$303,914	\$399,960	\$495,620	\$591,610	\$687,260	\$783,260
8"	\$486,280	\$639,960	\$793,020	\$946,610	\$1,099,660	\$1,253,260
10"	\$699,100	\$920,040	\$1,140,080	\$1,360,890	\$1,580,940	\$1,801,750

Exhibit A

WASTEWATER FACILITY CHARGE SCHEDULE

Residential Charges – Per Unit	EDUs	Effective Jan 1, 2012	Effective Jan 1, 2013	Effective Jan 1, 2014	Effective Jan 1, 2015	Effective Jan 1, 2016
Single Family Dwellings, including Condominiums	1	\$6,500	\$7,600	\$8,700	\$9,800	\$10,900
Multi-Family Dwellings	0.9	\$5,900	\$6,900	\$7,800	\$8,800	\$9,800

Non-Residential Charges – Per water meter size	Water Meter size (inches)	EDUs	Effective Jan 1, 2012	Effective Jan 1, 2013	Effective Jan 1, 2014	Effective Jan 1, 2015	Effective Jan 1, 2016
Non-Residential Accounts – All Types	5/8 & 3/4	1.00	\$6,500	\$7,600	\$8,700	\$9,800	\$10,900
	1	1.67	\$10,900	\$12,700	\$14,600	\$16,400	\$18,200
	1 ½	3.33	\$21,800	\$25,400	\$29,000	\$32,700	\$36,300
	2	5.33	\$34,900	\$40,700	\$46,500	\$52,300	\$58,100
	3	10.00	\$65,400	\$76,300	\$87,200	\$98,100	\$109,000

For the purposes of assessing wastewater facility charges, Non-Residential Accounts are any accounts not specifically noted as Residential herein. Non-Residential Accounts include Industrial Users as defined per Section 14.08.040 of the Municipal Code.

Multi-Family Dwellings, as defined in the Paso Robles General Plan Land Use Element, refers to buildings that comprise two or more dwelling units under common ownership; apartment complexes to be charged as Multi-Family dwelling unit.

Condominiums are residential units titled under separate ownership with underlying parcel under common ownership.

Condominium units served by individual water meters, mobile homes, pre-fabricated homes, and planned community of detached homes shall be charged as Single Family Dwellings.

For the purposes of assessing wastewater facility charges, the following development types are considered Non-Residential and shall be charged based on water meter size:

- Long-term care facilities;
- Hotels;
- Recreational vehicle parks; and
- Other developments with transient occupancy.

Facility Charges for Large Non-Residential Accounts:

Facility charges for Non-Residential accounts requiring water meters larger than 3-inches will be based on plumbing fixture requirements of the most current edition of the California Plumbing Code and the wastewater generation factors in the most current edition of Metcalf & Eddy's *Wastewater Engineering*. The facility charge will be based on the resulting estimate of wastewater generation, expressed in terms of equivalent dwelling units (EDUs) times the charge per EDU in effect at that time. However, in no case shall the facility charge be less than that associated with a 3-inch water meter. Currently, 200 gallons of wastewater generation per day equate to one equivalent dwelling unit.

City of Paso Robles
COST OF SERVICES STUDY

BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

COMMUNITY DEVELOPMENT - BUILDING DIVISION

UBC Class	Occupancy Type	SF Standard	2005 Fee	Full Cost Recovery	Approved Fee FY 2006	Approved Fee FY 2007	Approved Fee FY 2008	Approved Fee FY 2009	Approved Fee FY 2010	Approved Fee FY 2011	Approved Fee FY 2012	Approved Fee FY 2013	Approved Fee FY 2015	Approved Fee FY 2015		
A-1		2000	-	2,174	2,174	2,235	2,295	2,376	2,385	2,443	2,528	2,584	2,641	2,709	2,774	
		10000	-	2,354	2,354	2,420	2,495	2,575	2,582	2,644	2,737	2,826	2,897	2,963	3,034	3,104
		20000	-	2,730	2,730	2,804	2,883	2,966	2,995	3,072	3,174	3,274	3,344	3,415	3,492	3,563
		40000	-	3,000	3,000	3,094	3,180	3,261	3,291	3,370	3,468	3,565	3,643	3,738	3,828	3,918
		100000	-	3,480	3,480	3,577	3,668	3,761	3,818	3,900	4,007	4,096	4,135	4,226	4,316	4,400
		200000	-	4,220	4,220	4,338	4,473	4,618	4,630	4,741	4,874	5,015	5,125	5,258	5,384	5,504
		5000	-	1,939	1,939	1,993	2,055	2,121	2,127	2,176	2,254	2,304	2,354	2,416	2,478	2,541
		10000	-	2,100	2,100	2,159	2,226	2,297	2,304	2,350	2,442	2,495	2,550	2,617	2,679	2,741
		20000	-	2,438	2,438	2,504	2,582	2,664	2,672	2,737	2,832	2,895	2,958	3,035	3,108	3,181
		50000	-	2,680	2,680	2,755	2,840	2,931	2,940	3,011	3,116	3,185	3,255	3,335	3,419	3,500
A-2		2000	-	3,110	3,110	3,197	3,286	3,402	3,412	3,472	3,548	3,635	3,698	3,772	3,875	3,988
		10000	-	3,283	3,283	3,375	3,468	3,585	3,595	3,657	3,734	3,822	3,885	3,969	4,064	4,169
		20000	-	3,624	3,624	3,720	3,818	3,938	3,948	4,011	4,098	4,195	4,272	4,370	4,468	4,576
		40000	-	4,084	4,084	4,192	4,302	4,424	4,434	4,507	4,594	4,691	4,768	4,866	4,964	5,072
		100000	-	4,644	4,644	4,764	4,886	5,019	5,029	5,162	5,259	5,356	5,453	5,550	5,657	5,764
		200000	-	5,204	5,204	5,334	5,464	5,604	5,614	5,754	5,851	5,948	6,045	6,142	6,249	6,356
		5000	-	2,684	2,684	2,742	2,800	2,878	2,888	2,946	3,024	3,072	3,130	3,198	3,266	3,334
		10000	-	2,418	2,418	2,446	2,466	2,485	2,495	2,514	2,533	2,552	2,571	2,590	2,609	2,628
		20000	-	2,658	2,658	2,732	2,817	2,907	2,916	2,986	3,090	3,158	3,228	3,298	3,372	3,451
		50000	-	3,085	3,085	3,171	3,270	3,374	3,384	3,466	3,597	3,666	3,747	3,844	3,944	4,046
A-3		2000	-	3,730	3,730	3,834	3,953	4,080	4,092	4,190	4,337	4,432	4,530	4,648	4,759	
		10000	-	1,647	1,647	1,633	1,622	1,612	1,601	1,607	1,600	1,595	1,587	1,580	1,572	
		20000	-	1,783	1,783	1,793	1,802	1,812	1,822	1,832	1,842	1,852	1,862	1,872	1,882	
		5000	6,334	2,069	2,069	2,126	2,192	2,262	2,269	2,324	2,405	2,486	2,512	2,577	2,639	
		10000	-	2,274	2,274	2,338	2,410	2,487	2,495	2,564	2,644	2,702	2,762	2,823	2,885	
		20000	-	2,638	2,638	2,712	2,796	2,885	2,894	2,964	3,067	3,135	3,204	3,274	3,346	
		50000	-	3,060	3,060	3,146	3,243	3,347	3,357	3,438	3,558	3,636	3,716	3,813	3,904	
		100000	-	3,700	3,700	3,804	3,922	4,047	4,057	4,202	4,357	4,497	4,632	4,772	4,917	
		500	-	1,647	1,647	1,693	1,745	1,801	1,807	1,850	1,915	1,957	2,000	2,052	2,101	
		2500	-	1,783	1,783	1,833	1,890	1,950	1,956	2,000	2,073	2,119	2,165	2,222	2,279	
A-4		2000	-	1,647	1,647	1,693	1,745	1,801	1,807	1,850	1,915	1,957	2,000	2,052	2,101	
		5000	-	1,783	1,783	1,833	1,890	1,950	1,956	2,000	2,073	2,119	2,165	2,222	2,279	
		10000	-	2,074	2,074	2,131	2,190	2,250	2,256	2,300	2,373	2,419	2,465	2,522	2,579	
		20000	-	2,424	2,424	2,491	2,560	2,630	2,636	2,680	2,753	2,809	2,866	2,923	2,980	
		50000	-	2,638	2,638	2,711	2,786	2,863	2,873	2,927	3,000	3,034	3,103	3,172	3,241	
		100000	-	3,190	3,190	3,279	3,381	3,489	3,500	3,609	3,709	3,791	3,874	3,975	4,070	
		500	1,500	1,910	1,910	1,964	2,024	2,085	2,095	2,146	2,221	2,270	2,320	2,369	2,437	
		2500	4,102	2,069	2,069	2,126	2,192	2,262	2,269	2,324	2,405	2,486	2,512	2,577	2,639	
		10000	-	2,400	2,400	2,467	2,544	2,625	2,633	2,696	2,791	2,852	2,915	2,990	3,062	
		20000	-	2,638	2,638	2,712	2,796	2,885	2,894	2,964	3,067	3,135	3,204	3,274	3,346	
E-1		50000	-	3,060	3,060	3,146	3,243	3,347	3,357	3,438	3,558	3,636	3,716	3,813	3,904	
		100000	-	3,700	3,700	3,804	3,922	4,047	4,057	4,202	4,357	4,497	4,632	4,772	4,917	
		500	-	1,647	1,647	1,693	1,745	1,801	1,807	1,850	1,915	1,957	2,000	2,052	2,101	
		2500	-	1,783	1,783	1,833	1,890	1,950	1,956	2,000	2,073	2,119	2,165	2,222	2,279	
		5000	-	2,069	2,069	2,126	2,192	2,262	2,269	2,324	2,405	2,486	2,512	2,577	2,639	
		10000	-	2,274	2,274	2,338	2,410	2,487	2,495	2,564	2,644	2,702	2,762	2,823	2,885	
		20000	-	2,638	2,638	2,712	2,796	2,885	2,894	2,964	3,067	3,135	3,204	3,274	3,346	
		50000	-	3,060	3,060	3,146	3,243	3,347	3,357	3,438	3,558	3,636	3,716	3,813	3,904	
		100000	-	3,700	3,700	3,804	3,922	4,047	4,057	4,202	4,357	4,497	4,632	4,772	4,917	
		500	-	1,647	1,647	1,693	1,745	1,801	1,807	1,850	1,915	1,957	2,000	2,052	2,101	
E-2		25000	-	2,638	2,638	2,711	2,786	2,863	2,873	2,927	3,000	3,034	3,103	3,172	3,241	
		50000	-	3,060	3,060	3,146	3,243	3,347	3,357	3,438	3,558	3,636	3,716	3,813	3,904	
		100000	-	3,700	3,700	3,804	3,922	4,047	4,057	4,202	4,357	4,497	4,632	4,772	4,917	
		500	-	1,647	1,647	1,693	1,745	1,801	1,807	1,850	1,915	1,957	2,000	2,052	2,101	
		2500	-	1,783	1,783	1,833	1,890	1,950	1,956	2,000	2,073	2,119	2,165	2,222	2,279	
		5000	-	2,069	2,069	2,126	2,192	2,262	2,269	2,324	2,405	2,486	2,512	2,577	2,639	
		10000	-	2,274	2,274	2,338	2,410	2,487	2,495	2,564	2,644	2,702	2,762	2,823	2,885	
		20000	-	2,638	2,638	2,712	2,796	2,885	2,894	2,964	3,067	3,135	3,204	3,274	3,346	
		50000	-	3,060	3,060	3,146	3,243	3,347	3,357	3,438	3,558	3,636	3,716	3,813	3,904	
		100000	-	3,700	3,700	3,804	3,922	4,047	4,057	4,202	4,357	4,497	4,632	4,772	4,917	
E-3		2000	-	2,069	2,069	2,126	2,192	2,262	2,269	2,324	2,405	2,486	2,512	2,577	2,639	
		10000	-	2,274	2,274	2,338	2,410	2,487	2,495	2,564	2,644	2,702	2,762	2,823	2,885	
		20000	-	2,638	2,638	2,712	2,796	2,885	2,894	2,964	3,067	3,135	3,204	3,274	3,346	
		50000	-	3,060	3,060	3,146	3,243	3,347	3,357	3,438	3,558	3,636	3,716	3,813	3,904	
		100000	-	3,700	3,700	3,804	3,922	4,047	4,057	4,202	4,357	4,497	4,632	4,772	4,917	
		500	-	1,647	1,647	1,693	1,745	1,801	1,807	1,850	1,915	1,957	2,000	2,052	2,101	
		2500	-	1,783	1,783	1,833	1,890	1,950	1,956	2,000	2,073	2,119	2,165	2,222	2,279	
		5000	-	2,069	2,069	2,126	2,192	2,262	2,269	2,324	2,405	2,486	2,512	2,577	2,639	
		10000	-	2,274	2,274	2,338	2,410	2,487	2,495	2,564	2,644	2,702	2,762	2,823	2,885	
		20000	-	2,638	2,638	2,712	2,796	2,885	2,894	2,964	3,067	3,135	3,204	3,274	3,346	
F-1		50000	-	3,060	3,060	3,146	3,243	3,347	3,357	3,438	3,558	3,636	3,716	3,813	3,904	
		100000	-	3,700	3,700	3,804	3,922	4,047	4,057	4,202	4,357	4,497	4,632	4,772	4,917	
		500	-	1,647	1,647	1,693	1,745	1,801	1,807	1,850	1,915	1,957	2,000	2,052	2,101	
		2500	-	1,783	1,783	1,833	1,890	1,950	1,956	2,000	2,073	2,119	2,165	2,222	2,279	
		5000	-													

City of Paso Robles
COST OF SERVICES STUDY

BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

COMMUNITY DEVELOPMENT - BUILDING DIVISION

UBC Class	Occupancy Type	SF Standard	2005 Fee	Full Cost Recovery	Approved Fee FY 2006	Approved Fee FY 2007	Approved Fee FY 2008	Approved Fee FY 2009	Approved Fee FY 2010	Approved Fee FY 2011	Approved Fee FY 2012	Approved Fee FY 2013	Approved Fee FY 2014	Approved Fee FY 2015	Approved Fee FY 2016
S-2		1000	1,981	2,070	2,070	2,128	2,194	2,264	2,321	2,320	2,407	2,480	2,514	2,579	2,641
		2000	-	2,242	2,242	2,305	2,376	2,452	2,460	2,510	2,607	2,664	2,723	2,794	2,861
		3000	-	2,602	2,602	2,675	2,758	2,846	2,865	2,922	3,025	3,092	3,160	3,242	3,320
		4000	-	2,860	2,860	2,940	3,031	3,128	3,138	3,210	3,325	3,399	3,473	3,564	3,649
		5000	-	3,320	3,320	3,413	3,519	3,631	3,642	3,730	3,850	3,945	4,032	4,137	4,236
		6000	-	4,020	4,020	4,133	4,261	4,397	4,410	4,510	4,624	4,777	4,882	5,000	5,129
		7000	-	4,581	4,581	4,715	4,864	5,017	4,985	5,155	5,325	5,500	5,680	5,865	6,055
		8000	-	5,158	5,158	5,303	5,462	5,625	5,585	5,760	5,935	6,115	6,300	6,490	6,685
		9000	-	5,752	5,752	5,907	6,076	6,249	6,205	6,385	6,565	6,750	6,940	7,135	7,335
		10000	-	6,352	6,352	6,517	6,692	6,869	6,825	7,005	7,185	7,370	7,560	7,755	7,955
S-3		1000	-	1,688	1,688	1,735	1,789	1,846	1,862	1,920	1,985	2,055	2,130	2,210	2,294
		2000	-	1,958	1,958	2,013	2,075	2,142	2,148	2,200	2,272	2,345	2,420	2,498	
		3000	-	2,152	2,152	2,212	2,280	2,353	2,360	2,417	2,502	2,577	2,653	2,740	
		4000	-	2,495	2,495	2,565	2,644	2,729	2,737	2,800	2,881	2,965	3,050	3,138	
		5000	-	2,852	2,852	2,931	3,019	3,115	3,120	3,175	3,260	3,355	3,450	3,548	
		6000	-	3,212	3,212	3,301	3,399	3,505	3,510	3,565	3,660	3,765	3,870	3,978	
		7000	-	3,578	3,578	3,677	3,784	3,899	3,905	3,960	4,065	4,170	4,285	4,398	
		8000	-	3,948	3,948	4,057	4,174	4,299	4,305	4,360	4,465	4,570	4,685	4,798	
		9000	-	4,322	4,322	4,441	4,568	4,703	4,710	4,765	4,870	4,985	5,100	5,215	
		10000	-	4,702	4,702	4,831	4,968	5,113	5,120	5,175	5,280	5,395	5,510	5,625	
S-5		1000	1,990	2,069	2,069	2,128	2,192	2,262	2,269	2,328	2,405	2,484	2,522	2,577	2,638
		2000	-	2,274	2,274	2,338	2,410	2,487	2,465	2,545	2,644	2,702	2,762	2,833	
		3000	-	2,638	2,638	2,711	2,795	2,885	2,864	2,950	3,057	3,134	3,203	3,286	
		4000	-	3,100	3,100	3,279	3,381	3,489	3,500	3,604	3,709	3,774	3,875	3,975	
		5000	-	3,581	3,581	3,805	3,854	4,088	4,095	4,339	4,395	4,640	4,696	4,941	
		6000	-	4,068	4,068	4,303	4,354	4,599	4,606	4,851	4,907	5,152	5,208	5,453	
		7000	-	4,558	4,558	4,803	4,854	5,109	5,116	5,361	5,417	5,662	5,718	5,963	
		8000	-	5,048	5,048	5,303	5,354	5,609	5,616	5,861	5,917	6,162	6,218	6,463	
		9000	-	5,538	5,538	5,803	5,854	6,109	6,116	6,361	6,417	6,662	6,718	6,963	
		10000	-	6,028	6,028	6,303	6,354	6,609	6,616	6,861	6,917	7,162	7,218	7,463	
U-1		200	-	1,282	1,282	1,318	1,359	1,402	1,406	1,440	1,480	1,523	1,567	1,611	
		1000	-	1,380	1,380	1,419	1,463	1,510	1,514	1,551	1,605	1,640	1,676	1,720	
		2000	-	1,600	1,600	1,644	1,695	1,750	1,755	1,797	1,860	1,901	1,943	1,993	
		3000	-	1,830	1,830	1,884	1,945	2,010	2,015	2,057	2,120	2,161	2,203	2,253	
		4000	-	2,070	2,070	2,128	2,192	2,262	2,269	2,328	2,405	2,484	2,522	2,577	
		5000	-	2,318	2,318	2,381	2,450	2,524	2,531	2,590	2,667	2,746	2,784	2,863	
		6000	-	2,566	2,566	2,639	2,718	2,802	2,810	2,869	2,946	3,025	3,104	3,183	
		7000	-	2,814	2,814	2,897	2,986	3,080	3,088	3,147	3,236	3,325	3,414	3,503	
		8000	-	3,062	3,062	3,155	3,254	3,358	3,366	3,425	3,514	3,603	3,692	3,781	
		9000	-	3,310	3,310	3,413	3,520	3,632	3,640	3,700	3,789	3,878	3,967	4,056	
U-2		1000	-	1,153	1,153	1,216	1,284	1,356	1,360	1,420	1,495	1,570	1,645	1,720	
		2000	-	1,270	1,270	1,342	1,418	1,498	1,502	1,562	1,647	1,722	1,797	1,872	
		3000	-	1,397	1,397	1,478	1,563	1,652	1,656	1,716	1,801	1,886	1,971	2,056	
		4000	-	1,524	1,524	1,615	1,710	1,809	1,813	1,873	1,958	2,043	2,128	2,213	
		5000	-	1,652	1,652	1,753	1,858	1,967	1,971	2,031	2,116	2,201	2,286	2,371	
		6000	-	1,780	1,780	1,891	2,006	2,124	2,128	2,188	2,273	2,358	2,443	2,528	
		7000	-	1,908	1,908	2,029	2,154	2,282	2,286	2,346	2,431	2,516	2,601	2,686	
		8000	-	2,036	2,036	2,167	2,302	2,440	2,444	2,504	2,589	2,674	2,759	2,844	
		9000	-	2,164	2,164	2,305	2,454	2,602	2,606	2,666	2,751	2,836	2,921	3,006	
		10000	-	2,292	2,292	2,443	2,602	2,760	2,764	2,824	2,909	2,994	3,079	3,164	
T-1	Committed Fee (Internal Review)	200	-	1,282	1,282	1,318	1,359	1,402	1,406	1,440	1,480	1,523	1,567	1,611	
		1000	-	1,380	1,380	1,419	1,463	1,510	1,514	1,551	1,605	1,640	1,676	1,720	
		2000	-	1,600	1,600	1,644	1,695	1,750	1,755	1,797	1,860	1,901	1,943	1,993	
		3000	-	1,830	1,830	1,884	1,945	2,010	2,015	2,057	2,120	2,161	2,203	2,253	
		4000	-	2,070	2,070	2,128	2,192	2,262	2,269	2,328	2,405	2,484	2,522	2,577	
		5000	-	2,318	2,318	2,381	2,450	2,524	2,531	2,590	2,667	2,746	2,784	2,863	
		6000	-	2,566	2,566	2,639	2,718	2,802	2,810	2,869	2,946	3,025	3,104	3,183	
		7000	-	2,814	2,814	2,897	2,986	3,080	3,088	3,147	3,236	3,325	3,414	3,503	
		8000	-	3,062	3,062	3,155	3,254	3,358	3,366	3,425	3,514	3,603	3,692	3,781	
		9000	-	3,310	3,310	3,413	3,520	3,632	3,640	3,700	3,789	3,878	3,967	4,056	
SHELL BUILDINGS	RM Shell Build	1000	-	1,599	1,599	1,644	1,695	1,749	1,754	1,796	1,859	1,900	1,942	1,992	
		5000	-	1,722	1,722	1,770	1,825	1,883	1,888	1,934	2,002	2,046	2,091	2,145	
		10000	-	1,845	1,845	1,901	1,964	2,032	2,037	2,083	2,151	2,220	2,289	2,358	
		20000	-	2,168	2,168	2,241	2,319	2,397	2,402	2,448	2,526	2,604	2,682	2,760	
		30000	-	2,491	2,491	2,574	2,661	2,749	2,754	2,800	2,878	2,956	3,034	3,112	
		40000	-	2,814	2,814	2,907	2,994	3,082	3,087	3,133	3,211	3,289	3,367	3,445	
		50000	-	3,137	3,137	3,240	3,346	3,452	3,457	3,503	3,581	3,659	3,737	3,815	
		60000	-	3,460	3,460	3,573	3,689	3,805	3,810	3,856	3,934	4,012	4,090	4,168	
		70000	-	3,783	3,783	3,906	4,032	4,158	4,163	4,209	4,287	4,365	4,443	4,521	
		80000	-	4,106	4,106	4,239	4,375	4,511	4,516	4,562	4,640	4,718	4,796	4,874	
A		1000	-	1,832	1,832	1,883	1,942	2,004	2,010	2,058	2,130	2,177	2,225	2,283	
		2000	-	2,124	2,124	2,183	2,251	2,323	2,330	2,386	2,470	2,524	2,579	2,647	
		3000	-	2,330	2,330	2,395	2,469	2,548	2,556	2,610	2,709	2,769	2,830	2,903	
		4000	-	2,540	2,540	2,615	2,694	2,778	2,786	2,830	2,929	3,029	3,130	3,231	
		5000	-	2,750	2,750	2,835	2,924	3,018	3,026	3,070	3,169	3,269	3,370	3,471	
		6000	-	2,960	2,960	3,055	3,154	3,257	3,265	3,309	3,408	3,507	3,606	3,705	
		7000	-	3,170	3,170	3,275	3,384	3,496	3,504	3,548	3,647	3,746	3,845	3,944	
		8000	-	3,380	3,380	3,495	3,614	3,736	3,744	3,788	3,887	3,986	4,085	4,184	
		9000	-	3,590	3,590	3,715	3,844	3,976	3,984	4,028	4,127	4,226	4,325	4,424	
		10000	-	3,800	3,800	3,935	4,074	4,216	4,224	4,268	4,367	4,466	4,565	4,664	
B		10000	7,064	2,006	2,006										

City of Paso Robles
COST OF SERVICES STUDY

BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

COMMUNITY DEVELOPMENT - BUILDING DIVISION

UBC Class	Occupancy Type	SF Standard	2005 Fee	Full Cost Recovery	Approved Fee FY 2006	Approved Fee FY 2007	Approved Fee FY 2008	Approved Fee FY 2009	Approved Fee FY 2010	Approved Fee FY 2011	Approved Fee FY 2012	Approved Fee FY 2013	Approved Fee FY 2014	Approved Fee FY 2015	Approved Fee FY 2016
M		1000	-	\$ 1,696	\$ 1,690	\$ 1,747	\$ 1,801	\$ 1,859	\$ 1,894	\$ 1,902	\$ 1,976	\$ 2,019	\$ 2,084	\$ 2,117	\$ 2,188
		5000	-	\$ 1,832	\$ 1,833	\$ 1,883	\$ 1,942	\$ 2,004	\$ 2,010	\$ 2,058	\$ 2,130	\$ 2,177	\$ 2,225	\$ 2,283	\$ 2,337
		10,000	6,183	\$ 2,124	\$ 2,183	\$ 2,183	\$ 2,251	\$ 2,323	\$ 2,330	\$ 2,386	\$ 2,470	\$ 2,524	\$ 2,579	\$ 2,647	\$ 2,710
		20,000	-	\$ 2,300	\$ 2,350	\$ 2,395	\$ 2,469	\$ 2,540	\$ 2,556	\$ 2,616	\$ 2,709	\$ 2,769	\$ 2,830	\$ 2,903	\$ 2,973
		50,000	-	\$ 2,695	\$ 2,695	\$ 2,770	\$ 2,859	\$ 2,948	\$ 2,967	\$ 3,028	\$ 3,134	\$ 3,202	\$ 3,273	\$ 3,358	\$ 3,439
		100,000	-	\$ 3,250	\$ 3,250	\$ 3,341	\$ 3,445	\$ 3,555	\$ 3,565	\$ 3,651	\$ 3,779	\$ 3,862	\$ 3,947	\$ 4,050	\$ 4,147

- 1.028 CPI for FY 2007
- 1.033 CPI for FY 2008
- 1.032 CPI for FY 2009
- 1.003 CPI for FY 2010
- 1.024 CPI for FY 2011
- 1.035 CPI for FY 2012
- 1.022 CPI for FY 2013
- 1.022 CPI for FY 2014
- 1.026 CPI for FY 2015
- 1.024 CPI for FY 2016

City of Paso Robles
COST OF SERVICES STUDY

BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

COMMUNITY DEVELOPMENT - BUILDING DIVISION

Work Item	Unit	2005 Fee	Full Cost Recovery	Approved Fee FY 2006	Approved Fee FY 2007	Approved Fee FY 2008	Approved Fee FY 2009	Approved Fee FY 2010	Approved Fee FY 2011	Approved Fee FY 2012	Approved Fee FY 2013	Approved Fee FY 2014	Approved Fee FY 2015	Approved Fee FY 2016
Standard Hourly Rate			\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 147	\$ 151
MISCELLANEOUS ITEMS:														
Antenna														
Cellular/Mobile Phone, free-standing	each	\$ -	\$ 552	\$ 552	\$ 567	\$ 585	\$ 603	\$ 605	\$ 620	\$ 641	\$ 655	\$ 670	\$ 687	\$ 704
Cellular/Mobile Phone, attached to building	each	\$ -	\$ 552	\$ 552	\$ 567	\$ 585	\$ 603	\$ 605	\$ 620	\$ 641	\$ 655	\$ 670	\$ 687	\$ 704
Appeal of Abatement Notice	per hour	\$ 59	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Awning/Canopy (supported by building)	each	\$ -	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Carport	each	\$ -	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Commercial Coach (per unit) - SALES TRAILER	each unit	\$ 407	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Covered Porch	each	\$ -	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Deck (wood)	each	\$ 427	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Demolition - Residential / Private Garages	each	\$ 79	\$ 221	\$ 221	\$ 227	\$ 234	\$ 241	\$ 242	\$ 248	\$ 257	\$ 262	\$ 268	\$ 275	\$ 282
Demolition - Commercial / Industrial	each	\$ 347	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Fireplace	each	\$ -	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Masonry	each	\$ 305	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Pre-Fabricated / Metal	each	\$ 148	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Flag pole	each	\$ -	\$ 221	\$ 221	\$ 227	\$ 234	\$ 241	\$ 242	\$ 248	\$ 257	\$ 262	\$ 268	\$ 275	\$ 282
Foundation Replacement	each	\$ 394	\$ 496	\$ 496	\$ 510	\$ 526	\$ 543	\$ 545	\$ 558	\$ 577	\$ 590	\$ 603	\$ 619	\$ 633
Garages	up to 1,000 s.f.	\$ 718	\$ 662	\$ 662	\$ 681	\$ 702	\$ 724	\$ 726	\$ 744	\$ 770	\$ 787	\$ 804	\$ 825	\$ 845
garage > 1,001 s.f.	> 1,001 s.f.	\$ -	\$ 772	\$ 772	\$ 794	\$ 818	\$ 845	\$ 847	\$ 868	\$ 898	\$ 918	\$ 938	\$ 962	\$ 985
Grading - Residential / Commercial Stand Alone - Issuance	each	\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Grading - Residential Stand Alone Inspection	each	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grading INSP <50 CY	each	\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Grading INSP 51 - 500 CY	each	\$ -	\$ 83	\$ 83	\$ 85	\$ 88	\$ 90	\$ 91	\$ 93	\$ 96	\$ 98	\$ 100	\$ 103	\$ 106
Grading INSP 501 - 1,000 CY	each	\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Grading INSP 1,001 - 5,000 CY	each	\$ -	\$ 165	\$ 165	\$ 170	\$ 175	\$ 181	\$ 182	\$ 186	\$ 192	\$ 197	\$ 201	\$ 206	\$ 211
Grading INSP 5,000 - 10,000 CY	each	\$ -	\$ 221	\$ 221	\$ 227	\$ 234	\$ 241	\$ 242	\$ 248	\$ 257	\$ 262	\$ 268	\$ 275	\$ 282
Grading INSP 10,000 CY+ (ea add'l 5,000 CY), FL	each	\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Landscape Water Meter - Permit Issuance	each	\$ 20	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Landscape Electrical Meter	each	\$ 60	\$ 165	\$ 165	\$ 170	\$ 175	\$ 181	\$ 182	\$ 186	\$ 192	\$ 197	\$ 201	\$ 206	\$ 211
Lighting pole	each	\$ 462	\$ 221	\$ 221	\$ 227	\$ 234	\$ 241	\$ 242	\$ 248	\$ 257	\$ 262	\$ 268	\$ 275	\$ 282
Patio Cover -ALL	each	\$ 240	\$ 221	\$ 221	\$ 227	\$ 234	\$ 241	\$ 242	\$ 248	\$ 257	\$ 262	\$ 268	\$ 275	\$ 282
Enclosed porch/patio	each	\$ 289	\$ 331	\$ 331	\$ 340	\$ 351	\$ 362	\$ 363	\$ 372	\$ 385	\$ 393	\$ 402	\$ 412	\$ 422
Photovoltaic System	each	\$ 215	\$ 221	\$ 221	\$ 227	\$ 234	\$ 241	\$ 242	\$ 248	\$ 257	\$ 262	\$ 268	\$ 275	\$ 282
Relocated Building (w/in 25 miles of city offices)	each	\$ 201	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Remodel - Residential		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Up to 600 s.f.	up to 600 s.f.	\$ 332	\$ 331	\$ 331	\$ 340	\$ 351	\$ 362	\$ 363	\$ 372	\$ 385	\$ 393	\$ 402	\$ 412	\$ 422
601 s.f. to 900 s.f.	601 - 900 s.f.	\$ 681	\$ 441	\$ 441	\$ 453	\$ 467	\$ 482	\$ 484	\$ 495	\$ 513	\$ 524	\$ 536	\$ 549	\$ 563
901 s.f. to 1,200 s.f.	901 - 1,200 s.f.	\$ -	\$ 496	\$ 496	\$ 510	\$ 526	\$ 543	\$ 545	\$ 558	\$ 577	\$ 590	\$ 603	\$ 619	\$ 633
Over 1,200 s.f.	>1,200 s.f.	\$ -	\$ 607	\$ 607	\$ 624	\$ 643	\$ 664	\$ 666	\$ 682	\$ 705	\$ 721	\$ 737	\$ 756	\$ 774
Tenant Improv. - Commercial/Industrial (In-house)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Up to 250 s.f.	Up to 250 s.f.	\$ -	\$ 441	\$ 441	\$ 453	\$ 467	\$ 482	\$ 484	\$ 495	\$ 513	\$ 524	\$ 536	\$ 549	\$ 563
251 to 500 s.f.	251 to 500 s.f.	\$ -	\$ 469	\$ 469	\$ 482	\$ 497	\$ 513	\$ 514	\$ 527	\$ 545	\$ 557	\$ 569	\$ 584	\$ 598
501 s.f. to 1,000 s.f.	501 s.f. to 1,000 s.f.	\$ 520	\$ 552	\$ 552	\$ 567	\$ 585	\$ 603	\$ 605	\$ 620	\$ 641	\$ 655	\$ 670	\$ 687	\$ 704
1,000 to 1,500 s.f.	1,000 to 1,500 s.f.	\$ -	\$ 607	\$ 607	\$ 624	\$ 643	\$ 664	\$ 666	\$ 682	\$ 705	\$ 721	\$ 737	\$ 756	\$ 774
1,500 to 2,000 s.f.	1,500 to 2,000 s.f.	\$ -	\$ 717	\$ 717	\$ 737	\$ 760	\$ 784	\$ 787	\$ 806	\$ 834	\$ 852	\$ 871	\$ 893	\$ 915
>2,000 s.f. (ea add'l 500 s.f.)	>2,000 s.f. (ea add'l 500 s.f.)	\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Roof Replacement	up to 2,000 s.f.	\$ 283	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Additional roof replacement	> 2,001 s.f.	\$ -	\$ 331	\$ 331	\$ 340	\$ 351	\$ 362	\$ 363	\$ 372	\$ 385	\$ 393	\$ 402	\$ 412	\$ 422
Room Addition		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Up to 300 s.f.	< 300 s.f.	\$ 499	\$ 386	\$ 386	\$ 397	\$ 409	\$ 422	\$ 424	\$ 434	\$ 449	\$ 459	\$ 469	\$ 481	\$ 493
301 s.f. to 600 s.f.	301 - 600 s.f.	\$ -	\$ 414	\$ 414	\$ 426	\$ 439	\$ 453	\$ 454	\$ 465	\$ 481	\$ 492	\$ 503	\$ 516	\$ 528
601 s.f. to 900 s.f.	601 - 900 s.f.	\$ 1,289	\$ 469	\$ 469	\$ 482	\$ 497	\$ 513	\$ 514	\$ 527	\$ 545	\$ 557	\$ 569	\$ 584	\$ 598
901 s.f. to 1,200 s.f.	901 - 1,200 s.f.	\$ -	\$ 552	\$ 552	\$ 567	\$ 585	\$ 603	\$ 605	\$ 620	\$ 641	\$ 655	\$ 670	\$ 687	\$ 704
Over 1,200 s.f.	>1,200 s.f.	\$ -	\$ 607	\$ 607	\$ 624	\$ 643	\$ 664	\$ 666	\$ 682	\$ 705	\$ 721	\$ 737	\$ 756	\$ 774
Signs - all	each	\$ 272	\$ 331	\$ 331	\$ 340	\$ 351	\$ 362	\$ 363	\$ 372	\$ 385	\$ 393	\$ 402	\$ 412	\$ 422
Storage Racks	per project	\$ -	\$ 276	\$ 276	\$ 284	\$ 292	\$ 302	\$ 303	\$ 310	\$ 321	\$ 328	\$ 335	\$ 344	\$ 352
Swimming Pool / Spa - Residential	each	\$ 419	\$ 441	\$ 441	\$ 453	\$ 467	\$ 482	\$ 484	\$ 495	\$ 513	\$ 524	\$ 536	\$ 549	\$ 563
Commercial pool	each	\$ -	\$ 552	\$ 552	\$ 567	\$ 585	\$ 603	\$ 605	\$ 620	\$ 641	\$ 655	\$ 670	\$ 687	\$ 704
Temporary Utility Connection or Occupancy	each	\$ -	\$ 165	\$ 165	\$ 170	\$ 175	\$ 181	\$ 182	\$ 186	\$ 192	\$ 197	\$ 201	\$ 206	\$ 211
Well Abandonment - Permit Issuance	each	\$ 20	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70

**City of Paso Robles
COST OF SERVICES STUDY**

BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

COMMUNITY DEVELOPMENT - BUILDING DIVISION

Work Item	Unit	2005 Fee	Full Cost Recovery	Approved Fee FY 2006	Approved Fee FY 2007	Approved Fee FY 2008	Approved Fee FY 2009	Approved Fee FY 2010	Approved Fee FY 2011	Approved Fee FY 2012	Approved Fee FY 2013	Approved Fee FY 2014	Approved Fee FY 2015	Approved Fee FY 2016
OTHER MISCELLANEOUS FEES														
		\$ -	\$ -	\$ -										
		\$ -	\$ -	\$ -										
Special Submittal or Addendum	per hour	\$ 59	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
		\$ -	\$ -	\$ -										
Board of Appeals Hearing	per hour	\$ 59	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
		\$ -	\$ -	\$ -										
Service Required in Excess of Standard	per hour	\$ 59	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
		\$ -	\$ -	\$ -										
Research	per 1/2 hour	\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
		\$ -	\$ -	\$ -										
Supplemental Plan Check Fee	per hour	\$ 59	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Supplemental Inspection Fee	per hour	\$ 59	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
		\$ -	\$ -	\$ -										
Emergency (Non-scheduled) Call-Out Fee	4 hour min	\$ -	\$ 441	\$ 441	\$ 453	\$ 467	\$ 482	\$ 484	\$ 495	\$ 513	\$ 524	\$ 536	\$ 549	\$ 563
After Hours (Scheduled) Call-Out Fee	2 hour min	\$ -	\$ 221	\$ 221	\$ 227	\$ 234	\$ 241	\$ 242	\$ 248	\$ 257	\$ 262	\$ 268	\$ 275	\$ 282
Each Additional Hour	per hour	\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
		\$ -	\$ -	\$ -										
FIRE-SPECIFIC ITEMS														
		\$ -	\$ -	\$ -										
Fire Sprinkler Systems Permit Issuance	each	\$ 200	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Hood Suppression System Permit Issuance	each	\$ 138	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Fire Alarms Permit Issuance	each	\$ 216	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70

City of Paso Robles
COST OF SERVICES STUDY

BUILDING PERMIT- PLAN CHECK - INSPECTION FEES

COMMUNITY DEVELOPMENT - BUILDING DIVISION

Work Item	Unit	2005 Fee	Full Cost Recovery	Approved Fee FY 2006	Approved Fee FY 2007	Approved Fee FY 2008	Approved Fee FY 2009	Approved Fee FY 2010	Approved Fee FY 2011	Approved Fee FY 2012	Approved Fee FY 2013	Approved Fee FY 2014	Approved Fee FY 2015	Approved Fee FY 2016
ADMINISTRATIVE AND MISC FEES														
Travel and Documentation (standard)	each	\$ 200	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Travel and Documentation (each additional trip)	each	\$ 138	\$ 46	\$ 46	\$ 47	\$ 49	\$ 50	\$ 50	\$ 52	\$ 53	\$ 55	\$ 56	\$ 57	\$ 59
Permit Issuance	each	\$ 216	\$ 46	\$ 46	\$ 47	\$ 49	\$ 50	\$ 50	\$ 52	\$ 53	\$ 55	\$ 56	\$ 57	\$ 59
MECHANICAL PERMIT FEES														
Stand Alone Mechanical Plan Check (hourly rate)		\$ 110	100.00%	\$ -										
A/C (Residential) - each		\$ 14	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Furnaces (F.A.U., Floor)		\$ 15	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Heater (Wall)		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Appliance Vent / Chimney (Only)		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Refridgeration Compressor		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Fan Coil Unit		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Heat Pump (Package Unit)		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Heater (Unit, Radiant, etc.)		\$ 15	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Air Handler w/ducts		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Vent Fan (Single Duct) - each		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Vent System		\$ 7	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Exhaust Hood and Duct (Residential)		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Exhaust Hood - Type I (Commercial Grease Hood)		\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Exhaust Hood - Type II (Commercial Steam Hood)		\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Walk-in Box / Refrigerator Coil		\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Gas System (First Outlet)		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Gas Outlets (Each Additional)		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Other Mechanical Inspections (per hour)		\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
PLUMBING/GAS PERMIT FEES														
Stand Alone Plumbing Plan Check (hourly rate)		\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Fixtures (each)		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Gas System (First Outlet)		\$ 6	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Gas Outlets (Each Additional)		\$ -	\$ 18	\$ 18	\$ 19	\$ 19	\$ 20	\$ 20	\$ 21	\$ 21	\$ 22	\$ 22	\$ 23	\$ 23
Building Sewer		\$ 25	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Grease Trap		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Ejector Pump		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Roof Drain - Rainwater System		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Water Heater (each)		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Water Pipe Replacement		\$ 118	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Drain-Vent Alterations		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Drinking Fountain		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Solar Water System Fixtures (solar panels, tanks, water treatment equi)		\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Swimming Pool Piping and Gas		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Water Softener (each)		\$ -	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Other Plumbing and Gas Inspections (per hour)		\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
ELECTRICAL PERMIT FEES														
Stand Alone Electrical Plan Check (hourly rate)		\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
First 10 Outlets / switches / lights		\$ 11	\$ 28	\$ 28	\$ 29	\$ 30	\$ 31	\$ 31	\$ 31	\$ 33	\$ 33	\$ 34	\$ 35	\$ 36
11 - 50 Outlets / Switches / Lights		\$ 55	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 60	\$ 62	\$ 64	\$ 65	\$ 67	\$ 69	\$ 70
51 - 100 Outlets / Switches / Lights		\$ 77	\$ 83	\$ 83	\$ 85	\$ 88	\$ 90	\$ 91	\$ 93	\$ 96	\$ 98	\$ 100	\$ 103	\$ 106
101 + Outlets / Switches (each 100 outlets/switches/light)		\$ 73	\$ 28	\$ 28	\$ 29	\$ 30	\$ 31	\$ 31	\$ 31	\$ 33	\$ 33	\$ 34	\$ 35	\$ 36
New Service or Replace Existing Service														
Up to 200 amp circuits (each)		\$ 60	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
400 and over amp (each)		\$ 60	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Temporary Power		\$ 18	\$ 55	\$ 55	\$ 57	\$ 58	\$ 60	\$ 61	\$ 62	\$ 64	\$ 66	\$ 67	\$ 69	\$ 70
Generator Installation (per kW)		\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141
Other Electrical Inspections (per hour)		\$ -	\$ 110	\$ 110	\$ 113	\$ 117	\$ 121	\$ 121	\$ 124	\$ 128	\$ 131	\$ 134	\$ 137	\$ 141

- 1.028 CPI for FY 2007
- 1.031 CPI for FY 2008
- 1.032 CPI for FY 2009
- 1.003 CPI for FY 2010
- 1.024 CPI for FY 2011
- 1.035 CPI for FY 2012
- 1.022 CPI for FY 2013
- 1.022 CPI for FY 2014
- 1.026 CPI for FY 2015
- 1.024 CPI for FY 2016

City of PASO ROBLES
COST OF SERVICES STUDY

ACTUAL COST RESULTS

EMERGENCY SERVICES

Fee #	Fee Service Name / Description	2005 Fee	Full Cost Recovery	Adopted Fee FY 2006	Adopted Fee FY 2007	Adopted Fee FY 2008	Adopted Fee FY 2009	Adopted Fee FY 2010	Adopted Fee FY 2011	Adopted Fee FY 2012	Adopted Fee FY 2013	Adopted Fee FY 2014	Adopted Fee FY 2015	Adopted Fee FY 2016
1	Inspection - Aircraft Refueling Vehicles	\$ -	\$ 371	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
2	Inspection - Aircraft Refueling Station	\$ -	\$ 106	\$ 50	\$ 51	\$ 53	\$ 55	\$ 55	\$ 56	\$ 58	\$ 59	\$ 61	\$ 62	\$ 63.80
3	Open Flame (in public assembly)	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
4	Carnivals and Fairs	\$ -	\$ 311	\$ 300	\$ 308	\$ 318	\$ 328	\$ 329	\$ 337	\$ 349	\$ 356	\$ 364	\$ 374	\$ 382.77
5	Dry Cleaning - Annual	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
6	Dust Producing Operations - Annual	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
7	Fireworks (per event)	\$ 50	\$ 408	\$ 300	\$ 308	\$ 318	\$ 328	\$ 329	\$ 337	\$ 349	\$ 356	\$ 364	\$ 374	\$ 382.77
8	Flammable or Combustible Liquids - Annual	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
9	Hazardous Materials - Annual	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
10	High Piled Combustible Storage - Annual	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
11	Liquefied Petroleum Gasses - Annual	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
12	Fueled Vehicles in Assembly Buildings - Per Event	\$ -	\$ 214	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
13	Lumber Yards - Annual Permit	\$ -	\$ 408	\$ 200	\$ 206	\$ 212	\$ 219	\$ 219	\$ 225	\$ 233	\$ 238	\$ 243	\$ 249	\$ 255.18
14	Places of Assembly - Annual Permit	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
15	Pyrotechnical Special Effects (per event)	\$ -	\$ 505	\$ 300	\$ 308	\$ 318	\$ 328	\$ 329	\$ 337	\$ 349	\$ 356	\$ 364	\$ 374	\$ 382.77
16	Repair Garages - Annual Permit	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
17	Spraying or Dipping - Annual Permit	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
18	Tents and Canopies - Per Event	\$ -	\$ 312	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
19	Tire Storage - Annual Permit	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
20	Certificate of Occupancy Inspection ¹	\$ -	\$ 311	\$ 300	\$ 308	\$ 318	\$ 328	\$ 329	\$ 337	\$ 349	\$ 356	\$ 364	\$ 374	\$ 382.77
21	Child Day-care Facilities - Annual Permit	\$ -	\$ 213	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
22	Adult Care Facilities - Annual Permit	\$ -	\$ 214	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
23	Businesses not covered under permit - Annual Permit	\$ -	\$ 214	\$ 50	\$ 51	\$ 53	\$ 55	\$ 55	\$ 56	\$ 58	\$ 59	\$ 61	\$ 62	\$ 63.80
24	Business Re-inspections by Company (per instance hour)	\$ -	\$ 269	\$ 75	\$ 77	\$ 79	\$ 82	\$ 82	\$ 84	\$ 87	\$ 89	\$ 91	\$ 93	\$ 95.69
25	Fire Flows	\$ -	\$ 370	\$ 370	\$ 380	\$ 392	\$ 405	\$ 406	\$ 416	\$ 430	\$ 440	\$ 449	\$ 461	\$ 472.09
26	Restaurant Hood Systems P/C	\$ -	\$ 213	\$ 200	\$ 206	\$ 212	\$ 219	\$ 219	\$ 225	\$ 233	\$ 238	\$ 243	\$ 249	\$ 255.18
27	Underground Fire Lines P/C	\$ -	\$ 311	\$ 300	\$ 308	\$ 318	\$ 328	\$ 329	\$ 337	\$ 349	\$ 356	\$ 364	\$ 374	\$ 382.77
28	UFC Interpretation Appeals	\$ -	\$ 409	\$ 400	\$ 411	\$ 424	\$ 438	\$ 439	\$ 449	\$ 465	\$ 475	\$ 486	\$ 498	\$ 510.37
29	Fire Alarm System 0-15 Devices ²	\$ -	\$ 214	\$ 200	\$ 206	\$ 212	\$ 219	\$ 219	\$ 225	\$ 233	\$ 238	\$ 243	\$ 249	\$ 255.18
30	Fire Alarm System 16 - 50 Devices ²	\$ -	\$ 263	\$ 250	\$ 257	\$ 265	\$ 273	\$ 274	\$ 281	\$ 291	\$ 297	\$ 304	\$ 312	\$ 318.98
31	Fire Alarm System 51-100 Devices ²	\$ -	\$ 310	\$ 300	\$ 308	\$ 318	\$ 328	\$ 329	\$ 337	\$ 349	\$ 356	\$ 364	\$ 374	\$ 382.77
32	Fire Alarm System 101-500 Devices ²	\$ -	\$ 359	\$ 350	\$ 360	\$ 371	\$ 383	\$ 384	\$ 393	\$ 407	\$ 416	\$ 425	\$ 436	\$ 446.57
33	Fire Alarm System 500+ (ea add'l 100 devices) ²	\$ -	\$ 165	\$ 150	\$ 154	\$ 159	\$ 164	\$ 165	\$ 169	\$ 174	\$ 178	\$ 182	\$ 187	\$ 191.39
40	Hazardous - Clean Agent Gas Systems	\$ -	\$ 214	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
41	Hazardous - Dry Chemical Systems	\$ -	\$ 214	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
42	Hazardous - Wet Chemical / Kitchen Hood	\$ -	\$ 214	\$ 200	\$ 206	\$ 212	\$ 219	\$ 219	\$ 225	\$ 233	\$ 238	\$ 243	\$ 249	\$ 255.18
43	Hazardous - Foam Systems	\$ -	\$ 213	\$ 200	\$ 206	\$ 212	\$ 219	\$ 219	\$ 225	\$ 233	\$ 238	\$ 243	\$ 249	\$ 255.18
44	Hazardous - Paint Spray Booth	\$ -	\$ 213	\$ 200	\$ 206	\$ 212	\$ 219	\$ 219	\$ 225	\$ 233	\$ 238	\$ 243	\$ 249	\$ 255.18
45	Hazardous - Vehicle Access Gate	\$ -	\$ 368	\$ 350	\$ 360	\$ 371	\$ 383	\$ 384	\$ 393	\$ 407	\$ 416	\$ 425	\$ 436	\$ 446.57
46	Extraordinary Response by company / High Use	\$ -	\$ 292	\$ 250	\$ 257	\$ 265	\$ 273	\$ 274	\$ 281	\$ 291	\$ 297	\$ 304	\$ 312	\$ 318.98
47	False Alarm (3rd win one year) - time for 3 responses	\$ -	\$ 840	\$ 300	\$ 308	\$ 318	\$ 328	\$ 329	\$ 337	\$ 349	\$ 356	\$ 364	\$ 374	\$ 382.77
48	DUI Response (per instance hour)	\$ -	\$ 371	\$ 371	\$ 381	\$ 393	\$ 406	\$ 407	\$ 417	\$ 431	\$ 441	\$ 451	\$ 462	\$ 473.36
49	Structure Fire (per instance for insurance billing)	\$ -	\$ 1,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	EMIII Fire Chief Hourly	\$ -	\$ 245	\$ 150	\$ 154	\$ 159	\$ 164	\$ 165	\$ 169	\$ 174	\$ 178	\$ 182	\$ 187	\$ 191.39
51	PMIII Hourly	\$ -	\$ 203	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
52	Admin Asst II Clerical Hourly	\$ -	\$ 79	\$ 30	\$ 31	\$ 32	\$ 33	\$ 33	\$ 34	\$ 35	\$ 36	\$ 37	\$ 38	\$ 38.28
53	Firefighter Hourly	\$ -	\$ 111	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
54	Firefighter / Paramedic Hourly	\$ -	\$ 107	\$ 100	\$ 103	\$ 106	\$ 109	\$ 110	\$ 112	\$ 116	\$ 119	\$ 121	\$ 125	\$ 127.59
55	Captain - Firefighter Hourly	\$ -	\$ 132	\$ 125	\$ 129	\$ 132	\$ 137	\$ 137	\$ 140	\$ 145	\$ 149	\$ 152	\$ 156	\$ 159.49
56	Captain - Paramedic Hourly	\$ -	\$ 156	\$ 125	\$ 129	\$ 132	\$ 137	\$ 137	\$ 140	\$ 145	\$ 149	\$ 152	\$ 156	\$ 159.49
57	Code Enforcement Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

¹ 4 plex or more and commercial
² Building fees

- 1.028 CPI for FY 2007
- 1.031 CPI for FY 2008
- 1.032 CPI for FY 2009
- 1.003 CPI for FY 2010
- 1.024 CPI for FY 2011
- 1.035 CPI for FY 2012
- 1.022 CPI for FY 2013
- 1.022 CPI for FY 2014
- 1.026 CPI for FY 2015
- 1.024 CPI for FY 2016

City of Paso Robles
COST OF SERVICES STUDY
ACTUAL COST RESULTS

PUBLIC WORKS & COMMUNITY DEVELOPMENT RATES

Fee #	Fee Service Name / Description	2005 Fee	Full Cost Recovery	Adopted Fee FY 2006	Adopted Fee FY 2007	Adopted Fee FY 2008	Adopted Fee FY 2009	Adopted Fee FY 2010	Adopted Fee FY 2011	Adopted Fee FY 2012	Adopted Fee FY 2013	Adopted Fee FY 2014	Adopted Fee FY 2015	Adopted Fee FY 2016
1	Public Works - Blended MW Hourly Rate	\$ 40	\$ 121	\$ 124	\$ 128	\$ 132	\$ 136	\$ 141	\$ 144	\$ 147	\$ 151	\$ 154	\$ 157	\$ 161
2	Community Development - Engineering Blended Hourly	\$59 to 25	\$ 132	\$ 136	\$ 140	\$ 144	\$ 148	\$ 153	\$ 157	\$ 160	\$ 164	\$ 168	\$ 172	\$ 176
3	Community Development - Planning Blended Hourly Rate	\$100 to 15	\$ 123	\$ 126	\$ 130	\$ 135	\$ 138	\$ 143	\$ 146	\$ 149	\$ 153	\$ 157	\$ 161	\$ 165

- 1,028 CPI for FY 2007
- 1,031 CPI for FY 2008
- 1,032 CPI for FY 2009
- 1,003 CPI for FY 2010
- 1,024 CPI for FY 2011
- 1,035 CPI for FY 2012
- 1,022 CPI for FY 2013
- 1,022 CPI for FY 2014
- 1,026 CPI for FY 2015
- 1,024 CPI for FY 2016

Appendix B – Response Requirements Template

The following table should be incorporated into the Proposer’s proposal response as indicated. Please address each requirement in the space labeled “PROPOSER RESPONSE HERE.” Proposers are required to fully complete this table and include it in their proposals. An MS Word version of the Response Requirements Template will be furnished to Proposers that submit an Intent To Propose pursuant to Section 1.7 above.

RFP Requirement Number	Requirement
3.1	<p>General System Characteristics</p> <p>Permit Lifecycle Management</p> <ul style="list-style-type: none"> • System management from pre-submittal through multi-department and external agency processing, plan checking, conditions, rejections, resubmission, notes, fee calculation and ability to attach documents • Simple indexed search functionality for any keyword • Provide a simple and unified solution to create, track and view all submitted documents, corrections, permits, conditions, fees, inspections, resolutions, and ordinances associated with a permit • Manage and track permit expirations • Scalable system that allows for additional modules and functions to be added over time <p>PROPOSER RESPONSE HERE</p>
	<p>Robust Plan Check tracking capabilities throughout all modules</p> <ul style="list-style-type: none"> • Ability to track date received, routed, due date for review for internal and outside reviewers and provide real-time status reporting for individual and overall permit process plan check timeframes • Ability to track dates including application received, all plan review steps, public noticing, public hearings, California Environmental Quality Act (CEQA), etc. • Automated document tracking processes – e.g. barcoding for all permit documents submitted or generated for a project <p>PROPOSER RESPONSE HERE</p>

RFP Requirement Number	Requirement
3.1	<p>General System Characteristics</p> <p>Customer Access – Web Portal</p> <ul style="list-style-type: none"> • Online self-service to view status of planning and permit applications, request inspections, view inspection results, report code violations, and make payments • Ability for customers to electronically submit applications and plans for permits
	<p>PROPOSER RESPONSE HERE</p> <p>Mobile Access for City Staff</p> <ul style="list-style-type: none"> • Ability for the system to support smart phones, iPads or similar mobility-related devices, laptops or other devices • Ability to access real-time data in the field, including applications, inspection history, fees, payments, plans and GIS data layers, and other relevant information • Ability to update information from the field and have the field data immediately update the project history files
	<p>PROPOSER RESPONSE HERE</p> <p>Financial Integration / Project Tracking and Reporting</p> <ul style="list-style-type: none"> • Provide real-time tracking of project expenses and costs, including staff hours worked (in quarter hour increments), billable hours for outside consultants and other entities (i.e. City Attorney’s office), account balances, billing statements, and other related data, all of which must interface directly with the City’s financial application (Tyler MUNIS) • Ability to track hours worked on specific projects, including ability to record hours from mobile locations in the field • Ability to receive applicant deposits for projects and to bill against those deposits for City staff time worked, along with City Attorney and outside consultant costs • Ability to issue statements, invoices and reports relating to specific projects • Ability to easily update permit fees and maintain multiple permit fee schedules
	<p>PROPOSER RESPONSE HERE</p>

RFP Requirement Number	Requirement
3.1	<p>General System Characteristics</p> <p>Reporting and Query Tools</p> <ul style="list-style-type: none"> • Full repository of LMS standard reports • Flexible ad hoc query for non-technical users with the ability to download to MS Excel • Ability to create custom reports • Customizable dashboard views to provide management the ability to monitor real-time data including plan check status, staff workload, permit status, fees collected, etc. <p>PROPOSER RESPONSE HERE</p>
	<p>GIS Integration</p> <ul style="list-style-type: none"> • Ability to view land management information from ESRI GIS • Ability to link to ESRI GIS from the land management system • Ability to generate mailing labels based on GIS data <p>PROPOSER RESPONSE HERE</p>
	<p>Electronic Plan Submittal</p> <ul style="list-style-type: none"> • System will have available an electronic plan submittal module, which will likely be considered for future implementation <p>PROPOSER RESPONSE HERE</p>
	<p>Outlook Integration</p> <ul style="list-style-type: none"> • Ability to generate and send e-mails and calendar events directly from individual permit windows • Ability to generate e-mail from within the application to parties included on the application or to other contacts and to view the associated e-mail correspondence from within the application record (for example, a manager, when in a permit record, can e-mail a staff member about the permit, and the e-mail will contain a direct link to the permit record) <p>PROPOSER RESPONSE HERE</p>

RFP Requirement Number	Requirement
3.1	General System Characteristics
	Ability to import Word, Excel, PowerPoint and pdf documents to attach to the application, with the ability to view the attachments from within the application record
	PROPOSER RESPONSE HERE
	Ability to generate and easily customize MS Word documents, including form letters and project corrections documents, from individual permits
	PROPOSER RESPONSE HERE
	Comprehensive search ability into active and historic records by street name, street number, APN, developer, contractor, plan check number, building permit number, owner name, general project description, tract number, parent parcel number, business name, etc.
	PROPOSER RESPONSE HERE
	Ability to view items identified in a search without having to open and close each item
	PROPOSER RESPONSE HERE
	Contain master files for architects, contractors, owners, tenants, engineers and developers including contact information (including multiple telephone numbers and e-mail addresses) and license numbers
	PROPOSER RESPONSE HERE
	Interface with the State licensing database to determine if contractor licenses are active
	PROPOSER RESPONSE HERE
	Ability to add warnings or flags with notices or restrictions to addresses or APNs
	PROPOSER RESPONSE HERE
	Audit trails to record user activity
	PROPOSER RESPONSE HERE
	Workflow management tools for each user, with customizable dashboards to manage project deadlines
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.1	General System Characteristics
	Role-based user security profiles
	PROPOSER RESPONSE HERE
	Calculate applicable fees, accept payments (cash, check or credit card), and generate a payment receipt
	PROPOSER RESPONSE HERE
	Ability to issue refunds or adjustments to fees
	PROPOSER RESPONSE HERE
	Utilize the City's accounting codes associated with fees
	PROPOSER RESPONSE HERE
	Interface with the City's business license system to validate license existence
	PROPOSER RESPONSE HERE
	Provide forms and applications that can be completed and submitted electronically
	PROPOSER RESPONSE HERE
	Provide an online knowledge base to assist users with application use
	PROPOSER RESPONSE HERE
	Maintain multiple fee schedules with effective dates
	PROPOSER RESPONSE HERE
	Provide user defined fields for added information flexibility
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.2.1	Building Permit Processing
	Robust Plan Check tracking capabilities - Ability to track date received, routed, due date for review for internal and outside reviewers and provide real-time status report for individual and overall permit process plan check timeframes
	PROPOSER RESPONSE HERE
	Provide a simple and unified solution to create, track and view all submitted documents, corrections, permits, conditions, fees, inspections, resolutions, and ordinances associated with a permit
	PROPOSER RESPONSE HERE
	Provide ability for the public to access project status via the web
	PROPOSER RESPONSE HERE
	Ability to utilize an automated document tracking process (e.g. barcoding) on all permit documents submitted or generated for a project
	PROPOSER RESPONSE HERE
	For over-the-counter building permit approvals, the ability to automatically generate an approval letter and invoice for payment
	PROPOSER RESPONSE HERE
	Ability to track the date plans were received and routed to all of the reviewers, along with the date the comments are due; and the ability to generate status reports
	PROPOSER RESPONSE HERE
	Ability to accept payments online
	PROPOSER RESPONSE HERE
	Ability to track the location of plans when corrections are required; i.e. the plans were picked up by the architect and the date the plans were picked up
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.2.1	Building Permit Processing
	Ability to track status of corrections by a reviewer, which may activate approval or redistribution / re-routing to applicable departments
	PROPOSER RESPONSE HERE
	Ability to automatically generate a report to identify applicants that have not responded to correction notices after a specified number of days
	PROPOSER RESPONSE HERE
	Ability to automatically generate a report to identify applicants with issued building permits that have not requested an inspection after a specified number of days
	PROPOSER RESPONSE HERE
	Ability to generate warning letters to applicants whose permits will expire and update the record that the applicant was notified
	PROPOSER RESPONSE HERE
	Online ability to view permit history for an address
	PROPOSER RESPONSE HERE
	Ability to enter new fee codes prior to the effective date of the rate change
	PROPOSER RESPONSE HERE
	Ability to "link" a set of permits and associate them with one another
	PROPOSER RESPONSE HERE
	Ability to tag and filter permits by type (example: Green permits include solar and other subcategories)
	PROPOSER RESPONSE HERE
	Robust reporting capabilities that provide data including average number of days for plan check completion, average inspection times, etc., along with establishing "standard" reporting to be generated and distributed on a scheduled basis
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.2.2	Building Inspections
	While working in the field, remote access to the system in real-time using a mobile device is desired to view the permit application, results of previous inspections, and to input the current inspection results
	PROPOSER RESPONSE HERE
	While working in the field, ability to record inspections (with photos) directly into permit system and print inspection corrections for contractors
	PROPOSER RESPONSE HERE
	Ability to complete an unscheduled inspection while in the field and enter the inspection results into the system using mobile access
	PROPOSER RESPONSE HERE
	When the maximum number of inspection requests has been reached for the day, automatically schedule the inspection for the following business day
	PROPOSER RESPONSE HERE
	Provide a customer portal to request inspections, view inspection results and cancel requested inspections
	PROPOSER RESPONSE HERE
	Ability to send inspection schedule updates to customers via text message and e-mail
	PROPOSER RESPONSE HERE
	Ability to track the expiration of a deferred plan check (i.e. trusses, stairs) and if expired, lock inspection requests for failure to submit deferred plans for approval in a timely manner
	PROPOSER RESPONSE HERE
	Ability to attach photos and videos to inspection records
	PROPOSER RESPONSE HERE
	A check-off in the system to confirm the inspector has received all paperwork
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.2.2	Building Inspections
	Centralized approval process; provide the inspector with the ability to identify any outstanding issues that prevent scheduling the final inspection
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.3	Planning Division
	Ability to utilize the same plan check tracking module as the building system
	PROPOSER RESPONSE HERE
	Ability to identify a project by entitlement type and manage a unique process for each type of entitlement
	PROPOSER RESPONSE HERE
	Ability to log and organize correspondence, technical reports (including large pdf documents), Environmental Impact Reports, project history, notes, site photos, public comments, resolutions, ordinances, and conditions of approval
	PROPOSER RESPONSE HERE
	Ability to easily upload pdf's and plotter scans
	PROPOSER RESPONSE HERE
	Ability to track the dates that plans were received and routed for review, and the date plan review is due from each reviewer (Same Plan Check tracking capabilities as building module - ability to track date received, routed, due date for review for internal and outside reviewers and provide real-time status report for individual and overall permit process plan check timeframes)
	PROPOSER RESPONSE HERE
	Ability to track the date plans were received and routed to all of the reviewers, along with the date the comments are due; and the ability to generate status reports
	PROPOSER RESPONSE HERE
	Ability to track the location of plans when corrections are required; i.e. the plans were picked up by the architect and the date the plans were picked up
	PROPOSER RESPONSE HERE
	Ability to track status of corrections by a reviewer, which may activate approval or redistribution / re-routing to applicable departments
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.3	<p>Planning Division</p> <p>Ability to automatically generate a report to identify applicants that have not responded to correction notices after a specified number of days</p>
	<p>PROPOSER RESPONSE HERE</p>
	<p>Ability to automatically generate a report to identify applicants with issued building permits that have not requested an inspection after a specified number of days</p>
	<p>PROPOSER RESPONSE HERE</p>
	<p>Robust reporting capabilities that provide data including average number of days for plan check completion, average inspection times, etc., along with establishing “standard” reporting to be generated and distributed on a scheduled basis</p>
	<p>PROPOSER RESPONSE HERE</p>
	<p>Ability to track a variety of user-defined dates for noticing of meetings for Development Review Committee, Planning Commission and City Council</p> <ul style="list-style-type: none"> • Ability to track applications that will require the approval of the Planning Commission and/or City Council • Ability to associate applications with the scheduled Planning Commission and/or City Council meeting schedules and view the items associated with specific meeting dates • Ability to record the actions taken by the Planning Commission / City Council • Ability to generate letters to the project representative specifying action taken
	<p>PROPOSER RESPONSE HERE</p>

RFP Requirement Number	Requirement
3.3	<p>Planning Division</p> <p>Ability to manage California Environmental Quality Act (CEQA) filing date, level of review, studies, notes, documents and deadlines</p> <ul style="list-style-type: none"> Configurable system-generated "form letter" Public Hearing notices utilizing MS Word. Public hearing notices should include case / project number, applicant, locations, California Environmental Quality Act (CEQA) determination, and project description Ability to generate a mailing list utilizing the GIS buffering function. Public Hearing notices should include case / project number, applicant, location, California Environmental Quality Act (CEQA) determination, and project description
	PROPOSER RESPONSE HERE
	Allow simultaneous access for multiple users to input plan review conditions and comments
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.4	Engineering (Community Development City Engineer)
	Ability to track the date applications were received and routed to all of the reviewers, along with the date the comments are due; and the ability to generate status reports
	PROPOSER RESPONSE HERE
	Ability to accept payments online
	PROPOSER RESPONSE HERE
	Ability to track the location of plans when corrections are required; i.e. the plans were picked up by the architect and the date the plans were picked up
	PROPOSER RESPONSE HERE
	Ability to track status of corrections by a reviewer, which may activate approval or redistribution / re-routing to applicable departments (Same Plan Check tracking capabilities as building module - ability to track date received, routed, due date for review for internal and outside reviewers and provide real -time status report for individual and overall permit process plan check timeframes)
	PROPOSER RESPONSE HERE
	Ability to automatically generate a report to identify applicants that have not responded to correction notices after a specified number of days
	PROPOSER RESPONSE HERE
	Ability to automatically generate a report to identify applicants with issued building permits that have not requested an inspection after a specified number of days
	PROPOSER RESPONSE HERE
	Ability to generate warning letters to applicants whose permits will expire and update the record that the applicant was notified
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.4	Engineering (Community Development City Engineer)
	Online ability to view permit history for an address
	PROPOSER RESPONSE HERE
	Ability to enter new fee codes prior to the effective date of the rate change
	PROPOSER RESPONSE HERE
	Ability to "link" a set of permits and associate them with one another
	PROPOSER RESPONSE HERE
	Ability to tag and filter permits by type (example: Green permits include solar and other subcategories)
	PROPOSER RESPONSE HERE
	Robust reporting capabilities that provide data including average number of days for plan check completion, average inspection times, etc., along with establishing "standard" reporting to be generated and distributed on a scheduled basis
	PROPOSER RESPONSE HERE
	Ability to attach specifications, documentation and other files necessary for the applicant to be aware of the requirements and have a full understanding of the background of said requirement
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.5	<p>Counter Support Staff</p> <p>Provide a complete and functional system to collect, bill to, and track applicant deposits. In addition to functionality for billing for staff, attorney, and consultant time against the applicant deposit, the system needs to include processes for automated notification of deposit amount available, the need to provide additional deposit amounts, and the ability to refund remaining deposit once project is complete</p>
	<p>PROPOSER RESPONSE HERE</p>
	<p>Provide an electronic interface between the new system and the City's Tyler MUNIS financial system to eliminate duplicative data entry</p>
	<p>PROPOSER RESPONSE HERE</p>
	<p>Provide reporting for pending permit expiration, along with automatic generation of notification to applicant via the applicant's preferred notification method</p>
	<p>PROPOSER RESPONSE HERE</p>
	<p>Include all permit types (building, encroachment, grading, etc.) as a part of the new system such that the tracking of permit expiration, completion, etc. is done through a single database accessible by all staff</p>
	<p>PROPOSER RESPONSE HERE</p>

RFP Requirement Number	Requirement
3.6	Public Works Department
	Ability to incorporate a formal project review process for Water division, Wastewater division and all other areas of the Public Works Department that should be a part of the project review process
	PROPOSER RESPONSE HERE
	Ability to easily access and extract property owner / developer contact information
	PROPOSER RESPONSE HERE
	Ability to access approvals, plans, and other project related data
	PROPOSER RESPONSE HERE
	Ability to utilize the new system for Public Works inspection activities, including Water, Wastewater and other Public Works related inspections
	PROPOSER RESPONSE HERE
	Ability to issue notice of violation related to Public Works inspection outcomes
	PROPOSER RESPONSE HERE
	Ability to track and monitor public improvement plan check and infrastructure reviews, demand analysis reviews and utilities plans
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.7	Code Enforcement
	Ability to track code enforcement cases in a system that is accessible to all City departments via dashboard functionality
	PROPOSER RESPONSE HERE
	Ability to auto-generate form letters in MS Word that can be customized as needed with auto-references to applicable City Municipal Code sections
	PROPOSER RESPONSE HERE
	Ability to track City department(s) responsibility for code cases, and to be able to transfer and / or split responsibility between City departments
	PROPOSER RESPONSE HERE
	Integrated e-mail – the ability to e-mail from the case and to view all e-mail activity in the case
	PROPOSER RESPONSE HERE
	Ability to link photos, video and audio to the case
	PROPOSER RESPONSE HERE
	Automated re-inspection scheduling
	PROPOSER RESPONSE HERE
	Ability to route the day's inspections for each inspector, with the ability to add stops
	PROPOSER RESPONSE HERE
	Ability for citation issuance to create an accounts receivable automatically, generate monthly statements and assess penalties for late payment
	PROPOSER RESPONSE HERE
	Ability to issue a receipt from the system
	PROPOSER RESPONSE HERE
	Ability to track appeal activity
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.7	Code Enforcement
	Mobile access to the system; drop-down menus in the forms to allow the inspector to populate the letter in the field and then office staff can print the document and ability to generate and print correction notices in the field
	PROPOSER RESPONSE HERE
	Ability to generate and print correction notices in the field
	PROPOSER RESPONSE HERE
	Mobile access to GIS with the ability to view activity around a physical point, i.e. determine if a building permit is issued for a nearby location
	PROPOSER RESPONSE HERE
	Ability to track lien issuance and lien release
	PROPOSER RESPONSE HERE
	Ability to track multiple violations and types to one case with different due dates
	PROPOSER RESPONSE HERE
	Ability to consolidate multiple violations into one case letter
	PROPOSER RESPONSE HERE
	Maintain history of citations by property and person (owner or tenant) including case timeline (opening, closing) and case type
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.8	Fees
	Ability to update fees as needed without significant effort, and ability to maintain more than one fee schedule at a time
	PROPOSER RESPONSE HERE
	System ability to calculate the City's fees (a copy of the City's Master Fee Schedule will be attached as an exhibit to the RFP)
	PROPOSER RESPONSE HERE
	Ability to change fee collection points, change fees, add or eliminate fees, and enter new fee schedules prior to the effective date.
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.9	Geographic Information System (GIS)
	Ability to interface with the GIS platform such that the GIS database can continue to be used in its core format, without having to upload / download and change file structures
	PROPOSER RESPONSE HERE
	Ability to view land management information from ESRI GIS
	PROPOSER RESPONSE HERE
	Ability to link to ESRI GIS from the land management system
	PROPOSER RESPONSE HERE
	Ability to generate mailing labels based on GIS data
	PROPOSER RESPONSE HERE
	Ability to utilize the City's GIS data as the single data point by which all other data will be indexed
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.10	Reporting
	Ability to generate activity reports with various frequencies (monthly, quarterly and annual)
	PROPOSER RESPONSE HERE
	Ability to generate comparative reports with the current month compared to the same month last year, and year-to-date information for the current year and previous year are typical report formats
	PROPOSER RESPONSE HERE
	Ability to generate activity reports by class code, type, contractor, project, etc. are examples of ad hoc reports
	PROPOSER RESPONSE HERE
	Ability to easily generate ad hoc reports and the ability to export data to MS Excel
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.11	Additional Features and Future Considerations
	Bar Code Technology - The City is interested in receiving information regarding the use of bar code technology to manage the plans submittal process
	PROPOSER RESPONSE HERE
	Electronic Plan Review - The City is interested in the potential future implementation of an electronic plans review process, whereby applicants could submit plans electronically, the plans could be reviewed and marked up electronically through multiple reviewers, and plans could be easily compared side by side, all the while maintaining version control
	PROPOSER RESPONSE HERE
	Business Licensing - The City may wish to consider migrating from its current business license software and incorporating business license processing into the new LMS
	PROPOSER RESPONSE HERE

RFP Requirement Number	Requirement
3.12	<p>Data Conversion</p> <p>Conversion of the existing building permit data is required. The City intends to have the new system provider convert all historical data from the Accela Permits Plus system so that the data is available and fully searchable in the new system. Please note that the City is requiring the new system provider to conduct all data conversion services and activities independent of City participation (other than the City providing access to the SQL server). The City has approximately 17,000 building permits, plus their 48,000 attachments, residing the Accela Permits Plus 600MB SQL database. Vendors should provide a description of its data conversion plan and fixed cost to convert and validate the existing data</p>
	<p>PROPOSER RESPONSE HERE</p>

RFP Requirement Number	Requirement
3.13	System Interfaces Provide the ability to integrate the permitting application with the following systems in use:
	Microsoft Suite of Products
	PROPOSER RESPONSE HERE
	GIS - ESRI
	PROPOSER RESPONSE HERE
	Business License – HdL
	PROPOSER RESPONSE HERE
	ERP Financial Application – Tyler MUNIS
	PROPOSER RESPONSE HERE

Appendix C – Pricing Templates

This appendix provides examples of the required pricing templates that must be completed by each Proposer. The City will provide an MS Excel file that contains these pricing templates to all Proposers that submit an Intent To Propose pursuant to Section 1.7 above. The RFP pricing templates include the following:

- Software License and Maintenance Price Sheet
- Implementation Services Price Sheet
- Conversion Price Sheet
- 3rd-Party Products Price Sheet
- Optional Offerings Price Sheet
- Travel Price Sheet
- Professional Services Rate Sheet

The following pages provide samples of the required price sheets.

Sample Implementation Services Price Sheet

Proposer Name:					
Permitting Application					
Service Category	Hours	Rate	Implementation Fee	Notes / Assumptions	
Project Management	-	\$ -	\$ -		
Training	-	\$ -	\$ -		
	-	\$ -	\$ -		
	-	\$ -	\$ -		
	-	\$ -	\$ -		
	-	\$ -	\$ -		
	-	\$ -	\$ -		
	-	\$ -	\$ -		
Subtotal - Project Management	-		\$ -		
Other Modules					
Service Category	Hours	Rate	Implementation Fee	Notes / Assumptions	
Project Management	-	\$ -	\$ -		
Training	-	\$ -	\$ -		
	-	\$ -	\$ -		
	-	\$ -	\$ -		
	-	\$ -	\$ -		
	-	\$ -	\$ -		
	-	\$ -	\$ -		
	-	\$ -	\$ -		
Subtotal - Other Modules	-		\$ -		
Total - Implementation Services	-		\$ -		

Sample Conversion Price Sheet3rd Party Products Price Sheet

Proposer Name:						
Conversion Category	Hours / Module	Rate	Conversion Fee	Conversion Assumptions		
	-	\$ -	\$ -			
	-	\$ -	\$ -			
	-	\$ -	\$ -			
	-	\$ -	\$ -			
	-	\$ -	\$ -			
	-	\$ -	\$ -			
	-	\$ -	\$ -			
	-	\$ -	\$ -			
	-	\$ -	\$ -			
	-	\$ -	\$ -			
Total - Conversion	-	\$ -	\$ -			

Sample Optional Offerings Price Sheet

Proposer Name:		
Optional Product/Solution Description	Cost	Notes / Assumptions
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Total - Optional Offerings	\$ -	

Sample Professional Services Rate Sheet

Proposer Name:		
Resource Category	Hourly Rate	Notes / Assumptions
Project Management	\$ -	
Trainer	\$ -	
Conversion Support	\$ -	
Programmer	\$ -	
Business/Systems Analyst	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	