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CITY OF PHILADELPHIA

Office of Innovation and Technology

**(on behalf of
The Philadelphia Streets Department)**

REQUEST FOR INFORMATION

FOR

Streets Right-of-Way

February 28, 2019

| | |
|---|--|
| Information Session | March 12, 2019 at 10:30 AM 1234 Market Street, Suite 1800 Philadelphia, PA 19107 |
| Deadline for questions, requests for clarification, or requests for additional information | March 19, 2019 before 5:00 PM (Local Philadelphia Time) |
| City Responds to Questions | March 29, 2019 |
| Responses to RFI Due | April 9, 2019 before 5:00 PM (Local Philadelphia Time) |

JAMES F. KENNEY, Mayor
Carlton Williams – Commissioner, Philadelphia Streets Department
Mark Wheeler, CIO, Office of Innovation and Technology

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STREETS RIGHT-OF-WAY REQUEST FOR INFORMATION

I. RESPONSE CALENDAR

| | |
|---|--|
| Post Request for Information | February 28, 2019 |
| Information Session | March 12, 2019 at 10:30 AM 1234 Market Street, Suite 1800 Philadelphia, PA 19102 |
| Deadline for questions, requests for clarification, or requests for additional information Jon.Malcarney@phila.gov and Gayle.Ruggeri@phila.gov | March 19, 2019 before 5:00 PM (Local Philadelphia Time) |
| City Responds to Questions http://www.phila.gov/rfp | March 29, 2019 |
| Responses to RFI Due (Jon.Malcarney@phila.gov and Gayle.Ruggeri@phila.gov) | April 9, 2019 before 5:00 PM (Local Philadelphia Time) |

II. PURPOSE OF REQUEST FOR INFORMATION

The City of Philadelphia (City) is embarking on a significant initiative to upgrade and modernize its administrative business processes and related legacy technology systems that currently support its business operations. As part of this initiative, the City intends to implement a new Right-of-Way (ROW) system. The City, through its Office of Innovation and Technology (OIT), has issued this Request for Information (RFI) to solicit statements of interest, capabilities, and Rough Order of Magnitude (ROM) cost estimates from all Respondents interested in, and capable of, providing commercial off-the-shelf (COTS) software as part of the City's solution.

Respondents are asked to provide OIT with information regarding their available COTS products and solutions, subject to the following guidelines:

- Identify only COTS products that are modifiable or configurable to meet specific City requirements, and that focus on interoperability, reliability, usability, availability, capacity and scalability. (Note: The City prefers a COTS product but will consider custom solutions that meet the requirements.)

- Present the software solution’s interoperability and operational requirements in accordance with the International Organization for Standardization Open Systems Interconnection (OSI) model
- Include an architectural diagram of the solution with a description of the solutions scalability; responses may include one or more models or solutions
- Describe the configurability of the software to meet the specified requirements and services.

Responses should include implementation, integration, and/or configuration services. If, the software can be installed and configured only by the Respondent, that must be clearly stated in the Response, including the reasons why that is the case.

Respondents may, in the City’s discretion, be invited to engage in discussions with the City’s project team and/or demonstrate their products, services and solutions.

No contract will be awarded pursuant to this RFI. Anyone who does not respond to this RFI is not precluded from responding to any future solicitation issued by the City. The City intends to procure software for this project as soon as reasonably possible, in accordance with the City’s procurement laws and practices for software purchases, which may include, but are not limited to, the use of existing City contracts or certified cooperative purchase agreements. Respondents will not be bound by the ROM cost estimates provided in their responses to this RFI in a future procurement. The City also reserves the right to not procure any software.

III. RFI CONTACT INFORMATION FOR QUESTIONS, REQUESTS FOR CLARIFICATION

All questions (see RFI Question Template Exhibit) and requests for clarification concerning this RFI must be in writing and submitted via email no later than 5:00 pm, Local Philadelphia Time, on March 19, 2019 to:

Jon Malcarney
Office of Innovation and Technology
jon.malcarney@phila.gov

Gayle Ruggeri
Office of Innovation and Technology
Gayle.Ruggeri@phila.gov

Responses to questions and requests for additional information shall be at the sole discretion of the City. Any additional information and/or responses to questions will be posted only on the City’s website at <http://www.phila.gov/rfp> (“Additional Opportunities”). No additional information and/or responses to questions will be sent by email. Nothing in this RFI shall create an obligation on the City to respond to a Respondent submitting a response.

The City may, in its sole discretion, issue addenda to this RFI containing responses to questions, clarifications of the RFI, revisions to the RFI or any other matters that the City deems appropriate. Addenda, if any, will be posted on the City’s website at <http://www.phila.gov/rfp> (“Additional

Opportunities”). It is the Respondent’s responsibility to monitor the Additional Opportunities site for Addenda and to comply with any new information.

Oral responses made by any City employee or agent of the City in response to questions or requests for information or clarification related to this RFI are not binding and shall not in any way be considered as a commitment by the City.

If a Respondent finds any inconsistency or ambiguity in the RFI or an addendum to the RFI issued by the City, the Respondent is requested to notify the City in writing by the above deadline for questions and requests for information or clarification.

IV. ABOUT THE CITY OF PHILADELPHIA, STREETS, AND OIT

The City of Philadelphia is the largest city in the Commonwealth of Pennsylvania and the sixth-most populous city in the United States with over 1.5 million residents. Additionally, due to its rich historic and cultural heritage, the region is visited by more than 40 million people each year.

Philadelphia is located in the southeastern section of Pennsylvania and the coterminous city/county covers 143 square miles. The City is bordered by the following counties: Bucks, Montgomery and Delaware in Pennsylvania, and Burlington, Camden and Gloucester in New Jersey.

The Philadelphia Streets Department Right-of-Way Unit is comprised of three groups (Plan Review, Permitting and Inspections) and is responsible for the management of effective and equitable use of 2,525 miles of Public Right-of-Way by the general public, utilities and private interests. The Right-of-Way Unit partly manages this use through the issuance of permits for temporary closures to facilitate construction, loading and events. On average, the Right-of-Way Unit issues approximately 26,000/year permits of various nature allowing specific entities to temporarily occupy the Right-of-Way.

As an operating department of the City, OIT provides technology and telecommunication services to the City, its employees, and the community. There are over 25,000 city employees in Philadelphia.

V. INFORMATION SESSION

An Informational Session to review the requirements of this RFI will be held in Philadelphia, Pennsylvania at the time and location indicated below.

Date

March 12, 2019
10:30 AM
(Local Philadelphia Time)

Location

1234 Market Street, Suite 1800
Philadelphia, PA 19102

Attendance at the Information Session is optional but recommended.

An on-line meeting using Skype (or WebEx or another service) will be set up. To receive the meeting weblink:

- email Jon Malcarney, Jon.Malcarney@phila.gov, by 05:00 PM on March 7, 2019 Local Philadelphia Time
- include the name and email address of who is to receive the dial in information.

VI. ANTICIPATED SOLUTION REQUIREMENTS

The proposed solution should include the following functionality:

The City seeks a Right-of-Way (ROW) system to manage approval of permits for the closure of roadways and sidewalks; to replace the existing Street Closure, Costing, and Block Party Systems (desktop client-server systems past end of life). The system must meet business requirements and support functionality including, but not limited to:

- Accommodate both online and in-person user communities.
- Provide streamlined communications and workflow management, to facilitate approvals and issuance of permits.
- Allow internal (City and partner agencies) and external (public) users the ability to navigate a complete, accessible, and user-friendly permit application process (e.g., upload/download documents, verify request and/or permit status, Geographic Information System (GIS) mapping functionality, payment, permit issuance, etc.)
- Interface with approximately 6 – 10 existing systems across City Departments to support data-driven decisions and alerts for permit requests that could result in conflicting closures and hazards to pedestrians, bicyclists, and traffic flow.
- Apply controls to prevent issuing of permits to user accounts with unpaid violations.
- Alert management of compliance failures, permit falsification, and other acts of malfeasance.
- Support Application Programming Interfaces (API) for third-party systems and/or data integrations, including the code enforcement system, GIS, online payment (ePay), work management for inspections (Cityworks), etc.
- Provide a GIS mapping component to display and filter street closures by status (e.g., approved, pending, etc.), permit date range, public transportation routes, high traffic areas, etc. configurable for both internal and external users.
- Allow users to select locations by address, street segment, intersection, lane/sidewalk, and location along street (e.g., X/Y coordinate or polygon).
- Support role-based access control to authorize user access, privileges, and permissions.
- Support multiple permit types and complexities for ROW closures, block parties, special events, temporary no parking, etc. to accommodate different review times, permit requirements, workflow, and role assignments.

- Include robust search and reporting capabilities (e.g., the viewing and tracking of multiple permits associated with a single project that may have multiple contacts and companies working on a single, larger project).
- Include ad-hoc and analytical reporting and configurable dashboards.
- Provide an audit trail tracking all system functionality and user activity.
- Support a robust costing system that allows for fee schedules, complex fee calculations, increased fees based on compliance record, invoicing, payment tracking, in-person payment, etc.
- Support all standard payment types/methods including deposit or escrow accounts.
- Ability to amend and revise permits after approval and issuance based on user role and permissions.

VII. SUBMISSION GUIDELINES

The City expects each Respondent to include in their response to this RFI the following items in the order listed:

Company Overview:

Include company name, physical address, phone number, fax number, and web address, a brief description of the company, its services, business size (total revenue and number of employees), and point(s) of contact, including name, address, phone and email address. Note the company's operations including the number of years the company has been supporting this solution; location of company's headquarters and all other office locations; and three years of financial data to ensure company stability.

If applicable, please describe any subcontractors or partners with which you have worked. Resumes need not be included.

Experience:

Describe your company/organization's relevant experience (and that of partners, when applicable) with XYZ Solutions. Identify your experience with clients of similar size and scope to the City of Philadelphia, including client name, engagement title, description of engagement, the solution implemented and the methodology used, cost, the start and completion dates of the project, as well as, the name, address and telephone number of a contact person.

Product/Software Solution:

Identify one or more COTS solutions that meet the City's requirements. Responses that describe solutions which are completely custom software may, in the City's discretion, be rejected without review.

A major goal of this RFI is to provide Respondent with an opportunity to inform the City and OIT about their respective software solution's interoperability and operational requirements in reference to the OSI model. Respondents are encouraged to include in their response an architectural diagram of the solution with description of the solution's scalability. Respondents are welcome to provide one or more models or solution sets to meet this requirement for an integrated interoperable solution set.

Infrastructure/Architecture Model:

Identify the infrastructure/architecture model(s) you provide and support, and whether they are on-premise, hosted off-premise, or Software-as-a-Service (SaaS) models.

Supplement this request with an interoperable architectural diagram outlining each OSI layer requirement for enablement, sustainment, reliability, redundancy, and growth. Highlight your anticipated annual upgrade and patch release schedule.

Key Features:

Identify best of breed features included in the proposed COTS solution(s), including, at a minimum, the Key Features in Section VI. Anticipated Project Requirements.

Support and Maintenance Model:

Provide the anticipated ongoing software maintenance and support services required to sustain the solution including frequency of upgrades and patches/bug releases and the estimated timeframes to complete. Outline the services in your support model including available service level agreements.

Training Model:

Outline the services in your training model for administrative and end user training including the training services, methodology, and typical schedule. Include the pricing model for training services and the methodology and schedule.

Reporting and Key Performance Indicators (KPIs):

Provide the standard and custom reporting included in your solution and the available KPIs. Include information on data input and export capabilities; security and auditing, and dashboards and metrics.

Pricing/Licensing Model:

Include a general pricing model and costs for the software based upon the information provided in this RFI. This pricing should also indicate the licensing model, (i.e. licensing by individual users, by core, by seat etc.), descriptions of the hosting models available, and estimates of associated costs. Include cost estimates for ongoing support and maintenance for three years, and when those support and maintenance costs begin (i.e. at time of purchase, after implementation, etc.). If applicable, include a list of additional items or services/software needed to operate the system that are not included and must be provided/purchased by the City.

Respondents will not be bound by any cost estimates included in responses to this RFI.

VIII. USE OF RESPONSES

Responses to this RFI may be used by OIT to select a software product for the Right-of-Way system. Responses may also be used to assist OIT in gathering information for planning purposes, and for purposes of identifying sufficient resources for an implementation initiative.

The City does not intend to announce any further actions taken pursuant to this RFI. If any such announcements are made, at the sole discretion of the City, those announcements will be posted with the original RFI. In some cases, at the City's sole discretion, the City may issue an RFP. The City will notify Respondents to this RFI once the RFP has been posted on the City's website.

The City will notify you if additional information is required in order to evaluate your response to this RFI. Absent such follow up from the City, we respectfully request that respondents refrain from requesting additional information on the status of this RFI. In order to protect the integrity of the City procurement process, City personnel will not respond to requests for additional information on the status or outcome of this RFI, other than as described above.

IX. HOW TO SUBMIT RESPONSES

Respondents should submit their responses electronically (hard copies are unacceptable) in MS Word or Adobe PDF format, as a single document (see note below), to:

Jon Malcarney

Office of Innovation and Technology

jon.malcarney@phila.gov

Gayle Ruggeri@phila.gov

Office of Innovation and Technology

Gayle.Ruggeri@phila.gov

Responses are due April 9, 2019 before 5:00 PM before 5:00 pm, Local Philadelphia Time.

Note: Response document(s) are limited to 15 MB; if necessary, please submit multiple files or zip/compress the file(s)

X. CONFIDENTIALITY AND PUBLIC DISCLOSURE

Respondents shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. Respondents shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. No other party, including any Respondent, is intended to be granted any rights hereunder.

XI. RIGHTS AND OPTIONS RESERVED

In addition to the rights reserved elsewhere in this RFI, the City reserves and may, in its sole discretion, exercise any or more of the following rights and options with respect to this RFI if the City determines that doing so is in the best interest of the City:

1. Decline to consider any response to this RFI (“response”); cancel the RFI at any time; elect to proceed or not to proceed with discussions or presentations regarding its subject matter with any Respondent and with firms that do not respond to the RFI; to reissue the RFI or to issue a new RFI (with the same, similar or different terms);
2. Select a COTS package from a vendor that does not respond to this RFI, or elect not to proceed with any procurement;
3. Waive, for any response, any defect, deficiency or failure to comply with the RFI if, in the City’s sole judgment, such defect is not material to the response;
4. Extend the Submission Date/Time and/or to supplement, amend, substitute or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFI is posted;
5. Require, permit or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to responses by some or all Respondents at any time before or after the Submission Date/Time;
6. Require, request or permit, in discussion with any Respondent, any information relating to the subject matter of this RFI that the City deems appropriate, whether it was described in the response to this RFI;
7. Discontinue, at any time determined by the City, discussions with any Respondent or all Respondents regarding the subject matter of this RFI, and/or initiate discussions with any other Respondent or with vendors that did not respond to the RFI;
8. To conduct such investigations with respect to the financial, technical, and other qualifications of the Respondent as the City, in its sole discretion, deems necessary or appropriate;
9. Do any of the foregoing without notice to Respondents or others, except such notice as the City, in its sole discretion, may elect to post on the City web page(s) where this RFI is posted.

This RFI and the process described are proprietary to the City and are for exclusive benefit of the City. Upon submission, responses to this RFI shall become the property of the City, which shall have unrestricted use thereof.


XII. PUBLIC DISCLOSURE

By submitting a response to this RFI, Respondent acknowledges and agrees i) that the City is a “local agency” under and subject to the Pennsylvania Right-to-Know Law (the “Act”), 65 P.S. §§ 67.101-67.3104, as the Act may be amended from time to time; and ii) responses may be subject to public disclosure under the Act. In the event the City receives a request under the Act for information that a Respondent has marked as confidential, the City will use reasonable efforts to consult with Respondent regarding the response and, to the extent reasonably practicable, will give Respondent the opportunity to identify information that Respondent believes to be confidential proprietary information, a trade secret, or otherwise exempt from access under Section 708 of the Act.

Notwithstanding anything to the contrary contained in this RFI, nothing in this RFI shall supersede, modify, or diminish in any respect whatsoever any of the City’s rights, obligations, and defenses under the Act, nor will the City be held liable for any disclosure of records, including information that the City determines in its sole discretion is a public record and/or information required to be disclosed under the Act.

RFI Question Template Exhibit

| Respondent Name: | | |
|------------------|---|-------------|
| Question Number | RFI Section # <i>(If applicable)</i> | Question(s) |
| 1. | | |
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Right-of-Way (ROW) System

RFI Information Session

Project Sponsor: Richard Montanez, Deputy Commissioner for
Transportation, Streets Department

Project Manager: Jon Malcarney, Office of Innovation and Technology

March 12th, 2019 | 1234 Market St., Philadelphia PA 19107



Office of
Innovation & Technology



Guidelines

- This is a formal process
- Please sign-in; the sign-in sheet is our record of attendance at the meeting
- The RFI is the official source of information including the posted responses to submitted questions
 - Information provided today is not binding
- Any changes/updates to the RFI will be posted on <http://www.phila.gov/contracts>; click 'Additional Opportunities'

Posting of Additional Information

- <http://www.phila.gov/contracts>; click “additional opportunities

Right-of-Way Request for Information

Posted Feb 28, 2019

The City of Philadelphia (City) is embarking on a significant initiative to upgrade and modernize its administrative business processes and related legacy technology systems that currently

[+]

Click the “+” to display full text and files

- This Presentation, Question Form Template and responses to the questions posed will appear below the project description. See example below:

■ ROW RFI

■ ROW RFI- Question Template

[-]

Links to presentation and Q&A will be posted here following meeting



Guidelines *Continued...*

- Submissions should clearly explain how the solution will address the requirements detailed in this RFI and follow the submission guidelines in Section VII.
- City staff participating in this RFI process are under a Confidentiality and Conflict of Interest agreement which means no vendor interactions outside of the formal process.
- All questions submitted and any responses provided will be shared with all attendees (any questions posed today should also be submitted in writing).



Submission Instructions

- Respondents should submit their responses electronically in MS Word or Adobe PDF Format, as a single document, to the City's contacts:

Jon Malcarney, Project Manager
Office of Innovation & Technology
Jon.Malcarney@phila.gov

Gayle Ruggeri, PMP
Office of Innovation & Technology
Gayle.Ruggeri@phila.gov

- RFI Responses are due April 9th, 2019 before 5:00 PM Local Philadelphia Time



Response Calendar

- RFI Posted **February 28, 2019**
- Information Session **March 12, 2019 at 10:30 AM**
- Deadline for Questions **March 19, 2019 before 5:00 PM**
- City Responds to Questions **March 29, 2019**
- Responses to RFI Due **April 9, 2019 before 5:00 PM**



Scope

- The City of Philadelphia intends to implement a new Right-of-Way (ROW) system.
- The City is looking for a Commercial Off The Shelf (COTS) product(s) that are modifiable or configurable to meet specific City requirements, and that focus on interoperability, reliability, usability, availability, capacity, and scalability.
- Respondents are asked to include an architectural diagram of the solution with description of the solution's scalability; responses may include one or more models or solutions.



Submission Guidelines

- Follow the Submission Guidelines carefully
- Your response should tell the story of what your product does, how it supports your customers, and how it can address our requirements and use cases
- Describe your company's capabilities for:
 - Support and Maintenance
 - Training



Implementation Information

- Respondents should not include detailed implementation, integration, or configuration services.
- The City intends to procure such services, if and to the extent required, by a separate RFP procurement after a COTS software solution is identified.
- If, however, the software can be installed and configured only by the Respondent, that must be clearly stated in the Response to this RFI, including the reasons why that is the case.



Pricing

- Include a general pricing model and cost for software based on the information provided in this RFI.
- Pricing should also indicate the licensing model, (i.e. licensing by individual users, by core, by seat etc.), support and maintenance, and descriptions of the hosting models available and estimates of associated costs.
- Respondents will not be bound by any cost estimates included in responses to this RFI.



Procurement / Project Start

- No contract will be awarded pursuant to this RFI.
- Any entity that does not respond to this RFI is not precluded from responding to any future solicitation issued by the City.
- The City intends to procure software for this project within the next 12 to 18 months, in accordance with the City's procurement laws and practices for software purchases, which may include, but are not limited to, the use of existing City contracts or certified cooperative purchase agreements.



Requirements

The proposed solution should include functionality that meets the following requirements:

- Accommodate both online and in-person user communities.
- Provide streamlined communications and workflow management, to facilitate approvals and issuance of permits.
- Allow internal (City and partner agencies) and external (public) users the ability to navigate a complete, accessible, and user-friendly permit application process (e.g., upload/download documents, verify request and/or permit status, Geographic Information System (GIS) mapping functionality, payment, permit issuance, etc.)



Requirements continued...

- Interface with approximately 6 – 10 existing systems across City Departments to support data-driven decisions and alerts for permit requests that could result in conflicting closures and hazards to pedestrians, bicyclists, and traffic flow.
- Apply controls to prevent issuing of permits to user accounts with unpaid violations.
- Alert management of compliance failures, permit falsification, and other acts of malfeasance.
- Support Application Programming Interfaces (API) for third-party systems and/or data integrations, including the code enforcement system, GIS, online payment (ePay), work management for inspections (Cityworks), etc.



Requirements continued...

- Provide a GIS mapping component to display and filter street closures by status (e.g., approved, pending, etc.), permit date range, public transportation routes, high traffic areas, etc. configurable for both internal and external users.
- Allow users to select locations by address, street segment, intersection, lane/sidewalk, and location along street (e.g., X/Y coordinate or polygon).
- Support role-based access control to authorize user access, privileges, and permissions.
- Support multiple permit types and complexities for ROW closures, block parties, special events, temporary no parking, etc. to accommodate different review times, permit requirements, workflow, and role assignments.



Requirements continued...

- Include robust search and reporting capabilities (e.g., the viewing and tracking of multiple permits associated with a single project that may have multiple contacts and companies working on a single, larger project).
- Include ad-hoc and analytical reporting and configurable dashboards.
- Provide an audit trail tracking all system functionality and user activity.
- Support a robust costing system that allows for fee schedules, complex fee calculations, increased fees based on compliance record, invoicing, payment tracking, in-person payment, etc.
- Support all standard payment types/methods including deposit or escrow accounts.
- Ability to amend and revise permits after approval and issuance based on user role and permissions.



Questions?



City of Philadelphia Right-of-Way RFI Questions

| Respondent Name: | | |
|------------------|---|-------------|
| Question Number | RFI Section # <i>(If applicable)</i> | Question(s) |
| 1. | | |
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City of Philadelphia RFI Question Responses – Streets Right-of-Way

| # | RFI Section # (If applicable) | Question | Response |
|----|----------------------------------|--|--|
| 1. | | What is the estimated cost of the ROW project? | Please reference Question #2 |
| 2. | | Has the Office allocated funding for the ROW project yet? If so, through which source (budget, CIP, state/federal grant etc.)? | Yes. Funding has been secured, but the City respectfully declines to answer the estimated spend amount or source of funding. |
| 3. | | How is the Office currently meeting this need? Which vendor provides the incumbent ROW system? | The City's current system involves separate Street Closure, Costing, and Block Party Systems. These are in-house developed, desktop client-server systems that have been in use for over ten years with ongoing enhancements and technology updates. There is no incumbent vendor. |
| 4. | | Would it be possible to name the three greatest challenges the Department is having with the current solution? | The greatest challenges the Streets Department has with the current system include: <ul style="list-style-type: none">• GIS interface is lacking within the system pertaining to real-time visibility, layer accessibility, user interface and user experience.• Disparate reporting systems that don't allow for end user ad-hoc reporting (e.g., number of permits within a geographic area, based-on date range, closure type, etc.)• Visibility of real-time, on-street closure activities to inform City staff that contractors are utilizing and approved permit (actually working on street). Ability to manage workflow across multiple permit writers and permits towards optimal performance |
| 5. | | Should the Office decide to proceed past the RFI process, what is the time frame in which a solicitation may be issued? | The timeframe for any subsequent solicitation is to be determined. |
| 6. | | Does the Office anticipate acquiring a turn-key solution for this effort? If not, what other solutions will the Office seek to acquire and when? | The City is looking for a Commercial Off The Shelf (COTS) product(s) that are modifiable or configurable to meet specific City requirements, and that focus on interoperability, reliability, usability, availability, capacity, and scalability. (Note: The City prefers a COTS product but will consider custom solutions that meet the requirements.) |
| 7. | | Which other systems will have to integrate or interface with the ROW, and can please provide the incumbent vendors for each system? | The Street Closure System supports loose integration with Cityworks and the Code Violation Notice System. The system supports GIS integration an interface allowing selection of streets and viewing of existing and proposed permits to assist in decision making. An online interface allows applicants to submit, revise, monitor, and print street closures through by assignment as a Company and Contact. |



City of Philadelphia RFI Question Responses – Streets Right-of-Way

| # | RFI Section # (If applicable) | Question | Response |
|-----|----------------------------------|--|--|
| 8. | | Which operating platform does the Department currently use? / Is desired for the ROW? | The City supports Microsoft Windows-based server and desktop platforms. |
| 9. | | Can the Office elaborate on any additional drivers behind this acquisition that may not be addressed in the RFI? | The RFI fully addresses drivers behind this acquisition. |
| 10. | | What is the number of users anticipated for the ROW? | Up to 55 individuals would utilize the system for writing permits, reviewing permits, and reporting status and/or statistics associated with permitting activities. Anticipated users include 5 full-permission administrators, 20 permit writers, and 30 read-only users. |
| 11. | | Does the Office anticipate any professional or consulting services may be needed to accomplish this effort? (i.e. project planning/oversight, PM, QA, IV&V, staff augmentation, implementation services etc.)? If so, what services does the Department desire and how do they anticipate procuring? | The City will provide project management oversight. Additional resources that may be suggested in support of this project include a Business Analyst. Any potential professional or consulting services will be procured via City contracting policies for such services (e.g. RFP, staff aug, etc.) |
| 12. | | Does the City have an anticipated budget? | Please reference Question #2 |
| 13. | | Does the city currently use a COTS platform or solution to manage existing building permits, Business licensing, code enforcement or inspection execution today? | Please reference Question #3 |
| 14. | | Can the City provide an anticipated number of City staff users in the new system? | Please reference Question #10 |
| 15. | | Does the City have a current street right of way system? Please provide details. (Vendor, length of use, existing integrations, current number of staff, GIS connected, available online?) | Please reference Questions #3 and #7 |
| 16. | | Does the city anticipate a legacy data conversion from old systems into the new proposed solution? | Yes, we are considering bringing forward permit history, contacts/companies, costing history, locations with permit restrictions, etc. for a limited number of past years. Any data migration would be procured via City contracting policies for such services (e.g. RFP, staff aug, etc.) |
| 17. | | In preventing issuance of street right of way permits when Violations are present, are the existing violations from other street right of way permits contained within the proposed system? Or an alternate system? | Violations are issued through the Code Violation Notice System and documented through Cityworks. |



City of Philadelphia RFI Question Responses – Streets Right-of-Way

| # | RFI Section # (If applicable) | Question | Response |
|-----|---------------------------------------|---|--|
| 18. | | In supporting multiple permit types for road closures can it be assumed that if alternate permits or licenses are required, those are issued in an alternate source system? (Example - road closure for a block party - Mobile food cart vendors are licensed to handle/ server food but not tracked within the Street Use system?) | Yes. Alternate permits and licenses are issued in other systems and may interface with the proposed ROW solution. |
| 19. | | How many Street Right of Way permit types does the city issue today? | The City has approximately twelve primary permit types. Each permit type may have additional attributes/data fields which may drive workflow. |
| 20. | | Do the other 6-10 existing systems have API's available to integrate with the Street Use System? | Please reference Question #7 |
| 21. | | Does the city have a payment gateway provider? | The City utilizes our Philadelphia Payment Gateway (PPG) API to connect to our contracted online payment processors. Our contracted payment processors include Official Payments Corporation and KUBRA. |
| 22. | | Please describe the city's current GIS platform? | ESRI ArcGIS and associated products are the City standard |
| 23. | | Which database technology does the City use predominantly for on premise IT solutions? | SQL Server is predominantly used. |
| 24. | VI. Anticipated Solution Requirements | What are the 6-10 existing systems which must interface with the solution? What APIs are available for each of these systems? What types of integrations are anticipated (e.g. one-way, two-way, batch, real-time)? | Please reference Question #7 |
| 25. | VI. Anticipated Solution Requirements | What types of alerts are desired for compliance failures, permit falsification, and acts of malfeasance? How does the City anticipate these issues would be identified (e.g. business rules)? Can the City provide some specific examples? | Correlation of activities within and across systems will provide an indication that permitting, and compliance issues exist - then alert the user for more rigorous reviews. The system should also allow for creation of violation history/records that are tied to street address/segment, account/license, etc. |
| 26. | General | We understand that the City's Right-of-Way Unit is comprised of three groups (Plan Review, Permitting and Inspections). How many approximate total users of the new ROW software system does the City anticipate having? | Please reference Question #10 |