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
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](http://www.phila.gov/contracts); click “additional opportunities”

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

Click the “+” to display full text and files

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  Gayle Ruggeri, PMP
  Office of Innovation & Technology  Office of Innovation & Technology
  Jon.Malcarney@phila.gov  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 addresses 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?