



# ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA COMMUNICATION FORM

<b>ITEM DATE: 06/18/19</b>	<b>ITEM TIME:</b>

<b>FROM:</b>	<b>J. Kennedy/T. Carr/R. Felinczak</b>
<b>TODAY'S DATE:</b>	06/11/2019
<b>AGENDA TITLE:</b>	06/18/2019

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

**I. DESCRIBE THE REQUEST OR ISSUE:**

Approval of the Board of County Commissioners and authorization of the Chair to sign the contract documents and authorization of the County Manager to electronically sign the Purchase Order to CityView, a division of N. Harris Computer Corporation, in the amount of \$441,251.00 for Land Use Management Software to be utilized by the Routt County Building, Planning, Environmental Health and Public Works Departments.

**II. RECOMMENDED ACTION (*motion*):**

Motion of the Board of County Commissioners and authorization of the Chair to sign the contract documents and authorization of the County Manager to electronically sign the Purchase Order to CityView, a division of N. Harris Computer Corporation, in the amount of \$441,251.00 for Land Use Management Software to be utilized by the Routt County Building, Planning, Environmental Health and Public Works Departments.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

**PROPOSED REVENUE (*if applicable*):** \$

**CURRENT BUDGETED AMOUNT:** \$600,000

**PROPOSED EXPENDITURE:** \$441,251.00

**FUNDING SOURCE:** Land Management Software 70650000 801096

**SUPPLEMENTAL BUDGET NEEDED:** YES  NO

*Explanation:*

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**

None



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### V. BACKGROUND INFORMATION:

The Routt County Purchasing Agent collaborated with several Routt County Department Directors and the City of Steamboat Springs Department Directors to create RFI #5: Land Use Management Software in April 2018 to acquire information on the “Best in Class” software solution for both the County and the City internal processes, as well as provide our citizens a user-friendly portal to obtain historical and current data for land use permitting, planning, and licensing.

We sent the RFI to 5 well-known vendors and the evaluation committee selected 4 vendors to receive RFP #617 issued in August 2018. Of those 4, 2 were selected to a full day on-site demonstration and a half-day “hands-on” computer lab open to all the County and City employees and the contractors that would be using the software in the course of business.

The resulting evaluation scoring and bid tabulation are included in the attachments. Of note, the original bids were submitted as a total amount for one solution for both the City and the County; it has been decided by the committee that the City will purchase their own on premise solution maintained by the City IT Department, while the County will purchase a cloud-based solution hosted by CityView.

While this process was over many months, the time and effort of all participants is a true example of the intent to find the best software that will enhance not only the sharing and support of the two municipalities, but offer a streamlined process to all the citizens that need to access this information going forward.

### VI. LEGAL ISSUES:

None

### VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None

### VIII. SUMMARY AND OTHER OPTIONS:

Recommendation to the Board of County Commissioners for approval and authorization of the Chair to sign the contract documents and authorization of the County Manager to electronically sign the Purchase Order to CityView, a division of N. Harris Computer Corporation, in the amount of \$441,251.00 for Land Use Management Software to be utilized by the Routt County Building, Planning, Environmental Health and Public Works Departments.

### IX. LIST OF ATTACHMENTS:

RFP 617 Bid Tabulation Sheet, Land Management Performance Evaluation, CityView Contractual Service Agreement, CityView Software Subscription Agreement, CityView Schedule of Work, Project Timeline, Price Breakdown