



## Legislation Text

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**File #:** 19-1498, **Version:** 1

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**Subject:**

Request to include GIS module for previously awarded idtPlans plan review software

**EXPLANATION AND SUMMARY :**

As part of efforts to streamline the review process for commercial and residential site plans and improve customer service, the Town has set aside funding for plan review software. This software allows staff to more efficiently review plans and communicate with customers via a cloud-based interface. The software purchase has been funded through the 2018 Capital Improvement Plan; annual maintenance costs are funded through the General Fund. Staff currently is working with idtPlans on implementation of the software and anticipates rolling out online applications in early 2020.

Town staff would like to include a GIS module with the software, which will allow users to verify addresses and users and reviewers to utilize geofencing to determine whether applications involve boundaries, such as Window Heights Historic Districts, floodplains, resource management areas, and resource protection areas.

Town staff requests that the GIS module be purchased for a one-time setup fee of \$5,000. Maintenance for the module is \$1,000 per year after the first year. The contract originally was awarded to idtPlans in an amount not to exceed \$53,180 for one-time configuration fees and the first year of annual maintenance (\$32,490 for one-time configuration, \$2,700 for training, and \$17,990 for annual maintenance). This \$5,000 request is in addition to these previously approved costs.

**Departmental Recommendation :** Planning and Zoning recommends approval.

**Finance Recommendation :** Recommend approval.

**Purchasing Recommendation :** Recommend approval.

**Town Attorney Recommendation :** Town Council may approve the proposed contract modification and expenditure of funds in its discretion.

**Town Manager's Recommendation :** I recommend the Town Council award an amended contract for plan review software to include the GIS module, as presented.

Cost and Financing: \$5,000

Account Number: 300-000-0000-39425-48803, project number 418SOFT036

## PROPOSED/SUGGESTED MOTION

"I move to award an amended contract for plan review software to idtPlans to include the GIS module for an additional one-time setup fee of \$5,000."

Or

Other action deemed necessary by Council.