



ADDENDUM #1
RFP #21-0070

CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS APPLICATION/SOFTWARE SOLUTION

October 27, 2021

The following is to ensure that vendors have complete information prior to submitting a bid. Here are some clarifications regarding the bid for on-call commercial real estate broker services.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. How many users do you anticipate? Are those named users or concurrent users? Does it include contractors?

Answer: Our CIP Process requires six (6) named consistent users who may use the application for up to six (6) months out of the year, six (6) additional named users who review and grade projects for a period of three (3) to four (4) months, and then 12 named users who need access to the application 30-60 days to input requests and would be considered to be classified as non-concurrent users. No outside contractors who will use the system, but we do have one non-county employee who serves as one of the six (6) reviewers of submitted projects.

2. Under Section V. Scope of Work, the solution is required to have “all the current functionality of the current .Net application”. Can you give detail to that functionality?

Answer: The current .Net Application has these screens and inputs:

a. Overview tab (top) – Listing of projects by name or CIP number, filter for category, and filter for CIP Planning Year.

	CIP Number	Description	
Select	411	2019 TEST ROLL	<input checked="" type="radio"/> All
Select	411	2019 TEST ROLL	<input type="radio"/> Facilities
Select	411	2019 TEST ROLL	<input type="radio"/> Infrastructure
Select	411	2019 TEST ROLL	
Select	440	Adult Detention Facility - Lock Replacement & Additional Cameras	
Select	413	Adult Detention Facility Backup Generator Controls Repair	

b. *Overview Tab (middle) – Allows user to start new, modify existing submission, save, delete, submit, print, or click a Help button for FAQ. Display Mode allows for viewing specific project’s overview tab, financials tab, supporting documents and attachments tab, or the rating or administrator tab if security allows for it. Project Info and Project Description data is found in the middle of the tab including Commissioner District and storing the X&Y coordinates.*

The screenshot shows a web application interface for project management. At the top, there are two dropdown menus for selecting project IDs (440 and 413) and their corresponding descriptions. Below these are buttons for 'New', 'Modify', 'Save', 'Delete', 'Submit', 'Print', and 'Help'. A navigation bar indicates 'Display Mode - CIP Project: 411' with tabs for 'Project Overview', 'Financial Impact', 'Supporting Documents', '*Rating', and '*Administration'. The main form is divided into sections: 'Project Info' with fields for Project Name (2019 TEST ROLL), Requestor/Title/Dept (Carl Link, Emergency Management Director), Type (Improvement), Department (18th Judicial District Court), Category (Bridges), Bridge No., and Federal Bridge No.; 'Project Description' with a Location field (HERE) and a Commission District dropdown (1-5); 'GIS Coordinates' with Latitude and Longitude fields; and 'Scope of Work to be Performed' with a text area. Teal arrows point to the 'Help' button, the 'Project Overview' tab, the 'Project Number' field, the 'Project Status' dropdown, the 'Commission District' dropdown, and the 'Scope of Work' text area.

c. *Overview Tab (bottom) – This is where the user can provide verbiage for the proposed project.*

This screenshot provides a closer view of the 'Project Description' section. It includes the 'Location' field (HERE) and the 'Commission District' dropdown (1-5). Below these are the 'GIS Coordinates' fields for Latitude and Longitude. The primary focus is on four text areas for providing project details: 'Scope of Work to be Performed', 'Project Need/Justification', 'Briefly, what are the consequences of delaying or NOT doing the project?', and 'Impact on future operating budget:'. Each text area has a small 'w' icon in the top left corner and a vertical scrollbar on the right. Teal arrows point to each of these four text areas.

d. *Financial Tab – Provides the three (3) areas of estimated and proposed costs and revenues. Project Expenditure Costs, Revenue Sources to fund the project, and the impact on Future operating Budgets. The User has prepopulated commitment items from our chart of accounts and fund centers to enter or edit when necessary.*

The screenshot shows a web form titled "Project Description". It includes a "Location:" field with the value "HERE" and a "Commission District:" dropdown menu with options 1, 2, 3, 4, and 5. Below these are "GIS Coordinates" fields for "Latitude:" and "Longitude:". The form contains four large text areas with scrollbars, each preceded by a "w" icon. The text areas are: "Scope of Work to be Performed:", "Project Need/Justification:", "Briefly, what are the consequences of delaying or NOT doing the project?", and "Impact on future operating budget:". Four teal arrows point to the scrollbars of these text areas.

e. *The Supporting Documents tab – Allows users to attach estimate files or photographs, as well as upload a map image of the project location and display it. These items may also be removed by the user or administrator.*

The screenshot shows the "Supporting Documents" tab of a web application. At the top are buttons for "New", "Modify", "Save", "Delete", "Submit", "Print", and "Help". Below is a navigation bar with tabs for "Project Overview", "Financial Impact", "Supporting Documents", "*Rating", and "*Administration". The "Supporting Documents" section has a "List of Supporting Documents" header. It features an "Upload New File" section with a "Browse..." button, and an "Upload Map" section with an "Upload Map" button and a "Delete Map" button. Below the "Upload Map" button is a link "Click here to open in new window" and a file entry "B485 Map.png" with the label "Area Map". A map image is displayed below the file entry. Three teal arrows point to the "Upload New File" section, the "Upload Map" button, and the map image.

f. *Rating Tab – Provides leadership review team an area to use criteria to rank a project including a weighted score, print on demand, add comments, or to change the project status.*

Select 292 | B488: Bridge on 215th St. W. between 13th St. N and 21st St. N.

New Modify Save Delete Submit Print Help

Display Mode - CIP Project: 270

Project Overview Financial Impact Supporting Documents *Rating *Administration

Project Scoring Criteria
Print Project Ranking Report

	Project Name	Weight	Score	Weighted Score
Edit	Age or Condition of Existing Asset	0.00		
Edit	Attainment of BoCC Goal	0.00		
Edit	Compliance with Regulatory Mandate	0.00		
Edit	Implementation of Comprehensive Plan	0.00		
Edit	Demonstrated Public Benefit	0.00		
Edit	Protection Employee Health & Safety	0.00		
Edit	Availability of Dedicated Funding	0.00		
Edit	Elimination of Recurring Problem	0.00		
Edit	Protection Public Health & Safety	0.00		
Edit	Reduction of Recurring Costs	0.00		
Edit	Response to Public Demand	0.00		
Edit	Generation of Revenue	0.00		
Edit	Synergy With Other CIP Projects	0.00		

Score Legend

None	0
Low	1-3
Medium	4-7
High	8-10

Recommended

Project Status: Approved

Comments

Total Weighted Score: 0.00

Save Delete Submit Print Help

g. *Administration Tab – This is where select users can add or remove department or requestor, adjust drop down fields, create new CIP years and roll them forward, or copy a request from a previous year and bring it forward to the current planning cycle.*

New Modify Save Delete Submit Print Help

Display Mode - CIP Project: 270

Project Overview Financial Impact Supporting Documents *Rating *Administration

Lookup Tables

Admin Users Save Table Changes

	User_Id	User_Nm	Inactive_Fl
Select			<input checked="" type="checkbox"/>
Select	rcampbel	Bob Campbell	<input checked="" type="checkbox"/>
Select	bmcguire	Brandon McGuire	<input checked="" type="checkbox"/>
Select	csanchez	Carli Sanchez	<input type="checkbox"/>
Select	CDUNCAN	Chris Duncan	<input type="checkbox"/>
Select	dhaynes	Darrell Haynes	<input checked="" type="checkbox"/>
Select	gfaber	Greg Faber	<input checked="" type="checkbox"/>
Select	ygrier	Julie Grier	<input type="checkbox"/>
Select	KGRIER	Kendall Grier	<input checked="" type="checkbox"/>
Select	lshowalt	Lorien Showalter	<input type="checkbox"/>
Select	lpacker	Lynn Packer	<input type="checkbox"/>
Select	mmoser	Mark Moser	<input checked="" type="checkbox"/>
Select	mhair	Matt Hair	<input type="checkbox"/>
Select	mfanning	Mike Fanning	<input checked="" type="checkbox"/>

User_Id

User_Nm

Inactive_Fl

Insert Cancel

Copy Projects From Active Year to New Year
Make sure current year (the year you want to copy from) is set to active.
This function takes the data from the current year and copies them for the next years process.
Press to Create New CIP Year

3. Regarding Section VII (b) Minimum Firm Qualifications

Proposers shall:

Have a minimum of five (5) years' experience in providing services similar to those specified in this RFP.

As we are a fairly new startup, we have been in business 3.7 years - our base platform however has been around for 10 years. Additionally, both of our founders have delivered the same services for over five (5) years in different roles. Would you consider extending this Minimum to companies with 3+, take into account our past experience or consider this a 'desired'.

Answer: Any experience with performing similar roles for a local or state CIP planning process or with the proposed platform/application, will be considered in addition to the firm's history.

4. Will this proposal be for the purchasing of licenses for BarcodeXpress?

Answer: Any solution is welcome to outline how a project management component or any other relevant tool might enhance our planning process.

5. Does the county intend to invite a couple qualified vendors to conduct formal demonstrations after reviewing the RFP responses?

Answer: We anticipate selecting proposals for a demonstration.

6. Please provide the number of each user types:

Project Managers

Resource Managers

Other Managers

Team Resources working on projects that are not members of above user types.

Vendors

Other

Answer: Related to response #1 above:

Six (6) Users over six (6) Months – three (3) Project Managers, one (1) "Resource Manager" in Budget Office, one (1) Public Works Deputy Director, and one (1) Business Analyst in our technology Department who serves as an Administrator to troubleshoot.

Six (6) Reviewers – Considered to be "Other Managers" would consist of one (1) County Manager, one (1) Deputy County Manager, two (2) Asst. County Managers, one (1) CFO, and one (1) Director of Planning from City of Wichita.

Twelve (12) Non Concurrent Users – Department Requestors.

7. Roughly how many projects are currently managed annually?

Answer: For the 2022 published CIP Plan there were 42 Approved Projects, and there were 36 in the 2021 published plan.

8. If you have any project forms that are desired to be automated within this tool, please provide a rough number of forms.

Answer: Approximately 10 types of reports but similarities exist between making it possible for filters and prompts to deliver the variations of the reports and summaries.

9. If you have custom report formats to be included, please provide a rough number of reports.

Answer: There would be a need of approximately five (5) reports in a set formatting for a publishing of the CIP plan in our Budget Books and Review Documents.

10. Please share your ballpark budget.

Answer: The county does not have an identified budget for this solution.

11. Section V. Scope of Work states “All current functionality of the existing .Net application is required.” Can the county share a list of the expected functionality list, referred to in this statement?

Answer: See answer to Question 2 for screenshots of current functionality.

12. Can more information of the existing application be provided, such as a testing version of the application, that bidders can have access to, user manual or report samples?

Answer: See answer to Question 2 for screenshots of current functionality.

13. Does the county have a preference between a SaaS or an On-Premise installation?

Answer: All options are open for consideration.

14. Does the county require the new application to exchange data with SAP Business Objects tools for further analysis and summary reporting? If yes, please describe the details of the anticipated exchange parameters.

Answer: The only outcome required for SAP is for an export of a flat file (Excel, CSV) to serve as a Budget Load of the approved projects. While we currently use SAP Business objects tools for reporting, it is done to address the current shortcomings of our .Net reporting functionality.

15. Will we have access to the current source code?

Answer: No.

16. Is the existing source code in VB or C#?

Answer: C#.

17. What is the current database platform?

Answer: MSSQL.

18. What is the size of the current database?

Answer: 18Mb.

19. Where is the application currently hosted?

Answer: On premise.

20. What are the requirements, compliance or otherwise, for having it hosted elsewhere?

Answer: Single factor authentication OK, MFA better, SSO via SAML preferred.

21. Where are supporting documents stored now and how are they currently accessed?

Answer: An internally developed user manual exists in a shared drive.

22. "Remote Ranking . . ." Is the preference for this to be done in a mobile app or a website?

Answer: Remote Ranking for this RFP is defined as the ability for any member of the leadership review team to open and use the application on their own to rank a project based on the criteria areas and then those individual rankings can be rolled in and summarized or averaged together. The minimum requirement is this should be allowed for any device that can connect to the county network (PC, Laptop), but if a proposed solution can provide the security to login and perform this via a mobile app or website it will be given consideration. Currently the leadership review team must meet together and rank as a group.

23. Is the expectation to create a new user interface or enhance the existing one?

Answer: A new user interface is the anticipated solution.

24. Section V, Scope of Work, states, "Provide five (5) current customers as references, yet in Section VIII, Required Proposal Content, on page 9 states "At a minimum, three (3) professional references". Are both "current customers" or "professional references" required? Is the minimum three (3) or five (5)?

Answer: Three (3) or more customer references will be considered.

25. Section V, Scope of Work, states, "All current functionality of the .Net application is required". There is a description provided of the current process in the background section of the document. Is there any other functionality of the current .Net system that is not described there?

Answer: See answer to Question 2 for screenshots of current functionality.

26. How many users will the new application need to support? (requesting department users and administrators)

Answer: See answer to Question 1 and Question 6.

27. Section VI, Sedgwick County's Responsibilities, states, "Provide information, as legally allowed, in possession of the county, which relates to the county's requirements or which is relevant to this project." Please clarify the manner in which the county expects to provide the information for the CIP projects. Does the county expect the firm to provide the means to upload structured data only (that is, data provided in rows and columns)? Alternatively, would the county expect the firm to also provide data ingestion technology to manage unstructured data (that is, data found on digital forms)?

Answer: Common format for data load is xls(x) or csv.

- 28. Section VII, Insurance Requirements, states "Certificate must be provide prior to award of contract", while Section VIII, Required Proposal Content, states "Proof of insurance meeting minimum insurance requirements as designated herein".**

**Is the insurance certificate required prior to contract award or as part of the proposal?
Would the county consider changing the requirement to "within five (5) business days of contract award" so that firms do not need to change their insurance coverage or add the county as an additional insured until a contract award has been made?**

Answer: The insurance certificate shall be provided prior to award of contract and is not required as part of the proposal. The county will not amend the requirement.

- 29. Do we need to come onsite for meetings?**

Answer: There is no travel requirement if the work can be performed remotely.

- 30. Is Sedgwick County, Kansas really looking for a customized solution with a software developer or an existing piece of software that is already in the industry today?**

Answer: A customized solution proposal or an existing solution proposal will be considered.

- 31. Could the solution be hosted internally or would the data and solution need to be in the cloud?**

Answer: This RFP does not require any proposal to be hosted internally, or as cloud solution.

- 32. What is the amount of data to be migrated?**

Answer: The current database size is 18Mb.

- 33. Data Migration – Can the county confirm the data migration requirements in the RFP is limited to defining the data migration capabilities of the vendor in the vendor’s proposal? There is not enough information in the RFP to determine the full scope of the data migration requirements and therefore an accurate estimate of costs cannot be provided. Can the county provide additional information about the data migration requirements (data sets, numbers of records, size in bytes)?**

Answer: The current SQL database size is 18Mb. A four (4) tab Excel workbook capturing all existing CIP Projects dating back to 2012 is only 1,881 KB.

- 34. Are there special goals the county wants to track with Projects?**

Answer: The application’s purpose is to plan for potential expenditures, revenues and future operational costs associated with a project and is not utilized to track a project as it is built or purchased in the case of capital equipment.

35. To assist with license pricing, can you confirm the annual capital construction spend by the county?

Answer: The 2022 Recommended Budget had the following for its five (5) year CIP plan:

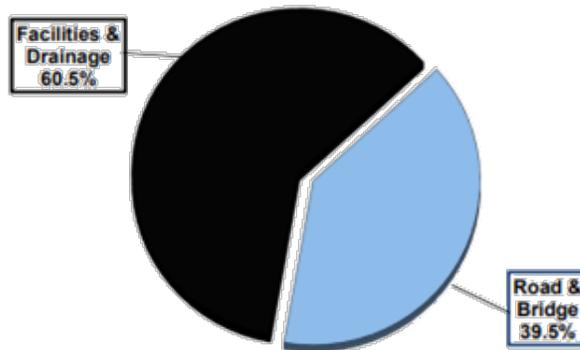
Capital Improvement Program

Inside:

Page	
658	Executive Summary
666	Financial Summary

Project Type	2022	2023	2024	2025	2026	5-Yr Total
► Facilities & Drainage Projects						
County Facilities & Drainage	27,116,064	11,939,191	2,443,339	5,533,479	4,465,890	51,497,963
Fire District No. 1 Facilities	-	-	-	623,968	-	623,968
Sub-Total	27,116,064	11,939,191	2,443,339	6,157,447	4,465,890	52,121,931
► Road & Bridge Projects						
Road Projects	14,250,000	13,100,000	17,450,000	15,550,000	12,900,000	73,250,000
Bridge Projects	3,485,000	5,642,000	1,900,000	8,650,000	415,000	20,092,000
Sub-Total	17,735,000	18,742,000	19,350,000	24,200,000	13,315,000	93,342,000
 Grand Totals	 44,851,064	 30,681,191	 21,793,339	 30,357,447	 17,780,890	 145,463,931

2022 CIP by Project Type



36. From time of NTP what is the county’s expectation for timeline of implementation?

Answer: Our CIP cycle kicks off in October/November of each year with department submissions. Our primary users begin entering detailed costs and funding sources from January through March then reviews by leadership from March to May take place. Final plans are then included in recommended budgets in June and Adopted changes in August go to print in September. Any RFP is expected to be evaluated for the feasibility of going live during this current process or if it were to be implemented at the beginning of the next planning cycle.

37. Timeline: When do you expect the system to go live? Is there a desirable deadline?

Answer: See answer to Question 36.

38. Does the county have a budget for this initiative? Can it be shared?

Answer: The county does not have an identified budget for this solution.

39. Does the county have a sponsor for this project?

Answer: Our CFO is responsible for developing our CIP plan annually but we will have an assigned business contact to work with on the implementation.

40. How is county going to track budget, contracts, contract changes, Invoices for Capital Plan, Construction Projects?

Answer: This RFP is for a planning application solution as we have an enterprise solution for controlling budgets, contracts, and accounts payable.

41. What technology is used for the city's current reporting tools?

Answer: Sedgwick County currently uses a .Net developed application with SQL tables that feeds our SAP Business Objects Reporting tools.

42. Please provide a list of any construction project management software vendors the county has reviewed within the last 12 months.

Answer: This RFP is for a planning application and not necessarily for Project Management. No Project Management applications or vendors were reviewed in advance of developing this RFP.

43. In order to more accurately quote the training, consulting and license needs, please provide a high-level breakout of the users' roles. For example, how many users work in each of the following areas:

Answer: See Answer to Question 1 and Question 6.

44. End User Training – Can the county please clarify if the vendor will perform the end-user training or that the vendor will provide the materials (e.g., reference sheet, presentations, etc.) and that the county trained Trainers will provide the training?

Answer: The minimum expectation is the three (3) key users receive training and documentation in order to roll out to the remaining users.

45. Travel – To accurately project travel and expenses, can the county provide clarity on the travel expectations and requirements, as it relates to the implementation?

Answer: There is no travel requirement if the work can be performed remotely.

46. Many software companies use partners to implement their software because they can bring unique knowledge and experience to a software implementation. Is the county open to the partner / implementer as a prime or would they prefer if the software vendor is the prime? If the partner is a prime, do they prefer if the software company is a separate contract or a subcontractor to the prime?

Answer: No preference.

47. What functionality is the county looking for?

Answer: See answer to Question 2 and the RFP.

48. What is the functionality of the existing .Net Application the county is currently using?

Answer: See answer to Question 2.

49. How many users does the county anticipate will need access to the system? What are their roles?

Answer: See answer to Question 1 and Question 6.

50. What type of data will need to be migrated into the system?

Answer: Common format for data load is xls(x) or csv.

51. Are there any systems or solutions that will need to be integrated with our Project Management Software?

Answer: We have internal general ledger numbers and department names and users to be added to any proposed solution, plus the existing data, but nothing that requires a constant integration or connection.

52. Did the county work with any vendor to create this RFP?

Answer: No.

53. Is there an incumbent with which you are currently working?

Answer: No.

54. Is there a specific technology / solution that you are currently exploring or like?

Answer: No.

55. Would the county be amenable to an electric submission of this bid given the ongoing pandemic and mail delays, etc.?

Answer: See answer to question 65.

56. Has the county reviewed any capital project related software products in the last 12 months prior to this RFP release? If so, whom?

Answer: No.

57. What is the county's current ERP and HR transactional systems?

Answer: Not relevant. CIP solution should be ERP agnostic.

58. Does the county Finance office utilize any software solution currently for Capital Projects? If so, could you please share the Bill of Material and users counts?

Answer: We currently use an internally developed .Net Application.

59. Does the county have a hosted preference between multi-tenants (sharing resources with other customers) or single tenant (Sedgwick County with dedicated hosting resources)?

Answer: No preference.

60. Has the county considered future Hosted Cloud Security requirements such as FEDRAMP or StateRAMP certifications, which provide assurances for Hosted Cloud Security for Public Sector customers?

Answer: Yes.

61. What are some of the main challenges with your capital planning process today?

Answer: Internally developed coding created 10 years ago may not have been done to the best practices of today. Current sticking points are the rolling forward of the planning years and the need to export through our SAP Business Objects reporting tools in lieu of reporting directly from the application itself.

62. How many people are involved in the capital planning process at Sedgwick County?

Answer: See Answer to Question 1.

63. Based on the information in the RFP, it appears the required functionality needed to replicate from the current system is listed below. Are there any other feature/functions that should be added to this list to ensure current functionality is replicated? (This does not include the enhancement requirements you provided).

- **Must be a .NET application**
- **Must include the ability to include the following project attributes: Location by address and geo code, requested department, Federal Bride ID, Commissioner District, project category, status of submission, project number.**
- **Must have the ability for the user to include text information**
- **Must have the ability to include the impact of projects on the operating budget**
- **Must have the ability to identify/select Project Funding Source, project estimate, and Project Future Operating Cost**
- **Must have the ability to attach image and Microsoft Office documents as supporting information**
- **Must have the ability to allow individuals to adjust drop down fields and requestor information.**
- **Must have the ability to activate or inactivate CIP Planning years**
- **Must have the ability to roll forward all projects in the portfolio or a single project to a new 5-year planning cycle**
- **Must have the ability to scores and rank proposed projects**
- **Must have the ability to edit, delete and change project status**
- **Must have security to prevent unauthorized users from editing projects**
- **Must have the ability to create and print project reports and perform analysis**

Answer: It is not required that a .NET platform is used.

An additional option to limit text fields for open-ended questions would be a desired.

64. Has the county evaluated any vendors in the past year for a CIP Solution?

Answer: No.

65. Can the county oblige to convert the physical submission to Online?

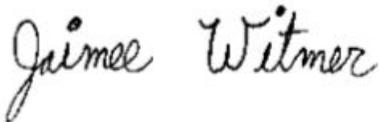
Answer: No, Should you elect to participate, submit one (1) original AND one (1) electronic copy (.PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Jaimee Witmer
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 pm CST, TUESDAY, November 2, 2021. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date.

Firms interested in submitting a proposal *must* respond with complete information and **deliver on or before 1:45 pm CDT, Tuesday, November 2, 2021**. Late proposals will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID RESPONSE PAGE.”



Jaimee Witmer
Purchasing Agent

JW/ch