

Request for Proposals for Professional Services for Implementation of Accela Permit Management Platform

Juan Tobar, IT Manager



Background

- District's existing permitting program
 - Drainage Permits, Right-of-Way Permits, and Pre-Development Plat Petitions
- Paper applications received and manually routed to staff for review and approvals
- Data is manually entered and saved in a Microsoft Access database that provides limited functionality

Background

- District's goal is to realize efficiencies through an automated process that would allow for:
 - Electronic routing and review of permit applications
 - Online permitting and search capabilities
 - Mobile access for staff to remotely enter and view data from any location
 - Integration of District's GIS with permitting platform
 - Direct public access to permit information reducing staff time spent responding to records requests
 - Online payment of permit fees
 - Creation of standardized business reports to analyze permit workloads and timeframes

Background

- Staff evaluated several permit software products to meet these goals
- Identified Accela Permit Platform as best match for the District's needs

ACCELA CIVIC PLATFORM



SOCIAL MEDIA AND GAMIFICATION



APPS



CITIZEN PORTAL

SOLUTIONS



Asset



Citizen Relationship



Environmental Health & Safety



Finance & Administration



Land



Legislative



Licensing



Recreation & Resource



Right-of-Way

Best Practice Templates

Citizen Access

Communication Management

Configuration Tools

Construct APIs

Dashboards and Reporting

Electronic Document Review



CORE SERVICES

Fees and Cashier Management

GIS/Mapping

Identity Management

Mobile

Open Data

SDKs and Developer Tools

Workflow

Current Accela Customers

- Brevard County
- Martin County
- Hillsboro County
- Pasco County
- City of Tampa
- Charlotte County
- City of Clearwater
- Escambia County
- City of Plantation
- Jackson County
- Reedy Creek Improvement District

Professional Services

- To implement the Accela permitting platform staff is requesting technical assistance to:
 - Set-up Accela Permit Management Platform
 - Evaluate current permit processes
 - Migrate existing permit data from Microsoft Access to Accela
 - Migrate scanned historical permit documents
 - Integrate GIS functionality
 - Configure citizen web based access for online permitting and permit search capability
 - Enable mobile access for field staff
 - Create business reports
 - Provide staff training

Estimated Costs

- Accela Software: ~\$34,000/year
- Professional Services: ~\$70,000 (one-time fee)

Proposed Timeline for RFP

- April 26 Advertise Request for Proposals
- April 27 RFP package available
- May 6 All inquiries due
- May 13 Addenda/clarifications issued
- May 26 Responses due
- June 3 Selection Committee Review meeting
- June 4-12 Oral presentations, if needed
- June 17 Final rankings for board approval

Evaluation Committee

- Juan Tobar, IT Manager (Project Manager)
- Jim Fandrey, Engineering & ROW Asst. Director
- Patrick Martin, Engineering & ROW Director
- Rosemary Rayman, Records Manager
- Reagan Walker, Admin. Services Director

Staff Recommendation

- Approval to solicit a Request for Proposals for professional services to implement Accela Permit Management Platform

Questions?



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