



Henderson County Planning Department
100 North King Street, Suite 206
Hendersonville, North Carolina 28792

Memorandum To: Pre-Bid Attendees

*From: Doug Guffey
Purchasing Agent*

Subject: Addendum #3 – Question & Answer

Date: April 15, 2020

Land Development Permitting System Addendum #3:

- **Question & Answer (Questions are in Black. Answers are in red)**

1. Due to the COVID -19 Pandemic I am wondering if the County has considered accepting Electronic Bid Packages of the RFP vs. the hard copy package?

This is not able to be done. Per our state statutes bids will have to be received via mail sealed before the due date and time indicated. The bids may be sent via FedEx, UPS, USPS, or hand delivered. This is to ensure a fair and equal submission process for all vendors as well as all vendors being present when bids are opened, and prices revealed. This statutory requirement cannot be waived even given the current pandemic situation.

2. How many named users (county staff members) will need to access the proposed system?

We currently have 116 active users.

3. Of the total name users, how many will be operating primarily in the field?

Approximately half would be in the field, but we would expect the program to work well on a mobile device or tablet.

4. Of the total named users, will any simply be viewing data (as opposed to editing)? If so, how many?

About half the users would be viewers.

5. Have any of the vendors that participated in the mandatory pre-bid call last week provided product demonstrations to the County or County staff over the past 12 months? If so, can you please indicate which ones?

We have not had any demonstrations in the last year.

6. Does the County have an approved budget for this project? If so, can you provide that figure or possibly a range (i.e. 50K-100K, 200k-400k etc.)?

We are not sharing the project budget; we will choose the most qualified lowest priced bidder.



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7. Does the County expect that the new system will manage property addressing, including activities such as assigning road names, addresses, and maintaining parcel genealogy? Or are these processes managed in a different system (ex. GIS or Assessor system) and available for lookup by the LDPS, which will manage other details related to addressing and subdivision development, such as the ability to identify and manage data and processes tied to a subdivision?
The system will maintain addresses associated with permits. The parcel data is stored in GIS and Denali (LRCAMA). We currently have a permits link from GIS back to the public web access permit page.
8. How is the Mobile Home park list maintained today? Are spaces manually updated? Are permits/licenses issued for individual homes in each park?
The list is an access and excel database. Find excel attached.
9. For the annual inspection records in the Emergency Services system that must be linked to Accela, can this be a nightly batch update? Can you explain how/when the Fire Marshal is to be contacted for Fire records?
Nightly batch is acceptable. Zoning, Building and Tax will use records for proof of business use
10. The functional requirements matrix states that customer correspondence must be issued in both English and Spanish. Is this limited to email notifications to customers? If not, what types of correspondence would this include?
E-mail notifications, certificates of occupancy, permits, violations
11. The functional requirements matrix states that there should be the ability for workflows to be initialized by constraints in GIS layer and fields within software. Can you provide an example?
PIN and Address
12. The functional requirements matrix states that there should be the ability for workflows to start on something other than a project or permit status. Can you provide an example?
Violation, subdivision, watershed, flood. We would like to be able to input permits on parent tract before subdivision that would carry with parcel into the building and environmental health phase.
13. The functional requirements matrix states that there should be the ability for an outside entity to print a report of their outstanding system tasks daily, weekly, or monthly. Can you provide an example of the type of outside entity?
The applicant (builder/contractor) should be able to see their pending inspections.
14. The functional requirements matrix states that there should be the ability for multiple agencies to assess fees and collect fees. Will these agencies be users of the system?
Yes
15. Given the current impact of Covid-19 will proposals continue to be submitted as requested or will the county allow electronic submission?
No electronic submission. Bids must be received sealed in hard copy format. This can be achieved via mail or delivery in person before the deadline.