1) Does the City just use PermitWorks for functionality in licensing, code enforcement and permitting? Are there any other departments or functions that it is used for?
   a. **PermitWorks is the city's main permitting and licensing program. This includes rental and business licenses.**

2) Is Permit works currently integrated with the GIS system you have presently? If so, what information is passed and in which direction? For example, PermitWorks sends a record of a rental license to the GIS map. Does any information in the GIS system get entered and then sent to PermitWorks?
   a. **PermitWorks is currently not integrated with our existing GIS system.**

3) In researching your council meetings, my assumption is that the city currently uses a web-based Esri platform provided by Bolton and Menk. Does the city additionally own licenses that are installed in house of Esri ArcMap, ArcEditor, ArcServer, ArcPro or other software tools from Esri? If so please list the number of licenses and what departments have those.
   a. **Correct, our current web-based service is through Bolton Menk. The City currently does not own additional licenses.**

4) Can you provide more information on "Septic Data"? Is this data from Minnesota Pollution Control System, a spreadsheet or access dataset in-house, or another program that the city built or has purchased from a vendor to manage septic records? I may have a follow up question for you based on the answer to this.
   a. **The city is required to data for reporting requirements for both the MPCA and MetCouncil. Current information is in an excel format by PID numbers.**

5) Regarding the desired type of training and pricing for it. Page 3 references "one on one training"   Does the city has an estimate on how many staff they will want to receive one on one training? Is there a preference for remote training or onsite, or does the city want to see pricing for both. We are happy to provide any and all types of training but have found that not all users need lengthy one on one training, Generally the heavy users and editors in the system will want more specialized training. 99% of the time we do a training session with small groups for those that will be viewing and accessing the data, and then get into more specialized training with heavy users. We don't want to over price this on the logic of one on one training for every user unless the city specifically wants that.
   a. **I would estimate 4 to 6 staff would need in depth training. Additional staff could utilize their expertise or reach out directly for phone/online/web technical assistance. The City is willing to work with remote training opportunities.**

6) Would the city provide a copy of the GIS data or read-only access to the current system for the respondent to analyze? This would assist us in pricing items i and ii in the proposed fee schedule under 5.3?
   a. **Information is currently located on a consulting server and not available at this time.**

7) The city references ongoing annual services under section 3 Proposed Fees and also references "maintenance and updates as needed" under 4. Scope of Services. In pricing the annual cost for the city's continued use of the web-based GIS platform, does the city want all costs it would take to maintain the system in working order, or are they also wanting that price to

include having our staff make updates and changes to the data as the city provides those to us. For example, is the city looking to make there own changes to the data or do they solely want the contractor to do those.

    a. **The City is looking for the annual cost for the system and rates charged for updates and changes.**

8) How many users of the GIS system would you foresee having (staff)?

    a. **Estimated 25 staff throughout the city would be using the GIS system.**

9) Do you intend for this to be used internally by staff, or open to public?

    a. **The main purpose of the program is to be used by internal staff and city consultants. The City is considering a portion of the information to be available to be seen by residents.**

10) Do you have someone on staff that wants to do 'moderate' amount of GIS data creation/editing? (or completely done by the contractor)

    a. **The City would prefer this be completed by the contracted provider however some data may be completed by staff or city consultants.**

11) Can I see/get your current data?

- What format are the 'updates to be merged' in (updates necessary since 2017) (CAD, GPS, GIS, paper copies, etc)?

    a. **The city will provide data as provided by the current provider including updated paper and GIS information.**

- Do you want to do some 'asset collection' yourself to reduce costs during down times? (we have shown clients how to collect their own data (signs for example) w/n the GIS system, as well as using it for field locates and asset management/CIP)

    a. **The City will work with the selected provider to determine the level of asset collection.**

12) What items, specifically, do you want integrated between PermitWorks and GIS?

    a. **We have considered land use permits, septic data and licenses.**

13) What tasks or projects are you looking for to be completed in the data merge and implementation phase?

    a. **The City is looking for a completed GIS system with all data included**

14) How many GIS databases/layers are you anticipating will need to be updated? Could you provide a list?

    a. **We are unable to include a full list. This would include but not be limited to include floodplain, utilities, wetlands, septic, PermitWorks and zoning**

15) How many new GIS datasets will need to be created and can you provide a list?

    a. **The City is unable to provide a list at this time.**

16) What is your expectations of the consultant for adding of street signs and curb stops? Will the consultant be responsible to collect the data?

    a. **The City has the information and would like to be able to add/remove/update for an ongoing process.**

17) What is your expectation of the consultant for hydrants and utilities? Does this involve the consultant to conduct field data collection?
   a. **Field work may be needed to complete project**

18) What level of integration with Permitworks software is desired? Would it involve editing Permitworks with GIS or just viewing?
   a. **The city would like to see PermitWorks as a data source and would be maintained on its own.**

19) During the review of the existing system, does this involve both discovery and recommendations for future GIS data or projects?
   a. **The City is collecting RFP's for the future GIS system and will review based on recommendations within the RFP**

20) Which data will be maintained and updated by the city and which data will be maintained by the consultant?
   a. **Staff would like the ability to update changes to signs, hydrants, curb stops, and would expect a level of maintenance from the provider**

21) Please provide a list of public-facing web maps that you would like.
   a. **Will work with selected provider**

22) Can you list the large format maps that will be needed?
   a. **Will work with selected provider**

23) Can we provide references for cities outside of Minnesota?
   a. **Yes, if the references are for a same/similar product they will be reviewed after MN References are considered**

24) Can our Minnesota references be for other IT work (i.e., not GIS related)?
   a. **The City is looking for a GIS service and would expect a company that has a history of such service and be looking for those references.**

25) Can work be performed remotely?
   a. **It is expected that a portion of the work would be remote.**

26) What is the city's budget for the new system?
   a. **The City is looking for a qualified product that meets City needs and will review each proposal budget for consideration**

27) Does the city have a desired go-live date for the new system?
   a. **The City would like the system in place and live within 2020.**

28) Are you opposed to a cloud based GIS system that is owned by the City?
   a. **The city will review all systems as presented**

29) Do you have any GIS staff currently who update maps or are familiar with GIS software? If so, do they want to be involved or would this project reduce some of their workload through outside services?
   a. **The City is looking for some ability to work with updates as well as utilizing provider**.

30) What are your specific major pain points with the GIS you currently utilize?
   a. **The City is looking for technology updates**

31) After implementation – what do you prefer to see for a maintenance contract? Fixed annual costs or would a several staff with their rates and an hourly contract be preferred?
   a. **Provide the maintenance program your organization utilizes within the RFP**

32) How do you handle data updates currently?
   a. **Updates are not currently being completed**

33) I see adding curb stops and street signs as part of the requested scope. Does this proposal expect any GPS field work as part of the project?
   a. **Field work may be needed to complete project**

34) Do you have any GIS Staff or working with any other GIS companies to do you GIS work?
   a. **Currently the City has GIS service through a provider**

35) Are you looking for a data to day tool to access and analyze the data?
   a. **Day to day and project information needed.**

36) Is the City of St Francis looking for a company that already has a GIS Tool/App or Looking for the company to work with them to build one?
   a. **The City will review all platforms submitted to determine the one that best fits our needs.**

37) Was there any particular reason why the tool broke in 2017? Was it old technology? And does the city just want this tool updated?
   a. **The City has not requested updates since 2017 and is now looking for updates and technology advances.**

38) Have you worked with just one or more civil engineering companies and have you used their GIS services?
   a. **The City has worked with more than one engineering company**.