

Questions & Answers  
RFP for Update and Conversion of Development Services Forms  
Job Number 32-13-FB  
July 2, 2013

1. What are the Cities planned holidays and furloughs for the remainder of this year?  
**Response: Upcoming City holidays are scheduled for July 4, September 2, November 11, 28, 29 and December 24, 25 and 31. No Furloughs are scheduled.**
  
2. Are you expecting password protection for content of the forms or templates?  
**Response: At this point we have no specific requirements. This is why we are seeking the services of a professional consultant to guide us in making the correct decision.**
  
3. What are your design requirements and special needs considerations? I.e. Font attributes and MP3 utilization.  
**Response: We have no specific requirements. This is why we are seeking the services of a professional consultant to guide us in making the correct decision.**
  
4. Are you expecting the input to eventually go directly to a database, or are you looking to create a CSV file and update from there?  
**Response: All form field names should be in a format that could facilitate either option.**
  
5. What are the total pages per form document? Note: I will be able to figure this out from the Excel file (Copy of Permit Forms Lists.xlsx) I've requested if the forms are available online.  
**Response: We don't know the total number of pages per form document. The Excel version has no additional information (e.g. pages per form) that would help you. The Excel version just lists the forms as shown in the PDF version we have posted. Once a contract has been awarded, we will be able to provide an Excel version to the consultant, if they believe it would be at all helpful.**
  
6. Do you have a required naming convention for forms?  
**Response: This has not yet been determined, but as per appendix B of the RFP; all forms and document names and other Meta data should be search engine optimized to facilitate easy search and discovery in the city's search engine and other external search engines like Google, Bing etc.**
  
7. Will you or Tom Phillips be providing contact information for workflow proofing, testing and use acceptance?  
**Response: Yes.**

8. Will after hour and weekend contact information be provided? Note: This is probably not necessary, but I thought I better ask.  
**Response: Yes.**
9. What are the core hours for the City of Kirkland?  
**Response: 8AM to 5PM**
10. What content and graphics will you be providing including specific specifications and what formats? ie. Will the graphic files be in an enhance metafile format for example?  
**Response: All content and graphics are embedded in the WORD file.**
11. Will your forms include color and an option for greyscale or will this stay at the printer level?  
**Response: Currently no forms contain color. This may change depending on the vendor recommendation.**
12. Are you contemplating any embedded calculations in any of the forms?  
**Response: Currently none have this capability but there are a few forms where this would be a nice enhancement.**
13. Are you expecting either classic or new the form field background for data input?  
**Response: We don't understand the question.**
14. Do you have the specifications, requirements and or properties for each Form, ie. 8.5 x 11, columns, landscape etc. for each form or use existing characteristics?  
**Response: Most, if not all are 8 ½ x 11.**
15. Are you expecting the designs to plan for duplex, simplex printing or both for any multi-page form?  
**Response: Duplex.**
16. Will an IT person be assigned and available for any technical questions relating to your IT environment that might arise?  
**Response: Yes.**
17. What are you expecting for field data validation and will drop-down and list box content tables be provided or accommodated if needed?  
**Response: This has not been decided and we are looking for a vendor recommendation.**
18. Are you now or in the future considering the possibility any other form formats such as xml, xlsx, html? This has not been determined.  
**Response: Currently only the PDF format is compatible with the MyBuildingPermit.com portal.**

19. Have there been any future form utilization discussions I should be made aware of?

**Response: No.**

20. In evaluation process I saw a part Fee (Fees proposed for services to be performed), what is this fee for?

**Response: This refers to the fees that you would charge for the analysis and design work that your firm would charge for the project. Typically, this would be expressed as your firm's hourly rate(s) and the number of hours you expect it will take to complete the project.**

21. Can a Canadian Company based in Toronto bid for this project?

**Response: Foreign firms may submit proposals for the project. However, you need to be mindful that visits by the consulting firm's representative(s) to meet with City staff at Kirkland City Hall are anticipated in order to complete the project.**

22. Do I need to send the printed copy of the document with the required information in an envelope? If yes then what other documents I need to send with this rfp-document.??

**Response: Submittals as email attachments are permitted and encouraged. Instructions for submitting documents are provided in Section III of the RFP. A list of all the required information for a proposal is found in Section IV of the RFP.**

23. Are you planning on a meeting with potential bidders for a walk-thru discussion before making a selection decision?

**Response: As mentioned in the Evaluation Process (Section VIII) of the RFP, the City may conduct interviews with finalists. Other than that, there are no planned walkthrough discussions with potential consultants.**

24. Are there any legal and/or retention policy considerations to be considered for these forms?

**Response: It is expected that the consultant who is awarded the contract will take legal and retention factors into consideration during the analysis of the forms. The City of Kirkland follows the State of Washington's records retention policy for cities (<http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>).**

25. Does the City have a policy or guideline for utilization or source for creation or usage of acronym, abbreviation, or initialism for things like naming conventions? For example the American Heritage Abbreviations Dictionary or internal list?

**Response: No.**

26. The form "Trees The Nature of Kirkland" for the Planning department is listed twice. Is this an error or should the form names be revised? Sequenced items Planning-31 and Planning-103. For example one for Right-of-Way Trees and one for Private and Public?

**Response: We will look at this with the selected consultant.**

27. Does the form "PublicTree|PruningPermitApp\_9-20-11\_cpg" actually contain a bar (|) between Tree and Pruning or is this a photocopy glitch? Form sequence item Planning-76.  
**Response: Yes, there's a bar there, but it's of no significance.**
28. Are the forms "Access to Public Records", "Request for access to public records form" duplicates of "Request for access to public records", items sequenced Planning-02, Fire/Building-18 and Public Works-18 or should they be consolidated into one?  
**Response: Perhaps, we will look at this with the selected consultant.**
29. Sequence item Public Works-27 file name doesn't appear succinct for SEO consideration. Is this name correct?  
**Response: The name should be "Public Works Permit Application".**
30. File names for both sequence items Public Works-157 "Policy D-3 Targeted and Full Drainage Review Requirements" and Public Works-157 "Policy L-2 Feasibility of Stormwater LID for Full Drainage Review Projects" appear to contain a spelling error for Drainage. Do these forms currently exist as stated?  
**Response: Yes, there is a spelling error and all forms listed currently exist.**
31. The forms for both Fire/Building and Public Works on the "Copy of Permit Forms Lists.xlsx" do not contain a Description or Date Modified. Are these forms to be designed or do they currently exist as a file?  
**Response: All the forms listed currently exist.**