

TOWN OF GOLDEN BEACH, FLORIDA

RESOLUTION NO. 2959.24

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF GOLDEN BEACH, FLORIDA, AUTHORIZING THE PURCHASE OF THE SMARTGOV SOFTWARE PROGRAM, PROVIDED BY GRANICUS, TO ASSIST THE RESIDENTIAL CONSTRUCTION DEPARTMENT WITH PERMITTING, LICENSING AND CODE ENFORCEMENT OPERATIONS; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Golden Beach (the "Town") Residential Construction Department (the "Department") utilizes an outdated, archaic method of processing submittal requests; and

WHEREAS, accurate submittal documents are critical to the daily functions and the creation of permits and inspection requests for the Department; and

WHEREAS, the Smartgov Software, provided by Granicus, will digitize the process providing for an online portal for contractors and owners to submit all documents digitally, replacing the Department's current manual functions; and

WHEREAS, Smartgov will streamline the process by establishing the criteria required for each submission type, program the series of documents required and monitor the progression of inspections for each permit; and

WHEREAS, the Town Council wishes to enter into an agreement with Granicus, which provides the Smartgov software, attached hereto as Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF GOLDEN BEACH, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. Each of the above stated recitals are hereby adopted, confirmed and incorporated herein.

Section 2. Approval of Agreement. The Town Council hereby authorizes and approves the Agreement in substantially the form attached hereto as Exhibit "A" (the "Agreement").

Section 3. Implementation. The Town Mayor is authorized to execute the Agreement and the Town Mayor and Town Manager are directed to take all steps reasonably necessary to implement the Agreement and this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon adoption.

Sponsored by **Town Administration.**

The Motion to adopt the foregoing Resolution was offered by Councilmember Lusskin, seconded by Councilmember Mendal, and on roll call the following vote ensued:

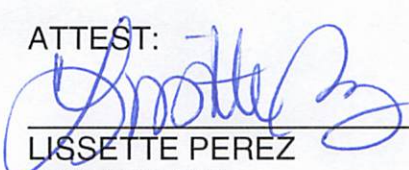
Mayor Glenn Singer	<u>Aye</u>
Vice Mayor Bernard Einstein	<u>Aye</u>
Councilmember Judy Lusskin	<u>Aye</u>
Councilmember Jaime Mendal	<u>Aye</u>
Councilmember Kenneth Bernstein	<u>Absent</u>

PASSED AND ADOPTED by the Town Council of the Town of Golden Beach, Florida this 27th day of August, 2024.



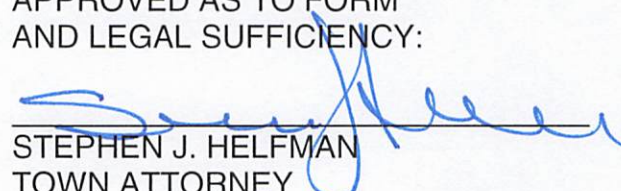
MAYOR GLENN SINGER

ATTEST:



LISSETTE PEREZ
TOWN CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:



STEPHEN J. HELFMAN
TOWN ATTORNEY

EXHIBIT "A"

(Attach Agreement between the Town and Granicus)



TOWN OF GOLDEN BEACH

100 Ocean Boulevard
Golden Beach, FL 33160

MEMORANDUM

Date: August 27, 2024

To: Honorable Mayor Glenn Singer &
Town Council Members

From: Alexander Diaz,
Town Manager

Subject: **Resolution No. 2959.24 – Authorizing and approving new Residential Construction Department software implementation.**

Item Number:

7

Recommendation:

It is recommended that the Town Council adopt the attached Resolution No. 2959.24 as presented.

Background:

We propose the implementation of a new software provided by Granicus called Smartgov. This software will transform our submission process by providing an online portal for contractors and owners to submit all documents digitally. The department will no longer need to create, track, or post paper inspection tickets. Inspectors will use a device in the field to provide approvals and/or comments. Permit holders will have the ability to schedule inspections and receive real-time updates (via automated email system) on the results.

Through our permit migration process, we will be able to establish the criteria required for each submission type, program the series of documents required, and monitor the progression of inspections for each permit. This controlled environment will streamline and ensure the submission and review sequence.

It is our intention to begin immediately to ensure a launch of the online portal at the beginning of the 2025 new year.

Fiscal Impact:

The initial term of this Agreement will be for the 2025 calendar year, and then renew annually for one-year terms. The cost is a one-time implementation fee of \$34,015.27, followed by an annual subscription fee of \$8,070.28 that will increase by increments of 3% annually for the next five years.



THIS IS NOT AN INVOICE

Order Form
Prepared for
Golden Beach, FL

Granicus Proposal for Golden Beach, FL

ORDER DETAILS

Prepared By: System Integration
Phone:
Email: salesforce@granicus.com
Order #: Q-337547
Prepared On: 20 Aug 2024
Expires On: 13 Sep 2024

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 60 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
SmartGov Custom Implementation	Upon Delivery	1 Each	\$0.00
Project Management - SmartGov	Upon Delivery	1 Each	\$3,718.82
Map Connector Configuration	Upon Delivery	1 Each	\$1,187.50
Parcel Connector Configuration	Upon Delivery	1 Each	\$2,968.75
Portal Configuration	Upon Delivery	1 Each	\$1,187.50
Fees Configuration (Pages)	Upon Delivery	2 Each	\$1,008.90
General Config	Upon Delivery	1 Each	\$2,375.00
Workflow template customization	Upon Delivery	1 Each	\$3,358.25
Base Standardized Migration Cost	Upon Delivery	2 Each	\$3,562.50
Standardized Data Migration - Code Enforcement	Upon Delivery	1 Each	\$2,968.75
Standardized Data Migration - Permits	Upon Delivery	1 Each	\$4,750.00
SmartGov Training - Premium	Upon Delivery	1 Each	\$5,504.30
BlueBeam Connector Configuration	Upon Delivery	1 Each	\$1,425.00
SUBTOTAL:			\$34,015.27

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
SmartGov - Enterprise	Annual	1 Each	\$7,017.35
SmartGov Code Enforcement	Annual	1 Each	\$0.00
SmartGov Licensing	Annual	1 Each	\$0.00
SmartGov Permitting	Annual	1 Each	\$0.00
SmartGov Connector BlueBeam	Annual	1 Each	\$1,052.93
SUBTOTAL:			\$8,070.28

FUTURE YEAR PRICING

Solution(s)	Period of Performance			
	Year 2	Year 3	Year 4	Year 5
SmartGov - Enterprise	\$7,227.87	\$7,444.71	\$7,668.05	\$7,898.09
SmartGov Code Enforcement	\$0.00	\$0.00	\$0.00	\$0.00
SmartGov Licensing	\$0.00	\$0.00	\$0.00	\$0.00
SmartGov Permitting	\$0.00	\$0.00	\$0.00	\$0.00
SmartGov Connector BlueBeam	\$1,084.52	\$1,117.05	\$1,150.57	\$1,185.08
SUBTOTAL:	\$8,312.39	\$8,561.76	\$8,818.62	\$9,083.17

PRODUCT DESCRIPTIONS

Solution	Description
SmartGov - Enterprise	Annual subscription to SmartGov software for: Permitting, Licensing, and Code Enforcement. Subscription includes the Public Portal.
SmartGov Code Enforcement	Annual subscription for SmartGov Code Enforcement Module for managing service requests and complaints.
SmartGov Licensing	Annual subscription for SmartGov Licensing Module for contractor registration, rental registration, business licensing.
SmartGov Permitting	Annual subscription for SmartGov Permitting Module for building and planning permits, inspections, and contacts.
SmartGov Custom Implementation	SmartGov Configuration based on implementation options selected.
Project Management - SmartGov	<p>Project Management: Company Project Manager will act as an extension of the Subscriber's team and manage the implementation from start to finish. The Subscriber will have access to a personalized timeline which will be reviewed on a regular cadence. The Project Manager will partner with the Subscriber to coordinate all services, management of the project timeline, and help identify risks and/or issues.</p> <p>Project Management Services include:</p> <ul style="list-style-type: none"> -Project planning and kickoff meetings. -Project schedule developed and maintained according to the SOW tasks, deliverables, dependencies, and resource assignments. -Status reporting and coordination of status meetings, bi-weekly, or as required. -Schedule monitoring and scope management. -Risk Management planning to identify, analyze, and mitigate risks. -Action Item and decision tracking, as well as resolving and escalating issues. -Change control management and issue tracking. -Company project resource management. -Verify product and deliverable acceptance with Subscriber. -Facilitating transition to Support. -Company's Project Manager will serve as the single point of contact for the project related to this SOW.

Solution	Description
Map Connector Configuration	<p>Configure subscribers ESRI GIS layers into SmartGov Troubleshooting the incoming data Train client on how to maintain the service in SmartGov.</p> <p>MAP/GIS Connector:_ Company will connect to ESRI Map Service provided by Subscriber and secured by a publicly trusted certificate issued by a Certificate Authority. Subscriber is responsible for contracting separately with ESRI map service provider and ESRI configuration.</p> <p>SmartGov Requirements for Map Connector Integration: ArcGIS for Server 10.4 or ArcGIS for server Enterprise Standard 10.7.1 (OR) ArcGIS Online.</p> <p>Subscriber Map Service must be publicly accessible and require no user authentication of any kind. The Map Service must include a parcel layer with a designated field having parcel numbers that exactly match those provided in the Parcel Connector source data (this layer may be the same as that provided for the Parcel Connector if no authentication is required for access). Support for Feature, Tiled, and Web Map Services is not included. Custom base maps are not supported. Base maps from the ESRI base map library will be available for use. The following base maps are currently included (subject to change):_ Imagery Imagery Hybrid Streets Topographic Navigation Streets (Night) Terrain with Labels Light Gray Canvas Dark Gray Canvas Oceans National Geographic Style Map Open Street Map Charted Territory Map Community Map Navigation (Dark Mode) Newspaper Map Human Geography Map Human Geography Dark Map Modern Antique Map Mid-Century Map Nova Map Colored Pencil Map Firefly Imagery Hybrid USA Topo Maps</p>

Solution	Description
Parcel Connector Configuration	<p>Company will configure EITHER a Delimited Parcel Job OR ARCGIS Parcel Job on behalf of the Subscriber. Configure Subscribers parcel fields into SmartGov. Troubleshooting the incoming data and providing recommendations for Subscriber to resolve data gaps. Train Subscriber on how to maintain the service in SmartGov. Delimited File A delimited file may be uploaded to the job at runtime. The delimited file option supports a single address for each individual parcel. Subscriber must use the template provided by Company. Parcel Layer A parcel layer must be accessible by URL through an ESRI REST service. A secondary address-only layer may also be provided for parcels that have more than one address. The layer(s) must be publicly accessible and may be secured with a username and password. Subscriber is responsible for obtaining, cleaning, and maintaining all parcel data within the delimited file and/or ESRI Rest service. The configured parcel job will be available for Subscriber to run on-demand after go-live. The Parcel Layer Job can be set to run daily, weekly, monthly, or annually defined by how often Subscriber intends to update the Rest Service. Parcel source data (delimited file or parcel layer) must include the following fields, at a minimum: Parcel Number Primary Situs Address Primary Situs City Primary Situs State Primary Situs Zip Code Owner Name Owner Street Address Owner City populated for USA addresses only Owner State populated for USA addresses only Owner Zip Code populated for USA addresses only International Indicator with a value of "Y" for any owner address outside of the USA International line including the full regional equivalent of the city, state and zip code for any owner address outside of the USA Inclusion of the following additional fields is recommended: Parcel center point latitude in decimal degrees Parcel center point longitude in decimal degrees If using a secondary address layer with the ARCGIS Parcel job, the address layer must contain the following fields: Parcel Number Secondary Situs Address Secondary Situs City Secondary Situs Zip Code Inclusion of the following additional fields is recommended for the secondary address layer: Address point latitude in decimal degrees Address point longitude in decimal degrees</p>
Portal Configuration	<p>Company will customize Subscriber's Portal by: Loading Subscriber logo. Exposing all permits/business licenses identified in Configuration workbook in which citizens will have access. Advising on best practices for public release timeline and access code configuration. Load Subscriber custom verbiage into limited fields. Provide the access URL (Uniform Resource Locator) for Subscriber to add link to jurisdiction web pages. Includes consultant-led end-to-end walkthrough and demonstration of UAT/Validation process to Subscriber to confirm functionality meets configuration requirements.</p>

Solution	Description
Fees Configuration (Pages)	Subscriber Fees configured based on provided Fee schedule and according to Configuration Workbook. Based on Subscriber fee schedule, defined in the Order Form, Company will: Setup Subscriber fee code calculations. Load Subscriber FMS (Financial Management System) / GL (General Ledger Code) (according to Configuration Workbook). Load Subscriber Valuation table (according to Configuration Workbook or ICC (International Chamber of Commerce) table). Setup Subscriber fixture costs (according to Configuration Workbook). Load other Subscriber custom attributes / details as required for Subscriber fee calculations (according to Configuration Workbook).
General Config	General Configuration: As part of the General Configuration, Company will: Create Subscriber database with best practice defaults. Provide Validation environment access to Subscriber. Load Subscriber users with Company standard permissions (according to Configuration Workbook). Configure system values (locality, time zone, header and footer detail, standard report settings). Load Client Code References/Violation types (according to Configuration Workbook). Set up General Ledger accounts. Load Subscriber logo. Provide access to over 100 reports and output document templates. Subscriber receives credentials for environment when initial configuration items under General Configuration deliverable are completed.
Workflow template customization	Workflow Template Configuration: Company will configure process templates as defined in the Business Process Analysis phase for each department in scope: Building/Permits, Code Enforcement, Licensing and/or Recurring Inspections. Company will: Load Subscriber Code References/Violation types (according to Configuration Workbook). Load custom attributes/details within the limited fields available (not associated with fees, according to Configuration Workbook). Configure workflow to meet business requirements defined in Configuration Workbook. Consultant-led end-to-end walkthrough and demonstration of UAT/Validation process to Subscriber to confirm functionality meets configuration requirements. Completed upon configuration according to documentation in the Configuration Workbook_ Percentage: 100%_

Solution	Description
<p>Base Standardized Migration Cost</p>	<p>Base Data Migration includes non-module data such as contacts and is included in all standard data migration packages with one or more module data migrations. Company will import permit data from a single client database source, approved by Company as standard source data. Multiple databases or unapproved source data will be subject to a change order for a custom data migration. The Standard Data Migration includes the Base fields and one or more of the additional datasets per the Sales Order Form. The fields below are considered in-scope of a standard data migration. The final output has many factors, including the fields available from the source data. Parcels:Ownership Addresses Contacts:Phone Address Email The data migration process assumptions: Subscriber will provide an initial data set from source database. Company will provide a mapping workbook to Subscriber where Subscriber is responsible for mapping data fields to the preconfigured database fields. Subscriber will have two (2) weeks ten (10) business days to validate the initial data load and provide feedback. There is a maximum of two (2) rounds of feedback within that 10-day period. Thorough validation is necessary for any successful SmartGov data migration as there is no additional data cleansing possible after the final migration. No more system changes will be permitted after successful Validation. Subscriber to provide a final data set three (3) business days before Go-Live. Final data load will occur the day before Go-Live.</p>
<p>Standardized Data Migration - Code Enforcement</p>	<p>Company will import Code Enforcement data from a single client database source, approved by Company as standard source data. Multiple databases or unapproved source data will be subject to a change order for a custom data migration. The fields below are considered in-scope of a standard Code Enforcement data migration. The final output has many factors, including the fields available from the source data. Migration includes only current occurrence, no history. Case Request Basic Case Info Complainant Contacts Inspections Fees as Notes Notes The data migration process assumptions: Subscriber will provide an initial data set from source database. Company will provide a mapping workbook to Subscriber where Subscriber is responsible for mapping data fields to the preconfigured database fields. Subscriber will have two (2) weeks ten (10) business days to validate the initial data load and provide feedback. There is a maximum of two (2) rounds of feedback within that 10-day period. Thorough validation is necessary for any successful SmartGov data migration as there is no additional data cleansing possible after the final migration. No more system changes will be permitted after successful Validation. Subscriber to provide a final data set three (3) business days before Go-Live. Final data load will occur the day before Go-Live.</p>

Solution	Description
Standardized Data Migration - Permits	<p>Company will import permit data from a single client database source, approved by Company as standard source data. Multiple databases or unapproved source data will be subject to a change order for a custom data migration. The fields below are considered in-scope of a standard Permit data migration. The final output has many factors, including the fields available from the source data. Basic Permit Info Parcel Contacts (Contractors will be listed on Contacts) Inspections Fees as Notes Notes</p> <p>The data migration process assumptions: Subscriber will provide an initial data set from source database. Company will provide a mapping workbook to Subscriber where Subscriber is responsible for mapping data fields to the preconfigured database fields. Subscriber will have two (2) weeks ten (10) business days to validate the initial data load and provide feedback. There is a maximum of two (2) rounds of feedback within that 10-day period. Thorough validation is necessary for any successful SmartGov data migration as there is no additional data cleansing possible after the final migration. No more system changes will be permitted after successful Validation. Subscriber to provide a final data set three (3) business days before Go-Live. Final data load will occur the day before Go-Live.</p>
SmartGov Training - Premium	<p>Premium training will include up to three (3) hours of User Acceptance Training to prepare primary users for Validation, focused on navigation and testing best practices. Go-Live training will span a two (2)-week period, provided in three (3) hour sessions to meet Subscriber needs, not to exceed eight (8) sessions. Once the team has been trained on all utilized sections of the software, the training is complete.</p>

Solution	Description
<p>SmartGov Connector BlueBeam</p>	<p>The SmartGov Bluebeam connector provides the ability to check out documents for plan review and markup using the subscriber's Bluebeam subscription. Bluebeam Studio is the repository for Bluebeam Projects and Sessions. Only one license/subscription is required for each jurisdiction. It is available in the following editions: Bluebeam Studio Prime (Compatible with SmartGov) - Cloud-based (allows third party integrations with the Bluebeam Studio API), additional Bluebeam cost; Bluebeam Studio (Not Compatible with SmartGov) - Cloud-based, included with the Bluebeam Revu user license at no additional Bluebeam cost; Bluebeam Studio Enterprise (Not Compatible with SmartGov) - On-Premises. Bluebeam Revu is the client-side software that provides the tools necessary to review and mark up documents. This software must be installed on each client computer that will be used to perform review and mark up tasks. Revu is available in the following editions: Revu Standard (Compatible with SmartGov) - Standard tool set; Revu CAD (Compatible with SmartGov) - Includes all of the standard tools, along with plugins for 2D and 3D PDF creation; Revu eXtreme (Compatible with SmartGov) - Includes all of the standard tools and CAD plugins, with additional features like Optical Character Recognition (OCR) and batch processes. The Revu user license includes access to Bluebeam Studio, but Bluebeam Studio is not sufficient for integration with SmartGov. Each SmartGov user that will be checking projects in and out of Bluebeam or performing review and mark up tasks must also be a member of the Bluebeam Studio Prime account.</p>

Solution	Description
<p>BlueBeam Connector Configuration</p>	<p>Assist Subscriber in configuring Bluebeam connection. Testing connection with Subscriber. Training provided on SmartGov check-out and check-in process only. The service and subscription for this connector does NOT include a subscription to Bluebeam or training on how to install or use the Bluebeam software. Subscriber is responsible for providing an active subscription to Bluebeam Studio Prime with REVU 21 to use the SmartGov Bluebeam Connector. Each user that will be checking permits out to Bluebeam from SmartGov or accessing the submittal documents from SmartGov for review in Bluebeam will need to be a member of the Studio Prime account. Bluebeam Software is comprised of a document management component, known as Studio, and a client-side application, Revu. Each component has three (3) editions with various features. Bluebeam Studio is the repository for Bluebeam Projects and Sessions. Only one license/subscription is required for each jurisdiction. It is available in the following editions: Bluebeam Studio Prime (Compatible with SmartGov) ☐ Cloud-based (allows third party integrations with the Bluebeam Studio API), additional Bluebeam cost_ Bluebeam Studio (Not Compatible with SmartGov) ☐ Cloud-based, included with the Bluebeam Revu user license at no additional Bluebeam cost_ Bluebeam Studio Enterprise (Not Compatible with SmartGov) ☐ On-Premises__ Bluebeam Revu is the client-side software that provides the tools necessary to review and mark up documents. This software must be installed on each client computer that will be used to perform review and mark up tasks. Revu is available in the following editions: Revu Standard (Compatible with SmartGov) ☐ Standard tool set_ Revu CAD (Compatible with SmartGov) ☐ Includes all of the standard tools, along with plugins for 2D and 3D PDF creation_ Revu eXtreme (Compatible with SmartGov) ☐ Includes all of the standard tools and CAD plugins, with additional features like Optical Character Recognition (OCR) and batch processes. The Revu user license includes access to Bluebeam Studio, but Bluebeam Studio is not sufficient for integration with SmartGov. Each SmartGov user that will be checking projects in and out of Bluebeam or performing review and mark up tasks must also be a member of the Bluebeam Studio Prime account.</p>

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-337547 dated 20 Aug 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Golden Beach, FL to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION


Billing Contact:	MARIA CAMACHO	Purchase Order Required?	<input checked="" type="checkbox"/> - No <input type="checkbox"/> - Yes
Billing Address:	100 OCEAN BLVD.	PO Number: <i>If PO required</i>	
Billing Email:	FINANCE@GOLDENBEACH.FL.US	Billing Phone:	(305) 932-0744

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-337547 dated 20 Aug 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Golden Beach, FL	
Signature:	
Name:	ALEXANDER DIAZ
Title:	TOWN MANAGER
Date:	8/20/2024