



# CITY OF RAPID CITY

## RAPID CITY, SOUTH DAKOTA 57701-5035

### Development Services

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### MEMORANDUM

**DATE:** June 23, 2011  
**TO:** Legal and Finance Committee  
**FROM:** Brad Solon, Building Official *BS*  
**SUBJECT:** Contract Approval for Building Permit Software – CRW Inc

The City of Rapid City currently uses the County system for the issuance of building permits. The system has been in use by the City since 1993. This basic tool is obsolete and the use of the system by the County will be abandoned in 2012.

The City will need to purchase and begin using permit software in 2011. Staff sought proposals from software contractors to provide bids and demonstrations for building permit management software. The software would manage building permits from permit submittal, permit review, permit issuance, receipts, invoicing, inspections, contractor licensing, final inspections, certificate of occupancy and code enforcement. The City of Rapid City issues typically more than 3000 permits annually, collecting over \$1,000,000 in fees.

A permit management software package should work with VMware virtual servers with public interface on a multi-domain network. Also, any software should be compatible with ESRI.

At the direction of City Council Staff interviewed 25 software contractors in 2007. At that time CRW was chosen as the appropriate provider of software for the permit program. The contract to purchase that the software was approved but only half of the funding was available during that budget year. The negotiations to finalize the purchase agreement were not accomplished.

In 2010 Staff interviewed another set of as many as ten software contractors and again CRW was chosen as the appropriate provider for that software. CRW produced a contract to the City in October 2010, but the contractor was never signed and the software was never purchased.

In 2011 Staff interviewed another set of 4 software providers. CRW was again chosen as the appropriate provider for the building permit software.

**Staff has finalized the contract with CRW for the budgeted amount of \$150,000 and recommends that the software be purchased.**



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