



CITY OF RAPID CITY


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MEMORANDUM

DATE: September 21, 2011
TO: Legal and Finance Committee
FROM: Brad Solon, Building Official 
SUBJECT: Contract Approval for Building Permit Software – CRW Inc

The City of Rapid City has used the County developed building permit system for the issuance of building permits since 1993. The County has indicated that they will abandon this permitting system in 2012 because it has become obsolete.

Staff sought proposals from software contractors to provide bids and demonstrations for building permit management software to replace the existing County-developed permitting software. The new software will manage building permits from permit submittal, permit review, permit issuance, receipts, invoicing, inspections, contractor licensing, final inspections, certificate of occupancy and code enforcement.

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 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. In 2011, staff interviewed four more permitting software providers. CRW was again chosen as the appropriate provider for the building permit software.

STAFF RECOMMENDATION: Authorize the Mayor and Finance Officer to sign the contract between CRW Inc. and the City of Rapid City for the building permit software in the amount of \$158,000. Funds for this contract include \$150,000 from the Information Technology line item of the Capital Improvements Program, and \$8,000 from Pennington County Planning and Zoning.



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