RESOLUTION NO. 12-1029

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXERCISE THE OPTION TO PURCHASE eMARKUP, AN ELECTRONIC PLAN REVIEW MODULE OF CRW'S TRAKiT SOFTWARE, PER THE AGREEMENT DATED SEPTEMBER 12, 2011, TO BE PAID IN THREE INSTALLMENTS OVER A THREE YEAR PERIOD AT $15,000 PER YEAR, AT A TOTAL COST OF $45,000; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE PURCHASE; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in 2011, the Town of Miami Lakes (the "Town") awarded the contract for a Building Permitting System to CRW, implementation of which was successfully completed May 2012; and

WHEREAS, numerous benefits can be derived from the use of the CRW's TRAKit module, such as concurrently reviewing plans by various disciplines, electronic submittal to County Departments, elimination of tracking paper submittals, and automation of amendments only on resubmittals; and

WHEREAS, the implementation of the electronic plan review system module would improve the service quality and turn-around during the plan review process; and

WHEREAS, deadline to request additional services under the contract is October 15, 2012; and

WHEREAS, CRW's eMarkUp is less expensive than other products, and will be directly integrated with the existing software, with the license fee payment schedule for October, 2012, 2013, and 2014, at a cost of $15,000 per year for a total of $45,000, and the annual maintenance fee scheduled as follows: first year $7,000, second year $7,500 third year $8,000, fourth year $8,500 and fifth year $9,000; and

WHEREAS, the Town Council authorizes the Town Manager to exercise the option to purchase eMarkUp, an electronic plan review module of CRW's TRAKiT software, per the agreement dated September 12, 2011.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** The foregoing Recitals are true and correct and incorporated herein by this reference.

Section 2. Approval of the Contract. The Town Council hereby approves and authorizes the Town Manager to exercise the option to purchase eMarkUp, CRW's TRAKiT electronic plan review module software, to be paid in three installments over a three year period at $15,000 per year, at a total cost of $45,000.

Section 3. Authorization of Town Officials. The Town Manager and/or his designee and the Town Attorney are authorized to take all steps necessary to implement the terms and conditions of the Agreement with CRW.

Section 4. Authorization of Fund Expenditure. The Town Manager is authorized to expend budgeted funds to implement the terms and conditions of the Agreement.

Resolution No. 12-_____

Section 5. **Execution of the Contract.** The Town Manager is authorized to execute all necessary documents in order to purchase eMarkUp, CRW's TRAKiT; subject to the approval as to form and legality by the Town Attorney.
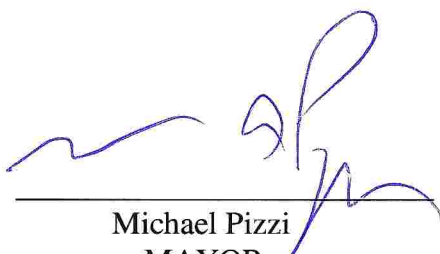
Section 6. **Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this __9__ day of October, 2012.

Motion to adopt by __Mayor Pizzi__, second by __Vice Mayor Mestre__.
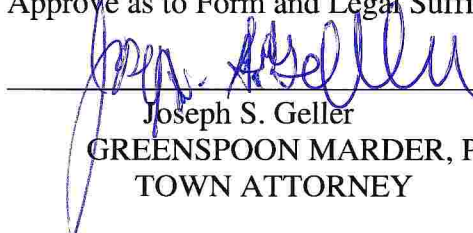
FINAL VOTE AT ADOPTION

Mayor Michael Pizzi   Yes
Vice Mayor Ceasar Mestre   Yes
Councilmember Mary Collins   Yes
Councilmember Tim Daubert   Yes
Councilmember Nelson Hernandez   Yes
Councilmember Nick Perdomo   Yes
Councilmember Richard Pulido   Yes

_____
Michael Pizzi
MAYOR

Attest:

_____
Marjorie Tejeda
TOWN CLERK

Approve as to Form and Legal Sufficiency

_____
Joseph S. Geller
GREENSPOON MARDER, PA
TOWN ATTORNEY

Contract 2011-06 Change Order, Resolution No. 11-919
eMarkup

Client Name	Town of Miami Lakes, FL
Change Name	eMarkup Configuration
Date Submitted	7/18/2012
Quote #	2012.1105
Requested by	Andrea Agha, Client Project Manager
Submitted by	Nathan Hershkowitz, General Manager

Background

The Town of Miami Lakes would like to leverage electronic plan submission and review to reduce paperwork and increase efficiency in the building development process. The Town would like to integrate these new processes with the existing TRAKiT work flows being used.

During implementation, The Town allocated project savings toward funding a GIS upgrade. The additional GIS functionality enables staff to create map services on the fly and enables the community to see geocoded informational layers with Google Maps Street View. Effective implementation strategies provided for a training day credit that the Town used for onsite post live support.

Post implementation, the Town identified two enhancements to the TRAKiT system, to make it more compatible with the Town's workflows. With this change order, CRW will be providing a new numbering control system and an eTRAKiT customization to allow reviews to be updated by external agencies online.

Funding for this Change Order was approved as part of the FY12/13 budget process.

Statement of Work - eMarkup

eMarkup functionality in TRAKiT:
The eMarkup license activates eMarkup in PermitTRAK and ProjectTRAK. This function can be accessed from the Plan Review screen, or from the Toolbar at the top of these modules.

Once in the eMarkup software, the user is taken to the viewer screen with a tree view on the left side.
In the tree users can see each submission of the various documents that have been uploaded by the applicant.

Key features are:
1. Compare two documents (includes slider-bar comparison feature)
2. Annotate documents, including:
    a. Callouts
    b. Textual Notes
    c. Shapes
3. Edit or Remove existing annotations
4. Publish to eTRAKiT (as PDF)
5. Upload additional documents

Access to this functionality is subject to the number of user licenses purchased by the Town.

Licenses are concurrent, with a 1-hour interval.

Enhancement:
1. Upon the 1st Submittal, when change-marks/notes are added to the digital plans, these will be saved to TRAKiT as separate notes.
2. When the 2nd Submittal of the digital plans are uploaded, a Plan Reviewer will be able to overlay the notes from the 1st Submittal on top of the digital plans. All notes are copied onto the plans.
3. The Plan Reviewer will be able to remove any change-marks/notes from the 2nd Submittal that have been satisfied. This will then save all remaining change-marks/notes onto the 2nd Submittal plan review notes.

eMarkup functionality in eTRAKiT:
The eMarkup license allows upload of new documents and access to published documents by applicants in eTRAKiT. Published documents contain all the annotations made by Town staff at the time of publication, and are displayed with the name given by Town staff. The documents are posted as PDF files, making them universally readable.

Applicants are also allowed to upload documents from the application screens, or from the details screen of a project or permit. Applicants do not have access to the compare feature.

Upon upload of a document:
1. Reviewers on that permit/project are notified of the new submission
2. The new document(s) are available for markup in the eMarkup screen.

eMarkup User Training:
End users will be trained on the use of the eMarkup tool. Training includes one (1) day of onsite training on customer-provided workstations.

eMarkup Configuration Assistance:
Three (3) days of remote configuration assistance are provided with this proposal.

eMarkup Technical Assistance:
CRW Systems will assist the Town in installing and configuring the eMarkup solution on the Town's designated server.

Server specifications:	- MS Windows Server 2008 (64-bit)
	- .NET Framework 3.5
	- Microsoft IIS 6.0 Web Server or better
	- 1 GB hard drive
	- 4 GB RAM
	- 3 GHz + CPU

Workstations:	- MS Windows 7 or Vista
	- 2 GB RAM
	- 24" Monitor or larger

Statement of Work - Enhancements

1. **New Numbering Control Options**
   Utilities and Maintenance – PermitTRAK, ProjectTRAK, and CodeTRAK – Prefixes: add these options:
   a. Text: "[PREFIX] & YEAR"
   b. Text: "[PREFIX] & 4-DIGIT YEAR"

When one of these options is selected, the sequence number (permit suffix) will be re-set once at the beginning of the year, regardless of prefix.

Example: XX2012-0001
             YY2012-0002
             ZZ2012-0003

2. **eTRAKiT – allow reviews to be updated by authorized reviewers online**
    Allow TRAKiT users with sufficient rights to:
    a. Log into eTRAKiT
    b. View reviews currently assigned to logged in user
    c. Update the status, completed date, notes for their assigned reviews

Cost Summary

*e*Markup Software license	$25,000.
Five (5) *e*Markup user licenses	
*e*Markup Installation and Training	$20,000.
Installation and Configuration of *e*Markup Server	
Three (3) remote configuration days	
End User Training	
Training will be conducted on client network	
One (1) day onsite, up to Eight (8) students per day	
Enhancement #1 - New Numbering Control	No charge
Enhancement #2 - eTRAKiT Review Portal	No charge

Annual Maintenance Schedule - *e*Markup Software with five (5) User License

	Year 1	$7,000
	Year 2	$7,500
	Year 3	$8,000
	Year 4	$8,500
	Year 5	$9,000
Total Cost		**$85,000**

Payment Schedule

Date	License	Maintenance	Annual Cost
November 1, 2012	$15,000	$7,000	$22,000
October 15, 2013	$15,000	$7,500	$22,500
October 15, 2014	$15,000	$8,000	$23,000
October 15, 2015	-	$8,500	$8,500
October 15, 2016	-	$9,000	$9,000
Total Change Order Value	**$45,000**	**$40,000**	**$85,000**

Terms

- *e*Markup maintenance follows the same terms and conditions of the Town's TRAKiT maintenance agreement. The first year's maintenance will be pro-rated to the Town's next TRAKiT maintenance renewal date. The next year's maintenance will be at the year 2 rate.
- No hardware is included in this proposal.
- Only specified on site work (1 training day) is included in this proposal
- Only specified software customizations are included.
- No *e*Markup software customizations are included.
- Any additional customizations to be quoted separately.
- Enhancements to be delivered in a test version of TRAKiT within 60 days of approval
- This offer expires 10/26/2012

Authorization

Offer Authorized by:

Nathan Hershkowitz
General Manager
CRW Systems, Inc

Dated: _____ 10/24/12 _____

By: _____

Accepted by the Town of Miami Lakes:

Alex Rey
Town Manager

Dated: _____ 10/18/12 _____

By: _____

Marjorie Tejeda
Town Clerk

Dated: _____ 10/19/2012 _____

By: _____ for