RESOLUTION NO. 16-08-44

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA APPROVING THE PROPOSAL BETWEEN CITYVIEW, A DIVISION OF HARRIS COMPUTERES SYSTEMS, AND ISLAMORADA, VILLAGE OF ISLANDS TO PROVIDE CITYVIEW’S ELECTRONIC PLANS REVIEW SOLUTION, BLUEBEAM REVU; AUTHORIZING VILLAGE OFFICIALS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE PROPOSAL; AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE VILLAGE MANAGER TO EXECUTE THE PROPOSAL; PROVIDING FOR A WAIVER OF PURCHASING PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on November 30, 2005, Islamorada, Village of Islands (the “Village”), entered into a Professional Services Agreement with Municipal Software Corporation for the purchase, implementation and training for the CityView enterprise software application; and

WHEREAS, Municipal Software Corporation was acquired in 2008 by Harris Systems and is now CityView, a Division of Harris Computer Systems (“CityView”); and

WHEREAS, CityView has prepared a Proposal to provide Bluebeam Revu, a paperless procedure for review of building and development application packages, including plans (the “Proposal”); and

WHEREAS, the intent of the Proposal is to provide a paperless procedure that shortens the building and planning review processes, offers exceptional and convenient service to contractors, applicants and architects, saves time and money, and enhances the Village’s sustainability efforts; and

WHEREAS, CityView has agreed to provide the services described in the Proposal attached as Exhibit A; and

WHEREAS, CityView is the only provider for the enterprise application and the sole option for the services described in the Proposal; and
WHEREAS, the Village Council finds that waiver of competitive bidding and approval of the Proposal between City View and the Village attached hereto as Exhibit “A” is in the best interest of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Acceptance of Proposal. The Village Council hereby accepts and approves the Proposal from City View, a Division of Harris Computer Systems (“City View”) and the Village to provide the Bluebeam Revu software solution, as set forth in Exhibit A” hereto.

Section 3. Authorization of Village Officials. The Village Manager and/or her designee and the Village Attorney are authorized to take all actions necessary to effectuate the intent of this Resolution.

Section 4. Authorization of Fund Expenditure. Notwithstanding the limitations imposed upon the Village Manager pursuant to the Village’s Purchasing Procedures Ordinance, the Village Manager is authorized to expend budgeted funds to implement the terms and conditions of the Proposal.

Section 5. Execution of Proposal. The Village Manager is authorized to execute the Proposal on behalf of the Village, to execute any required agreements and/or documents to implement the terms and conditions of the Proposal and to execute any extensions and/or amendments to the Proposal, subject to the approval as to form and legality by the Village Attorney.
Section 6. Waiver of Purchasing Provisions. In accordance with Section 2-328(1) and (3) of the Village Code, the Village Council waives the competitive purchasing provision of the Village Code to the Proposal.

Section 7. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 11th day of August, 2016.

Motion to adopt by Councilman Mike Forster, second by Councilman Chris Sante.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Deb Gillis Y E S
Vice Mayor Jim Mooney Y E S
Councilman Mike Forster Y E S
Councilman Chris Sante Y E S
Councilman Dennis Ward A B S E N T

ATTEST:

DEB GILLIS, MAYOR

K E L L Y T O T H, V I L L A G E C L E R K

APPROVED AS TO FORM AND LEGALITY FOR THE USE AND BENEFIT OF ISLAMORADA, VILLAGE OF ISLANDS

ROGET V. BRYAN, VILLAGE ATTORNEY
Proposal For:
CityView Electronic Plans Review

To: Village of Islamorada, FL

Submitted By:

CityView
A Division of Harris Computer Systems

Primary contact: Steve Favaloro
Telephone: 800.665.5647 Ext. 67013
Email: SFavaloro@harriscomputer.com

Revised: August 4, 2016
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1. Transmittal Letter

CityView, a Division of Harris Computers
4464 Markham Street, Suite 2307, Victoria, BC., V8Z 7X8 Canada
Toll-Free: 1.800.665.5647 | Fax: (613) 226.3377

August 4, 2016

Susan McLaughlin
Assistant to the Village Manager for Community Development Services
Islamorada, Village of Islands
86800 Overseas Hwy
Islamorada, FL 33036

RE: CityView Electronic Plans Review Solution

Dear Susan,

Thank you for the opportunity to provide this proposal for CityView’s Electronic Plans Review solution. CityView’s Electronic Plans Review solution combines the exceptional submittal, approval routing, version control and workflow capabilities of CityView with the vast capabilities of Bluebeam’s flagship product Bluebeam Revu. The result is a paperless procedure that shortens the municipal review process; offers exceptional and convenient service to your contractors, applicants and architects; and saves time, money and the environment.

What’s more, you can use Bluebeam’s platform solutions to redline and mark up any document—you can even adopt Bluebeam as your corporate PDF creation and management tool across the organization.

Once again, thank you for the opportunity to provide this proposal. If you have any questions please do not hesitate to call me directly. Please note Bluebeam license costs are valid for 30 days.

CityView
Steve Favalaro
Regional Sales Director
Telephone: 1.800.665.5647 ext. 67013
Email: SFavalaro@harriscomputer.com
2. CityView Electronic Plans Review Overview

CityView’s Electronic Plans Review solution combines the exceptional submittal, approval routing, version control and workflow capabilities of CityView with the vast capabilities of Bluebeam’s flagship product, Bluebeam Revu, so you can circulate, mark up and review documents, plans and construction drawings and stimulate online collaboration through the process. CityView receives the electronic plans into its document repository and Bluebeam converts these into high quality, vector-based PDFs for review through a host of markup tools. The result is a paperless procedure that shortens the municipal review process; offers exceptional and convenient service to your contractors, applicants and architects, and saves time, money and the environment.

Bluebeam’s intuitive markup and editing tools and straightforward interface are meticulously designed to deliver results instantly. Bluebeam invents, develops, and commercializes PDF software intelligently designed to meet the needs of design, engineering and business professionals. Bluebeam produces high-quality, easy-to-use products that allow professionals to improve communication and collaboration immediately with virtually no learning curve. CityView leverages the PDF markup technology inside of CityView’s workflow and plan review processes to deliver cost-effective and comprehensive electronic plans review.

What’s more, you can use Bluebeam’s platform solutions to redline and mark up any document—you can even adopt Bluebeam as your corporate PDF creation and management tool across the organization.

Our proposal includes CityView’s Electronic Plans Review solution, which combines Bluebeam Revu into the solution. Bluebeam Revu is not just the markup tool used for reviewing electronic drawings; it also a complete PDF Management tool used by thousands of organizations across the continent. We encourage all our Bluebeam customers to use Revu not just for their electronic markup but to make their every-day use of PDFs much more efficient. We also would like the Village to consider the potential for making Bluebeam your enterprise Collaboration Tool, either through the inherent capabilities of Bluebeam Revu or by acquiring the Bluebeam Studio license itself.

Bluebeam Software makes smart, simple solutions for paperless workflows that leverage the PDF format. Bluebeam® Revu® helps government agencies by increasing employee productivity and streamlining constituent and partner communication. Bluebeam focuses on offering organizations a practical alternative to using paper by expediting workflows with digital PDF collaboration. The award-winning PDF Management, creation, markup, editing and collaboration solutions are used by over 70 local government agencies, as well as 60% of the top US Contractors and 50% of the top US and International Design firms.

Bluebeam empowers you to create high quality PDFs with one-click from MS Office, digitally redline 2D and 3D PDFs with industry standard annotations and measurements, save custom annotations in a distinctive Tool Chest™ for easy reuse and add security and digital signatures to documents. You can automatically compare documents, integrate with SharePoint® or ProjectWise®, go mobile on a tablet PC or iPad and store your files in the cloud and collaborate with anyone, anywhere at any time using Bluebeam Studio™. Bluebeam enables you to permanently redact confidential information from PDFs and create PDF forms that include text fields, button, digital signature fields, and more.

CityView is an authorized Silver Partner reseller of Bluebeam products.

Bluebeam Revu

HARRIS
Village of Islamorada, FL
August 4, 2016
Powerful PDF creation, markup, editing and collaboration for a paperless workflow. Bluebeam Revu takes what was once impossible and makes it possible. Combining an intuitive PDF editor, viewer and markup tool with reliable file creation technology, Revu goes beyond PDF and takes paperless workflows to a whole new level. The flexible interface provides the necessary tools for accessing and managing the documents that you need, when you need them. Go mobile on a tablet PC or iPad, and collaborate with project partners around the world in real time using Revu's cloud-based solution, Bluebeam Studio™.

**Markups list**
Manage and track markups in a convenient list that can be filtered, searched, imported and exported.

**PDF Creation**
Includes direct plug-ins for AutoCAD®, Revit®, Navisworks®, Manage, SolidWorks®, and Microsoft® Office, for one button PDFs and batch creation.

**Tablet PC**
View and markup PDF files with the ease of your tablet pen. Tablet-specific functionality makes it easy to go mobile.

**Dynamic Layers™**
Assign markups to layers, easily toggle layers on and off and insert a page as a layer.

**Bookmark s**
Use bookmarks to jump to a specific page in a PDF or snapshot view, go to a webpage or open a file.

**PDF Markup**
Customizable markup tools such as text, notes, highlighter, lines, clouds, callouts, stamps, and more to redline PDFs.

**Stamps**
Stamp PDF documents with date, time, signatures, and more. Use predefined stamps in Revu or create your own.

**3D PDFs**
Create 3D PDFs from Revit®, Navisworks® and add markups to 3D views.

**Flatten Markups**
Flatten all markups, or individual markups, to make them a part of your PDF content.

**Digital Signatures**
Electronically sign PDF documents to support an electronic workflow and protect your intellectual property.

**Navigation**
Easily tab between PDF files, launch multiple sessions of Revu at once and split your screen up to 16 times with MultiView™.

**Toolchest**
Save commonly used markups in the exclusive Tool Chest for easy reuse, and import or share tool sets with colleagues.

**PDF Measurement**
Take measurements, count from PDFs and perform area cutouts electronically. Add formulas to the built-in worksheet to calculate costs in Revu.
### Batch Processing
Convert an unlimited number of files to PDF. Add security, stamps, headers and footers or flatten an entire folder of PDFs at once.

### Compare Documents
Automatically highlight the difference between two drawing revisions with clouds, or assign colors to layers with Overlay pages.

### File Access
Use the File Access tab to pin, organize, preview and reopen PDF files with a mouse click.

### Search
Search for keywords or phrases within PDF files and folders, or search for symbols regardless of variations in color, size and rotation, or intersecting line obstructions using Revu’s exclusive VisualSearch™.

### Bluebeam Studio
Studio allows you to store and manage files in the cloud, and collaborate on project documents in real time, or anytime, from anywhere.

### Integration
Revu integrates into ProjectWise® and SharePoint® document management systems so you can seamlessly retrieve and check-in documents directly from Revu.

### Links
Manage and add hyperlinks to PDFs that link to websites, networked files, or jump to specific pages and places in a PDF.

### Spaces
Define spaces within Spaces to automatically track markups.

### Redaction
Permanently delete or remove text and graphics from your PDF to safeguard confidential information.

### Password Protection
Apply a password to PDFs and set permissions to specify what recipients of your PDF can and cannot do.

### Flags
Add flags to PDF files to designate signature lines or draw attention to important information.
Collaboration Software

As eluded to above, the Bluebeam Revu licenses we offer in this proposal have inherent, cloud-based collaboration features. Should the Village wish to use the inherent collaboration tools of Revu, no further license costs are charged, and Bluebeam hosts and manages the security of this cloud-based solution. Any Bluebeam Revu user can make use of Bluebeam’s powerful Studio technology for collaboration purposes. Studio allows you to store and manage files in the cloud, and collaborate on documents through Sessions and Projects in real-time, or anytime (i.e. connected or disconnected), from anywhere.

HARRIS

Village of Islamorada, FL

August 4, 2016
Bluebeam Studio is the ultimate cloud-based solution for collaboration. Included in Bluebeam Revu, Studio allows you to securely manage projects digitally from start to finish anywhere, at any time, from a desktop, tablet PC or iPad, regardless of your Internet connection.

Projects and Sessions allow you to store and manage an unlimited number of PDFs and any other file type in the cloud (for free!) using Studio Projects, and manage access rights for project partners to check-out and edit those files. Or, you can also collaborate on the fly by adding 2D and 3D PDFs into online Studio Sessions, where you and your selected attendees can comment on the same PDF together in real time or separately on your own.

Should the Village wish instead to use Bluebeam Studio for cloud-based collaboration “on-premise,” we have included the costs for Bluebeam Studio license as an option.

**Bluebeam Revu**

Bluebeam’s platform technologies include Bluebeam Revu Standard, CAD and eXtreme. Revu offers high quality PDF creation from CAD and Windows® files, and an easy to use PDF markup and editing application. If you are looking for a complete PDF creation, markup, editing and collaboration solution, then Bluebeam’s platform technologies are right for you.

Bluebeam® Revu® helps government agencies go paperless at a price point that provides an exceptional return on investment. Easy-to-use markup tools replicate pen and paper, making it second-nature to add symbols and comments to PDFs, even 3-D PDFs. Revu’s unique Tool Chest allows examiners to save their markups for repeated use, create custom mark-ups for their tool chest (including building code sections), and import markups from other sources. Revu lets you automatically compare documents using side by side and overlay compare tools. You can even add security, stamps and digital signatures to drawings. Further tools include the option to permanently redact confidential information from PDFs and create PDF forms that include text fields, buttons, digital signature fields, and more. And if that isn’t enough, Bluebeam Revu meets Section 508 guidelines, proving it’s the optimal solution for any leading city, county, state, or federal agency.

**REVU® Standard**

With Revu, you can achieve a paperless workflow with powerful PDF creation, markup, editing and collaboration features. Create high quality PDFs with one-click from MS Office, digitally redline PDF drawings with industry standard markups and measurements, and save custom markups in the Tool Chest™ for easy reuse. Automatically compare drawings, integrate with SharePoint® or ProjectWise®, go mobile on a tablet PC and collaborate in real time with Bluebeam’s hosted collaboration facility. And, with Revu, there will be no limits to what you can achieve. Markup 3D PDF views, use Links to easily create and update hyperlinked documents, and create zone awareness for markups with Spaces. Take collaboration further with Studio sessions and projects, giving you more flexibility when sharing and storing files in the cloud.

**REVU® eXtreme™**

Bluebeam PDF Revu eXtreme is a fully-loaded PDF solution designed for power users. With eXtreme, you get all of Revu CAD’s powerful PDF creation, markup, editing and collaboration features, as well as advanced features for taking paperless workflows further. Use OCR technology to transform scanned PDFs into text searchable files. Create PDF forms that include text fields, buttons and digital signature fields, or add advanced form fields that automatically calculate values and define actions. Permanently remove confidential...
information from PDFs with Redaction. Or, use Scripting to automate simple desktop processes such as adding headers and footers, text stamps, cover sheets and security.

**Bluebeam Q (Optional)**

The smart and reliable solution for automated PDF processing and conversion of CAD and Windows files to PDF or 10 other formats. This server-based solution is for an unlimited number of users and includes 4 flexible options: Network PDF Printer, Watched Folders, Script Engine, and API integration.

**Bluebeam Studio Server (Optional)**

Studio Server makes it easier and faster than ever for firms to collaborate and share information in a controlled environment. Since the introduction of Bluebeam Studio, users have been able to connect, create and collaborate with anyone, anywhere at any time over a Bluebeam hosted server. Now, with the release of Studio Server you can host all of your online collaboration sessions on your own local server. The difference? With Studio Server security and performance are within your control. IT administrators now have the ability to easily control and monitor all session activity, and set user and file permissions - all behind their own firewalls.
3. Cost Summary

The following represents a summary of the prices for the licensing and implementation of CityView Electronic Plans Review for Building and Planning. Below is a detailed breakdown of these costs based on 2 departments each with 2 distinct workflows. This cost is valid for 90 days from the proposal date, however the Bluebeam licensing is valid for 30 days from the proposal date.

<table>
<thead>
<tr>
<th>Cost Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Software and Licenses</td>
<td>$ 21,810</td>
</tr>
<tr>
<td>Implementation Services</td>
<td>$ 29,634</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 51,444</strong></td>
</tr>
<tr>
<td>Travel &amp; expenses (billed on a cost recovery basis – estimated for 1 trip and 3 days onsite)</td>
<td>$ 3,600</td>
</tr>
</tbody>
</table>

**Annual Fees**

Annual Software Maintenance due upon go live (all software updates, unlimited support) in addition to the Village’s current maintenance contract.  

$ 4,755

The ASM provides:

- All major and minor software upgrades to licensed software
- Unlimited technical support
- Unlimited access to the CityView FTP site
- Unlimited access to the CityView Wiki KnowledgeShare
- First line of support for Bluebeam
### Detailed Costs

The following details the cost of our proposal for CityView Electronic Plans Review:

<table>
<thead>
<tr>
<th>Software Licensing</th>
<th>Deliverables</th>
<th>Cost</th>
</tr>
</thead>
</table>
| Software Licensing | Software Licenses Include: CityView Electronic Plans Review (server license) 5 named Bluebeam Revu Extreme Licenses  
CityView will:  
• Send the licensing key for CityView Electronic Plans Review and notify Bluebeam of the purchase of Bluebeam licenses | $21,810 |
| **Total Licensing** | **$21,810** |

<table>
<thead>
<tr>
<th>Implementation Services</th>
<th>Deliverables</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td>Ongoing management of all implementation services provided by CityView staff, including but not limited to resource scheduling, invoicing, project meetings and overseeing of CityView deliverables. Should delays by the Village occur and require additional project management, time may be billed at $165/hr. upon authorization by the Village</td>
<td>$1,980</td>
</tr>
<tr>
<td>Data Collection/Discovery (remote)</td>
<td>An Implementation Specialist will spend 2 – 4 hour remote sessions with Village staff to review and document the requirements for Electronic Plans Review. Sign off of the scope document will be required prior to commencing configuration.</td>
<td>$4,620</td>
</tr>
<tr>
<td>Configuration</td>
<td>Configure CityView Electronic Plans Review to work with the Village’s existing configuration. This includes configuration of submittal items, modifications to the workflow to account for reviews, approvals and rejections.</td>
<td>$9,570</td>
</tr>
<tr>
<td>Validation and Refinements</td>
<td>Perform 2 – 4 hour remote sessions of validation training to enable the Village to validate the configuration. Gather validation feedback. Identify in-scope vs. out of scope feedback. Implement any in-scope refinements arising out of the validation.</td>
<td>$2,970</td>
</tr>
<tr>
<td>Environment Management</td>
<td>Includes installation of the configuration changes to the Village’s test environment and 1 merge during the project</td>
<td>$3,960</td>
</tr>
</tbody>
</table>
## Cost Summary

<table>
<thead>
<tr>
<th>Onsite Training and Go Live Facilitation</th>
<th>Includes 1 day end user training, 2 hours remote Bluebeam markup training and 2 days go live facilitation</th>
<th>$6,534</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Services</strong></td>
<td></td>
<td><strong>$29,634</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual Software Maintenance</th>
<th>Deliverables</th>
<th>Cost</th>
</tr>
</thead>
</table>
| Mandatory Annual Software Maintenance (to be added to current maintenance contract amount) | Provides:  
  - All major and minor software upgrades  
  - First line of support for Bluebeam  
  - Subject to annual increase in accordance with the existing agreement between both parties | **$4,755** |

### Summary of Investment

<table>
<thead>
<tr>
<th></th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Professional Services (not including travel &amp; expenses)</td>
<td>$21,810</td>
</tr>
<tr>
<td>Total Licensing</td>
<td>$29,634</td>
</tr>
<tr>
<td>Total Project</td>
<td><strong>$51,444</strong></td>
</tr>
<tr>
<td>Travel (1 trips/3 days – estimate)</td>
<td><strong>$3,600</strong></td>
</tr>
</tbody>
</table>