



**GOVERNMENT OF THE COMMONWEALTH OF THE BAHAMAS**

**DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

**ELECTRONIC PLAN REVIEW AND INSPECTION PROJECT**

**Deadline for Response: 12th November, 2018 1700 HOURS**

**Title of the EOI:** Implementation of Electronic Plan Review and Inspections

This notice is placed on behalf of The Department of Public Works (DPW) to identify appropriate firms or individuals who can potentially fulfil the requirements for the implementation of electronic plan review and inspection application solution in The Bahamas. The present call for EOI does not constitute an invitation to tender. Only suppliers deemed qualified by DPW will receive the invitation to tender.

**SUMMARY OF BACKGROUND INFORMATION**

The Building Control Division (BCD) of the Department of Public Work (DPW) issues building permits through a mostly sequential and collaborative review process. The process is governed by the Bahamas Buildings Regulation Act, The Bahamas Building Code and other related legislation.

The aim of the initiative is digital transformation of the existing paper driven and sequential plan review and inspection processes into a modern electronic system which will allow online submission of plans, automated process workflow, real time inspection reports, online inspection scheduling, and interagency collaboration and concurrent collaboration and plan review.

The EOI will be used to pre-qualify vendors for further interaction in the project.

**DESCRIPTION OF THE ENGAGEMENT**

The DPW is seeking the expression of interest from suitable vendors to:

1. Implement an Electronic Plan Review and Inspection System to:
  - a. Automate client services
  - b. Implement concurrent plan review and electronic collaboration
  - c. Utilize GIS functionality for site location and inspection tracking
  - d. Automate fee calculations
  - e. Provide professional engineering level review tools to: accurately scale drawings; , measure area and linear distance; markups ; Layering; Highlight features (i.e. fire separations); Versioning and page overlay and comparison; Perform other industry standard functions
  - f. Provide reliable storage, tracking and retrieval of information
  - g. Reduce and track physical movement of plans

- h. Provide tool for real time submission of inspection reports
- i. Permit payments online and over the counter
- j. Provide self-service terminals within the BCD
- (1) Implement secure internet facing application that allows users to:
  - (a) Submit plans on line in multiple formats
  - (b) Submit payments via direct bank transfer, credit card, debit card or other available electronic payment format
  - (c) Schedule inspections
  - (d) Track submissions real time
  - (e) Transmit and receive communications
  - (f) Connect on multiple platforms and device
- (2) Migrate information from existing SharePoint application, PDF copies of historical plans and other databases
- (3) Implement seamless Interface with core financial and communication systems
- (4) Develop and Implement Business Improvement Strategy
- (5) Develop and implement Disaster recovery plan that will allow BCD to recover from disasters within 72 hours
- (6) Develop and implement Business Continuity plan to allow BCD to continue normal operations during process of disaster recovery
- (7) Develop and implement a change management strategy
- (8) Provide the hardware, third party software and licenses required to implement the solution, development environment, testing environment, and disaster recovery environment
- (9) Design and implement a training plan for business users, client users, system administrators, and technical support team
- (10) Provide post-implementation support and maintenance
- (11) Provide knowledge transfer for tools, technology and software that will allow technical users to support, maintain and modify system

### **OBJECTIVES OF THE ENGAGEMENT**

The overall objective of this project is to improve the security and efficiency of the BCD and reduce paper based processing. The execution of the project should:

1. Improve customer service through availability of information, well defined and communicated processes and procedures, and the ability to track status of submissions
2. Reduce processing of residential applications to 15 business days and commercial applications to 30 days
3. Stimulate the economy by providing new business opportunities for citizens
4. Improve transparency of the building permit approval and building inspection processes
5. Procure equipment that is robust, modern, and innovative that improves the efficiency and effectiveness of the BCD
6. Standardize operations of the BCD throughout The Bahamas
7. Reduction of file storage requirements of the BCD

### **EOI FORMAT**

The EOI shall be presented in the following format:

1. **Cover:** Cover or title page, should include project title, firm name, logo, and contact information.

2. **Cover Letter (content similar to an executive summary of the EOI):** 1-2 page cover letter with key words in bold.
3. **Statement of Qualifications:**
  - a. General Background and Overview of Firm
  - b. Understanding of the Assignment
  - c. International Experience
  - d. Professionals and Local Partners
  - e. Project Team composition and qualifications

### **CHARACTERISTICS OF THE ENGAGEMENT**

#### **Vendor Qualifications:**

1. Eligible vendors should possess at least ten (10) years of experience in electronic plan review and inspection systems. List no less than three (3) implementations. Knowledge and demonstrated experience of building control processes in the Commonwealth Countries would be a plus.
2. The joint abilities of the personnel assigned to the engagement should be not less than ten (10) years in electronic plan processing systems, processes, procedures and policies, and they must possess demonstrated extensive knowledge of electronic plan review and electronic inspection system technologies.
3. Individuals to be assigned to the engagement must list their academic and professional designations, professional experience (inclusive of dates and organization) and provide their Country of Citizenship.
4. Knowledge and demonstrated experience in design and development of electronic plan review and inspection processes, policies and procedures.
5. Knowledge and demonstrated experience in Change Management.

Please note that the Government of the Commonwealth of The Bahamas has the authority to reject any and all proposals without an explanation.

Interested Companies should submit Expressions of Interest showing their ability to meet the objectives and characteristics of this engagement inclusive of a cover letter by 17:00 hours (EST) 12<sup>th</sup> November, 2018, via courier or email as follows:

Department of Public Works  
 Attention: The Buildings Control Officer  
 P. O. Box N-8156  
 Nassau, Bahamas  
 or  
 Email: [EPRIS@bahamas.gov.bs](mailto:EPRIS@bahamas.gov.bs)  
 Telephone: 1(242) 397- 0093 or 302-9551

**Melanie Roach**  
**Director of Public Works**