



**Proposal
for
Building Department
Services Software**





City of Craig
300 W 4th Street
Craig, CO 81625

Hello City of Craig, Board of Trustees, and Staff,

I first want to thank you for the opportunity to present Cascade to you. We believe that we have developed a comprehensive system that **alleviates pressures on your staff, increases productivity,** and **provides a transparent system** between your team, your builders, and your citizens.

Your community is growing and so is the robust world of building and planning. We are committed to growing and adapting alongside our customers while also providing you with the tools to continue a strong foundational relationship with special districts, builders, and citizens.

We believe strong governments can help make strong communities. We also know that budget can be a factor when considering who to work so it has been our goal to make this system affordable because we want to help streamline your system in a cost effective and impactful manner.

Our company wants to see the City of Craig continue to thrive. We look forward to the opportunity to support your team with Cascade and we are here should you have any questions.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Gesick".

Jon Gesick, Owner of Cascade & ProCode, Inc.





Cascade General Information

Office: 39 S. Parish Ave. Johnstown, CO 80534

Scope of Services: Cascade truly works to be a partner with the communities we serve. Our goal is to help guide your community through effective communication & processes that are transparent with your staff, builders, and community. Please review the remainder of this document to see the full scope of services.

Firm Overview: Cascade was developed in 2018 by owner Jonathan Gesick. Jonathan was determined to create a system that **saved time, created transparency, and ultimately allowed municipalities the ability to move building at the speed they chose for their community.** Jonathan is also the owner of ProCode, Inc., a company focused on providing outsourced building department services.

The difference between Cascade and other providers is that this program was built with software developers but **created by building officials** who have sat in your staff's seats and understand the strengths and struggles of the jobs they hold.

The Cascade team is dedicated to being a partner with the Town of Craig. We are located in Colorado and understand the increased pressure that is on your staff at this time as so many families and companies are choosing Colorado as their new home.

We would love the opportunity to serve you, your citizens. and your businesses.



The Benefits

Cascade software was developed by municipal planning and building department specialists just like you and designed specifically with your needs in mind. Born from real-world experience serving many Northern Colorado communities, this powerful, highly customizable solution is now available to cities and towns across the country.

Time Savings

- Dramatically reduced reporting time
- Fewer errors and less rework

Streamlined Processes

- Simplified data entry
- More permits with less hassle
- Automated email notifications to all relevant parties

Transparency

- Full visibility into the permitting process
- Access to status reports and updates
- No hidden fees or surprises

Support

- Fully-supported and documented
- Online and technical phone support available

Powerful Productivity for Municipal Planning and Building Departments



The Features

Cascade is packed with robust, highly customizable features designed to drive efficiency, productivity, and accuracy across your permitting processes.

- Online solutions for today's environment
- Seamlessly upload your existing data from Microsoft Excel or similar program
- Guided onboarding tools to support every user type
- ArcGIS integration for mapping, layers, and visual status
- Manage your town or city's address information with our address management feature using your Counties GIS data
- Automatically notify registered users of changes or updates easily and efficiently with group emails
- Licensing module lets you manage and track any type of license (business, liquor, contractors, pet, etc.)
- Contractors can register online, apply for permits, upload documents, check status—even schedule inspections
- Applicants and contractors can pay online as well as print invoices, receipts, permits, and plans
- Robust reporting from custom reports to excel exports
- Staff, contractor, and public-facing portals allow users to work from anywhere
- Perform inspections via our app and send synced, real-time results to applicants or contractors
- Invite third-party users outside of your jurisdiction to complete reviews for fire, health, police, etc.
- Highly customizable for custom workflows, inspections, fee structures, and much more

Onboarding

1. A team meeting will be set up with staff to identify key users of the system and to gather specific requirements as it relates to the permit and planning case types, forms, workflows, documents, and other key items.
2. Based off this meeting we will generate a template that will contain all fields and data that will be collected for each permit type. Including fee structures, workflow steps, required submittal documents and many other details to customize the software to the current processes.
3. We will share the templates for town staff review. Once town staff has approved the templates, we will start construction the site.
4. Once we get the site started and some of the templates created, we will invite staff to login and view the progress to make sure that everything is looking and acting as expected.
5. During this time, we will obtain a list from the county accessors office for all current parcel information to be imported into Cascade to create the address and owner database.
6. Layers that will be used in the mapping pages will be added for parcel lines, address points and streets.
7. We will obtain a list of current contractors and either we or town staff will email the contactors on the list to provide them instructions on registering in the system. We will also provide instructions that the town can post on their website that will guide the contractors and public on how to register and login and use the system.
8. Trainings will be going on throughout this process to get staff familiar with the system and show in detail how to operate and maneuver through Cascade.
9. We will request that all current and existing data be provided to us to start the importing process of current and existing permits and cases. We will start by importing the live/open permits and cases to be completed before the go-live date.
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11. We will request examples of any custom reports that are needed and start the creation of these reports.
12. Once all permit types and planning cases are set up in the system a team meeting will be held to go over each template to ensure that they are working correctly. Once all templates for permits and cases are approved by town staff the system is ready to go live.
13. After the site is live, we will be continuing to import the historical permits and cases into the system. This process can be time-consuming depending on the amount of data and condition of the data. We do not expect any issues since we have had a chance to view and inspect the files previously and they appear to be in a good workable format.
14. Once all the historical data is imported the site is complete.
15. If any issues come up in the process, we will work hard to get them mitigated right away. We do anticipate some bumps but there has not been anything that we have not been able to work through promptly.

Once the project is completed, we would like to walk staff through entering the first couple of permits. This will allow us to do additional training and help each user get a greater comfort level with the system. We will set up a fake contractor to help staff understand what the contractor sees and to go over any questions or concerns staff may have on the validation and licensing process.

Once staff feels comfortable with using the system, we can then open the system up for online submittal.

Cascade's team is very responsive to helping and answering any questions that may arise during any part of this process and any time after the site has been in operation.

Cost

INITIAL

\$41,775.00

\$20,887.50

\$20,887.50

50% due upon signing

50% due upon completed implementation

USER

3	Full Access	3 User minimum	Annual	\$4,995.00
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SET UP

Building	System Set Up	Users, Templates, GIS, etc.	Initial	\$9,995.00
Planning	System Set Up	Users, Templates, GIS, etc.	Initial	\$9,995.00
Licensing	System Set Up	Users, Templates, GIS, etc.	Initial	\$2,495.00

TRAINING

User Guides & Manuals	User	Online user guides & manuals	Unlimited	\$0.00
Admin & User	Admin & User	8 hrs of training	Hourly	\$0.00

MAINTENANCE & SUPPORT

Plan 1	Maintenance	Template (2 yr), Support (4 hrs mth), GIS (mth update) & Training (8 hr yr)	Annual	\$3,995.00
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REPORTING

Common Reports	Reports	10 most common reports	Annual	\$0.00
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MIGRATION

0-1,000	Migration	0-1,000	Initial	\$8,500.00
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HOSTING

Tier 1	Hosting	Azure hosting	Annual	\$1,800.00
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YEARLY

\$9,790.00 (suggested)

USER

3	Full Access	3 User minimum	Annual	\$4,995.00
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MAINTENANCE & SUPPORT

Plan 1	Maintenance	Template (2 yr), Support (4 hrs mth), GIS (mth update)	Annual	\$2,995.00
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HOSTING

Tier 1	Hosting	Azure hosting	Annual	\$1,800.00
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References

Curt Freese, Town of Berthoud Planning Director:
cfreese@berthoud.org

Shannon Devries, City of Fort Lupton Permit Tech:
sdevries@fortluptonco.gov

Caree Rinebarger, Town of Milliken Community Project Manager:
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Theresa Rust, Town of Monument Permit Tech:
trust@tomgov.org

On behalf of Cascade, thank you for the opportunity to submit a proposal to the City of Craig for Building Department Services Software. We look forward to establishing a mutually beneficial relationship.

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