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Proposal for Services PHASE II

City of Richmond California

Intuitive Municipal Solutions, LLC

Friday, February 20, 2026

Phase II Proposal for Services

The City of Richmond has requested the following additional services. Each request is defined by the categories listed below. Specific request details detailing each line item can be found on the tables below and attached Exhibits. This proposal is for iMS to create the items identified below:

Feature Request

Feature Request(s) are specific customer inquiries asking for a particular function to be added to the iMS product. Included in the creation of the feature request:

Item	Details
Estimate Feature	True estimation feature built for each tile to allow questions to be input by users and taken to an end screen to provide cost estimates, be able to print/receive estimate and any additional information needed for the requested permit. Including a stripped down “workflow” of address, disclaimer, application and summary. Summary screen will be a downloadable PDF and will save the record as an estimate with a unique prefix.
Multiple Manual Actions	Ability for users to trigger multiple manual actions under the manual action button at the same time by toggling the desired actions and clicking “execute”. Limitations include multiple selection to not apply if any selected action item requires additional actions to be taken by the staff member such as creating a new record, creating a linked record, or creating duplicate record.
Generate Document Folder	Ability to choose the file folder name a file is saved to for automated generated files. Currently all system generated files are saved to the same folder, folder name would be able to be set on the configuration screen of the generated document.
Push to Outlook	Within iMS, if any ITEM (inspection, task, review, etc) is given a scheduled date, scheduled time & duration, the system will push that event to your outlook calendar of the staff member logged in if their outlook is synced with iMS via Cronofy.
User/Pro Hidden Tiles	Ability to control the visibility of each tile within a record based on the non-staff user who is logged in. Will allow staff to hide tiles from users who are not linked to the specific record.

Additional Configuration

Additional configuration are specific customer inquiries asking for configuration of the existing software to be added or modified through the front-end user interface:

Item	Detail
Sidewalk Vendor Permit	(1) new Type/Subtype/Variant (Permit tile) Application & Workflow. See Attachment B.
Sidewalk Vendor Enforcement	(1) new Type/Subtype/Variant (Enforce tile) Application & Workflow. See Attachment C for existing enforcement requirements and checklist.

Sidewalk Vendor Reporting	(4) SSRS reports. 1 permit, 1 Notice of Violation and two additional reports.
CIP Projects	(1) new Type/Subtype/Variant (Approval tile) Application & Workflow. Duplicate the current encroachment permit that exists for the utility companies with all fees assessed being gratis. Auto generate permit placard after the CIP managers approval.
CIP Projects Reporting	(2) SSRS reports.
Rent Control Data Import	One time Tenancy Registration record creation and linking to noted RC record. Spreadsheet of Tenancy Registrations within the city with noted "RC" parent record. iMS to create Tenancy Registration records, import all data mapped to correct data points and link to parent "RC" record.
Revision & Deferred Submittal	Using the existing renewal feature, allow a revision or deferred submittal button to be available for issued permits. This button will create a separate child revision record which will house all revision requirements including Reviews, DPR and fees. Once complete the permit will be updated with information as needed from the revision record.
Chevron Permit Processing	Create automated process for Chevron permits 1. Automate crediting for all "non pass through" fees. 2. Ability to Invoice all outstanding "non pass through" fees and save invoice to an account.
Chevron Permit Reports	(1) SSRS reports for the Invoices generated.
SW/WW Permit Data Import	Import and update permit records for SW/WW records from spreadsheet provided by Bradley.
Special Event Permit	(1) new Type/Subtype/Variant (permit tile) Application & Workflow. Copy the existing application provided and workflow will adjust based on the information provided.
Special Event Reporting	(2) new SSRS documents.
Rental Inspection Program	(1) new Type/Subtype/Variant (in EXISTING tile) Application & Workflow. Users will "register" for this program and allow inspections every 3 years.
Rental Inspection Enforcement	(1) new Type/Subtype/Variant (Enforcement tile) Application & Workflow. Enforce the existing inspection guidelines based on in person noted violations. Generate notice of violations and assess fees. See Attachment C.
Rental Inspection Reporting	(10) new SSRS documents.

Add Certified Letter numbers to existing reports	On ALL existing code enforcement report templates (20) add ALL the certified letter numbers. Adjust and test all templates.
Add Parcel numbers to existing reports	On ALL existing code enforcement report templates (20) add the additional linked parcel numbers to print next to the primary address parcel number. Adjust and test all templates.
Vacant Structure Notice SSRS	(1) new SSRS documents.

Training

Additional trainings requested for the noted groups. All trainings are remote unless specified “On-Site”.

Item	Detail
Onsite Visit	(3) days of on-site training for two iMS employees. Groups and discussion material determined by City of Richmond IT.
Encroachment Training	(1) ½ day of remote training for new Sidewalk permitting and Sidewalk Enforcement.
Special Event Training	(2) ½ day of remote trainings for the special events.

Additional Record Types

Any new Type/Subtype/Variant noted above include the following process.

- Discovery of new record type requirements with staff.
- Creation of “Standard Operating Process Manual” detailing the agreed processes.
- Creating all rules/triggers/conditions in Production Environment.
- Testing new record type & all existing record types.
- Richmond staff testing period & corrections.
- iMS implement corrections.
- Continued support for new Record Types.
- All workflow processes must follow the iMS administrative configuration user interface. Any additional needed functionality may incur additional cost.

Pricing and Payment Schedule

IMPLEMENTATION COST

\$187,000.

Services Included

- Project Management
- Implementation of all configuration items noted above
- Custom SSRS Report Creation

Implementation Payment Schedule

- 25% at agreement execution
- 25% when “feature request” have been delivered
- 25% when half of “additional configuration” have been delivered
- 25% upon delivery and acceptance of all functions and features

SOFTWARE LICENSE EXPANSION (Unlimited User License)

<u>iMS Applications</u>	<u>City Functional Area(s) Licensed</u>
iMSPermits	Special Events
iMSRentals	Building Department - Residential Rental Inspection Program

Expansion of iMS Software License and Annual Agreement

Expansion of Software License (one time cost) \$17,500.

- Follows Implementation Payment Schedule

Expansion of Hosting / Support / Maintenance \$15,000. / Yr.

- *Paid Ahead Annually*
- Pro-rated to co-term with the rest of the Annual Charges

NOT INCLUDED IN PROPOSAL

Any Licensing, Integration, Enhancements, Feature Request, Data Import, Data Conversion, On-Site Meetings or any other Services not explicitly identified above

General Terms

Proposal is valid only if authorized by all parties within 30 days of proposal date.

Only services specifically indicated herein are included.

Implementation to be done in the iMS environment in use by other departments.

No additional environments or servers are proposed.

Authorization

Agreed and acknowledged:

Intuitive Municipal Solutions, LLC

City of Richmond, California

Vance Bradshaw

Name: _____

President

Title: _____

January 9, 2026

Date: _____



X _____

Attachment A

Department	Feature or Request	One-time Cost	Expansion of Software License	Expansion of Maintenance
ALL	Estimate Feature	\$50,000.00		
ALL	Multiple Manual Actions at same time	\$7,500.00		
ALL	Generate Document Folder	\$2,500.00		
ALL	Push to Outlook API	\$20,000.00		\$5,000.00
ALL	User/Pro Hidden Tiles	\$5,000.00		
ALL	(3) days of on-site training for two iMS employees	\$20,000.00		
Code	Add Certified Letter numbers to existing reports	\$2,500.00		
Code	Add Parcel numbers to existing reports	\$2,500.00		
Code	Vacant Structure Notice SSRS	\$1,000.00		
Encroachment	Sidewalk Permit	\$2,500.00		
Encroachment	Sidewalk Permit Enforcement	\$1,500.00		
Encroachment	Sidewalk Permit: 4 SSRS reports	\$4,000.00		
Encroachment	Sidewalk 1/2 day training (4 hours)	\$1,000.00		
Encroachment	CIP Projects	\$1,500.00		
Encroachment	CIP Project Reports	\$2,000.00		
Rent Control	Import Excel Sheet	\$5,000.00		
Building	Revision & Deferred Submittal Process	\$10,000.00		\$2,500.00
Building	Chevron Permitting Process	\$5,000.00		\$1,000.00
Building	Chevron Permitting SSRS	\$1,000.00		
SW/WW	One Time Permit Creation	\$2,500.00		
Software License Expansion				
Special Events	Special Event Permit	\$10,000.00	\$7,500.00	\$2,500.00
Special Events	Special Event Reports	\$2,500.00		
Special Events	Special Event Training	\$2,500.00		
Building	Rental Inspection Program	\$10,000.00	\$7,500.00	\$2,500.00
Building	Rental Inspection Case Enforcement	\$5,000.00	\$2,500.00	\$1,500.00
Building	Rental Inspection Reporting	\$10,000.00		

Attachment B

Step 1: Submit Application (copy of the application form attached)

The applicant submits a completed Sidewalk Vendor Application and all required documents via iMS, including:

- Business License
- Seller's Permit
- Contra Costa Health Permit (required for food or fresh produce sales)
- Site map or location plan

Step 2: Initial Review

A Permit Technician reviews the application to ensure all necessary information is provided. They also verify whether vending will occur in a residential area or as a stationary vendor.

Step 3: Comments Provided

If additional information is required, the Permit Tech sends review comments to the applicant. If no comments are needed, skip to Step 6.

Step 4: Resubmission

The applicant submits the requested documentation or revisions.

Step 5: Second Review

- If resubmission is still incomplete: return to Step 3
- If all information is satisfactory: proceed to Step 6

Step 6: Fee Payment

The Permit Tech notifies the applicant that the application is complete, and payment is due before the permit is issued.

- Permit Fee: \$103.66
- Additional 2.95% fee applies if paying by credit card

Step 7: Proof of Payment

The applicant provides proof of payment, or Finance Dept updates iMS to reflect payment clearance.

Step 8: Permit Issuance (copy of the permit template attached)

Once payment is confirmed, the Permit Tech issues the Special Business Permit (also known as the Sidewalk Vending Permit).

<END>

Attachments:

- Application form
- Permit template

Mobile Vendor Program
Phone: (510)307-8000



<https://www.ci.richmond.ca.us/4671/Sidewalk-Vending-Ordinance>
<https://www.ci.richmond.ca.us/4685/COMING-SOON—Mobile-Vendor-Market>

City of Richmond
Finance Department
BUSINESS TAX DIVISION
450 Civic Center Plaza
Richmond, California 94804
Telephone : (510) 620-6742
Fax: (510) 620-6522
www.ci.richmond.ca.us/finance

Sidewalk Vendor Permit

Section 7.42.030 of the Richmond Municipal Code (RMC) requires any person or business engaging in sidewalk vending to obtain a Special Business Permit per each cart in addition to their Business Tax Certificate.

The Sidewalk Vendor Permit has an annual cost of \$103.66. The required Business License tax varies based on the yearly gross receipts with a maximum of \$100.00 if the gross receipts do not exceed \$250,000 during the calendar year.

"Sidewalk vendor" means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path. Sidewalk vendors include roaming sidewalk vendors and stationary sidewalk vendors. To obtain a Special Business Permit for Sidewalk Vending, you must provide the following information:

New Application Renewal Application

Business or Individual Operator's Name
Business or Individual Operator's Address
Business or Individual Operator's Contact Phone
Business or Individual Operator's Email Address

Food:
 Yes No
Description of food to be sold:

Merchandise:
 Yes No
Description of merchandise to be sold:

If any food is to be sold, attach a copy of a current Mobile Food Facility permit issued by Contra Costa Environmental Health Division. Attached: Yes No

Type of vendor: Roaming Stationary

Description of cart including dimensions including height, width, and depth:
Height: _____
Length: _____
Width: _____

If stationary, provide location(s) such as address or nearest intersection:

City of Richmond • 450 Civic Center Plaza, Richmond, CA 94804 • PHONE 510-620-6742 • FAX 510-620-6522
Business_License_Revenue@ci.richmond.ca.us • <https://www.ci.richmond.ca.us/Finance>

In lieu of an otherwise required social security number, the City shall accept a California driver's license or identification number, an individual taxpayer identification number, or a municipal identification number.

Identification number and type of ID:

- Social Security Number
- Driver's License or Identification Number
- Tax Payer Identification Number
- City of Richmond Municipal Identification Number

Attachments Needed:

- Mobile Food Facility permit, if applicable
- Copy of a valid California Seller's Permit, if applicable
- Photograph of cart, including dimensions and description

As a condition of a Special Business Permit, Richmond Municipal Code Section 10.32.150(c) requires the permittee to indemnify the City, its officers and employees from any liability arising from the use of this permit on City Property, which shall hereby apply to the applicant. By signing this application, Permittee and applicant acknowledge and accept the terms as listed in Chapter 7.42 of the RMC.

Please read before signing. I declare under penalty of perjury that all statements contained herein are, to the best of my knowledge and belief, true and that all necessary land use permits, and any other permits required by law have been or will be secured prior to commencement of business activity which is the subject of this application. Additionally, I attest that I have read and understand and agree to comply with all the requirements of Chapter 7.42 of the Richmond Municipal Code including sections 7.42.040, 060, 070, 080, 090 as listed in the following pages.

Privacy disclaimer: The City shall use the information you provide on this form for its own internal purposes. However, please be aware that any information provided may be subject to disclosure under the Public Records Act (PRA). (See Government code §§7920 et seq)

Printed Name

Authorized Signature

Date

Additional people who will operate the cart:

	Name	Address	Telephone Number
1			
2			
3			
4			
5			

FOR OFFICE USE ONLY

Date Submitted: _____

Received by: _____

Sidewalk Vendor Permit # _____

Approved Date: _____

Business License # _____

Expiration Date _____

Permit Template:

**SIDEWALK VENDOR ORDINANCE
SPECIAL BUSINESS PERMIT
CITY OF RICHMOND - FINANCE DEPARTMENT**

This Permit May Not Be Reproduced

This Permit May Not Be Reproduced

SSV24-00001

Permit Number

2024

SIDEWALK AND STREET VENDORS

Permitted activity

PUBLIC GATHERING GT (1)
HOUR IN THE SAME
LOCATION

Operator name in Custom UDF

McFLY

J

Last Name

First Name

MI

Company

Permit Expires

Business License No.

CA Seller's Permit No.

BR549

10-31-2024

County Health Permit No.

2024

September 21, 2024

Issue Date

Description of food or merchandise to be sold:

With this permit I will sell merchandise, clothes, electronics, or souvenirs, prepackaged food and crafts I make. I am not allowed to sell alcohol or any food that is not prepackaged.

Special Business Permit - RENEWED ANNUALLY

Telephone 510-307-8000

This permit must be posted on each cart and must be unobstructed at all times.

This certifies that the person pictured and described is authorized to conduct sidewalk vending in Richmond, California under provisions of Chapter 7.24 of the Richmond Municipal Code.

Attachment C

PUBLIC WORKS DEPARTMENT
450 Civic Center Plaza, Richmond, CA 94804



NOTICE OF VIOLATION SIDEWALK VENDING

FIRST OCCURRENCE
 SECOND OCCURRENCE
 THIRD OCCURRENCE
 OTHER

Operator:		Date:	Time:
Age:	Gender:	Ethnicity:	
Phone:		Email:	
Location of Violation:		Contact Made: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Observations:			
Business License Number:			

PLEASE BE ADVISED THAT AN INVESTIGATION SHOWS THAT THIS VENDOR IS IN VIOLATION OF THE CITY OF RICHMOND MUNICIPAL CODE OR ADOPTED CODES IN THE FOLLOWING AREAS:

<p>OPERATING WITHOUT A PERMIT: Richmond Municipal Code (RMC) 7.42.030</p> <ul style="list-style-type: none"> <input type="checkbox"/> operating without a valid City of Richmond business license. <input type="checkbox"/> operating without a City of Richmond special business permit (Sidewalk Vendor) <p>OPERATIONAL REQUIREMENTS: Richmond Municipal Code (RMC) 7.42.060</p> <ul style="list-style-type: none"> <input type="checkbox"/> (a) must display valid special business permit (Sidewalk Vendor) <input type="checkbox"/> (b) must not sell food or merchandise not listed in the special business permit application <input type="checkbox"/> (c) no stationary sidewalk vendor may operate in any residential zone <input type="checkbox"/> (d) no roaming sidewalk vendor may operate in a residential zone earlier than 8:00a.m. or later than 30 minutes before sunset <input type="checkbox"/> (e) public right-of-way must not be obstructed—total display area footprint exceeds a length of 72 inches, a width of 54 inches, or a height, including roof, awning, or canopy, of 78 inches <input type="checkbox"/> (f) no sidewalk vendor may set up nor use additional structures not allowed in the special business permit obtained by the sidewalk vendor or setting up customer seating area <input type="checkbox"/> (g) must provide a trash receptacle for customers and vendors <input type="checkbox"/> (h) must maintain a clean and trash-free area within a 10-foot radius around vendor's cart <input type="checkbox"/> (i) must not chain or fasten cart to tree, pole, sign, or other object in public right-of-way <input type="checkbox"/> (j) must not leave cart unattended <input type="checkbox"/> (k) carts must not be stored, parked or left overnight <input type="checkbox"/> (l) must not solicit business from nor conduct business with persons in motor vehicles <input type="checkbox"/> (m) carts must not be outfitted with sound amplification, flashing lights, smoke, steam, bubbles, gas-powered generators, or excessive fumes <input type="checkbox"/> (n) carts operating before sunrise or after sunset must have sufficient lighting or reflectors <input type="checkbox"/> (o) must affix signage related to vending operation to the cart <input type="checkbox"/> (p) must not dispose trash, food, grease, or other materials to any storm drain, creek, or waterway. Vendors shall not dump, drain, or discard any fouled, spoiled, or unused product, which includes draining ice coolers, drink containers, and/or miscellaneous containers on the ground. <input type="checkbox"/> (q) must have a fire extinguisher when operating cooking equipment. Propane, natural gas, or butane tank must be 20-gallons or less, be stored in an upright position and must contain a shut-off valve and pressure regulator. 	<p>LOCATION OF CARTS Richmond Municipal Code (RMC) 7.42.070:</p> <p>Sidewalk Vendors MUST NOT:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (a) operate in an area other than a public sidewalk or pedestrian path <input type="checkbox"/> (b) operate within 15 feet of a fire hydrant, fire call box, or other emergency facility <input type="checkbox"/> (c) operate within 5 feet of an entrance to or emergency exit of any building or business during the hours that the building or business is open to the public <input type="checkbox"/> (d) operate within 10 feet of the outer edge of a driveway or driveway apron <input type="checkbox"/> (e) operate within 10 feet of a transit stop <input type="checkbox"/> (f) operate adjacent to any marked loading zone or bus zone <input type="checkbox"/> (g) operate within 5 feet of a curb return <input type="checkbox"/> (h) operate in location that impedes entering or exiting a parked vehicle <input type="checkbox"/> (i) operate in location that impedes the flow of pedestrian traffic by reducing clear space to less than 4 feet or impedes access to or the use of abutting property <input type="checkbox"/> (j) operate within 100 feet of the nearest vendor participating in a certified farmers' market or swap meet <input type="checkbox"/> (k) operate within 100 feet of a City-permitted special event <input type="checkbox"/> (l) operating within 300 feet of the property line of any public or private school grounds between 7:00a.m. and 6:00p.m. on school days, while school is in use <input type="checkbox"/> (m) operate upon or within any roadway, median strip, or dividing section <input type="checkbox"/> (n) operate on any public sidewalk when a straight path would not allow for 48 inches of clearance and not be in compliance with ADA regulations <input type="checkbox"/> (o) operate on a public sidewalk where there is a 180 degree turn path for sidewalk ramps and corner curbs when the location would not allow for 42 inches approaching the turn, 48 inches at the turn, and 42 inches leaving the turn, of clear width walking space of any sidewalk to be in compliance with ADA regulations <input type="checkbox"/> (p) stationary sidewalk vendor operating or vending within 150 feet of another stationary sidewalk vendor <input type="checkbox"/> (q) stationary sidewalk vendor operating within 150 feet of any permitted outdoor vendor (mobile food vendor) <input type="checkbox"/> (r) sidewalk vendor entering or encroaching onto private property while engaging in sidewalk vending activities
<p>OTHER:</p>	

This notice is a request for voluntary compliance. If you fail to comply with this notice, or have further violations of the codes as cited, you may receive additional enforcement action which may include the issuance of an administrative citation or other civil penalties. Correction of the reported violations by the date listed below will avoid additional code enforcement action. Corrective actions are explained below.

Corrective Actions:	
Fines: <input type="checkbox"/> \$250 (1 st)/\$500 (2 nd)/\$1,000 (3 rd +) for vending w/o a permit; <input type="checkbox"/> \$100 (1 st)/\$200 (2 nd)/\$500 (3 rd +) for violation of provisions of 7.42.060 - 090	
Inspector:	Phone:
Deadline Date for Completion of Corrective Actions:	