



Exhibit C

City of South San Francisco

P.O. Box 711 (City Hall, 400
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South San Francisco, CA

Legislation Text

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Report regarding a resolution approving a consulting services agreement with e-Builder Inc. of Plantation, Florida, for a five year term in a total not to exceed amount of \$616,316 for capital project management software, amending the Fiscal Year 2017-18 Capital Improvement Program, appropriating a project budget of \$249,166, and approving budget amendment 18.012. *(Justin Lovell, Public Works Administrator)*

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving a consulting services agreement with e-Builder Inc. of Plantation, Florida, for a five year term in a total not to exceed amount of \$616,316 for capital project management software, amending the Fiscal Year 2017-18 Capital Improvement Program, appropriating a project budget of \$249,166, and approving budget amendment 18.012.

BACKGROUND/DISCUSSION

The Public Works Department is responsible for developing the annual Capital Improvement Program (CIP) and the successful implementation of its projects. The current CIP budget is more than \$83 million, the largest and most diverse CIP in the City's history. Current CIP projections anticipates the CIP growing in size and complexity over the next five years and staff is looking for a more efficient and collaborative project delivery process.

The current process for project delivery includes numerous discrete processes that take place in unlinked databases and programs for each phase of a project from initial inception, budget establishment, design, construction, administration, and accounting. It is estimated that inefficiencies in this system currently represent a loss of 50 staff hours per month. While the current practices and staff facilitate successful completion of projects, the increased complexity and volume of projects (over 80) become difficult to manage in a paper, individual file-based fashion. Staff feels that it is necessary to utilize current software technology to help efficiently and accurately manage the CIP process from forecasting, scheduling, document control, workflow, and communication management.

Needs Assessment

Staff assessed the current practices and processes associated with the administration, management, and documentation of the current CIP project delivery system, and has determined that a software as a service (SaaS or internet-based software) would provide a great improvement in all aspects of the CIP project delivery system. Modern project management software increases accessibility to all users, allows for real-time updates via mobile devices in the field, tracks tasks, scheduling, and creates an organized system for all correspondences and documents for future reference. Additional needs include a platform that will allow for the incorporation of fund budgeting structure and mirror current accounting practices. Basic elements of the

software include hosting a document repository with a single version of project documents, ability to track and store all communications, provide options for exporting documents, standardizing workflow processes, scheduling, program management, and providing integrated reporting and dashboards.

Evaluation

The research, evaluation, and selection process consisted of two phases. In phase one, staff used the needs assessment to research capital project management software platforms and performed an initial screening of nine firms to further evaluate based on City's needs.

- Aconex
- Buildertrend
- CM Fusion
- e-Builder
- E Sub Construction Software
- Premier Construction Software
- Primavera by Oracle
- Procore
- ProjectWise by Bentley

Upon review of the nine capital project management software firms, staff shortlisted three firms and invited the firms to provide a proposal and demonstration addressing the City's requirements. . On August 11, 2017, the three firms presented their capital project management software product. The three shortlisted firms included:

- Procore Technologies, Incorporated of Carpinteria, CA;
- Bentley Systems, Incorporated (ProjectWise) of Exton, PA; and
- e-Builder of Plantation, FL

There are not many comparable capital project management software available, as each capital project management software has a specialty niche. Staff invited a range of capital project management software firms in order to see if the Public Works Department's needs could be met with any range of capital project management software. Each of the three shortlisted software firms that were selected had specialty niches with regards to capital project management. Procore Technologies specializes in the contractors' side construction management, focusing on the contractor/subcontractor relationship. Bentley Systems Project Wise specializes in document management and scheduling for the design consultant. e-Builder specializes in owner-centric capital project management including budget forecasting.

In phase two, staff reviewed the functional capabilities, technical requirements, ease of use, support and maintenance practices for each of the software providers during the proposal presentations. The evaluation committee was comprised of eight members of staff from the following departments: Public Works, Parks and Recreation, and Finance Department:

- Administrative Assistant I
- Administrative Assistant II
- Financial Services Manager
- Management Analyst I
- Parks Manager
- Principal Engineer
- Public Works Administrator
- Senior Civil Engineer

Staff evaluated each software firm against the specific needs for managing and documenting capital projects (See Attachment 1). Selection of a software firm and consulting services is not based on the lowest bidder, but on the firm's expertise, experience and references. Once the most qualified firm is determined, staff negotiated the scope and fee proposal and any changes deemed necessary to obtain reasonable cost for the scope of work.

After the software demonstrations, staff asked the three firms to provide bids based on the City's stated requirements. Bentley Systems Incorporated did not provide a quote and was deemed unresponsive. Procore Technologies quoted an annual software subscription of \$53,000. Procore Technologies did not offer implementation and development services. e-Builder provided a quote for implementation, training and annual software subscription that staff negotiated to \$166,775 for implementation and development services and a fixed price of \$82,391 for the first three years of plus a five percent escalation for years four and five.

The evaluation committee unanimously selected e-Builder as the capital project management software that could best address the needs for managing the Capital Improvement Program. Out of 100 possible points, the average cumulative score awarded to e-Builder was 91.75. The scores for the unselected providers were 73.5 and 75.5.

Pursuant to South San Francisco Municipal Code section 4.04.080(a)(3)(A), agreements for professional services, personal services, and/or specialized, the skill, ability, and expertise of the entity performing the services is a key component of the selection criteria. Accordingly, the selection process for the new Capital Improvement Program management software was based on demonstrated competence, overall value to the city, and on the professional qualifications of the proposers. Cost was only one factor in determining the preferred vendor. Based on the results of the evaluation criteria described above, e-Builder received the highest evaluation score.

As part of the evaluation, staff conducted a reference check with a local e-Builder user, the City of Sunnyvale. Public Works staff visited the City of Sunnyvale to hear firsthand the e-Builder implementation experience and how the software works for a local government agency. Sunnyvale staff recommended e-Builder for use in CIP management. Since Sunnyvale implemented e-Builder, they have been able to streamline internal process workflows, improve CIP project delivery productivity, more easily produce status updates and reports for their city council and the Sunnyvale community, and meet reporting requirements of various permitting agencies and

grant fund agreements.

e-Builder

e-Builder provides a fully-integrated, owner-centric, cloud-based capital project software focused exclusively on meeting the needs of facility owners and construction professionals. e-Builder is used in over 30 states with more than 400 clients and 20,000 users in the university, health care, and government sectors (see attachment 2 for a company profile).

Staff recommends purchasing e-Builder capital project management software to provide a tool for the delivery of CIP projects. As consultants are hired to augment engineering staff and provide support for project delivery, it is important to have consistent documentation procedures as well as allow key staff the ability to access all project information real-time. e-Builder provides a cloud-based management tool including, document control, communications, workflow processes, reporting, and dashboards that will help staff better manage, deliver, and communicate the progress of the City's large CIP internally to executive staff, the City Council, and South San Francisco community.

FISCAL IMPACT

e-Builder implementation, development, and ongoing annual licensing costs will be paid from the Capital Improvement Program budget, and the funds already appropriated for capital project management software. The total not-to-exceed amount for a five year term is \$616,316.

The year one costs for e-Builder are as follows:

One-time implementation & development services	\$166,775
Annual software subscription	<u>\$ 82,391</u>
Total Year One Costs:	\$249,166

Staff is proposing to add a CIP project to manage the implementation and development of e-Builder. By creating a unique CIP project for the e-Builder implementation, staff can draw remaining appropriation from completed projects and already budgeted funds for construction management software. Staff is recommending transferring funds from the following projects into the new Capital Improvement Program Software project:

Project/Line Item	Amount	Funding Source
Engineering Operating Budget	\$ 75,000	General Fund
pf1702 FS63 Rollup Door	\$ 36,089	General Fund
pf1406 Corp Yard Soil Stockpile Covers	\$ 15,346	Storm Water
sd1401 Storm Drain Trash Capture Device	\$ 68,182	Solid Waste Fund
ss1016 GIS Mapping	\$ 19,447	Sewer Fund
ss1306 Flow Monitoring	\$ 5,383	Sewer Fund
ss1501 Turbo Blower#2	<u>\$ 29,719</u>	Sewer Fund
Total	\$249,166	

The ongoing annual subscription fee will be applied and charged proportionally as a project management expense to active CIP projects. The average cost per project for e-Builder will be \$500-\$1,500, which equates to approximately 3-10 hours of staff time for project management. The costs for annual software subscription for years two through five is as follows:

Year two: Annual Software Subscription	\$ 82,391
Year three: Annual Software Subscription	\$ 82,391
Year four: Annual Software Subscription	\$ 86,511
Year five: Annual Software Subscription	\$ 86,511

CONCLUSION

Implementing capital project management software provides an additional management tool for staff to be more efficient, accurate and productive for CIP project delivery. Staff recommends that the City Council amend the Fiscal Year 2017-18 CIP and adopt a resolution approving an agreement with e-Builder of Plantation, Florida, in a not to exceed amount of \$616,316 (including 5% contingency \$26,346), for a term of five years, for Capital Improvement Program management software.

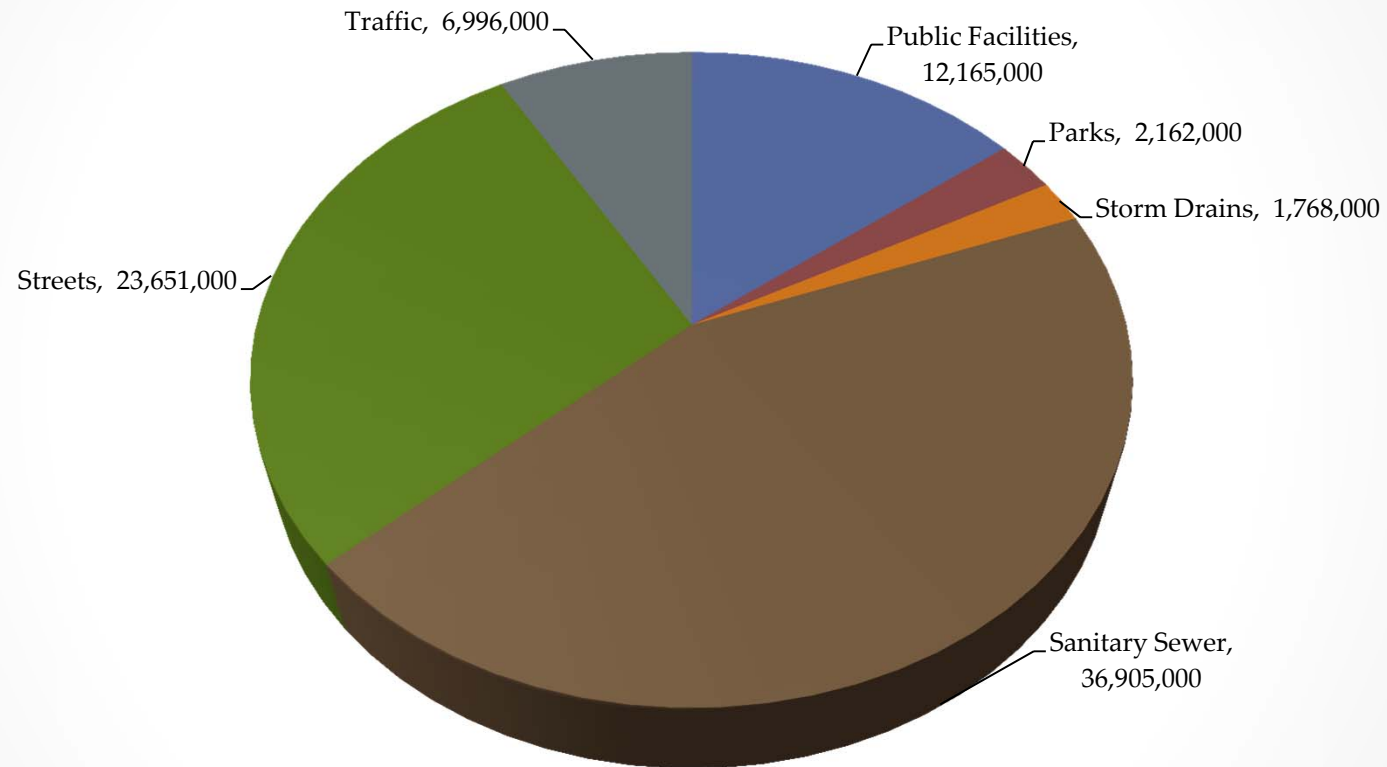
Attachments:

1. Evaluation Score Sheet
2. e-Builder Information Sheet
3. PowerPoint Presentation e-Builder

Capital Improvement Program Software

City Council
November 8, 2017

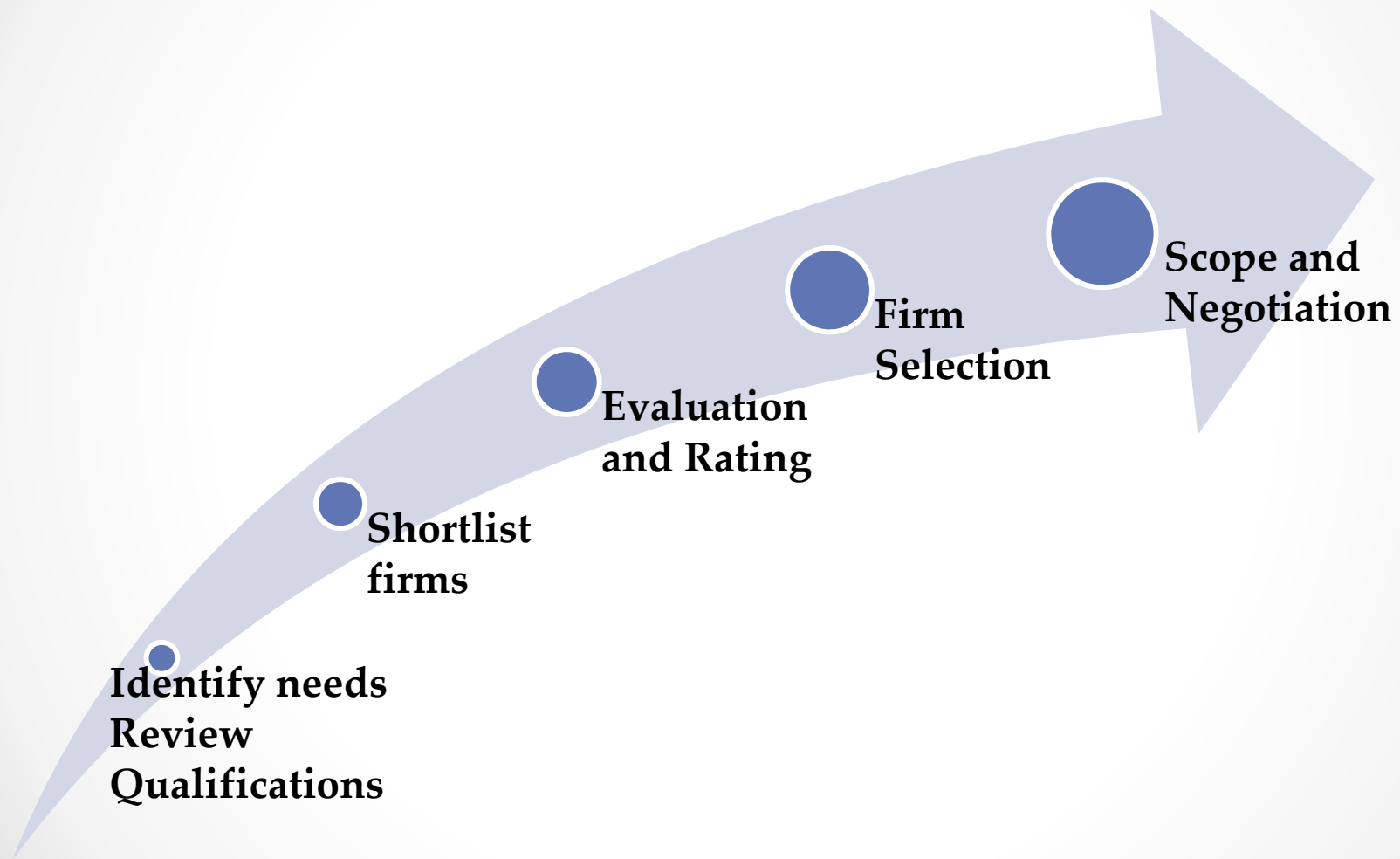
\$83.6 million CIP and growing



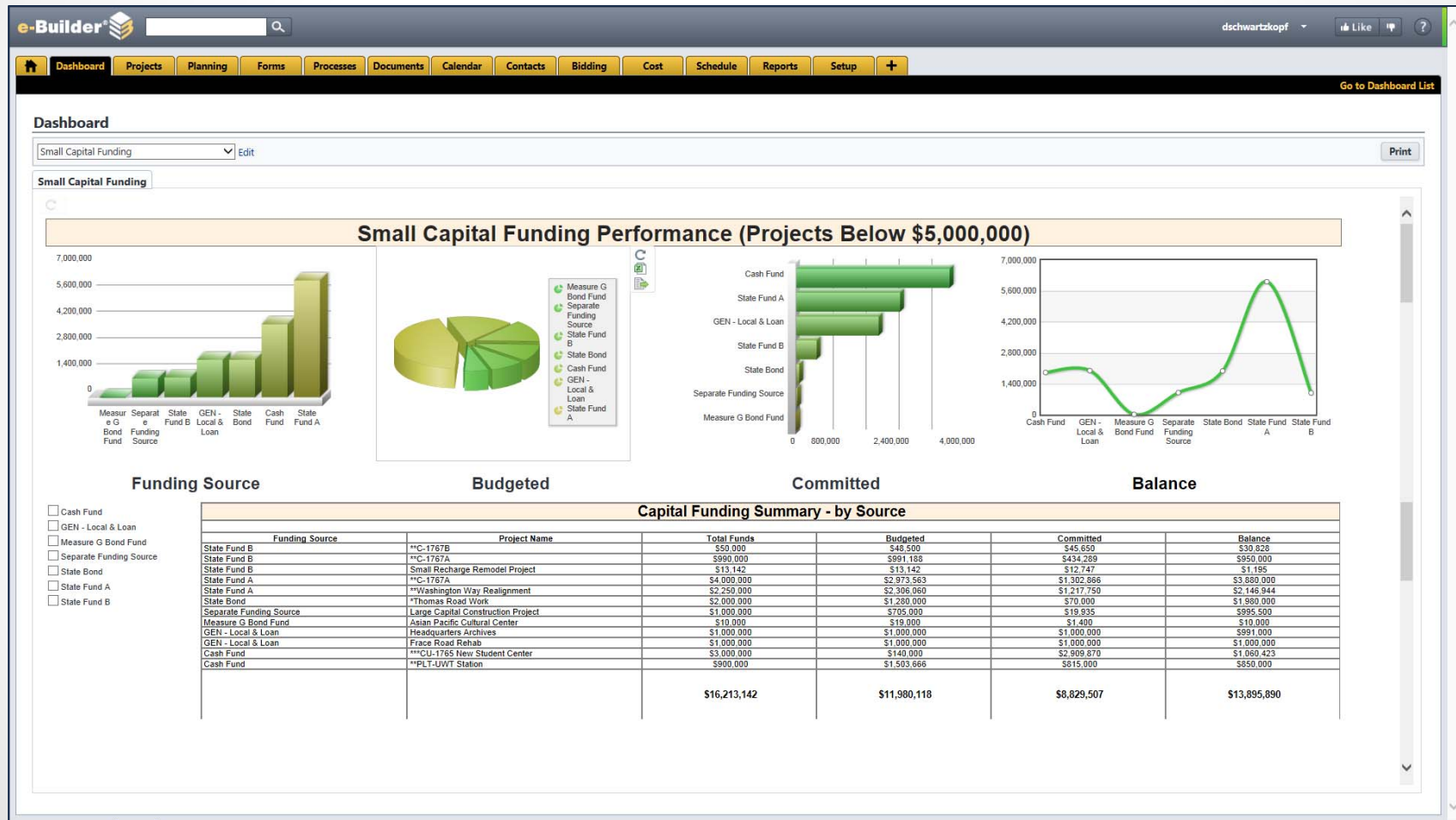
Project management processes can improve

- **CIP is growing in size and complexity**
- **Consultants supplement Engineering staffing**
- **Remove information silos**
- **Facilitate and document communication sharing**

Qualifications and needs based procurement



e-Builder owner-centric software



Recommendation

- **Amend FY 2017-18 CIP**
 - **\$249,166** for implementation and first year software subscription
- **Award five-year agreement to e-Builder not to exceed \$616,316**

Questions

