



# City Council Report

**Date:** July 3, 2023  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Kristy Garcia, Procurement Administrator  
**Subject:** Upgrade of the City's Existing Capital Improvement Program Project Management Solution for the Engineering Department **(Sole Source)** **(Citywide)**

## Purpose and Recommendation

Council is requested to approve the award as recommended.

A committee representing the Engineering, Innovation and Technology Departments and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the highest-scored proposal from Keenology dba CIPPlanner Corporation, Years 1 and 2 for \$1,872,673; and Years 3 through 10 for \$3,915,702, for a combined total of \$5,788,376, based on estimated requirements.

## Background / Discussion

In 2021, the City issued a Request for Proposal (RFP) to procure a new Capital Improvement Program Project Management Software Solution (CIPPM). Based on the responses and evaluations, the highest-score proposal was awarded the contract. After a year of implementation, the City discovered this vendor was unable to deliver the required functionality or perform the data migration. The second-highest proposal was 1.5 times the cost. Previous development efforts with CIPPlanner, our current solution, had produced a system that was customized to the City's needs at a reasonable price. The team determined that customizing the existing CIPMesa system would be cost-effective, expedient, and most effectively meet the City's needs. Engineering management approved and directed the team to proceed with CIPPlanner.

The system upgrade and customizations will provide a Capital Improvement Program (CIP) management solution needed to manage the City's portfolio of CIP projects from inception to completion. More efficient project management software is needed to effectively manage capital project delivery and associated budgets. The City's current CIP software solution expires in May 2024. Without a new CIP project management solution, Engineering would be unable to effectively manage its various projects, leading to lengthy delays and budget implications. Also, without the upgrade the current version will become obsolete with today's new internet browsers.

The services recommended to upgrade Engineering's current Capital Improvement Program Project Management (CIPPM) software solution will improve Engineering Department's ability to manage CIP projects more effectively and improve Engineering communication with its customers and contractors.

The CIPPM project will include CIPAce Software which will provide:

- Document Management and Archiving to City system
- Workflow Engine
- Schedule, Budget, and Resource Management
- Risks and Issues Management
- Dynamic Form and Metadata Management
- Reporting, User Portal, and Key Performance Indicators
- Communications
- Mobile Application online and offline features
- Development of enhanced software capabilities for Utility Coordination, Warranty Items Tracking, Drawings, Real Estate Appraisal Log, Electronic Invoice processing, and other required functions.

Associated professional services to implement the system in conjunction with City staff to include planning and design; software development, configuration, and testing; software integrations developed and fully tested (Microsoft Office 365, FIN, GIS, Bluebeam, Adobe Sign, FileNet, Power BI Connector); project data migration from current CIPMesa version to the latest version of CIPAce; Materials Lab testing forms conversion; forms, workflow, reports, and dashboard development; and training.

An evaluation team of Engineering and DoIT staff met weekly with CIPPlanner to develop a detailed set of requirements for the solution. CIPPlanner developed a cost proposal using a competitive shared development hourly rate and produced a detailed timeline. The City refined the proposal to arrive at the best price for the City.

CIPPlanner has the unique expertise and capabilities to support and service CIPAce software that the City is using. CIPPlanner is the sole source provider of technical support, upgrade, and implementation services for the CIPAce software.

### **Purchase Information**

Action: Award

Procurement Type: Sole Source

Contract Number: 2023283

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Funding Source: Engineering Capital Improvement Program Budget

## Award Recommendation

<b>Keenology Corporation dba CIPPlanner Corporation (Recommended)</b>	
Four-Year Initial Term	
<u>Implementation Expenses (Years 1 and 2)</u>	
Subscription & Maintenance Fees (unlimited users)	\$601,087
Implementation and Configuration Services - Fixed Fee	\$802,550
Integration services	\$174,825
Training and Travel	\$45,000
Base Solution Upgrade	\$25,000
Contingency (10%)	\$164,847
Estimated 8.3% Sales Tax	\$59,364
Total <u>(Years 1 and 2)</u>	<u>\$1,872,673</u>
<u>On-going Annual Expenses (Years 3 through 10)</u>	
Subscription & Maintenance Fees (Unlimited Users) (\$293,213 annually with CPI increase)	\$3,086,915
Base Solution Upgrade (\$25,000 annually)	\$200,000
Contingency (10% for add-on services)	\$328,692
Estimated 8.3% Sales Tax	\$300,096
Total <u>(Years 3 through 10)</u>	<u>\$3,915,703</u>
<b>Ten-Year Total</b>	<b><u>\$5,788,376</u></b>