



City of San Antonio

Agenda Memorandum

File Number:19-1007

Agenda Item Number: 6.

Agenda Date: 1/10/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

BuildSA - Release 2

SUMMARY:

This ordinance authorizes a contract with GCOM Software, LLC, an Accela Certified Partner, for the implementation of Land Development Management Software ("BuildSA") in the amount of \$15,843,116.00 funded by the FY 2019 Development Services Fund and the FY 2019-2024 Capital Budget. This ordinance will also amend the FY 2019-2024 Six-Year Capital Improvement Plan to appropriate \$3,275,673.00 from the Development Services Fund to the BuildSA project for a total budget of \$17,143,116.00.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by GCOM Software, LLC to provide implementation services for City owned software specific to the Building Development and Code Enforcement Divisions of the Development Services Department.

Development Services is responsible for assisting customers through the development process and enforcing municipal codes, ordinances and regulations regarding the protection of health, safety and welfare of the citizens of San Antonio. In order to streamline and improve the development process and code enforcement activities, Development Services sought to modernize its antiquated, standalone software systems.

On June 18, 2015, City Council approved an ordinance authorizing the Development Services Department to purchase the software licenses and implementation of a comprehensive Land Development, Permit, Inspection,

Licensing and Compliance Management software system through Accela, Inc. The contract for maintenance and support of these City owned licenses is currently in effect. On June 15, 2017, City Council approved an ordinance with GCOM Software, LLC for the continued implementation services of the recently procured Land Development Management Software. This implementation, now known as Release 1, was successfully launched on October 1, 2018. It has been well received by City staff and customers.

In order to complete the remaining phased release for Building Development and Code Enforcement (Release 2), the City issued a Request for Competitive Sealed Proposals (RFCSP) for “BuildSA - Release 2” (RFCSP 18-044, 6100009970) on April 6, 2018 with a submission deadline of May 30, 2018. Four proposal responses were received. GCOM Software, LLC is recommended for contract award based on the City’s standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the City Manager’s Office, Development Services, Information Technology Services and San Antonio Fire Department. The evaluation committee also included two public citizens from the Real Estate Council and the Neighborhood Code Enforcement Task Force. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 45 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 20 points allotted for respondent’s price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on June 26, 2018 to discuss the responsive proposals received. After committee review and discussion, it was determined that all firms would be asked to interview and provide a demonstration. Interviews and demonstrations were held on July 30 and July 31, 2018. On August 1, 2018, the evaluation committee met to discuss the proposals and seek clarification of information raised during the interviews and demonstrations. On August 8, 2018, the evaluation committee met to score the proposals. Once individual scores were submitted and finalized, aggregate scores for each respondent were then presented. The evaluation committee consensus was to create a short-list to include the top two respondents. Over the next few weeks, the Finance Department, Purchasing Division worked with representatives from the evaluation committee to gather the required information to request a Best & Final Offer from the top two respondents. On October 22, 2018, the evaluation committee was briefed on the technical components of the responses to the Best & Final Offer. After discussion, individual scores were resubmitted and aggregate scores were once again presented. Once the evaluators’ scores were finalized, pricing scores were revealed. GCOM Software, LLC received the highest ranking and was recommended for award by the evaluation committee.

A post solicitation briefing was presented to the Audit and Accountability Committee on December 11, 2018.

The initial term of the agreement shall begin upon the effective date of the ordinance awarding this contract and shall terminate on the second anniversary of the effective date. Two additional one-year renewals at the City’s option shall also be authorized by this ordinance.

ISSUE:

This contract will provide the City of San Antonio Development Services Department with the necessary implementation services of City owned software for Building Development and Code Enforcement (BuildSA - Release 2).

This contract is aligned with the City of San Antonio Information Technology Services Department’s vision to launch solutions that can be utilized throughout the enterprise. It is anticipated that additional modules may be

launched at a later date that will benefit multiple City departments.

The Development Services and Information Technology Services Department will work with the Finance Department, Purchasing Division to contract for additional items related to Release 2 implementation: (1) Electronic document review and (2) Independent Verification and Validation.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the City of San Antonio Development Services Department would not be able to effectively leverage the currently owned comprehensive Land Development, Permit, Inspection, and Licensing and Compliance Management system software. This could negatively impact services provided by the City.

FISCAL IMPACT:

This ordinance authorizes a contract with GCOM Software LLC, an Accela Certified Partner, for the implementation of Land Development Management Software for BuildSA in the amount of \$15,843,116. Funds in the amount of \$10,000,000.00 are available from the FY 2019-2024 Capital Budget. An additional \$1,655,677.00 will be allocated from the FY 2019 New Tech Unissued Tax Notes to fund the portion of the BuildSA project devoted to Code Enforcement Services. This action authorizes the appropriation of \$3,275,673.00 from the Development Services Fund and will amend the FY 2019 Adopted Budget and 2019-2024 Six Year Capital Improvement Plan for a total budget of \$17,143,116.00. Additional appropriations will occur in the FY 2020 Capital Budget subject to council approval as part of the annual budget process. Alternative funding sources from the capital budget, in lieu of the Development Services Fund, may be evaluated as part of the budget process. The following chart provides all of the funding sources for Phase II of this project:

Funding Source	Development Services Fund	Capital Budget
FY 2019 Adopted Budget (To be Appropriated with this Ordinance)	\$3,275,673.00	
BuildSA Phase I Project Balance	\$2,211,766.00	
FY 2019 Appropriation (Self-Supporting Unissued Cos)		\$7,500,000.00
FY 2020 Capital Budget (Self-Supporting Unissued COs)		\$2,500,000.00
FY 2019 Appropriation New Tech Unissued Tax Notes		\$1,655,677.00
Total	\$5,487,439.00	\$11,655,677.00

RECOMMENDATION:

Staff recommends the approval of this contract with GCOM Software, LLC in the amount of \$15,843,116 and the appropriation of additional funds in the amount of \$3,275,673.00 to complete the BuildSA project.

This contract is procured by means of Request for Competitive Sealed Proposals and a Contracts Disclosure Form is required.