



# City of San Antonio

## Agenda Memorandum

**File Number:**19-4017

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**Agenda Item Number:** 4.

**Agenda Date:** 5/21/2019

**In Control:** Audit and Accountability Committee

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**CITY OF SAN ANTONIO  
DEVELOPMENT SERVICES DEPARTMENT  
Interdepartmental Correspondence Memo**

**TO:** Erik Walsh, City Manager

**FROM:** Michael P. Shannon, PE, CBO, Director, Development Services Department  
Craig Hopkins, Chief Information Officer, ITSD

**COPY:** Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Roderick J. Sanchez, Assistant City Manager; Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Consideration of Completed High Profile Solicitation

**DATE:** May 21, 2019

The following project has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to full City Council for consideration.

**Electronic Plan Review Software (DSD)** - The City of San Antonio solicited proposals from qualified firms to provide an integrated and comprehensive Electronic Plan Review (EPR) solution in BuildSA. The proposed solution will allow for online document uploads and concurrent, collaborative electronic plan reviews. This solution will integrate into the existing Accela system (BuildSA) hosted by the City for building permits.

- Solicitation Type: Request for Competitive Sealed Proposals
- Contract Value: \$1.15 Million
- Term of Contract: 2 years with 1, 1 year option
- Number of Respondents: 5 (8 proposals received)
- Contracts to be Awarded: 1
- Council Consideration: June 6, 2019
- Evaluation Criteria:
  - Experience, Background, Qualifications - 30 points
  - Proposed Plan - 50 points
  - Price - 20 points

- SBEDA Program: Waiver Approved
- Local Preference Program: Not Applicable
- Veteran-Owned Small Business Preference Program: Not Applicable
- Voting Committee Members:
  - Amin Tohmaz, Assistant Director, Development Services Department
  - Terry Kannawin, Assistant Director, Development Services Department
  - Michael Darchicourt, Plans Examiner Supervisor, Development Services Department
  - Larry Odis, Senior Planner, Development Services Department
  - Toby Bowman, Senior Plans Examiner, Development Services Department
  - Florence Diaz, Development Services Manager, Development Services Department
  - Richard Chamberlin, Development Services Engineer, Development Services Department
  - Rick Barnds, Senior IT Manager, Information Technology Services Department
  - Jeannette Kriewald, Senior IT Manager, Information Technology Services Department
  - Jacob Sanchez, Assistant City Arborist, Parks Department

The City received a total of eight proposals from five respondents as follows:

On Premise Solution (Two Proposals) - allows the City to utilize the functionality of the software and host and maintain the data and configurations, on site, on City servers.

Off-Premise Solution (Four Proposals) - allows the City to utilize the functionality of the software while all data and configurations are hosted and maintained at an offsite facility, not owned by the City.

Hybrid Solution (Two Proposals) - allows the City to utilize the functionality of the software while using a mix of City owned and offsite vendor resources to host and maintain data and configurations. This method was preferred for this solution because of the ability to control cost while also controlling the security and integrity of data.

During the initial evaluation meeting, the selection committee reviewed and scored responses for each of the proposed solutions independently. Upon completion of the initial scoring process, a decision was made by the selection committee that the Hybrid Solution was most advantageous to the City

Initial Score Evaluation - On-Premise Solution

RFCSP for Electronic Plan Review Software 19-051, 6100011235  Score Summary - On-Premise Solution INITIAL EVALUATION March 26, 2019	Maximum Points	Firm 1	Firm 2
A - Experience, Background, Qualifications	30	11.80	10.00
B - Proposed Plan	50	8.30	8.00
A - B Sub-Total	80	20.10	18.00
C- Price	20	18.80	20.00
TOTAL SCORE	100	38.90	38.00
RANK BASED ON TOTAL SCORE		1	2

#### Initial Score Evaluation - Off-Premise Solution

RFCSP for Electronic Plan Review Software 19-051, 6100011235  Score Summary - Off-Premise Solution INITIAL EVALUATION March 26, 2019	Maximum Points	Firm 1	Firm 2	Firm 3	Firm 4
A - Experience, Background, Qualifications	30	11.70	11.80	10.00	10.00
B - Proposed Plan	50	9.10	6.70	5.20	5.20
A - B Sub-Total	80	20.80	18.50	15.20	15.20
C- Price	20	20.00	14.71	15.60	14.56
TOTAL SCORE	100	40.80	33.21	30.80	29.76
RANK BASED ON TOTAL SCORE		1	2	3	4

#### Initial Score Evaluation - Hybrid Solution

<b>RFCSP for Electronic Plan Review Software 19-051, 6100011235</b>  <b>Score Summary - Hybrid Solution</b> <b>INITIAL EVALUATION</b> <b>March 26, 2019</b>	Maximum Points	Firm 1	Firm 2
A - Experience, Background, Qualifications	30	24.00	18.60
B - Proposed Plan	50	44.20	31.90
A - B Sub-Total	80	68.20	50.50
C- Price	20	13.23	20.00
<b>TOTAL SCORE</b>	<b>100</b>	<b>81.43</b>	<b>70.50</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>1</b>	<b>2</b>

Product demonstrations and interviews were scheduled with the two firms proposing a Hybrid Solution. The following matrix below represents the selection committee's scores following the interviews and demonstrations.

#### Final Score Evaluation - Hybrid Solution

<b>RFCSP for Electronic Plan Review Software 19-051, 6100011235</b>  <b>Score Summary</b> <b>FINAL EVALUATION</b> <b>April 10, 2019</b>	Maximum Points	Firm 1	Firm 2
A - Experience, Background, Qualifications	30	29.50	18.50
B - Proposed Plan	50	47.00	27.50
A - B Sub-Total	80	76.50	46.00
C- Price	20	13.23	20.00
<b>TOTAL SCORE</b>	<b>100</b>	<b>89.73</b>	<b>66.00</b>
<b>RANK BASED ON TOTAL SCORE</b>		<b>1</b>	<b>2</b>

Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarments lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.