

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Contract Review Board – Authorize Staff to Enter Into Contract Negotiations With Top Vendor for Delivery of a New Electronic Permitting System for the City's Development Review Process

FOR AGENDA OF: 02-11-20 **BILL NO:** 20045

MAYOR'S APPROVAL: *Darryl Dale*

DEPARTMENT OF ORIGIN: CDD *CT*

DATE SUBMITTED: 01-28-20

CLEARANCES: City Attorney *W. King*
Mayor's Office *[Signature]*
Finance *POC*
Purchasing *POC*
ISD *POC*
Police *[Signature]*
Public Works *[Signature]*
HR *[Signature]*

PROCEEDING: CONSENT AGENDA
(Contract Review Board)

- EXHIBITS:**
1. Project Summary Memo
 2. Project Summary Memo – Costs
 3. Proposal Scoring – Round 2
 4. Development Review Process Update Jan/Feb 2020

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$ 400,000 (FY 2019-20 Estimate)	BUDGETED \$1,000,000	REQUIRED \$-0- (FY 2019-20)
\$ 800,000 (FY 2020-21 Estimate)		
\$2,922,877 (Proposal Total Cost Over a Ten Year Investment)**		

*The FY 2019-20 Budget includes the following appropriations for this project in Account Number: 001-70-0661-15-675 General Fund - Community Development Department – Department Admin & Support Program – Capital Outlay Class - Computer Software Packages Object \$750,000 and Account Number 105-70-0664-15-675 Building Operating Fund – Community Development Department – Building Division Administration Program – Capital Outlay Class - Computer Software Packages Object \$250,000.

** The total cost proposal or \$2,922,877 is comprised of \$724,500 in one time acquisition costs and \$2,198,377 in recurring subscription and maintenance charges over a ten-year period, which averages out to \$219,838 per year.

RECOMMENDED ACTION:

City Council, acting as Contract Review Board, authorizes staff to enter into contract negotiations with TruePoint Solutions of Incline Village, NV for implementation of Infor Public Systems software to result in an Electronic Permit System for the City's Development Review Process. The proposal provided to the City in August 2019 by TruePoint Solutions, in response to Electronic Permitting System RFP 3524-19B, included a total ten year investment amount of \$2,922,876.73. The final contract and amount is to be brought forward to the Contract Review Board at a later date and time for review and approval.

If the City and TruePoint Solutions are unable for any reason to reach agreement on a contract within a reasonable amount of time, the City may formally terminate negotiations, and may thereafter negotiate

with the next highest scoring proposer, Tyler Technologies, and continue the sequential process until the City has either determined to award the contract with whom it is currently negotiating with pursuant to BPC 47-0261 (I) (3), or has decided to cancel the procurement under ORS 279B.100.

HISTORICAL PERSPECTIVE:

From Spring 2015 through the present, City staff and managers responsible for the development review process, with assistance from Kennedy Consulting, LLC, Koné Consulting, LLC, and Communitas Planning, LLC have been identifying and implementing business process improvements. The primary purpose of this project is to meld the Planning, Site Development and Building processes into a seamless development review process that is:

- 1) supported by customer service that is timely, consistent, respectful, clear, accountable; and
- 2) conducted in partnership with the development community, with better tools and support to staff in performing their roles.

At the conclusion of Phase 1, a report was presented to City Council with specific recommendations regarding actions that the City should take in order to improve development review processes. Staff, consultants and stakeholders have made a great deal of progress on many actions, including actions identified for Phase 2 and Phase 3.

During Phase 3 staff have been implementing Electronic Document Review and electronic receipt of applicant materials, improving aspects of communication including webpage updates for 'Building in Beaverton', exploring additional avenues of coordination including Service Provider Letters with partner agencies, delving into inspections and project closeout, and multiple other solutions. With the assistance of BerryDunn, identification of a vendor for a new Electronic Permitting System has been the main focus of Phase 3 over the past year.

This project uses a continuous improvement approach to facilitate outcomes, including:

- a shared vision for an improved process,
- a clear understanding among all process owners of the end-to-end process,
- open identification of inefficiencies or points of confusion that results in problem solving and testing solutions, and
- implementation of changes that improve customer and staff satisfaction.

INFORMATION FOR CONSIDERATION:

Phase 4 of this project was forecasted to include implementation of a new Electronic Permitting System. An Electronic Permitting System includes documenting and building workflows into a system that can track work. It is expected to increase internal and external customer service and increase ease of use by all users through:

- providing citizens with 24/7 access to information on projects that are under review within the City;
- providing project owners and their consultants with 24/7 access to
 - submitting applications and permit requests to the City along with payment;
 - the status of their project(s) including application and permit review, approval, issuance, inspections, acceptance and bonding;
- assisting staff in managing the many workflow processes within the City's development review process;
- being integrated with Geographical Information Systems (GIS);
- being available on mobile devices.

Request for Proposals (RFP) Process

A brief description of the City's RFP process for a new Electronic Permitting System (EPS) is provided below. Additional information on the City's RFP process for a new EPS, facilitated by BerryDunn, is included in the attached memos, listed as Exhibits:

1. Project Summary Memo
2. Project Summary Memo – Costs
3. Proposal Scoring – Round 2

The Project Summary Memo (Exhibit 1) provided by BerryDunn, dated November 4, 2019, provides a great overview of the process that staff, facilitated by Berry Dunn, have been pursuing since January, 2019. Below is an additional overview of the Request for Proposals (RFP) process beginning with advertising of RFP 3524-19B.

The RFP was advertised in the *Daily Journal of Commerce* on July 3, 2019. A total of nine (9) proposals were received and opened at 2:00 PM on August 12, 2019. The proposals were reviewed by a selection committee comprised of City staff. All proposals were evaluated on the following factors: Functional (20 points possible), Technical (20 points possible), Approach (15 points possible), Experience (20 points possible), Cost (15 points possible), and Beaverton Equity Procurement Program (10 points possible). The selection committee members met and discussed their individual review of each proposal and came to a consensus score for each proposer, which is included in the Project Summary Memo (Exhibit 1).

Based on the evaluation criteria scoring, staff invited the top four (4) proposers receiving the highest scores for demonstrations. The demonstrations provided each of the top four (4) proposers with an opportunity for clarification and elaboration of each proposal and to respond to questions presented by staff. Demonstrations were 1-1/2 days per proposer and were held September 26, 2019 through October 11, 2019.

After demonstrations, staff determined that reference check phone calls were warranted for all four of the top proposers. Staff contacted multiple proposer references as well as other regional jurisdictions and asked for an hour of their time. Staff were able to schedule and conduct at least three reference calls for each proposer. Each reference phone call resulted in jurisdictions sharing their perspectives on one or more of the proposing companies and were completed October 23 through November 7, 2019 and on December 19, 2019.

On November 13, 2019 staff met with the Development Review Process Leadership Team to discuss status of the solicitation including differences and similarities in approaches to meeting the evaluation criteria by the top four (4) proposers, the outcome of reference check phone calls and proposal costs, which are included in the Project Summary Memo - Costs (Exhibit 2). Based upon this discussion with the Leadership Team, it was determined that a core group of staff should conduct a site visit to a jurisdiction currently utilizing the TruePoint Solutions services and InforPS software prior to final scoring. Staff then reached out to jurisdictions that are implementing or have implemented InforPS. Staff were able to make arrangements with the City of North Vancouver, British Columbia, Canada. Four staff made a full-day site visit to the City of North Vancouver on December 13, 2019, during which the staff of the City of North Vancouver walked City of Beaverton staff through many of the challenges, successes and lessons learned through their implementation of InforPS with TruePoint Solutions.

After proposal review, demonstrations, reference checks and a site visit, staff convened a meeting to complete final scoring on December 20, 2019. With final scoring complete, staff presented their recommendation to the Leadership Team via email. Based upon the final scores (Exhibit 3), the Leadership Team approved a 'Notice of Intent to Award' for TruePoint Solutions as the top proposer for RFP 3524-19B.

Timing of the project kick-off will be determined through contract negotiations and approval of the resulting contract and cost by the Contract Review Board at a future date and time. Staff expect that some of the FY 2019-20 appropriations may be incurred by June 30, 2020. Implementation should be complete in 2022.

Implementation of a new electronic permitting system will cause ripple effects throughout the organization of the City. Staff attempted to address some of the effects through a briefing update provided to City Council members January 22-24, 2020 (Exhibit 4). Budgetary and other impacts are anticipated to be incurred through the addition of staff (permanent and limited duration), additional workspace and equipment, and demands on services of departments outside of Finance and Community Development.



City of Beaverton
Electronic Permitting System Selection Project

PROJECT MEMORANDUM

TO: Beaverton Project Team and Leadership Team
 FROM: BerryDunn Project Team
 SUBJECT: Summary of Project Activity
 DATE: November 4, 2019

1.0 Introduction and Memo Background

The purpose of this memo is to provide an executive summary of the work performed to date as part of the electronic permitting system selection project. The following table contains an overview of key project activities and dates.

Table 1.1: Key Project Activities

Month	Key Project Activities
February 2019	<ul style="list-style-type: none"> • Contract Executed (January 29) • Project Work Plan and Schedule (February 25)
February 2019	<ul style="list-style-type: none"> • Project Kickoff Meeting and Fact-Finding Meetings (February 26 – 28)
March 2019	<ul style="list-style-type: none"> • Current State Analysis and Recommendations Report Development (March 11 – March 29)
May 2019	<ul style="list-style-type: none"> • Final Current State Analysis and Recommendations Report (May 3)
May 2019	<ul style="list-style-type: none"> • Joint Requirements Planning (JRP) Work Sessions (May 29 – May 30)
July 2019	<ul style="list-style-type: none"> • Request for Proposal (RFP) Issued (July 3)
August 2019	<ul style="list-style-type: none"> • Proposals Received (August 12)
September 2019	<ul style="list-style-type: none"> • Round 1 Scoring (September 5)
September 2019	<ul style="list-style-type: none"> • Vendor Demonstrations (September 30 – October 11)
October 2019	<ul style="list-style-type: none"> • Reference Checks
November 2019	<ul style="list-style-type: none"> • Final Scoring (November 13)
December 2019	<ul style="list-style-type: none"> • Contract Negotiation Assistance (November – January)
January 2020	<ul style="list-style-type: none"> • Implementation Planning Memo (November – January)

2.0 Current State Analysis and RFP Development

2.1 Current State Analysis

In January 2019, BerryDunn facilitated a project planning work session with the Beaverton (City) project manager and members of the City's Project Team. In February 2019, BerryDunn facilitated a project kickoff meeting with the City Project Team and department users. Following the project kickoff meeting, BerryDunn facilitated fact-finding meetings with staff who have daily interactions with the existing City applications that currently support related business processes in place. These meetings are listed in the following table.

Table 2.1: Fact-Finding Meetings

No.	Meeting	No.	Meeting
1	Building Division - Plans Examination	12	Mayor's Office Programs
2	Building Division - Plans Examination Process Observation	13	Planning and Transportation
3	Building Inspections: Ride-along	14	Planning Process Observation
4	CDD Overall Meeting with Division Managers	15	Police - Code Compliance
5	City Project Management Team Work Session	16	Public Works - Capital Projects and Engineering & Water, S/S/S, Arbor
6	Customer Focus Group	17	Records Archives Division
7	Development & Economic Development	18	RFP Planning Work Session with Procurement
8	Finance	19	Site Development Division
9	Information Technology	20	Site Development Inspections: Ride-along
10	Inspections (Building and Site)	21	Site Development Process Observation
11	Leadership Team Work Session		

Following the on-site work sessions, BerryDunn coordinated follow-up fact-finding activities and developed a Current State Analysis and Recommendations Report. This report was reviewed with the City Project Team on April 15, 2019. Following this work session, the report was updated to final on May 3, 2019.

2.2 Requirements and RFP Development

Based on the information gathered through the current state analysis and review of requested documentation, BerryDunn developed a Preliminary List of Functional and Technical Requirements. These requirements were provided to the City, and confirmed and updated during a series of JRP work sessions held on May 29 – 30, 2019.

In parallel to the development of the Preliminary List of Functional and Technical Requirements, a draft RFP package was developed in collaboration with the City Purchasing Agent.

2.3 RFP Process

The RFP was issued on July 3, 2019. The table below contains the RFP schedule of events that was included in the RFP.

Table 2.2: RFP Schedule of Events

Event	Estimated Date
RFP Published	July 3, 2019
Pre-Proposal Vendor Conference	July 16, 2019
Deadline for Questions From Vendors	July 25, 2019
Final Addendum for Questions Published	July 18, 2019
Deadline for Proposal Submissions	August 12, 2019
Short-List Vendors Notified	Week of September 9, 2019
Vendor Demonstrations	Week of September 30, 2019

As part of the RFP, vendors were instructed to provide their responses in a standard, tabbed format using templates and forms included in the RFP to allow for ease of comparison between proposers. The RFP also contained instruction and response-indicator details for responding to the City's Functional and Technical Requirements.

3.0 Proposal Evaluation

3.1 Proposal Review

The City Evaluation Team consisted of Leigh Crabtree, Jana Fox, Jody Yates, Kimberlee McArthur, Susan Cole, and Taylor Hollandsworth. The table below presents the evaluation criteria identified in the RFP, along with the possible points.

Table 3.1: Evaluation Criteria

Criteria and Possible Points	Description
Functional Possible points: 20	This criterion considers the ability of the proposed software to meet the City's functionality needs. This includes the ability to meet the Functional Requirements for the functional areas that are proposed and the ability for the proposed software to integrate with the City's system environment.
Technical Possible points: 20	This criterion considers the ability of the proposed software to align with the City's preferred technical specifications and interface requirements. This

Criteria and Possible Points	Description
	<p>criteron will also consider the level of integration among proposed system modules.</p>
<p>Approach Possible points: 15</p>	<p>This criterion considers the Respondent's understanding of the scope of work, and the quality and clarity of the Proposer's written methodology and description of the proposed approach to accomplish the work. This criterion also considers the Respondent's approach to contracting, training and support.</p>
<p>Experience Possible points: 20</p>	<p>This criterion considers the Proposer's experience in providing the services solicited by this RFP as set forth in the Proposer's response, as well as learned through the reference check process.</p>
<p>Cost Possible points: 15</p>	<p>This criterion considers, as applicable, the price of the software license/subscription schedule, services, and terms of any offered ongoing maintenance and support (including applicable service level agreements, disaster recovery, etc.) proposed in response to the information solicited by this RFP. Respondents will be evaluated on their pricing scheme, as well as on their price in comparison to the other proposers.</p> <p>In evaluating cost, the City will evaluate on a fully loaded ten year cost of ownership. Fully loaded is defined to include (but is not limited to): software purchase/subscription and implementation costs; ongoing support and service costs; hardware costs; hosting and associated hardware support costs. The City reserves the right to add their own estimates of the costs (including any anticipated savings) associated with the required level of internal staffing (business users and IT staff) for implementation and for ongoing support, hardware and overhead costs and savings, and may rely on the Respondent's resource estimates as a basis for their calculations.</p>
<p>Beaverton Equity Procurement Program Possible points: 10</p>	<p>The City is dedicated to increasing opportunities for enterprises that have been certified by the State of Oregon, through the Certification Office for Business Inclusion and Diversity (COBID). A directory of these state-certified firms is available at www.oregon4biz.com/certification. The City is striving to award a minimum of 10 percent of its overall dollar amount of contracting and purchasing activities to firms certified by COBID. In evaluating proposals, the City will consider whether firms will be able to help the City achieve this goal. Therefore, the proposal shall address the following:</p> <ol style="list-style-type: none"> 1. Is your firm currently certified through the State of Oregon COBID? If yes, indicate all certification types and your firm's certification number(s). If Proposer is a COBID certified firm, 4 points are awarded. If Proposer is not a COBID certified firm, 0 points will be awarded. 2. Provide a narrative description of your firm's experience, including any innovative or successful measures, promoting COBID certified enterprises as partners, subcontractors, or suppliers on previous projects. (1 point)

Criteria and Possible Points	Description
	<ol style="list-style-type: none"> 3. Provide a list and percentage of total contract dollars spent with COBID certified enterprises with which the Proposer's firm has had a contractual relationship during the last 12 months. (2 points) 4. Describe the actions the Proposer will take to include COBID certified enterprise participation on this project. Of the subcontractors identified in Attachment "A" – "Proposal Response Forms", specify which subcontractors are COBID certified enterprises and what certification they hold, if any. (3 points) 5. State the participation goal the Proposer believes it can realistically achieve on this project using COBID certified enterprises identified above. A percentage level is preferred. If Proposer states Zero percent, 0 points will be awarded. (2 points)

3.2 Round 1 Scoring

The Round 1 scoring meeting was held on September 5, 2019. The purpose of this meeting was to discuss each proposal received, perform the first round of scoring, and plan for vendor demonstrations. The following table contains the summary results from this meeting.

Table 3.2: Round 1 Scoring Results

No.	Vendor	Functional Possible Points	Technical Possible Points	Approach Possible Points	Experience Possible Points	Equity Possible Points	Total Possible Points
		20	20	15	20	10	85
1	Accela	16	17	11	14	2	60
2	Avocette	9	15	11	11	0	46
3	CentralSquare	12	13	10	13	0	48
4	Citizenserve	12	19	9	14	0	54
5	CityView	16	10	9	12	0	47
6	Oracle	6	14	7	8	0	35
7	TruePoint	17	17	12	13	0	59
8	Tyler	19	13	12	16	0	60
9	Vision33	18	17	11	15	0	61

3.3 Vendor Demonstrations

Following the Round 1 scoring meeting, BerryDunn led the development of Vendor Demonstration Scripts and a Demonstration Schedule. These files were provided to the City Evaluation Team for review and input. They were then updated to final and provided to Accela, TruePoint, Tyler, and Vision33. BerryDunn also developed Demonstration Participation

Instruction Memos for the City Evaluation Team and additional demonstration participants. These memos contained information on how to prepare for and participate in the vendor demonstrations. The vendor demonstrations were held over a seven-day period, with one follow-up demonstration on October 11, 2019. Overall sessions were held to demonstrate the exchange of information between the project development, permitting, inspections, and fees and payments modules, to discuss the implementation approach, and to discuss technical considerations of each system. The table below contains the demonstration dates.

Table 3.3: Demonstration Dates

Vendor Name	Session Start	Session End
Vision33	September 26, 2019 8:30 a.m.	September 27, 2019 12:00 p.m.
Tyler Technologies	September 30, 2019, 8:30 a.m.	October 1, 12:00 p.m.
Accela	October 1, 2019 8:30 a.m.	October 2, 2019 4:30 p.m.
TruePoint	October 3, 2019 8:30 a.m.	October 4, 2019 12:00 p.m.

3.4 Reference Check Process

Following the vendor demonstrations, BerryDunn developed a reference prompt memo and scripts for distribution to the references provided by Accela, TruePoint, Tyler, and Vision33. The City has started reference calls and exploring site visits in the Beaverton area. The information from the reference check process will allow the City to understand further information about the vendors being considered. The City will learn things about how the vendor was to work with, how their consulting team was to work with, and lessons learned from the experiences that they share. Once the reference check process is complete, BerryDunn will facilitate the final round of scoring on November 13, 2019.



City of Beaverton
Electronic Permitting System Selection Project

PROJECT MEMORANDUM

TO: City of Beaverton Evaluation Committee
FROM: BerryDunn Project Team
SUBJECT: Proposal Summary Memo – Costs
DATE: November 4, 2019

The purpose of this memo is to present a summary of the cost proposals received as part of the City of Beaverton's (the City's) Request for Proposal (RFP), to the Evaluation Committee so that the Evaluation Committee is informed of potential costs going forward. The costs presented in this memo are subject to adjustment based upon further analysis. Footnotes have been provided to clarify any assumptions made or additional analysis conducted to arrive at the cost-detail from proposing Vendors.

Subscription Deployment

Vendors were asked to propose costs for a subscription or a Software as a Service (SaaS) option. These proposed costs are presented in the next four sub-sections of this memo.

1.1 One-Time Costs

Table 1.1 lists proposed one-time costs organized by cost area.

Table 1.1: One-Time Costs (\$)

One-Time Costs (\$)				
Category	2019	2020	2021	2022
Professional Service	\$937,600.00	\$436,000.00	\$324,975.00	\$950,000.00
Project Management	\$189,440.00	\$74,000.00	\$120,000.00	-
Training	\$24,000.00	\$18,500.00	\$77,000.00	-
Customizations	\$142,080.00	-	-	-
Interface	\$236,800.00	\$84,000.00	\$8,000.00	-
Data Conversion	\$118,400.00	\$70,000.00	\$20,000.00	-
Server Hardware	-	-	-	-
Third-Party Hardware	-	-	-	-
Third-Party Software	-	-	-	-
Expenses (Misc.)	-	-	-	\$125,000.00
Other	-	-	\$9,000.00	-
Other	-	-	\$5,000.00	-
Discount	-	-	\$6,250.00	-
Total (Excluding Year 1 Subscription Cost)	\$1,648,320.00	\$682,500.00	\$570,225.00	\$1,075,000.00

1.2 Estimated Travel Costs

Table 1.2 lists estimated travel costs.

Table 1.2: Estimated Travel Costs (\$)

Estimated Travel Costs (\$)				
Category	2019	2020	2021	2022
Estimated Travel Expenses	\$20,000.00	\$42,000.00	\$52,700.00	\$125,000.00

1.3 Recurring Subscription Costs

Table 1.3 lists proposed recurring subscription costs organized by year.

Table 1.3: Recurring Subscription Costs by Year (\$)

Recurring Subscription Costs by Year (\$)				
Year	Accel	TruePoint	Veri	Veri
Year 1	\$279,793.18	\$150,894.00	\$155,990.00	\$364,148.68
Year 2	\$275,906.74	\$176,529.00	\$155,990.00	\$375,073.14
Year 3	\$275,906.74	\$199,254.00	\$155,990.00	\$386,325.33
Year 4	\$275,906.74	\$207,224.16	\$163,790.00	\$397,915.09
Year 5	\$275,906.74	\$215,513.13	\$171,980.00	\$409,852.55
Year 6	\$275,906.74	\$224,133.65	\$180,579.00	\$422,148.12
Year 7	\$275,906.74	\$235,340.33	\$189,608.00	\$434,812.57
Year 8	\$275,906.74	\$247,107.35	\$199,088.00	\$447,856.94
Year 9	\$275,906.74	\$259,462.72	\$209,042.00	\$461,292.65
Year 10	\$275,906.74	\$272,435.85	\$219,494.00	\$475,131.43
10-Year Total	\$2,762,953.84	\$2,187,894.19	\$1,801,551.00	\$4,174,556.52

¹ TruePoint proposed a 16% increase for Year 2 and a 13% increase for Year 3.

1.4 Total Costs (One-Time and Recurring Costs)

Table 1.4 lists proposed total costs organized by cost area. This table includes the totals from Tables 1.1, 1.2, and 1.3—and assumes that one-time costs and travel costs (Tables 1.1 and 1.2) are incurred during Year 1.

Table 1.4: Total Costs by Year (\$)

Total Costs by Year (\$)				
Category	Year 1	Year 2	Year 3	Total
Total Discounted One-Time	\$1,648,320.00	\$682,500.00	\$570,225.00	\$1,075,000.00
Total Estimated Travel	\$20,000.00	\$42,000.00	\$52,700.00	\$125,000.00
Recurring Subscription (Year 1-10)	\$2,762,953.84	\$2,187,894.19	\$1,801,551.00	\$4,174,556.52
Other In-Scope	-	-	-	\$75,000.00 ¹
Recurring Maintenance (Years 1-10)	-	\$10,482.54	-	-
Total Ten Year Investment	\$4,431,273.84	\$2,922,876.73	\$2,424,476.00	\$5,324,556.52

¹ Vision33 reported a \$75,000 one-time cost for cloud hosting services and product support.

1.5 Optional Costs (One-Time and Recurring Costs)

Table 1.5 lists proposed optional costs.

Table 1.5: Proposed Optional Costs (\$)

Proposed Optional Costs (\$)	
Accela	
Accela Civic Solutions for Building and Planning on Azure Government Cloud (Recurring)	\$430,456.96
Post Go-Live Support, Custom Modification Maintenance (Recurring)	\$78,000.00
Upgrade Testing Service, Services – Testing in Non-Production	\$10,000.00
inSPiRA	
N/A	-
Tyler	
EnerGov Asslst, post go-live configuration support (Recurring)	\$30,000.00
Socrata Citizen Connect (Recurring)	\$3,000.00
EnerGov Community Development Feeds for Socrata Citizen Connect (Recurring)	\$5,000.00
VictorGS	
N/A	-

1.6 Optional Costs (One-Time and Recurring Costs)

Table 1.6 lists proposed total costs organized by cost area with all optional costs included.

Table 1.6: Total Costs (Including Optional Cost) by Year (\$)

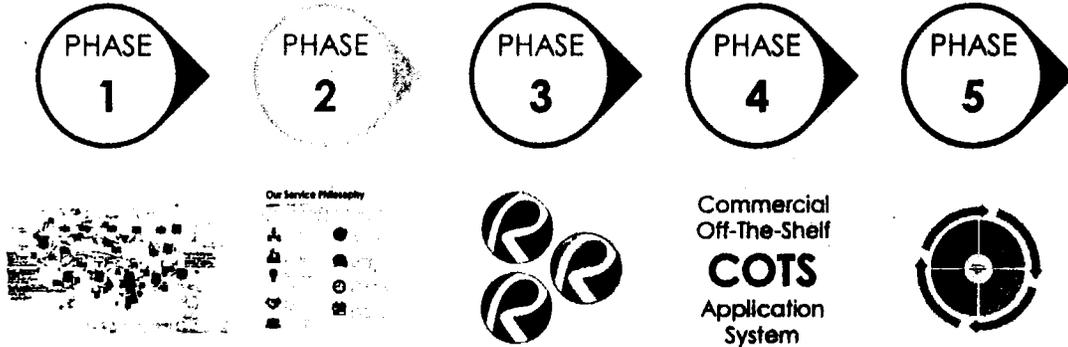
Total Costs (Including Optional Cost) by Year (\$)				
	2019	2020	2021	2022
Total Discounted One-Time	\$1,658,320.00	\$682,500.00	\$570,225.00	\$1,075,000.00
Total Estimated Travel	\$20,000.00	\$42,000.00	\$52,700.00	\$125,000.00
Recurring Subscription (Year 1-10)	\$4,855,905.82	\$2,187,894.19	\$2,202,411.63	\$4,174,556.52
Other In-Scope	-	-	-	\$75,000.00
Recurring Maintenance (Years 1-10)	-	\$10,482.54	-	-
Total Ten Year Investment	\$6,524,225.82	\$2,922,876.73	\$2,825,336.63	\$5,324,556.52

**City of Beaverton Electronic Permitting System Selection Project 3524-19B
Round 2 Proposal Scoring**

Possible Points	20	20	15	20	10	15	100
18	17	14	16	0	12.44	77.44	
19	11	12	16	0	15.00	73.00	
16	15	11	15	0	6.83	63.83	
15	15	8	11	2	8.21	59.21	



TEAMWORK + SOLUTIONS = SERVICE



ELECTRONIC PERMITTING SYSTEM

Request for Proposals (RFP) Update and Vendor Selection Process

• **SELECTION PROCESS**

Nov 4 Memos and Scoring

• **RECOMMENDED VENDORS**

TruePoint Solutions implementing InforPS

• **VENDOR COST PROPOSAL**

Total over 10 years \$2,922,876.73

• **PROCESS & TIMELINE** (tentative)

- **City Council** Feb 11
 - Presentation: DRP Update; focus on EPS implementation and organizational impact
 - CRB: Request to enter into contract negotiations
 - Staff: Request new Limited Duration Implementation Project Manager
- **LD Implementation Project Manager**
 - Onboard Apr / May
- **Negotiations** (approximately four months)
 - Process Feb-Jun
- **City Council**
 - CRB – contract execution Jun / Jul
- **Implementation** (18 to 24 months)
 - Go Live Summer 2022

Proposed Year 1 Investment

\$860,000 Vendor Cost Estimate
12 Dedicated City Staff
1 Dedicated Workroom

FY 2019-20 Budget

Computer Software
\$750,000 Administration
\$250,000 Building

Professional Services
RFP Consultant (BerryDunn)
\$ 45,000 Administration
\$ 15,000 Building
Implementation & Training
\$ 45,000 Administration
\$ 15,000 Building

Information Attached

1. Project Summary Memo, Nov 4, 2019
2. Project Summary Memo – Costs, Nov 4, 2019
3. Proposal Scoring - Round 2 Dec 20, 2019

ORGANIZATIONAL CAPACITY

Does the City have the organizational capacity to support successful implementation of a new permitting system at this time?

STAFF RESOURCES

The proposals, references and a site visit provided staff with a number of insights regarding the level of effort and resource needed for successful implementation of a new Electronic Permitting System. Anticipated staff resources are outlined below.

- **Community Development:** (Administration, Planning, Site Development, Building)
Considerable staff time assisted by **seven limited duration positions**, six of these positions are to back fill the essential functions of Subject Matter Experts (SMEs) who will be spending large portions of their work time informing implementation.

FY 2019-20 through FY2021-22

Priority Request, Hire ASAP

- **Implementation Project Manager** (1.0 FTE add position, limited duration)
Using the 'Applications Development Manager' class specification

FY 2020-21 through FY2021-22

Starting dates beginning in July 2020

- **Planning** (2.0 FTE SME backfill, limited duration)
- **Site Development** (2.0 FTE SME backfill, limited duration)
- **Building** (2.0 FTE SME backfill, limited duration)

- **Finance:** Information Services
Considerable staff time in **one existing position** and **four new positions**

FY 2019-20

- **Business Analyst Programmer** (1.0 FTE existing position backfill)
- **Business Analyst** (2.0 FTE add position, new class spec)
- **System Analyst** (1.0 FTE add position, new class spec)
- **Computer Tech** (1.0 FTE add position)

- **Community Development:** (Development, Economic Development, Transportation)
Workflow discussions, testing, etc.
- **Finance:** Procurement, negotiations, implementation, etc.
- **City Attorney:** Procurement, negotiations, implementation, etc.
- **Human Resources:** Class specifications, postings, hiring, onboarding, etc.
- **Mayor's Office:** Facilities accommodations, communications, etc.
- **Public Works:** Workflow discussions, testing, etc.
- **Beaverton Police Department:** Workflow discussions, testing, etc.

FEE UPDATES

Current City Development Review Fees are being reviewed. The addition of Technology Fee to off-set costs of a permitting system and related hardware would be a consideration that staff could bring forward to City Council at a future date and time.