

CITY OF LONG BEACH

DEPARTMENT OF DEVELOPMENT SERVICES

R-6

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February 10, 2015

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP DV14-034 and award a contract to e-Plan, Inc., dba e-PlanSoft, of Los Angeles, CA, for \$406,320, for providing an Electronic Plan Check System, for a period of one year, with the option to renew for four additional one-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with e-Plan, Inc., dba e-PlanSoft, for the purchase of an Electronic Plan Check System.

The Department of Development Services seeks to implement a user-friendly, Electronic Plan Check System that will provide a convenient way for applicants and City staff to submit, review and approve construction plans online. Electronic plan check will reduce applicants' printing and paper costs, reduce applicants' trips to City Hall, and reduce storage costs for the City. The system will enhance customer service by allowing multiple users to simultaneously review a single set of high-quality plans, decreasing turnaround times for plan review.

A Request for Proposals (RFP) was advertised in the Press-Telegram on August 26, 2014, and 6,482 potential bidders specializing in professional, architectural, and technical services and technology hardware/software and services were notified of the RFP opportunity. Of those proposers, 52 downloaded the RFP document via our electronic bid system. The RFP document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 30 local minority and women-owned business groups. Three proposals were received on October 22, 2014. Of those three proposals, none were Disadvantaged Business Enterprises (DBEs), none were Minority-owned Business Enterprises (MBEs), one was a Women-owned Business Enterprise (WBE), one was a certified Small Business Enterprise (SBE), and none were Long Beach businesses (Local).

A selection committee, comprised of staff from the Department of Development Services and the Technology and Innovation Department, reviewed the proposals and evaluated each firm on the criteria set forth in the RFP. Two firms were selected to participate in the interview and demonstration phase of the evaluation. The selection committee determined that e-Plan, Inc., dba e-PlanSoft, of Los Angeles, CA, submitted the most qualified and responsive proposal that best meets the City's needs. e-Plan, Inc., dba e-PlanSoft, offers a customizable product, same-day response to service calls, and a robust training program.

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download RFP specifications. Through outreach, 622 Long Beach vendors were notified to submit proposals, of which four downloaded and none submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Linda Vu on January 12, 2015 and by Budget Management Officer Victoria Bell on January 15, 2015.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP DV14-034 and award a contract concurrently is requested on February 10, 2015, to ensure the contract is in place expeditiously.

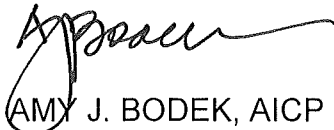
FISCAL IMPACT

The contract authority requested includes \$288,600 for initial development and implementation of an Electronic Plan Check System plus \$23,544 per year for five years for annual maintenance costs. Sufficient appropriations to support the Fiscal Year 2015 (FY 15) costs are budgeted in the Development Services Fund (EF 337) in the Department of Development Services (DV). Additional appropriation for future years' maintenance costs will be requested during the City's annual budget process. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



AMY J. BODEK, AICP
DIRECTOR OF DEVELOPMENT SERVICES



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

AJB:LAF:AA:bp

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APPROVED:



PATRICK H. WEST
CITY MANAGER