


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment	Coordination: Airport Department, City Attorney’s Office, and City Manager’s Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  11/22/21

SUBJECT: REPORT ON REQUEST FOR PROPOSAL FOR A PROJECT MANAGEMENT INFORMATION SYSTEM

RECOMMENDATION:

Accept the report on the Request for Proposal and adopt a resolution authorizing the City Manager to:

- (a) Execute an agreement with PMWeb, Inc. (Wakefield, MA) to provide a project management information system for the Airport Department, including related professional services such as implementation, training, maintenance, and support, for a maximum compensation not to exceed \$300,170 during the initial one-year term beginning on or about December 8, 2021 through November 30, 2022, subject to the appropriation of funds; and
- (b) Negotiate and execute amendments and change orders as required for any unanticipated changes such as additional software subscriptions, optional modules, integrations, and related professional services for a contingency amount not to exceed \$30,000 during the initial term, subject to the appropriation of funds; and
- (c) Exercise up to four one-year options to extend the term of the agreement through November 30, 2026, subject to the appropriation of funds; and
- (d) Negotiate and execute additional agreements with PMWeb, Inc. leveraging the same Request for Proposal to provide project management information systems, including related professional services such as implementation, training, maintenance, and support, for other City departments as requested, subject to substantially the same material terms and conditions as the agreement for the Airport Department and the appropriation of funds.

Desired Outcome: Authorizing the City Manager to take this action will facilitate more efficient and effective planning, forecasting, management, and documentation for the Airport’s capital improvement and tenant improvements projects and enable other City Departments to leverage this procurement as requested, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION:

In November 2020, the Finance Department released a Request for Proposal (RFP) for a project management information system. The system will provide an owner-centric, all-in-one, web-based software solution to manage the Airport’s capital improvement and tenant improvements projects.

Ten responsive proposals were received prior to the submittal deadline. The proposals were evaluated and scored independently by a three-member evaluation panel comprised of representatives from the Airport and Public Works Departments. Four proposers were selected for oral interviews and system demonstrations, after which, the two highest ranked vendors participated in a Best and Final Offer (BAFO) to make clarifications and obtain final pricing.

Evaluation scores for the two finalists are as follows:

Final Scores	Maximum Points	PMWeb, Inc.	Stellar Services, Inc.
General Requirements	10	9	7
Experience and Qualifications	15	14	11
Project Approach / Schedule	15	14	12
Technical Capabilities	15	13	11
Cost Proposal (BAFO)	20	14	20
Oral Interview / System Demonstration	15	11	11
Local Business Enterprise	5	0	0
Small Business Enterprise	5	0	0
Total Score	100	75	72

Neither finalist requested the local or small business enterprise preference, and no protests were received. Staff provided debriefings for two unsuccessful proposers (e-Builder, Inc. and InnoActive Group) to share additional feedback on their scores. Staff also conducted reference checks for PMWeb, Inc. with the San Diego International Airport, Massachusetts Port Authority, and the Tucson Airport Authority. All references provided positive feedback.

Based on these results, staff recommends award of the contract to PMWeb, Inc. as the most advantageous and best value proposal per the evaluation criteria set forth in the RFP. Approval of this recommendation will provide the Airport a management tool to more efficiently, effectively, and accurately plan and execute projects, manage documentation, allocate resources, and report on results to facilitate informed decision making.

Additionally, this RFP may be leveraged by other City departments seeking to implement a similar solution subject to substantially the same material terms and conditions and appropriation of funds, as allowed by recommendation (d), provided the scale of the solution is of similar size and cost as the Airport.

Climate Smart San José: The recommendation in this memo has no effect on Climate Smart San José energy, water, or mobility goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

This action is consistent with the City’s 2021-2022 Adopted Capital Budget approved Budget Strategy for Drive to Digital.

COST AND FUNDING SOURCE:

Fund #	Appn #	Appn. Name	Total Appn.	Amt. for Recommendation	2021-2022 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No)
527	418J	Airport - Project Management Application	\$700,000	\$300,170	781	6/22/2021, Ord. No. 30621

FOR QUESTIONS CONTACT: For program-related questions, please contact Andres “Drew” Niemeyer, Deputy Director, Airport, at aniemeyer@sjc.org. For procurement- and contract-related questions, please contact Jennifer Cheng, Deputy Director of Finance, at jennifer.cheng@sanjoseca.gov.