

Condensed Title:

A Resolution of The Mayor and City Commission of The City of Miami Beach, Florida Approving, Pursuant To Section 2-367 (D) of The Miami Beach City Code, The Sole Source Purchase Of ProjectDox, Electronic Plan Review Software, From Avolve Software Corporation, In The Estimated Amount of \$287,300, And A Four Year Maintenance Agreement In The Amount of \$179,896; Additionally Authoring The City Manager To Acquire All Of The Supporting Equipment And Software For The Implementation Of The Project, And Further Authorizing The Appropriation of \$163,400 In Additional Funding For The Project From The Training And Technology Fund.

Key Intended Outcome Supported:

Increase Community Satisfaction With City Services; Make the City More Business Friendly

Supporting Data (Surveys, Environmental Scan, etc.): In the 2007 Community Satisfaction Surveys 32% of Residents and 32% of Businesses identified "faster permit/inspection approval process" as the most important thing to improve the Building Department.

Issue:

Shall the Mayor and City Commission adopt the Resolution?

Item Summary/Recommendation:

The City currently processes building permit applications through the Building, Planning & Zoning, Public Works and Fire Departments. During Fiscal Year 2007/08 the City of Miami Beach Building Department has performed 30,381 plan reviews and has spent approximately 21,000 hours on plan reviews including Building & Accessibility, Mechanical, Electrical, Plumbing, Elevator, Engineering, and Structural disciplines. During this same period the Building Department scanned approximately 193,000 documents ranging in size from 8.5 by 11 inches to 36 by 42 inches.

Avolve Software Corporation (ProjectDox) of Scottsdale, Arizona is the only software provider the City of Miami Beach Building Department has identified that offers a web based electronic plan submittal and review application. Avolve is the sole distributor of the ProjectDox software. ProjectDox satisfies the best practices for electronic plan review.

During the assessment process the City conducted a peer review meeting and sent a survey questionnaire to about a dozen counties and municipalities as part of the efforts being conducted by Watson Rice during their operational review of the Building Department. As a result of these efforts, we could not identify a product available in the market that provided all of the functionality that ProjectDox provides. Miami-Dade County has developed something similar in-house but it is not as comprehensive of a system as the one provided by ProjectDox. The City could exercise the option of developing its own software solution in-house; however, this would create a significant time delay in the implementation of this product.

ADOPT THE RESOLUTION.

Advisory Board Recommendation:

The Finance and Citywide Projects Committee Meeting of February 11, 2009, unanimously approved recommending to the City Commission the sole source purchase of ProjectDox and place this item on the consent agenda for February 25, 2009 Commission Meeting.

Financial Information:

Source of Funds:		Amount	Account
OBPI	1	\$224,000	Previously appropriated funds from the Training and Technology Fund 601-7000-229253.
	2	\$163,400	Additional Funding to be appropriated from the Training and Technology Fund 601-7000-229253.
	3		
	4		
	Total	\$387,400	

Financial Impact Summary:

City Clerk's Office Legislative Tracking:

Gus Lopez, Ext# 6641

Sign-Offs:

Department Director	Assistant City Manager	City Manager
AR <i>[Signature]</i> GL <i>[Signature]</i>	PDW <i>[Signature]</i>	JMG <i>[Signature]</i>

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MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager

DATE: February 25, 2009

SUBJECT: **A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA APPROVING, PURSUANT TO SECTION 2-367 (d) OF THE MIAMI BEACH CITY CODE, THE SOLE SOURCE PURCHASE OF PROJECTDOX, ELECTRONIC PLAN REVIEW SOFTWARE, FROM AVOLVE SOFTWARE CORPORATION, IN THE ESTIMATED AMOUNT OF \$287,300, AND A FOUR YEAR MAINTENANCE AGREEMENT IN THE AMOUNT OF \$179,896; ADDITIONALLY, AUTHORIZING THE CITY MANAGER TO ACQUIRE THE INITIAL HARDWARE AND SOFTWARE FOR THE IMPLEMENTATION OF THE PROJECT, AND FURTHER AUTHORIZING THE APPROPRIATION OF \$163,400 IN ADDITIONAL FUNDING FOR THE PROJECT FROM THE TRAINING AND TECHNOLOGY FUND.**

ADMINISTRATION RECOMMENDATION

Adopt the Resolution.

BID AMOUNT AND FUNDING

The cost of the software license, implementation, training and first year of maintenance is \$287,300 and initial hardware needs are estimated at \$100,100, for total initial funding of \$387,400.

The initial implementation of the electronic plan review system will be funded by \$224,000 of previously appropriated funds from the Training and Technology Fund and \$163,400 in additional funding to be appropriated from the Training and Technology Fund 601-7000-229253.

The funding of the maintenance for the future years will be appropriated on a year-by-year basis as part of the City's annual operating budget subject to the following schedule:

Year 2:	\$38,760
Year 3	\$42,636
Year 4	\$46,900
Year 5	<u>\$51,600</u>
Total	\$179,896

The high-level costs associated with both the Workstations and Back End components are as follows:

<u>PHASE I (FY 08/09)</u>		<u>PHASE II (FY 09/10)</u>	
(5) High-End Workstations	- \$ 28,500	(28) High-End Workstations	- \$159,600
Web and Job Processor Servers	- \$ 63,000	Web and Job Processor Servers	-\$0
250GB SAN Storage	- \$ 5,000	250GB SAN Storage	-\$0
2 Kiosk to upload plans	- \$ 3,600	Kiosk to upload plans	-\$0
Total Estimated H/W Costs	= \$100,100		\$159,600

Pilot workstations and hardware are anticipated to cost \$100,100, in FY 2008/09, with the balance anticipated to be deployed and appropriated upon full implementation in FY 2009/10. The high-end workstations will be deployed as follows: Building (14), Planning and Zoning (13), Fire (4) and Public Works (2) Departments for a total of 33 workstations. The cost of each workstation is estimated to be \$5,700, for a total of \$188,100.

The City has the ability to purchase the hardware through existing contractual agreements.

ANALYSIS

The City currently processes building permit applications through the Building, Planning & Zoning, Public Works and Fire Departments. During the application process, large plan sets and drawings are submitted for review. In many cases, the plans and drawings contain building and engineering details that consist of several rolls of up to 100 or more (36" x 42") sheets of paper.

The implementation of the electronic plan review process will be conducted in three phases.

- Phase I - Will be a pilot phase during which we will work with a selected group of design professionals to ensure that all process are tested before opening to the general public.
- Phase II – Full access to the system for all our customers via a kiosk at City Hall. The web base component of the system will not be implemented at this time. The ProjectDox web component, as currently structured, introduces a security risk at this time that the City is not willing to assume; therefore, until this is addressed by the vendor, we will upload plans through a kiosk system at City Hall. The vendor has committed to eliminate the security risk and the contract will provide for a timetable and penalties to the vendor if these are not addressed.
- Phase III – Implementation of the web-based capabilities of the system.

During Fiscal Year 2007/08 the City of Miami Beach Building Department has performed 30,381 plan reviews and has spent approximately 21,000 hours on plan reviews including Building & Accessibility, Mechanical, Electrical, Plumbing, Elevator, Engineering, and Structural disciplines. These figures exclude reviews conducted by Planning & Zoning, Public Works and Fire Departments.

During this same period the Building Department scanned approximately 193,000 documents ranging in size from 8.5 by 11 inches to 36 by 42 inches.

The Major Benefits to the City's from the acquisition of this software area:

- Allows for concurrent plan reviews.
- Allows electronic redlining and project mark-up capabilities, including overlay and review various drafts of submitted drawings. Comparisons between different drafts of plans have to be performed manually, which increases the risk that a reviewer will fail to notice a change (or the absence of a change) in the submitted plans.
- Eliminates the requirement that all plans be submitted in paper form. This eliminates the risk of misplacing plans, reduced storage space and is environmentally friendly. Allow for concurrent reviews of electronic plans, consolidate the submittal cycle and streamline the correction process.
- Provides a medium for internal and external agencies to review and collaborate on projects/plans.
- Provide for better quality control, transparency, accountability and reliability.
- Standardizes the plan review process and review checklist.
- Eliminates the need to review worksheets that have not been modified.
- Provides for work collaboration with design professionals so that updates and communication can occur electronically.
- Provides for integration with the City's existing document management system (Laserfiche) and current permitting application Permits Plus (Accella).
- Improves efficiency and reduce turn-around time for plan reviews.

Sole Source Justification :

Avolve Software Corporation (ProjectDox) of Scottsdale, Arizona is the only software provider the City of Miami Beach Building Department has identified that offers a web based electronic plan submittal and review application. Avolve is the sole distributor of the ProjectDox software.

ProjectDox satisfies the best practices for electronic plan review. In addition, the following features are offered exclusively by ProjectDox:

- Parallel plan review capabilities that expedite electronic files distribution and review by all concerned departments, in the same timeframe, in other words concurrent reviews are possible using the ProjectDox software, plans can be submitted electronically to the City and reviewed concurrently by all reviewers involved in the development review process over the internet.

- Electronic forms that are automatically generated and populated when appropriate data is entered into the permitting and plan check database.
- Highly structured, customizable electronic workflows that control the transfer of information and tasks to appropriate individuals in all designated departments, and also to (citizen) architects and engineers when required.
- The software can be configured to automatically send email notifications to all project stakeholders and review departments to provide real-time status and alerts regarding the plan review process.
- The software includes advanced visualization tools that incorporate overlay comparison features so that plans can be reviewed electronically to compare changes between earlier drafts and resubmitted drawings.
- This plan review and management system will enable the City of Miami Beach Development Review Departments and its Customers a method to submit plans and drawings, allow internal and external staff and external agencies to review, mark-up and approve electronically submitted plans and provide a method to electronically archive electronic plan sets and associated documents.
- During the phase III of the implementation, the web-based application for management of plan reviews and notifications by providing for online submission and resubmission of plan drawing sets and associated documents in a secure manner.

During the assessment process the City conducted a peer review meeting and sent a survey questionnaire to about a dozen counties and municipalities as part of the efforts being conducted by Watson Rice during their operational review of the Building Department. As a result of these efforts, we could not identify a product available in the market that provided all of the functionality that ProjectDox provides.

Miami-Dade County has developed something similar in-house but it is not as comprehensive of a system as the one provided by ProjectDox. The City could exercise the option of developing its own software solution in-house; however, this would create a significant time delay in the implementation of this product.

In summary, the City of Miami Beach Building Department has not found a software solution that specifically addresses the following criteria in a web-based electronic plan review application.

CONCLUSION

The City expects to meet these objectives:

- Improve the average time for the development review process from application to approval.
- Reduce the number of hours departments must spend to convert physical paper based files to an electronic medium.

- Decrease staff time spent on locating misplaced plans.
- Improve management reports that can support measurement of Key Intended Outcomes (KIO) and Department Performance Indicators to make the City More Business Friendly and Improve the Process through IT.
- Easily determine the reasons as to plans are submitted over three times.

The Finance and Citywide Projects Committee Meeting of February 11, 2009, unanimously approved recommending to the City Commission the sole source purchase of ProjectDox and place this item on the consent agenda for February 25, 2009, Commission Meeting.

The Administration recommends that the Mayor and City Commission of the City of Miami Beach, Florida, adopt the attached resolution, herein approving pursuant to Section 2-367 (d) of the Miami Beach City Code, the sole source purchase of ProjectDox, Electronic Plan Review Software, from Avolve Software Corporation in the estimated amount of \$287,300, and a four year maintenance agreement in the amount of \$179,896; Additionally, authorizing the City Manager to acquire the initial hardware and software for the implementation of the project; and further authorizing the appropriation of \$163,400 in additional funding for the project from the Training and Technology Fund.

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RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA APPROVING, PURSUANT TO SECTION 2-367 (d) OF THE MIAMI BEACH CITY CODE, THE SOLE SOURCE PURCHASE OF PROJECTDOX, ELECTRONIC PLAN REVIEW SOFTWARE, FROM AVOLVE SOFTWARE CORPORATION, IN THE ESTIMATED AMOUNT OF \$287,300, AND A FOUR YEAR MAINTENANCE AGREEMENT, IN THE AMOUNT OF \$179,896 A YEAR; ADDITIONALLY AUTHORIZING THE CITY MANAGER TO AQUIRE ALL OF THE SUPPORTING EQUIPMENT AND SOFTWARE FOR THE IMPLEMENTATION OF THE PROJECT; AND FURTHER AUTHORIZING THE APPROPRIATION OF \$163,900 IN ADDITIONAL FUNDING FOR THE PROJECT FROM THE TRAINING AND TECHNOLOGY FUND.

WHEREAS, pursuant to Section 2-367 (d) of the Miami Beach City Code, the City may enter into contracts for goods and/or services where only one source for the product or service is evident; and

WHEREAS, the City currently processes building permit applications through the Building, Planning & Zoning, Public Works and Fire Departments; and

WHEREAS, during the application process, large plan sets and drawings are submitted for review; and

WHEREAS, during Fiscal Year 2007/08, the Building Department performed 30,381 plan reviews, and spent approximately 21,000 hours on plan reviews (including Building & Accessibility, Mechanical, Electrical, Plumbing, Elevator, Engineering, and Structural disciplines); and

WHEREAS, during this same period, the Building Department scanned approximately 193,000 documents, ranging in size from 8.5 by 11 inches, to 36 by 42 inches; and

WHEREAS, Avolve Software Corporation (ProjectDox) of Scottsdale, Arizona is the only software provider the City of Miami Beach Building Department has identified that offers a web-based electronic plan submittal and review application; and

WHEREAS, Avolve is the sole distributor of the ProjectDox software; and

WHEREAS, the Finance and Citywide Projects Committee Meeting of February 11, 2009, unanimously approved recommending to the City Commission the sole source purchase of ProjectDox and place this item on the consent agenda for February 25, 2009 Commission Meeting; and

WHEREAS, the Administration has complied with the documenting requirements for sole source purchases, pursuant to Section 2-367 (d) of the Miami Beach City Code; and

WHEREAS, the implementation of the electronic plan review system will be funded \$224,000 in previously appropriated funds from the Training and Technology Fund and \$160,300 in additional funding to be appropriated from the Training and Technology Fund 601-7000-229253.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, that the Mayor and City Commission hereby approve, pursuant to Section 2-367 (d) of the Miami Beach City Code, the sole source purchase of ProjectDox, Electronic Plan Review Software, from Avolve Software Corporation, in the estimated amount of \$287,300, and a four year maintenance agreement, in the amount of \$179,896 a year; Additionally authorizing the City Manager to acquire all of the supporting equipment and software for the implementation of the project; and further authorizing the appropriation of \$163,900 in additional funding for the project from the Training and Technology Fund.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2009

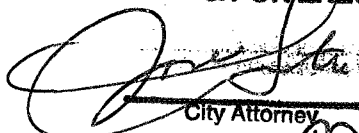
ATTEST:

CITY CLERK


MAYOR

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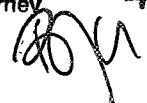
**APPROVED AS TO
FORM & LANGUAGE
& FOR EXECUTION**



City Attorney

 2/17/09

Date



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