



Meeting Date: 11/14/2022

To: Public Works Commission
Lauren Post, Chair
Fady Zoubi, Vice Chair
Lynne Newhouse Segal
Paul Woolford

Through: Carla Short, Interim Public Works Director
Bruce Robertson, Deputy Director of Financial Management & Administration

From: Jocelle Alberto, Project Manager

Subject: Project and Construction Management System Software - Contract Award

Director's Recommendation: Award the Project and Construction Management System Software Contract to InnoActive Group in the amount of \$3,467,092 for 1,825 consecutive calendar days to implement a project management information system and to provide hosted services for unlimited users for the duration of contract with option to extend up to additional five (5) years.

Contract Background: Department staff identified significant gaps in supporting standard procedures; spends considerable time on administration and reporting processes; desires easier tracking of staff, client, and challenges interacting with the city's new financial system; and faces other challenges due to unintegrated systems in project and construction management of projects. The goal of the project is to provide a comprehensive Project and Construction Management software solution to better manage construction and to support the project management life cycle (initiation, planning, design, and construction) across the department through enforcing standardization, implementing best practices, and eliminating redundant systems. As Public Works collaborates with contractors on behalf of multiple City departments, a comprehensive tool is needed to improve interactions, approvals, communications, and notifications between Public Works and/or client department Project Managers, Construction Managers, Resident Engineers, Designers, Accountants, Contract Administrators, Inspectors, Contractors, and Subcontractors.

Solicitation Process: The Department issued the Request for Proposal (RFP) on October 9, 2020 and received nine (9) proposals on December 11, 2020. The selection process consisted of three (3) stages. Stage 1, Selection Panel evaluated all the proposals for minimum qualifications and determined all were qualified. Stage 2, Selection Panel evaluated the qualified written proposals and provided a score of up to 100 points to each proposal. Top four (4) Proposers are invited to the product demonstration. Stage 3, Selection Panel evaluated the product demonstrations and provided a score of up to 100 points to each demonstration. Based on the tabulated scores, the Selection Panel deemed InnoActive Group the highest ranked Proposers,

and Public Works Contract Administration staff issued the Notice of Intent to Award this contract on December 15, 2021.

Contract Details:

Contract Title:	Project and Construction Management System Software
Personal Services Contract No.:	PSC# 49277 – 21/22 Approval Date: 2/7/2022
Contract Award Amount:	\$3,467,092
Contract Funding Sources (if applicable):	Public Works Overhead Fund
Anticipated Project Schedule:	Notice-to-Proceed: December 2022 Service: December 2022 – December 2027
Contract Duration:	1,825 consecutive calendar days with option to extend up to additional five (5) years
Contractor Name:	InnoActive Group
Compliance with Chapter 14B Local Business Enterprise Ordinance:	The Contract Monitoring Division (CMD) established a Local Business Enterprise (LBE) subcontracting requirement of 25% for this contract. The contractor committed to LBE participation of 25% in its proposal, and San Francisco Public Works received CMD’s recommendation to award.
Other Compliance:	12B, 12X, 12P, 12Q, First Source Hiring Program (Admin. Code Chapter 83)
Additional Information:	N/A
Attachments:	Attachment A: CMD Award Recommendation Attachment B: Tabulated Scores

**PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 2022-_____

WHEREAS, During the delivery of public works construction projects, San Francisco Public Works provides various professional services such as project management, architecture and engineering services, construction management, and accounting services for both for itself as well as its client departments; and

WHEREAS, Public Works staff identified significant challenges with its current project and construction management technology and software systems. These challenges include software that does not support standard operating procedures, software that requires staff to spend considerable time on administration and reporting processes, and does not adequately track staff, client, and challenges interacting with the city's new financial system; and

WHEREAS, On October 9, 2020, Public Works staff issued a Request for Proposal (RFP) to select a Project Management and Construction Management software solution and associated implementation services, and on December 11, 2020 received nine (9) proposals; and

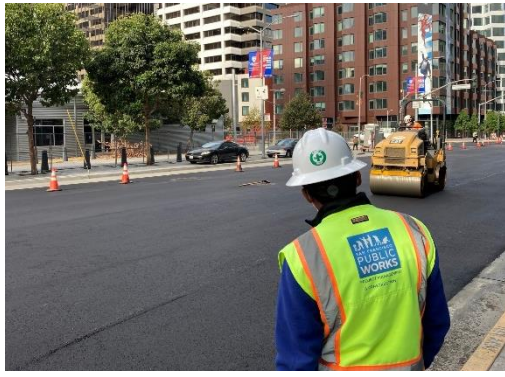
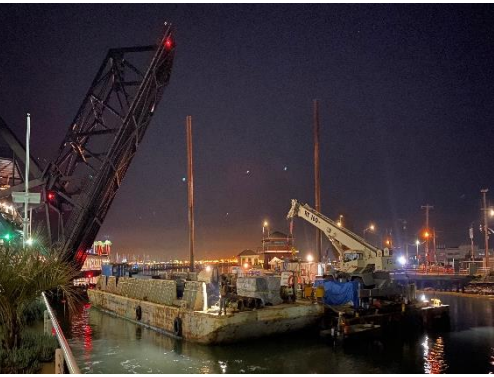
WHEREAS, Public Works staff convened two evaluation panels, one panel to evaluate and score the written proposals and second panel to evaluate and score the product demonstrations; and

WHEREAS, InnoActive Group is the responsible proposer with the highest tabulated score; now, therefore, be it

RESOLVED, That this Commission hereby awards the Project and Construction Management System Software Contract to InnoActive Group in the amount of \$3,467,092 for 1,825 consecutive calendar days to implement a project management information system and to provide hosted services for unlimited users for the duration of contract with option to extend up to additional five (5) years.

I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of _____

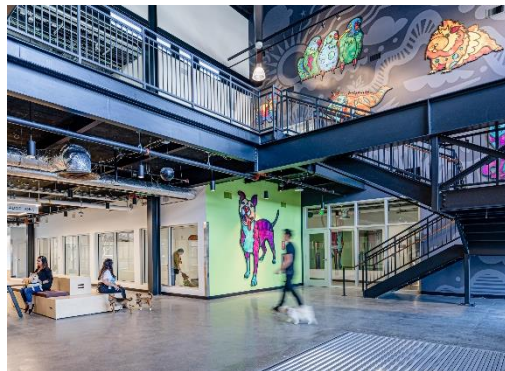
Commission Affairs Manager, Public Works Commission



November 14, 2022

Project and Construction Management (PCM) System Software

Jocelle Alberto, Project Manager



Project Sponsors and Team

Project Sponsors

Bruce Robertson

Deputy Director of Financial Management and Administration
Finance & Administration Division

Albert Ko

Deputy Director & City Engineer
Infrastructure Design & Construction Division (IDC)

Ronald Alameida

Deputy Director & City Architect
Building Design & Construction Division (BDC)

Project Team

Construction Management Staff

Project Managers

Information Technology Staff

Financial and Administration Staff

Item Request

Recommend Commission:

**Authorize San Francisco Public Works Contract:
Project and Construction Management System Software**

Amount:

\$3,467,092

Contract Duration:

1,825 Days

with option to extend up to five (5) additional years

Contractor:

InnoActive Group

Reason:

**Professional services to implement a project and construction management information system
and to provide the hosted services for the system for unlimited number of users**

Objectives

Implement and enforce a formal project management process

that supports the project management life cycle (initiation, planning, design and construction) across the department through enforcing standardization, implementing best practices, and eliminating redundant systems.

Improve interactions, approvals, communications and notifications

between Public Works and/or client department project managers, construction managers, resident engineers, designers, accountants, contract administrators, inspectors, contractors and subcontractors. This includes in the processing of Requests for Information (RFIs), Submittals, Proposed Change Orders (PCOs), Notices, Closeout, etc.

Provide automation of integration, notifications, processes and reporting

to reduce staff time spent on basic administrative activities.

Support project financial data

including budget, funding, contracts, change orders and payment applications.

Have ability to access data

and interact with documents, forms and workflows while in the field.

General Contract Scope

Provide project management, system implementation and hosting services for the following areas of work:

- Project planning
- Discovery of business processes
- Design
- Configure and implement system features
- Testing and deployment
- Training and documentation

Selection Process

Advertised:
October 9, 2020

Pre-proposal Virtual Conference:
October 21, 2020

Proposal Due:
December 11, 2020

Convened two Contract Monitoring Division (CMD)-approved evaluation panels

9

Proposals
Received

9

Proposals
Deemed
Qualifying

9

Proposals
Reviewed
by Panel

4

Proposals
Advanced to
Product
Demonstration

1

Selected for
Contract
Negotiation

Overall Evaluation Process

Evaluation Process	Maximum Points
Stage 1: Screening of Minimum Qualifications	Pass/Fail
Stage 2: Written Proposal	100
Stage 3: Product Demonstration	100
TOTAL	200

FINAL TABULATED SCORES				
Evaluation Phase	Arcadis	DPP Tech	InnoActive Group	Trimble/e-Builder
Stage 1 - Minimum Qualification (Pass/Fail)	PASS	PASS	PASS	PASS
Stage 2 - Proposal Evaluation (100 Points)	88.42	81.86	85.55	88.15
Stage 3 - Product Demonstration (100 Points)	74.73	68.17	78.41	73.29
<i>Raw Scores:</i>	163.15	150.03	163.96	161.44
CMD Rating Bonus:	0.00%	10.00%	10.00%	0.00%
FINAL SCORE:	163.15	165.03	180.36	161.44
RANK	3	2	1	4

Next Steps

Request to Award:
November 14, 2022

Notice to Proceed:
December 21, 2022

Contract Completion:
December 20, 2027

Item Request

Recommend Commission:

**Authorize San Francisco Public Works Contract:
Project and Construction Management System Software**

Amount:

\$3,467,092

Contract Duration:

1,825 Days

with option to extend up to five (5) additional years

Contractor:

InnoActive Group

Reason:

**Professional services to implement a project and construction management information system
and to provide the hosted services for the system for unlimited number of users**



QUESTIONS