



CITY COUNCIL AGENDA REPORT

Meeting Date: June 1, 2023

From: John Swiecki, Community Development Director

Subject: Land Management and Permitting System Procurement

Community Goal/Result

Fiscally Prudent - Brisbane's fiscal vitality will reflect sound decisions which also speak to the values of the community.

Purpose

Procure a modern land management and permitting system.

Recommendation

Authorize the City Manager to select a land management and permitting system vendor, negotiate a contract for system implementation, and execute a contract with the chosen vendor.

Background

In October 2021, staff presented a Technology Master Plan (TMP) to the City Council that provided a roadmap for the City to achieve its vision to deliver services efficiently and transparently through technology improvements across all Departments. One of the TMP's priorities was implementation of a new comprehensive and modern land management and permitting system to replace the City's current patchwork of manual building, planning, and engineering permit procedures and databases projected into the 2022-2023 fiscal years.

To move this effort forward, the City hired consultant firm Baker Tilly to conduct a process evaluation for existing permit procedures, and to evaluate in depth the needs of all City departments related to permit processing. These evaluations informed development of a Request for Proposals (RFP) for a new land management and permitting system, which was released in March of this year.

As described in the RFP, the City seeks a proven, cloud-based software system that is designed around best practices and will allow the City to streamline and improve the permit process across all relevant departments, including Building, Engineering, and Planning. The RFP highlighted the City's desire for a system that is easy and intuitive to use for customers as well as staff members.

Discussion

The City received five responsive proposals representing a range of systems, from well-known industry leaders to relatively newer technology firms. An interdepartmental team representing

Community Development, Public Works, Finance/Administration, and Police departments are currently reviewing the proposals to determine which vendors will be invited to participate in vendor demonstrations tentatively scheduled for the week of June 5. Following the demonstrations, staff anticipates selecting a preferred vendor by mid-June. Contract negotiation with the preferred vendor would commence in July, with final contract terms mutually agreed upon by August.

Fiscal Impact

The Technology Master Plan reviewed by the Council in October 2021 projected budget estimates for one time implementation of \$200,000 and ongoing costs of \$20,000 annually. The submitted vendor proposals include a range of pricing estimates, with initial one-time implementation costs ranging from \$100,000-\$650,000 and ongoing costs ranging from \$40,000-\$140,000 annually. These prices should be considered ceilings, and all pricing estimates are subject to negotiation. Staff anticipates that contract negotiations may result in lower costs than those presented in the proposals.

Measure of Success

Procurement and implementation of a new land management and permitting system that streamlines the permit review and approval process for building, planning, and engineering permit processes, optimizes staff time spent on reviewing permit applications, and ensures the permit process is transparent and straightforward.

Attachments

None.



John Swiecki, Community Development Director



Clay Holstine, City Manager