



Folsom City Council Staff Report

MEETING DATE:	3/9/2021
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 10598 - A Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Professional Services Agreement with Avolve Software Inc. for ProjectDox Upgrade and Renewal of Annual Support Services
FROM:	Community Development Department

RECOMMENDATION / CITY COUNCIL ACTION

Staff respectfully requests that the City Council pass and adopt Resolution No. 10598 - A Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Professional Services Agreement with Avolve Software Inc. for ProjectDox Upgrade and Renewal of Annual Support Services.

BACKGROUND / ISSUE

In April 2020, the Community Development Department launched its electronic plan review system using ProjectDox. ProjectDox is a software program developed by Avolve Software Inc., which allows customers to submit building plans electronically and City staff to review those plans without requiring paper submittals. This functionality saves time and resources for both staff and customers and has become an essential tool during the COVID-19 pandemic. City staff recommends that the City Council amend the City's existing agreement with Avolve Software Inc. to include the following additional services: 1) upgrade ProjectDox version 9.1.8 to version 9.2 along with a contingency in case additional integration and testing work is necessary (\$11,700); 2) create a test environment on the City's servers for testing the ProjectDox upgrade as well as the later integration with TRAKiT before launch (\$18,105), and; 3) provide another year of ProjectDox maintenance and support services (\$14,394.77) for a total of \$44,199.77. This contract amendment will be funded through of combination of funds remaining from the City's original contract with Avolve and grant funding received from

the State for permitting improvements that will help modernize the City's development review process.

On May 28, 2019, in Resolution No. 10289, the City approved a professional services agreement with Avolve Software, Inc. for \$109,494.77. This agreement covered the installation, software configuration, and testing as well as one year of support services. Overall, ProjectDox has worked well, especially for repeat users. The one flaw is the current inability of applicants to pay online, but that will be addressed this summer as part of the City's launch of the TRAKiT permit tracking software, which will integrate with ProjectDox and will also provide an online payment platform that will allow customers to pay with a credit card.

The upgrade to ProjectDox version 9.2 will provide additional benefits to our customers since it 1) will make it easier to share comments and markups among members of a design team; 2) makes it easier to upload and submit project files and revisions; and 3) provides better instructions for each task for our customers. Creating a test environment on the City's servers will allow staff to test ProjectDox version 9.2 to make sure everything works properly before staff launch the new version. Furthermore, the test environment will be crucial to ensuring that ProjectDox works properly with TRAKiT, our new permitting system, when City staff launch that in the summer. Finally, the renewal of our service contract with ProjectDox Support is important for this upcoming year, given all the new electronic systems staff will be rolling out. It is important that the City have the resources in place to ensure a smooth rollout for our customers. All of the costs for these improvements will be covered either by grant funding or from funds remaining from the original ProjectDox installation project. No new General Fund dollars will be used.

POLICY / RULE

In accordance with Chapter 2.36 of the Folsom Municipal Code, professional services contracts of \$62,657 or greater shall be approved by the City Council.

ANALYSIS

Staff recommends that the Council authorize the City Manager or her designee to amend the existing agreement with Avolve Software Corporation to add the following additional services totaling \$44,199.77:

- Upgrade ProjectDox version 9.1.8 to version 9.2 to provide improvements to customers.
- Establish a test environment to ensure ProjectDox version 9.2 works well before it is rolled out to our customers and to ensure that TRAKiT and ProjectDox are integrated and work seamlessly before TRAKiT is launched this summer.
- Continue another year of ProjectDox support services, which will provide the necessary support to staff and will ensure the timely resolution of any issues that arise.

FINANCIAL IMPACT

The total cost of the tasks in this amendment is \$44,199.77. No new General Fund monies will be used for this amendment to the professional services agreement with Avolve Software. The tasks in the amendment will be funded through a combination of grant funds and the remaining balance from the original agreement. The amount of funding remaining from the original agreement is \$14,325. The remainder of the funds (\$29,874.77) will come from the SB 2 Planning Grant Program (PGP) funds that the City received from the State Housing and Community Development Department (HCD). The City received \$310,000 in PGP funds last year, and one of the eligible uses of the funds is for improvements to the City's planning and permitting processes.

ENVIRONMENTAL REVIEW

The execution of a professional service agreement amendment is not considered a project under the California Environment Quality Act (CEQA) in accordance with CEQA Guidelines Section 15061(b)(3). As a result, these actions are exempt from environmental review.

ATTACHMENT

Resolution No. 10598 - A Resolution Authorizing the City Manager to Execute Amendment No. 1 to the Professional Services Agreement with Avolve Software for ProjectDox Upgrade and Renewal of Annual Support Services

Submitted,



Pam Johns, Community Development Director

RESOLUTION NO. 10598

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES
AGREEMENT WITH AVOLVE SOFTWARE INC. FOR PROJECTDOX
UPGRADE AND RENEWAL OF ANNUAL SUPPORT SERVICES**

WHEREAS, the City of Folsom desires to update and improve its electronic plan review system using ProjectDox software; and

WHEREAS, the City Council approved Resolution No. 10289 on May 28, 2019, authorizing the City Manager to execute a professional services agreement with Avolve Software Inc. in the amount of \$109,494.77 for the installation, configuration, training, and support services associated with ProjectDox; and

WHEREAS, the City received \$310,000 in Senate Bill 2 Planning Grant Program funds from the State Housing and Community Development Department for several planning and permitting process improvements, including modernizing the City's permit processes; and

WHEREAS, of the \$109,494.77 set aside for the original installation and configuration of ProjectDox, \$14,325 remains; and

WHEREAS, the total cost of the original scope of work from Avolve Software Inc. was \$109,494.77. The additional services, which include upgrading the current version of the software, creating a test environment, and renewing ProjectDox support services for another year, is \$44,199.77 for a total not to exceed amount of \$153,694.53 for this project; and

WHEREAS, sufficient funds are available in the General Fund (Fund 010) in the Community Development Department's Fiscal Year 2020-21 budget for the amendment; and

WHEREAS, approval of the amendment and the allocation of funding is exempt from the California Environmental Quality Act (CEQA):

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby authorized to execute Amendment No. 1 to the Consultant and Professional Services Agreement with Avolve Software Inc. for the ProjectDox upgrades and support services in the amount of \$44,199.77 for a total not-to-exceed amount of \$153,694.54, in a form acceptable to the City Attorney; and

PASSED AND ADOPTED this 9th day of March 2021, by the following roll-call vote:

AYES: Council Member(s):
NOES: Council Member(s):
ABSENT: Council Member(s):
ABSTAIN: Council Member(s):

Michael R. Kozlowski, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

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