



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action - Electronic Construction Document Control System Software and Support Services RFP

Preferred Agenda: August 23, 2022

Submitted By: Trish Rice, Engineering Tech 2

Reviewed By: Christy Wurster, City Manager Pro Tem
Greg Springman, Public Works Director

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: N/A

Towards Council Goal: 1.1 Develop specific steps for implementation of the adopted infrastructure master plans.
2.6 Employ sound technology to maximize efficiency.

Attachments: Electronic Construction Document Control System Software and Support Services RFP

Purpose of this RCA:

Staff is requesting Council authorization to advertise the Electronic Construction Document Control System Software and Support Services RFP for the Mahler WRF Improvements Project.

Background/Context:

Construction of the Mahler WRF Improvements Project presents a much higher level of complexity than the City's usual capital projects. It is much more technologically complex, longer duration, and involves a much larger project team. There will be exponentially more material submittals, requests for information/clarification, field changes, and change orders, all of which must be tracked & processed in a timely fashion. Smaller projects can be adequately managed using basic Microsoft Office applications, however the usefulness does not scale up to multi-million, multi-year projects, where the risk of error is compounded by the high volume of documents and correspondence to be processed and the greater number of people involved. Failure to accurately process all documents and correspondence within the contractually specified timeframes presents risk for added costs, schedule delays, and in the worst case, lawsuits.

To illustrate the high volume of project correspondence that Sweet Home can expect to process, below is a brief summary of representative projects submitted by the interested contractors as part of their statements of pre-qualification.

Project	Original Contract Price	# of Requests for Information/Clarification	# of Submittals	# of Change Orders
Lake Oswego WTP	\$66.1M	379	654	39
City of Washougal WWTP	\$12.2M	66	205	12
Lebanon WTP	\$26.4M	267	333	44
Medford Duff Flocculation/Sedimentation	\$17.3M	56	105	not provided
Snoqualmie WRF	\$5.5M	21	61	21
Vancouver Water Station 1	\$10.4M	not provided	not provided	85
Port Townsend WTP & Reservoir	\$12.0M	not provided	not provided	13

Multiple specialized software vendors exist that cater to this need via cloud-based document management systems. West Yost has recommended that the City procure such software to streamline the process and facilitate communication between the City, engineer, and contractor. The software will at minimum automatically timestamp documents, actions, and correspondence; notify users of new requests; track the status and due date of each request; and provide on-demand reports. Some software platforms also offer additional functionality such as plans markups and financial reporting. Some vendors price their product by the number of users and others by the value of the construction project.

West Yost has provided the RFP to assist the City with this selection. The intent is to use the same software platform for all project phases. The contractor will use the City's selected software and the City will own the data. This is recommended over the alternative of the contractor providing the software, which would mean City would have limited control to dictate what features are desired, would pay contractor markup, and the contractor would own the data, which presents risk to accessing necessary data in the event of a dispute.

Proposals will be due September 13, 2022. Selection will be made by a combination of price and qualifications/functionality. Contract award is anticipated to come before Council for approval in late September to early October prior to breaking ground which is anticipated for November.

The Challenge/Problem:

To efficiently manage a high volume of critical documents on an administratively complex project and across a large multi-organizational team while minimizing the potential for error.

Stakeholders:

- City Residents. Residents are the customers who deserve good service with the highest return on their taxes and fees that we can provide, and who trust the City to maintain their infrastructure systems at a high level of service.
- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible at the lowest possible cost. They must balance leadership with representation.
- Public Works Department Staff. This project will greatly improve the operability of the WWTP which is currently undersized and beyond its serviceable lifespan. Staff spends significant time fixing broken down equipment and fighting with system inefficiencies.
- Management Team. Comprised of five department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible.
- Oregon DEQ. The WWTP upgrade project is required to comply with DEQ regulations.

Issues and Financial Impacts:

The software is anticipated to cost approximately \$50-100k per year. Some software vendors price their product by the number of users, and others on a per-project basis based on the value of the project. The proposals will include the vendor's pricing. Fees will be billed to the construction project budget line item.

Elements of a Stable Solution:

Procure a competent and affordable software platform for electronic construction document control.

Options:

1. Move to authorize staff to advertise the Electronic Construction Document Control System Software and Support Services RFP. This will allow the entire project team to accurately track & process essential project files in a timely fashion to avoid added costs/duration/legal consequences.
2. Require the contractor to select and provide the Electronic Construction Document Control System Software. Not recommended. The City would have limited control to dictate what features are desired, would pay contractor markup, and the contractor would own the data, which presents risk to accessing necessary data in the event of a dispute.
3. Do nothing. Not recommended. The high volume of documents anticipated for this project will be very inefficient to manage using basic Microsoft Office applications which will lead to errors, delays, and risk of added costs.
4. Request more information or give staff other direction.

Recommendation:

Staff recommends Option 1, Move to authorize staff to advertise the Electronic Construction Document Control System Software and Support Services RFP.