



CITY COUNCIL AGENDA STATEMENT



November 3, 2020

File ID: 20-0439

TITLE

- A. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING AN AGREEMENT TO PROVIDE ELECTRONIC PLAN REVIEW SOFTWARE IMPLEMENTATION, LICENSING, SUPPORT, AND MAINTENANCE SERVICES BETWEEN THE CITY AND E-PLAN, INC.
- B. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA APPROVING AN AGREEMENT TO PROVIDE SOFTWARE INTEGRATION PLATFORM IMPLEMENTATION, LICENSING, SUPPORT, AND MAINTENANCE SERVICES BETWEEN THE CITY AND VELOSIMO, INC.

RECOMMENDED ACTION

Council adopt the resolutions.

SUMMARY

The City conducted a Request for Proposal (RFP P03-20/21) to solicit proposals for an electronic plan check solution that integrates with the City's existing permitting software. If approved, Resolution A would award a contract for electronic plan review software implementation, licensing, support, and maintenance services to the selection committee's preferred vendor, e-Plan, Inc. (dba e-PlanSoft). Resolution B would award a contract for software integration platform licensing, support, and maintenance services to the City's current provider, Velosimo, Inc.

ENVIRONMENTAL REVIEW

The proposed activity has been reviewed for compliance with the California Environmental Quality Act (CEQA) and it has been determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines because it will not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is necessary.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION

Not applicable.

DISCUSSION

The City has contracted with Accela, Inc. for permit processing software since 1991. Since originally purchasing software from Accela, we have implemented numerous upgrades, including transitioning from

Permits Plus to Accela Automation in 2013. Since 1991, the City has also undertaken a number of integrations with, and enhancements to, the Accela permitting platform, including the addition of Accela Citizen Access, Accela Mobile Office, and Selectron's Interactive Voice Response (IVR) system.

The Development Services Department identified several automation enhancement goals in conjunction with its 2017 fee study. Chief among them was the implementation of electronic plan review. With limited exceptions, permit applicants are currently required to provide hard copy plan submittals. Multiple plan sets are required for each plan review cycle, and most applications go through two to three plan review cycles before their plans are approved. In addition to the significant cost to the applicant to produce these hard copy plans, distribution of the plans is a time-consuming routing process for Development Services Front Counter staff. The cost of producing these plans can be significant for large projects, and the storing and tracking of physical plans is an ongoing cost to the City.

As a direct result of the COVID-19 pandemic and related orders by the Governor of the State of California, the need to move forward with a host of permitting automation enhancements, including electronic plan review, has been significantly accelerated.

Electronic Plan Review Vendor Selection

The City posted RFP P03-20/21 seeking an electronic plan review solution on the City's purchasing portal, PlanetBids and viable vendors were notified, in accordance with the City's procurement policies. Two companies, e-PlanSoft and DigePlan submitted qualified responses to the RFP and the qualifications of each were evaluated by a panel consisting of City employees based on the following criteria: expertise and experience, demonstrated results and scope of services, allocation of resources, and price.

e-PlanSoft was determined to offer the best solution to meet the City's needs and is the recommended vendor. e-PlanSoft is an Accela preferred partner with more than 30 clients that have integrated with Accela using Velosimo platform. Entering into an agreement with e-PlanSoft for electronic plan review software implementation, licensing, support, and maintenance is recommended. The proposed agreement includes an initial term of five (5) years, with five optional one-year extensions, for a total possible term of ten (10) years.

Other Development Automation Initiatives

The City recently implemented a new permit application and form submittal platform, SeamlessDocs. While Accela Automation offers the CitizenAccess portal for permit applications and status updates, most users find the system difficult to navigate and administration is cumbersome. In addition, there are still processes requested by our customers that are not appropriate for tracking in a system like Accela (e.g., transportation permits, requests for copies of plans and permits, etc.). With the Governor's initial stay at home order as a result of the COVID-19 pandemic, it was critical that the City quickly pivot to a simple, user friendly portal for online applications. We selected SeamlessDocs for this purpose and have already rolled out a number of online forms using the platform, including the Economic Development Department's Social Distancing & Sanitation Protocols, the new Temporary Curb Café/Parklet Encroachment Permit application, and Garage Sale License applications.

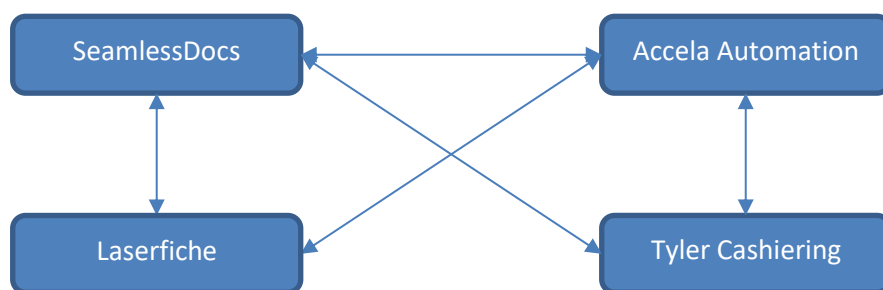
Velosimo Software Integration Platform

With the selection of SeamlessDocs, the City was introduced to the Velosimo software integration platform, which connects the data collected in SeamlessDocs with our Accela permitting system. Started by former Accela employees, the Velosimo platform is a one-of-a-kind integration solution. Typically, software integrations are custom designed by a third-party consultant. As the integrated applications are subsequently updated, the integrations often break, and a consultant must be brought back to fix the custom integration (for an additional fee). In addition, if the City modifies one or more of the integrated applications, a new custom integration must be developed. Again, the third-party consultant must be brought back to assist, for an additional fee.

The Velosimo integration platform as a service is a completely different approach. Once the integrations are initially constructed, they are automatically maintained by Velosimo, ensuring our integrations keep pace with software upgrades. In addition, the integration platform provides a graphical user interface that City staff can use to modify the integrations in-house. For example, if the City were to begin collecting a new data set with our Tenant Improvement building permits, we simply add that field in Accela, add the field in the SeamlessDocs online form, and then map the integration using Velosimo. No consultant support is required and no additional fees are charged.

Velosimo's current contract was awarded on a sole source basis pursuant to CVMC Section 2.56.070(B)(4). The software and services provided by Velosimo are unique in the market, both in terms of the functionality of the software as well as compatibility with the City's existing development automation software (Accela Automation, e-PlanSoft, Laserfiche, Tyler Cashiering, SeamlessDocs). Velosimo is also a certified Accela Technology Partner.

In order to support remote work, we are currently working with Velosimo to integrate Accela Automation, Seamless Docs, LaserFiche, and Tyler Cashiering. The graphic below illustrates the integrations currently in process.



With the additional integration between the e-PlanSoft electronic plan review software and Accela, staff is requesting Council approval of an agreement with Velosimo for software integration platform licensing, support, and maintenance services with an initial term of five (5) years, with five optional one-year extensions, for a total possible term of ten (10) years. The proposed agreement encompasses both the above described integrations and integration between Accela Automation and e-PlanSoft, with the exception of the integration between SeamlessDocs and Accela, which is included in the existing SeamlessDocs agreement.

DECISION-MAKER CONFLICT

Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and consequently, the real property holdings of the City Council members do not create a disqualifying real property-related financial conflict of interest under the Political Reform Act (Cal. Gov't Code §87100, et seq.).

Staff is not independently aware and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision-maker conflict of interest in this matter.

CURRENT-YEAR FISCAL IMPACT

There is no current-year fiscal impact to the General Fund or the Development Services Fund as a result of this action. The initial implementation and first year license, support, and maintenance fees will be funded using CARES Act funds. Approval of the proposed agreements supports telework capabilities for City employees, enabling compliance with COVID-19 public health precautions.

Initial implementation and year-one license fees are as summarized in the table below.

Product Description	One-Time Amount	Annual Amount
<i>e-PlanSoft</i>		
Implementation	\$ 28,800	\$ -
75 User Licenses	\$ -	\$ 75,000
<i>Velosimo*</i>		
Velosimo Connect Accela to Laserfiche		\$ 10,000
Velosimo Connect Accela to Tyler Cashiering	\$ 16,000	\$ 10,000
Velosimo Connect SeamlessDocs to Laserfiche		\$ 5,000
Velosimo Connect SeamlessDocs to Tyler Cashiering		\$ 10,000
Velosimo Connect Accela to e-PlanSoft	\$ 12,000	\$ 10,000
Subtotal	\$ 56,800	\$ 120,000
Year One Total		\$176,800

**Velosimo one-time costs of \$16,000 plus the first 3 years of annual license fees (\$35,000 per year) were paid under the existing sole source agreement and no additional payment will be required in the current fiscal year.*

ONGOING FISCAL IMPACT

The Development Services Fund will be responsible for ongoing annual fees for the Velosimo integrations. Costs associated with the e-PlanSoft licenses will be allocated based on the license users (i.e., the Development Services Fund will pay for licenses for Development Services Fund staff, the General Fund will pay for General Fund staff, etc.).

The e-PlanSoft user license fees will be subject to a 5% annual escalator during the first five years of the agreement (base term). For each of the five optional one-year extensions, the license fees may be increased up to a maximum of 10%. The Velosimo connector license fees will not increase during the first five years of the agreement (base term) but may be increased up to a maximum of 8% with each of the five optional one-year extensions.

ATTACHMENTS

1. Agreement with e-Plan, Inc.
2. Agreement with Velosimo, Inc.

Staff Contact: Tiffany Allen, Development Services Department