



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Award a Contract to Park Consulting Group for the Project Management of the Implementation of EnerGov Permitting System (F21-100)

REPORT IN BRIEF

Approval is requested to award a contract in an amount not-to exceed \$433,500 to Park Consulting Group of Irvine for the Project Management of the Implementation of EnerGov Permitting System, and for a 10% contingency in the amount of \$43,350.

EXISTING POLICY

Pursuant to Section 2.08.040 of the Sunnyvale Municipal Code, City Council approval is required for the procurement of goods and services exceeding \$100,000 in any one transaction. In accordance with Municipal Code Section 2.08.060 (f), an alternate method of procurement was utilized in the best interest of the City.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

BACKGROUND AND DISCUSSION

In June of 2020, the Council approved an award of contract to Tyler Technologies for EnerGov, the permitting, licensing, and inspection system (F18-259) that will replace the legacy custom-developed applications. The implementation schedule includes functionality development within the development review, code enforcement and business licensing processes and has an estimated duration of 18 to 24 months.

Moving from a home-grown, highly customized permitting system to EnerGov, an enterprise and cloud-based system is a resource intensive and complex effort. This implementation effort will significantly impact City staff in Community Development. The City has and will be hiring a mix of term-limited, casual and contract staff as augmentation and backfill for regular day-to-day responsibilities within the departments of Community Development and Information Technology. This includes the addition of a project manager that is experienced with the implementation of the Tyler EnerGov system. To ensure a successful implementation, including organizational change, required project staff must remain dedicated to the project.

In May of 2020, the Information Technology Department (ITD) issued a request for qualifications (RFQL) to solicit consultants that could provide project management for this system to the list of

qualified vendors shortlisted from the RFQL for Professional and Technical Information Technology Services (RTC No.16-1053). Only one (1) proposal was received; therefore, staff solicited additional proposals to a broader group of consultants that had relevant project management experience. Two (2) additional proposals were received and evaluated by IT, Community Development and Public Works staff. Based on Park Consulting Group's proposed implementation plan and extensive experience with EnerGov, staff recommends award of the project management support to Park Consulting Group.

In preparation for this project, City staff began negotiating with Park Consulting Group to develop a complete scope of work. The City agreed to a deliverable based contract which is the preferred method of contract management for this type of project. To ensure a successful implementation of the permitting system, Park Consulting Group will be managing the deliverables throughout the Tyler-EnerGov project implementation stages:

Stage 1: Planning and Initiation

Stage 2: Assess and Design

Stage 3: Configure, Build and Validate

Stage 4: User Acceptance testing and Go-Live Training

Stage 5: Go-Live and Transition to Support

During each of these implementation stages, Park Consulting Group will be responsible for providing task deliverables that assist the City and Tyler in completing this implementation on-time. An additional contingency is requested in the event unforeseen circumstances arise beyond the originally defined scope of work that require attention.

FISCAL IMPACT

Funding is available in Project 832270 - Permitting System Replacement

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, Sunnyvale Public Library and Department of Public Safety. In addition, the agenda and report are available at the Office of the City Clerk and on the City's website.

RECOMMENDATION

Take the following actions:

- Award a contract in substantially the same form as Attachment 1 to the report in the amount of \$433,500, to Park Consulting Group,
- Authorize the City Manager to execute the contract when all necessary conditions have been met, and
- Approve of a 10% contingency in the amount of \$43,350.

Prepared by: Gregory S. Card, Purchasing Officer

Reviewed by: Tim Kirby, Director of Finance

Reviewed by: Trudi Ryan, Director of Community Development

Reviewed by: Kathleen Boutté Foster, Chief Information Officer

Reviewed by: Jaqui Guzmán, Deputy City Manager

Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Consultant Services Agreement