



May 20, 2024

**City of Lacey
Request for Proposals**

**Construction Project Management
Software Solution**

SUMMARY

The City of Lacey is soliciting proposals from qualified firms to provide a construction project management software solution. Firms should provide competitive pricing, timely product availability, and time to understand the needs and directions of the organization to identify solutions to solve or prevent problems.

Proposals, prepared according to the following detailed instructions, must be received at the address below no later than **5:00 p.m. Pacific Daylight Time, June 3rd, 2024**. No postmarks will be accepted.

The City of Lacey assumes no obligations of any kind for expenses incurred by any respondent to this solicitation.

It is the City of Lacey's policy to assure nondiscrimination in any contract entered into pursuant to this advertisement. Firms will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award as provided by Title VI of the Civil Rights Act of 1964.

For additional information, contact:

Ashley Smith,
Design & Construction Manager
City of Lacey Public Works
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Lacey, WA 98503

Phone: (360) 413-4340
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GENERAL INFORMATION

The Public Works department provides construction management of all capital projects including transportation, storm water, water, sewer, parks and facilities projects. Construction staff manages an average of 25-30 capital improvement projects annually. The objective of this contract is to provide a construction management platform to improve workflows, increase productivity, and enhance collaboration.

SCOPE

The ideal construction management suite will be capable of managing:

- Daily Log/Inspection Reports
- Request for Information (RFI)
- Submittals
- Subcontractors
- Document/Design Management
- Progress Payments
- Change Orders
- Punchlists
- Project Budget
- Project Schedule
- Creating task reminders
- Varying levels of administrative rights and guest usage
- Importing historical data
- Customizable reports
- Public information requests/retention

The system requirements:

- Cloud-based
- Single sign-on
- Mobile friendly
- Compatible with iPad tablets
- Unlimited users and projects
- Adequate data storage and security
- Able to meet retention requirements/public information requests

The contract will include:

- Implementation
- Training
- Technical support
- Technology Errors & Omissions Insurance

PROPOSAL FORMAT:

Consultants are asked to express their interest in this project by offering a SOQ which demonstrates their ability and capacity to provide the services described.

1. **Number of Copies and Due Date** -- Interested consultants should submit one electronic copy of their proposal so that they are **received no later than 5:00 p.m., Monday, June 3rd, 2024** at the address listed under information contact. Proposals received after the deadline will not be reviewed.
2. **Format** -- Each Proposal will be limited to **no more than 11 pages including the cover**. A printed side constitutes one page. Printed means any printing of any kind except for the phrase “this page intentionally left blank.” Pages must be on 8.5” x 11” paper. Margins will be at least 1” top, bottom, left and right. Body type shall be 11 point or larger at standard spacing.
3. **Cover Letter** -- A cover letter, which does count as part of the 11-page limit, should establish the firm’s interest in this project and may not exceed one page. The letter must be signed by an individual capable of committing the resources of the proposing firm.
4. **Sample Documents** – Sample/example documents such as examples of Inspector Daily Reports, example outputs, and example logs can be provided as an appendix to the proposal and does not count as part of the 11-page limit.

PROPOSAL CONTENT:

Functionality and System Capabilities/Requirements

- Describe the system/program capabilities and functionality. Provide information on all items listed in the scope as well as other capabilities or functions not listed. Describe compatibility with Bluebeam and DocuSign.

Cost

- Provide detailed cost information. Include a breakdown of implementation costs, yearly software costs, and any other costs associated with functions, support or maintenance. Provide any other information that could impact cost such as number of users, number of projects, or data storage. Provide rates detailing the costs for any additional services that may be required for future enhancements that fall outside of the standard system capabilities.

Experience/References

- Provide information on years of experience implementing and providing construction project management software to public agencies. Provide firm experience as well as information on the support team. Provide descriptions and references for other public agencies that are using the system. Include implementation year and length of service, contact names, addresses and telephone numbers for each.

Implementation

- Provide information on typical implementation process, timeline, training and support. The selected system is intended to be implemented in 2024 for testing and fully operational by 2025.

Sample/Example Documents

- Provide copies of any sample reports and logs as an appendix to the proposal.

SELECTION PROCESS

Several Public Works staff members will review all proposals. Each staff member on the evaluation panel will rate the criteria on a scale from 1 to 5 (Poor, Below Average, Average, Above Average, and Excellent), and scores will be added to help determine the most qualified consultants.

Proposals will be rated based on the following criteria:

- Functionality and System Requirements
- Cost
- Experience/References
- Implementation – Ease, Timeline, Customer Service/Support
- Overall quality and structure of proposal response

Staff members may choose a short list of qualified consultants to interview over the phone. Based on the proposals and/or interviews, the selection panel will choose the firm which, in its opinion, best meets the requirements set forth in this Request for Proposals and negotiate an agreement.

INTENDED SELECTION SCHEDULE

SOQs due	June 3, 2024
Interviews/Demos (if needed)	Mid-June 2024
Negotiations with Finalist	June 2024
Finalize Contract	June/July 2024