



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 27, 2017**

FROM: COMMUNITY & ECONOMIC DEVELOPMENT **WARDS: ALL**
DEPARTMENT

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT FROM REQUEST FOR PROPOSALS NO. 1685, FOR ELECTRONIC PLAN ARCHIVING SERVICES WITH ECS IMAGING INC., THROUGH JUNE 30, 2020, IN AN ANNUAL AMOUNT OF \$50,000 PER FISCAL YEAR, TOTAL CONTRACT AMOUNT OF \$150,000

ISSUES:

Approve a Professional Consultant Services Contract Agreement from Request for Proposals No. 1685, for the electronic plan archiving services needed by the Community & Economic Development Department's Building and Safety Division with ECS Imaging Inc., of Riverside, California, for an amount not to exceed \$50,000 per fiscal year through June 30, 2020, with the option to exceed an additional three years, total contract of \$150,000.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Consultant Services Agreement with ECS Imaging Inc., for electronic plan archiving services from June 30, 2017 through June 30, 2020, for an annual amount of \$50,000 per fiscal year, total contract amount of \$150,000;
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Contract Agreement with ECS Imaging Inc; and
3. Authorize the City Manager, or his designee, to execute the optional three year extension to Professional Consultant Services Contract Agreement with ECS Imaging Inc.

LEGISLATIVE HISTORY:

In accordance with Health and Safety Code Section 19850; retention of City approved building plans is required by law and must be maintained by the Building & Safety Division. A previous analysis found that outsourcing these services is more cost effective than maintaining the City's outdated microfilm database or for the procurement of the necessary software, equipment and hiring of City staff to perform the required imaging services.

The services outlined in the Professional Services Agreement are paid for by a fee collected from each applicant during the Building and Safety permitting process. Pursuant to the State of California, Health and Safety Code Section 19850, the fees shall be utilized by, "the building department in maintaining the official copy of the plans of buildings for which it has issued a building permit."

BACKGROUND:

On May 17, 2005, City Council authorized the preparation and issuance of a Request for Proposal for the implementation of electronic plan archiving services. This resulted in a Professional Consultant Services Agreement on September 6, 2006 with MCO, The Microfilm Company (MCO), of Corona, California, in the amount of \$300,000 for a term through June 30, 2006. MCO continued offering the same pricing and was issued subsequent annual purchase orders to provide electronic plan imaging services for the Building & Safety Division through Fiscal Year 2015/16.

The Community & Economic Development Department completed a self-evaluation in recognition of the City Council Performance and Financial Audit Program. As a direct result, the Building & Safety Division identified that the original terms of the agreement had expired with MCO, which subsequently had been purchased by Metasource LLC, on November 1, 2015.

Given these findings and the need not to interrupt this important service provided to the community, staff recommended that the City Council approve a new agreement with Metasource LLC through fiscal year 2016-17 while also moving forward with a new RFP process to provide these services. On August 23, 2016, City Council approved the one year agreement with Metasource LLC.

DISCUSSION:

In March of 2017, the Building & Safety Division released Request for Proposals No. 1685 seeking proposals for the electronic plan archiving services needed by the Community & Economic Development Department's Building and Safety Division. Three responses were received, including the current vendor, Metasource LLC.

After a careful review of the responses and in accordance with City policies and procedures, ECS Imaging Inc., of Riverside, CA, received the highest score among the group. The proposed vendor has an established track record of success servicing municipal entities and specializes in LaserFische products, which the City uses as its archiving repository. ECS Imaging Inc. is a gold certified LaserFische reseller who also has extensive experience exporting electronic plans through our current e-Plan Review software vendor, Avolve Professional Services. This is important to the Department as we continue down the path of becoming a sustainable, paperless City.

The Purchasing Services Manager concurs with the recommendation.

FISCAL IMPACT:

The total fiscal impact of the Professional Services Agreement with ECS Imaging Inc. is \$50,000 per year, total of \$150,000. The costs for fiscal year 2017/18 will be available upon adoption of the Mid-Cycle Update on June 20, 2017, in the Community & Economic Development Department's

Building & Safety Professional Services account number 2825000-425301. Funding for future fiscal year budgets will include a request for this contract.

Prepared by: Rafael Guzman, Community & Economic Development Director
Certified as to
availability of funds: Scott G. Miller, PhD, Chief Financial Officer/Treasurer
Approved by: Al Zelinka, FAICP, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Agreement