




DEVELOPMENT AND RESOURCE MANAGEMENT DEPARTMENT

DATE: September 10, 2018

TO: Wilma Quan-Schechter, City Manager
Office of the City Manager

FROM: Jennifer K. Clark, AICP, Director
Development and Resource Management Department

Bonique Emerson, AICP, Planning Manager
Current Planning Division 

SUBJECT: Request for City Manager's Authorization pursuant to Administrative Order 6-19, to bypass the RFP process for the selection of a consultant who is uniquely qualified.

The Development and Resource Management Department (DARM) is seeking continued expert assistance for enhancements to business processes/workflows and the addition of scripts and reports to continue to improve the function of the City's new Land Management system (Accela). This type of technical consulting requires a specialized consultant. There are very few consultants in this field who have hands on experience with Accela Civic Platform. Byrne Software is a consultant who has proven experience in this technical field. They were the consultant hired by Accela to help the City of Fresno with our software implementation and know the City's system very well. We believe Byrne Software is in the best position to work to continue to improve our system.

Pursuant to Administrative Order 6-19, DARM, is seeking an exception to the normal RFP process in order to allow for the selection of a consultant that is uniquely qualified. The proposed contract will not exceed \$150,000.

If you have any questions, please contact Bonique Emerson at extension 8024.

APPROVED:

DENIED:



Wilma Quan-Schechter
City Manager



Date