



## Legislation Details (With Text)

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**On agenda:** 3/5/2015      **Final action:** 3/5/2015

**Title:** Approve a consultant agreement in the amount of \$98,208 to NexLevel Information Technology, Inc. to assist in completing a needs assessment study and to manage the solicitation process for an Enterprise Land Management, Planning and Permitting system; and authorize Director of Development and Resource Management Department or her designee to sign on behalf of the City.

**Sponsors:** Planning and Development Department

**Indexes:**

**Code sections:**

**Attachments:** 1. NexLevel RFQ Proposal.pdf, 2. Boilerplate Generic Consultant Service Agreement Not to Exceed 04-02-14.dotx

Date	Ver.	Action By	Action	Result
3/5/2015	1	City Council	approved	Pass

## REPORT TO THE CITY COUNCIL

**March 5, 2015**

**FROM:** JENNIFER CLARK, Director  
Development and Resource Management Department

## SUBJECT

Approve a consultant agreement in the amount of \$98,208 to NexLevel Information Technology, Inc. to assist in completing a needs assessment study and to manage the solicitation process for an Enterprise Land Management, Planning and Permitting system; and authorize Director of Development and Resource Management Department or her designee to sign on behalf of the City.

## RECOMMENDATION

Staff recommends that the City Council approve a consultant agreement in the amount of \$98,208 to NexLevel Information Technology for professional consultant services and authorize the Director, or his designee, to sign and execute the agreement on behalf of the City.

## EXECUTIVE SUMMARY

In June 2014, the Business Friendly Fresno Task Force delivered its final report to the City Council. In addition to recommendations related to efficiencies and customer service, the Task Force recommended a thorough and independent review of the City's current land management, planning

and permitting system. In the adopted 2014-15 Annual Budget, the City Council appropriated \$100,000 for this review.

In the fall of 2014, the City issued a Request for Proposals (“RFP”) to evaluate the City’s current land management, planning and permitting system; to make recommendations for improvements; and to draft a scope of services for an improved system. Six proposals were received. After thorough review of the proposals by a six-member committee including interviews and reference checks, the committee recommends that the City Council contract with NexLevel Information Technology, Inc.

## BACKGROUND

In June 2014, the Business Friendly Fresno Task Force delivered its final report to the City Council. In addition to recommendations related to efficiencies and customer service, the Task Force recommended a thorough and independent review of the City’s current land management, planning and permitting system. In the adopted 2014-15 Annual Budget, the City Council appropriated \$100,000 for this review.

The City of Fresno (the “City”), through the Departments of Development and Resource Management (“DARM”) and Information Services (“ISD”), solicited proposals for the services of a professional consultant to assist in completing a needs assessment study and to manage the solicitation process for an Enterprise Land Management, Planning and Permitting system (“LMS”). The assessment will thoroughly review the functions, features and opportunities with a modern system and create the requirements document that will be included as part of a future RFP. The Consultant will be expected to provide professional services and deliverables and to consult with and provide expert guidance to the City staff involved with this project.

Evaluations of proposals were based on the competitive selection process and were not limited to price alone. Technical merit was also considered in the selection process. A screening committee consisting of City personnel from various departments determined which proposals were most responsive to the requirements of this RFP.

Selection was based on qualitative analysis and cost. Any award shall be on the basis of the criteria specified and made to the Proposer whose proposal is judged as providing the best value in meeting the interest of the City and the objectives of the project.

<b>Evaluation Criteria</b>
a. Staff Qualifications, Experience, and References
b. Costs Proposal
c. Proposed Methodology
d. Services Contract and/or Purchase Order Language Acceptance

There were six proposers that submitted proposals. All proposers were considered responsive based on the RFQ requirements. Based on the RFQ evaluation criteria and its components, the committee determined a “short list” of proposers to interview. Three proposers were selected for an interview. Based on the interviews, the committees requested follow up information and additional process documentation. Reference checks were performed on the final two proposers: NexLevel Information Technology, Inc. and Soft Resources. Based on the entire process, NexLevel Information Technology,

Inc. was selected as the proposer who provided the best value in meeting the interest of the City and the objectives of the project.

NexLevel was deemed the most responsive. The combination of staffing, cost, and methodology met or exceeded the criteria set out in the RFP. After the interview the committee had full confidence in their ability to successfully perform the project. The committee also felt that they would engage and work well with City staff as well as external stakeholders. After performing reference checks, and receiving excellent feedback from their previous clients, it was determined that NexLevel would be the best value in meeting the interest of the City and the objectives of the project.

NexLevel Information Technology, Inc. submitted the proposal that best meet the needs of the City and the objectives of this project. The committee recommends award to NexLevel Information Technology, Inc. in the amount of \$98,208.

## **ENVIRONMENTAL FINDINGS**

This is not a “project” for the purposes of CEQA pursuant to CEQA Guidelines, section 15378(b)(5), as it is an administrative activity that will not result in direct or indirect physical changes to the environment.

## **LOCAL PREFERENCE**

There were no local responses to the RFP.

## **FISCAL IMPACT**

In the adopted 2014-15 Annual Budget, the City Council appropriated \$100,000 for this review. The proposed contract does not exceed the appropriation.

Attachments:        Nexlevel Response to RFQ  
                             City Standard Consulting Agreement