



## Memo

**File #:** 435-21

**Agenda Date:** 9/21/2021

**TO:** Mayor and City Council

**FROM:** James V. Capparelli, City Manager

**SUBJECT:**

Ordinance Amending the 2021 Annual Budget for the City of Joliet and Award a Contract for Plan Review Software and Hardware Project

**BACKGROUND:**

In the second quarter of 2021, a team consisting of Community Development, Public Works, Public Utilities, and Information Technology was formed to perform an assessment of the City's plan review process. At that time, it was determined that the City's paper-based process was not meeting the needs of the City's residents, developers, or staff. The decision was made to search for an electronic plan review process to bring the city to modern standards. On August 2, 2021 the City advertised a request for information (RFI) to understand the options available. The City received eight responses to the RFI but after careful review and numerous demonstrations it was determined that only Avolve Software met all of the City's requirements. The City's project team also determined that staff would need additional hardware to properly utilize the new software. Additionally, a second phase for this project will be required in year two to add a robust document management system able to handle the large number of files generated by the plan review process.

**CONCLUSION:**

The City's project team determined that Avolve Software meets the needs of residents, developers and staff in regard to electronic plan review as well as being one of the most affordable options with their feature set. The two key components of this project consist of the following:

1. Implement electronic plan review software
2. Procure appropriate hardware

The City will receive plan review software from Avolve Software and will procure the necessary hardware using standard procurement options.

In accordance with section 2-438 of the City of Joliet Code of Ordinances states that purchases over \$25,000 may be awarded without written specifications or bidding under certain circumstances. Two of these circumstances apply:

1. (c) Purchases of equipment, which by reason of training of City personnel or an inventory of replacement parts maintained by the City, are compatible with the existing equipment owned by the City
2. (f) Purchases when authorized by a vote of two-thirds (2/3) of all members of the City Council holding office.

3. (g) Purchases of professional services.

Sufficient funds were not budgeted for this purchase, so a budget amendment in the amount of \$150,000 needs to be approved and will be charged to the 2021 Inspections professional services budget code (Org 02026000 Object 523300).

**RECOMMENDATION:**

Based on the above, it is recommended that the Mayor and City Council take the following actions:

1. Approve a budget amendment, in the amount of \$150,000, for the Plan Review Software and Hardware Project.
2. Award a six-year contract to Avolve Software for a total amount of \$327,000.

Avolve Year 1 & Hardware	\$150,000
Avolve Year 2	\$35,400
Avolve Year 3	\$35,400
Avolve Year 4	\$35,400
Avolve Year 5	\$35,400
Avolve Year 6	\$35,400