



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2019-0451

**TO:** Mayor and City Council Members  
**FROM:** Scott Cope, Director of Building/Ordinance/Facilities  
**DATE:** November 11, 2019  
**SUBJECT:** Electronic Plan Review Software Project

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**REQUEST:**

City Council is recommended to authorize a project budget for the City's Electronic Plan Review Software Project covering, software, hardware, and training to Case Technologies, Carnegie, Pennsylvania and other vendors as appropriate in the amount not-to-exceed \$110,000.

**REASON FOR PURCHASE:**

The City is preparing to implement an electronic plan review software solution into their development plan review process. The intent of this system is to assist in automating the entire review process from submission to final approval by providing integration into the City's current permitting solution (BS&A), creating a central location to store plans and related documents, and create efficiencies in the review process between City departments (Building, Engineering, Fire, and Planning).

The City issued an Invitation to Bid for Bluebeam Plan Review Software utilizing the MITN system and eight (8) responses were received, however three (3) responses were deemed non-responsive for failure to utilize the City Bid Forms as required. The remaining five (5) bids were reviewed and all deemed to be responsive and responsible. Award of the Plan Review Software is recommended to Case Technologies as the lowest, responsive, responsible bidder.

As part of this project, there will be the need to purchase additional services and equipment for a successful implementation; therefore the City is requesting a project budget in order to purchase the additional equipment and services that are needed to implement this project and move it forward. The first step will be to install the software, then the City will purchase the additional equipment as needed for departments in order to utilize the software to its maximum benefit.

The project budget requested consists of funds needed to purchase the needed equipment for this project. Equipment that is expected to be purchased include various monitors, Iplan tables, large format scanners/printers, high speed scanners, and professional services for BS&A Integration Training for Bluebeam. The software and equipment will be utilized by and purchased for the Building, Engineering, Fire, and Planning Departments. BS&A is the existing software utilized for the City's permitting software program. The plan review software, Bluebeam, will integrate into BS&A. Any purchases made utilizing this project budget will be solicited for in accordance with the City's Purchasing Ordinance and processes.

**PROCESS:**

**Vendor Name and Address:**

Case Technologies  
208 Pine Street

Carnegie, PA 15106

**Reason for Selection:**

Lowest, responsive, responsible bidder

**Method of Purchase:**

Blanket Purchase

**BUDGET:**

Funding is included in the FY 2019 and FY 2020 Adopted Budgets.

| <b>Fund Name</b>         | <b>Department Account No</b> | <b>Account No. Description</b>   | <b>2-Year Budget Amount</b> | <b>2-Year Project Cost</b> | <b>2-Year Remaining Budget</b> |
|--------------------------|------------------------------|--|-----------------------------|----------------------------|--------------------------------|
| MIS Fund                 | 636.980000                   | Capital Office Equipment<br>[Software / Training / Large Plan Scanner] | \$500,000                   | \$71,000                   | \$429,000                      |
| General Fund / Building  | 371.748000                   | Operating Equipment<br>[Monitors / Scanners]                           | \$6,500                     | \$6,500                    | \$0                            |
| General Fund / Ordinance | 371.748000                   | Operating Equipment<br>[Monitors / Scanners]                           | \$2,500                     | \$2,500                    | \$0                            |
| Capital Improvement Fund | 420.977000                   | Capital Equipment<br>[Plan Review Table X 2]                           | \$30,000                    | \$30,000                   | \$0                            |
|                          |                              | <b>GRAND TOTAL</b>   | <b>\$539,000</b>            | <b>\$110,000</b>           | <b>\$429,000</b>               |

**RECOMMENDATION:**

It is recommended that City Council hereby authorizes a project budget for the City's Electronic Plan Review Software Project covering, software, hardware, and training to Case Technologies, Carnegie, Pennsylvania and other vendors as appropriate in the amount not-to-exceed \$110,000.

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| <b>APPROVALS:</b>                                | <b>SIGNATURE</b> | <b>DATE</b> |
|--|------------------|-------------|
| Department Review                                |                  |             |
| Department Director                              |                  |             |
| Budget Content:<br>Chief Financial Officer       |                  |             |
| Purchasing Process:<br>Supervisor of Procurement |                  |             |
| Mayor  |                  |             |
| Deputy Clerk                                     |                  |             |

Contract Reviewed by City Attorney       Yes       N/A