



AGENDA MEMORANDUM

Action Item for the City Council Meeting December 12, 2023

DATE: December 12, 2023

TO: Peter Zanoni, City Manager

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Amendment for Implementation of the OpenGov Permitting and Licensing Software for Public Works

CAPTION:

Ordinance authorizing execution of Amendment #1 to the co-operative agreement with Vertosoft, LLC, for the renewal of OpenGov pavement management software and the purchase of OpenGov permitting and licensing management software for the Public Works Department through September 30, 2024, with three one-year options and a future auto-renewable term possible, in an amount not to exceed \$204,579.60, with a potential amount up to \$1,012,844.13 if options are exercised, with FY 2024 funding from the Streets Fund.

SUMMARY:

This Amendment is renewing Public Works' OpenGov pavement asset management tool software through Vertosoft. Public Works is also purchasing and implementing a Right-of-Way permitting software with OpenGov.

BACKGROUND AND FINDINGS:

As part of the FY 2024 budget initiative, the Right-of-Way Management Division was established as a separate section under the Traffic/Operations Division within the Department of Public Works. The primary goal of this division was to specifically address management of right-of-way (ROW) permitting, licensing and violations of construction-related activities. This section also manages review of traffic control planning and other requested uses of public ROW. The budget initiative included dedication of funds for a permitting software to manage requests, payments,

and inspections.

The purchase of Vertosoft, LLC cloud system solutions will implement effective ways of managing ROW permits, reduce primary reliance on paper forms and email submissions, minimize manual data entry, increase accuracy for ROW permits and productivity. This software will also provide an efficient process that is more customer friendly and provides better visibility on the Department's process. Lastly, the software will allow an automated workflow that will alert designed specifics to help meet timeline targets in the management of the permitting process.

This item includes the subscription renewal of the Public Works pavement asset management software. The City Council approved the pavement asset management software tool in December 2021. The software subscription and support is set to expire in 2024.

PROCUREMENT DETAIL:

This procurement is being facilitated through the DIR Cooperative. Contracts awarded through the DIR Cooperative have been competitively procured in compliance with Texas Local and State procurement requirements. The savings on the DIR Cooperative for this software and support purchase is 32.26% off retail price, a savings of \$482,315.19 if all options are exercised.

ALTERNATIVES:

Deny motion which will result in management of Right-of-Way permits via an email submission.

FISCAL IMPACT:

The fiscal impact to FY2024 is \$204,579.60, with funding available in the Streets Fund.

FUNDING DETAIL:

Fund:	1041 Streets
Organization/Activity:	12401 Right-of-Way Management
Mission Element:	33 Streets
Project # (CIP Only):	n/a
Account:	520105

RECOMMENDATION:

Staff recommends approval of this motion authorizing amendment no. 1 with Vertosoft as presented.

LIST OF SUPPORTING DOCUMENTS:

Amendment No. 1
Price Sheet