To: Chairman Smedberg and the VRE Operations Board

From: Doug Allen

Date: December 15, 2017

Re: Authorization to Execute an Agreement for Project Controls Software License and Related Integration and Training

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute an Agreement to acquire e-Builder project controls software licenses and related training in the amount of $202,028, plus a 10% contingency of $20,203, for a total not to exceed $222,231.

Summary:

The purpose of the Agreement is purchase of project controls software (specifically e-Builder Software Suite) licensing for an initial one-year period and related training for software users under US General Services Administration (GSA) cooperative purchasing schedules. The e-Builder project controls software will provide a centralized, consistent, and comprehensive tool to organize, monitor, and manage VRE capital improvement projects through planning, design, and construction.

Background:

Project controls—methods for monitoring and reporting adherence to budget, schedule, and scope, and for managing project documents and correspondence—are the foundation for good project management. VRE traditionally has charged its Project Managers to maintain project controls on a project-by-project basis. The adopted VRE System Plan 2040 calls for a significant expansion of the number and complexity of capital improvement projects managed by VRE, requiring a more centralized, consistent, and comprehensive approach to project controls.

VRE desires an established, off-the-shelf software package for project controls that is
familiar to contractors (who will be called upon to populate with their project information), easy to use by VRE staff and compatible with the Enterprise Resource Plan (ERP) managed by VRE Information Technology (IT). VRE staff evaluated several alternative software packages and determined that the e-Builder System is best suited for VRE’s purposes since it is used by many of our consultants and contractors, will integrate with the forthcoming ERP system, and is used for project controls by several VRE member jurisdictions.

The scope of services for this Agreement includes:

1. Acquisition of the e-Builder software package and requisite licenses for its use;
2. Assistance in integrating the e-Builder software package with the VRE ERP; and
3. Training for VRE employees or designated users.

VRE is eligible to acquire the e-Builder software package along with associated integration services and training under the GSA Cooperative Purchasing Program (Schedules 70 and 84) in accordance with VRE Public Procurement Policies and Procedures. The term of the initial agreement will be for 12 months from notice-to-proceed, with annual renewals required for licenses.

**Fiscal Impact:**

Funding is provided through the FY 2018 operating budget for software license and related training. Funding for future years will be included in each proposed annual IT operating budget for software license and the Office of Development operating budget for any additional training as-needed.
Virginia Railway Express  
Operations Board  

Resolution  
9F-12-2017  

Authorization to Execute an Agreement for Project Controls Software License and Related Integration and Training  

WHEREAS, the adopted VRE System Plan 2040 calls for a significant expansion of the number and complexity of capital improvement projects managed by VRE; and,  

WHEREAS, VRE requires a more centralized, consistent, and comprehensive approach to monitoring, managing, and reporting of project progress; and,  

WHEREAS, a project control software package integrated with VRE’s Enterprise Resource Plan for Information Technology will greatly facilitate that task; and,  

WHEREAS, the e-Builder project control software package, along with requisite integration and training services, is available through a US General Services Administration (GSA) cooperative purchasing schedule in accordance with VRE Public Procurement Policies and Procedures;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to Execute an Agreement to acquire e-Builder project control software through a GSA cooperative purchasing schedule in the amount of $202,028, plus a 10% contingency of $20,203, for a total not to exceed $222,231.  

Approved this 15th day of December 2017  

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Paul Smedberg  
Chairman  

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Katie Cristol  
Secretary