

VILLAGE OF ROYAL PALM BEACH

Agenda Item Summary

AGENDA ITEM:

Approval and authorization for the Village Manager to enter into a Professional Services Agreement in the amount of \$26,558.00 for Project Management Services with ProjectTeam, Inc. for various projects in the Village of Royal Palm Beach.

BACKGROUND:

The Village manages an average of 15-20 million dollars in capital expenditures per year. The primary objective is to find a construction management software solution that is cost effective, easy to use, and saves time in managing capital expenditures as well as managing the Village's oversight of private development inside the Village.

ISSUE:

On Friday, April 5, 2024, a Request for Proposals ("RFP") for Project Management Services was advertised in the Palm Beach Post. Sealed Proposals were opened on Friday, May 10, 2024 and received from the following companies; **ProjectTeam, Inc., Procore, AMPM Consulting, RTVision, Smart It Pros, Inc. & Virtual Project Manager.**

A four person selection committee evaluated the proposals and ranked them as follows:

1. **ProjectTeam**
2. **Procore**
3. **Virtual Project Manager**
4. **RTVision**
5. **AMPM Consulting**
6. **Smart It Pros Inc**

Initiator:	Village Manager	Agenda	Village Council
	Approval:	Date:	Action:
Village Engineer		09/19/24	

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The anticipated cost for the Project management services over the next five years are as follows in the table below.

Year	User Licenses	Professional Services	Total
Year 1	\$16,758	\$9,800	\$26,558
Year 2	\$16,758	--	\$16,758
Year 3	\$16,758	--	\$16,758
Year 4	\$16,758	--	\$16,758
Year 5	\$16,758	--	\$16,758
Total 1st-Year Cost for Enterprise Subscriptions and Services			\$26,558
Total 5-Year Cost for Enterprise Subscriptions and Services			\$93,590

RECOMMENDED ACTION:

Staff recommends a motion to authorize the Manager to enter into an agreement with ProjectTeam, Inc. for Project Management Services.

Initiator:	Village Manager	Agenda	Village Council
	Approval:	Date:	Action:
Village Engineer		09/19/24	