



**MEMORANDUM
FACILITIES MANAGEMENT
CAPITAL IMPROVEMENTS DIVISION**
County of Placer

TO: Honorable Board of Supervisors DATE: July 6, 2021
FROM: Steve Newsom, Director of Facilities Management
By: Genevieve Vargas, Senior Architect
SUBJECT: Capital Improvements Division / Consultant Services Agreement / HKA Global, Inc. / Project Management Software

ACTION REQUESTED

Approve a Consultant Services Agreement with HKA Global, Inc. (HKA) for continued PMWeb implementation, report customization, and as-needed technical support for Capital Improvements project management staff, in an amount not-to-exceed \$79,200 for the period of July 2021 through June 30, 2022.

Authorize the Director of Facilities Management, or designee, to execute the Consultant Services Agreement with HKA upon County Counsel and Risk Management concurrence.

BACKGROUND

On May 28, 2019, your Board approved a Consultant Services Agreement with HKA for the acquisition of PMWeb project management software, configuration, training, and other implementation consulting services. PMWeb is a cloud-based Project Management Information System for capital improvement project professionals. Since implementation and configuration of PMWeb at the Capital Improvements Division, the software has started reducing manual data entry, improved projected project scheduling and tracking functionality, and is currently in the process of interfacing with the County's Workday accounting software for real-time project financials, comprehensive reports, and forecasting ability.

HKA is the only authorized service provider of the PMWeb software application in California and the western United States. HKA has been instrumental in the implementation of PMWeb for the Capital Improvements Division. Through the implementation and configuration process, additional custom reporting and software design opportunities have been identified and are being configured by HKA.

PMWeb is also being explored by the County Executive Office to assist with compiling the annual countywide Capital Improvement Plan. Using PMWeb will ease data entry, provide consistency and uniformity for countywide capital improvement planning reports and allow the County Executive Office staff to streamline the process.

HKA's continued technical support is necessary to maximize PMWeb's functionality and provide methods for tracking and delivering projects. During this next year, HKA and County IT staff will join forces in an effort to reduce future year levels of support currently required by the consultant.

Honorable Board of Supervisors

July 6, 2021

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ENVIRONMENTAL IMPACT

Because there are no specific projects related to the request to bid the JOC Contract, your Board's action is not a Project as defined in the California Environmental Quality Act (CEQA) Guidelines Section 15378(a) and therefore is not subject to CEQA. Environmental clearance will be required on a project-specific basis.

FISCAL IMPACT

Funding for this Consultant Services Agreement is available in the Capital Improvements Division FY 2021-22 Adopted Budget as part of ongoing information technology software costs.

ATTACHMENT

On file at Clerk of the Board: Consultant Services Agreement