# State of Connecticut
## Department of Public Works

Request for Information (RFI #07ITZ0039)

**Building Design and Construction Project Management System**

# AMENDMENT # 1
provides the following:

- Provides Answers to Vendor Questions.

Note: A signature line has been included below.  A copy of this page signed in ink is required with the Proposal to show that vendors have received this Amendment.

_____

VENDOR'S SIGNATURE ACKNOWLEDGING RECEIPT
(This page should be signed and returned WITH PROPOSAL.  If vendor fails to submit signed Amendment, vendor will still be responsible for adhering to its content)

APPROVED:_____

JACQUELINE SHIRLEY
DIRECTOR
IT CONTRACTS AND PURCHASING DIVISION

1.　Q.　Can the Department of Public Works (DPW) confirm the following dates in regards to this RFI: Question Deadline – April 27, 2007, Response Deadline – May 11, 2007

　　A.　Yes those dates are firm.

2.　Q.　The RFI it states that the current system to be replaced is running on a SQL Database. Does the new application have to run on SQL Database or would the State consider Oracle Database as an acceptable option?

　　A.　Existing data is in SQL, other databases would be considered including Oracle.

3.　Q.　What is the intention of this RFI?

　　A.　To gather information related to what Building Design and Construction Project Management Software products are out on the market today.

4.　Q.　Is (DPW) looking for a turn-key system that can be installed or an off-the-shelf software product?

　　A.　DPW would consider both turn key and off the shelf products.

5.　Q.　What is DPW's plan and timeline for the Capital Management System?

　　A.　DPW plans to implement as quickly as possible perhaps in a 6 month to 1 year time frame.

6.　Q.　Who created the existing system? And is there an incumbent currently providing services?

　　A.　The original application was created by an outside consultant and there is little to no outside support for the application currently.

7.　Q.　Can DPW provide an estimated number of users that would need access to the system including: Project Managers, Project Staff, Executives, Contractors, Administrators and Others.

　　A.　Total number of estimated users are as follows:
Project Managers 50 – 100　　　Project Staff 100 – 150
Executives 10 – 25　　　　　　Contractors 100 – 200
Administrators 10 – 25　　　　　Others 25 – 50

8.　Q.　Would DPW consider a solution that is not web-based but can be accessed via Citrix and terminal services?

　　A.　DPW requires the application to be web accessible with the appropriate web based components.

Department of Public Works

Request for Information

For

Building Design and Construction Project Management System

**Issue Date:**            April 13, 2007

**Question Deadline Date:**    April 27, 2007, @ 3:00 P.M. EST

**Response Deadline:**       May 11, 2007, @ 2:00 P.M. EST

**Issued by:**             Department of Information Technology
                    (On Behalf of Department of Public Works)
                    101 East River Drive
                    East Hartford, CT 06108

State of Connecticut,
Request for Information
Building Design and Construction Project Management System
RFI #07ITZ0039

# 1       REQUIREMENTS AND DEADLINES FOR QUESTIONS AND RESPONSES

This Request for Information (RFI) outlines the information being solicited from vendors and includes guidelines for content and format of responses. From this RFI's issuance date of April 13, 2007, vendors choosing to respond will have two weeks to respond with questions and four weeks to submit their completed written responses. Responses must be submitted no later than 2:00 pm EST on May 11, 2007.

All questions must be in written form, submitted using electronic mail and addressed to:

James.Birok@ct.gov

Written questions must be submitted no later than 3:00 pm EST on
April 27, 2007.

Late responses may or may not be considered, and the Department of Information Technology will determine this. The postal address for RFI responses is:

Douglas Frost
State of Connecticut
Department of Public Works
165 Capitol Ave 2nd floor room 202
Hartford, CT 06106

Parties desiring to respond to this RFI must do so in writing, providing one (1) original and four (4) complete copies of the submitted response. Please include an electronic copy with the original and each of the written copies. Responses will be reviewed by the agency and, depending on the results of that review, additional information or product/service demonstrations may be requested. No contract will result directly from this RFI. Following the review of submitted information, the Department of Public Works (DPW) will determine the best course of action. This RFI process is intended to help DPW research a variety of available services so that DPW can determine the best strategy for the State.

# 2       RESPONSES TO RFI

## 2.1     Scope of RFI

Responses to this RFI will be used by the State to gather company, service and availability information from vendors with the capability of providing integrated, Building Design and Construction Project Management. No contract will result directly from the RFI process. The responses to this RFI will be used to determine whether an RFP should be issued.

CT DPW manages most of the new building construction and building renovation for the various State of Connecticut Agencies.  DPW has 300+ active capital projects in design or construction.  These projects have an overall value of $2.0 Billion.  CT DPW is planning to purchase a new Capital Project Management System.  The scope of the effort will range from a minimum of replacing the existing "Capital Projects Tracking System" (i.e., the Capital Projects Management  System) with a system that will match or exceed the existing Project Tracking System capabilities.  The present system has an MSAccess front end and an SQL Database for information storage.  Ideally, the new system will be Web-based and will be accessible from the various CT DPW construction sites via the Internet.  CT DPW may expand

the project scope and transition to a full service Web-based project collaboration system that includes the Capital Project Management subsystem.

### 2.2 Quality of Responses

Well-organized and concise responses are encouraged in order to facilitate the State's assessment. Responses must follow the same order as this RFI Document and utilize the same section numbering system.

### 2.3 Product and Service Availability

The State expects that the system and services described in response to this request for information are generally available as of the date that responses are due. Responders must explain any exceptions.

## 3 BACKGROUND

### 3.1 General Information

The Department of Information Technology (DOIT) is statutorily responsible for purchasing, leasing and contracting for all Information Technology, Telecommunication facilities, equipment and services for the support of state agencies, and assisting state agencies in implementing such facilities. DOIT will take the lead role in any resulting competitive procurement, working with both the vendor(s) and the Department of Public Works to ensure a viable solution is identified, obtained and implemented in the required timeframe.

The Department of Public Works is responsible for the design and construction of nearly all major state facility capital projects, leasing and property acquisitions for most state agencies as well as facility management, maintenance and security of state buildings in the greater Hartford area and surplus property statewide.  The department is also mandated to assist agencies and departments with long-term facilities planning and the preparation of cost estimates for such plans.

### 3.2 Existing System Description

The purpose of the RFI is to gather data related to the replacement of the existing DPW Capital Projects Management System.  The existing system is primarily a management tool for recording and documenting the DPW's Capital Projects in-progress.  The application also provides DPW management with key summary information on each project.  The system provides a structured status reporting tool for the Project Managers.  This structured reporting system provides a project oversight/project review tool for middle management.  The system has an MSAccess front end and an SQL Database for information storage.  The system is accessible on the DPW Project Managers desk top PC via the DPW Network.  An external Web Access has been developed, but not implemented due to other management and IT priorities.

#### 3.2.1 CAPITAL PROJECTS PORTFOLIO MANAGEMENT OBJECTIVES:

##### 3.2.1.1 This system provides the Business Management Database for the general oversight of all CAPITAL PROJECTS (i.e., Design and Construction Projects

"Work in Process"). This tool provides a real time snap shot of the total work in process. The system provides the general project status and identifies all projects by type, budget and progress status (stage), and provides added detail including the general project budget.

**3.2.1.2** This system provides real time monthly status reports to define the project work load for each Project Manager and the key data for each project.

**3.2.1.3** This system provides the vehicle for a monthly or quarterly overview of all projects to confirm the planned schedule and the review key risk factors or indicators. The system is not an early warning system, but allows key indicators to set flags indicating the need for a more detailed review by middle management. This facilitates detailed project reviews and revised action plans, as needed based on specific project variances.

**3.2.1.4** This system provides a management tool to be able to quickly check on the status of any project to determine the assigned Project Manager and key information for each project. The key data for each project includes the identification of the design firm, contractor, project scope and budget, and the current schedule status.

**3.2.1.5** This system can provide key information for Client Agency status reports.

**3.2.1.6** This system provides a management approved project based tool for cross-checking the detail in the DPW Financial System Reports (which is part of State of Connecticut general ledger system).

## 3.2.2 PROJECT TRACKING OBJECTIVES:

**3.2.2.1** Monitor key status indicators for projects in design and in CONSTRUCTION. The construction status summary information is updated monthly.

**3.2.2.2** Collect and store key project detail for history use.

## 3.2.3 PROJECT VOLUME / DATA VOLUME:

The Project Tracking System has 300+ currently active capital projects and 1,500 closed or inactive projects. Each capital project has a minimum of 200+ project status inputs. Some project records include a change order tracking system. This can add 200 or more change orders with each containing the related detail. The total value of the Capital Projects work-in-progress is about $2.0 Billion.

## 4    INFORMATION REQUIRED

Each of the following paragraphs in this section should be acknowledged and answered. Thorough answers that address all points are expected. Responses should clearly address both transitional and ongoing issues.

### 4.1    Building Design and Construction Project Management

Responses to this RFI must include the following information relative to a Building design and construction project management application.

**4.1.1**    Describe how the application will manage project collaboration workflow

**4.1.2**    Describe how the application will reduce the project schedule by collaborating more effectively with the project team

**4.1.3**    System must be able to manage multiple projects in one database

**4.1.4**    Describe how the application will generate summary reports and queries across all projects

**4.1.5**    Describe how to globally view all Agency projects to find trends and identify problems early

**4.1.6**    Describe any  critical decision making tools available to quickly analyze project information

**4.1.7**    Describe how the system can make existing staff more efficient and organized.

**4.1.8**    Describe how the system standardizes project data and the organization's business processes across all projects

**4.1.9**    Describe how the system audits projects for deficiencies and risk exposure

**4.1.10**    Describe how the application will track key performance indicators (KPIs) to monitor all levels of Agency, efficiency and performance

**4.1.11**    Describe how the application will improve document control by streamlining the review process, tracking revisions and storing master files, including email records in a central project database

**4.1.12**    Describe how the application will increase productivity with efficient data modification tools

**4.1.13**    Identify the hours available for customer and technical support.

**4.1.14**    Specify whether the vendor would be able to accommodate any future expansion of the system specified by the Department of Public Works.

**4.1.15**    Describe all on-going hands on training in use of equipment and services to end-users.

**4.1.16**    Describe the network infrastructure and network analysis performed post conversion.

**4.1.17**    Describe all equipment, hardware and software that would be installed at a DPW facility including workstations and associated software, and workstation printers. Identify how often the DPW would receive free equipment/software updates and upgrades. Will the system be secured browser based and user friendly to accommodate ease of administrative use?

**4.1.18**    Provide any other information which may assist DPW and DOIT in understanding your system.

### 4.2    Transition

The respondent should describe how a migration to their application and equipment would be accomplished. Provide a transition plan, from the existing application and equipment to the application and equipment described in this RFI. It would be the intent of the DPW to minimize or eliminate disruption of service so, identify system downtime, limitations, or interruptions to

be encountered during the installation and implementation process. Include a sample schedule of time required for new installation, network installation, training, cut over and testing of the system.

### 4.3 References: Existing Customers

The respondent should provide at least three references similar in size to the State of Connecticut who is currently utilizing the described service. For each reference, provide:

- The reference organization's name
- Contact person name
- Address
- Telephone number
- Electronic mail address
- A brief description of the application services used by the reference.

## 5 DISCLAIMERS

The Department is asking for responses to this RFI for informational purposes only and will not be obligated in any way to use any of the information received. Vendors responding to this RFI will not be compensated in any way. Also, responding to this RFI will not enhance any vendor's chances of receiving future work from the State. Similarly, not responding to this RFI will not be a detriment to any vendor when competing for future work.

***All RFI responses submitted by vendors will become the property of the State of Connecticut.***

**FREEDOM OF INFORMATION ACT**

Due regard will be given for the protection of proprietary information contained in all responses received; however, vendors should be aware that all materials associated with the RFI are subject to the terms of the Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting therefrom. **It will not be sufficient for vendors to merely state in general terms that the response is proprietary in nature and, therefore, not subject to release to third parties. Any response that makes such a general or overarching claim may not be reviewed. Those particular sentences, paragraphs, pages or sections which a vendor believes to be exempt from disclosure under the Act must be specifically identified as such.**