



# PUBLIC WORKS DEPARTMENT

## REQUEST FOR PROPOSAL Capital Program and Construction Management Software

---

### **Table of Contents**

1. Introduction and Background .....	2
2. Scope of Work.....	3
3. Vendor and Company Information.....	7
4. Solution Overview .....	8
5. Implementation and Support .....	8
6. Security and Compliance .....	9
7. Proposal Submission Instructions .....	9
8. Submittal Content and Format Requirements .....	11
9. Appendix I: Functional Requirements Matrix.....	12

## **1. Introduction and Background**

The City of Ames seeks a configurable software platform to support the planning, administration, construction management, and closeout of capital improvement projects while improving operational efficiency and financial transparency.

### **1.1 Entity Overview**

The City of Ames Public Works department has 5 divisions including Administration, Engineering, Traffic Engineering, Operations, and Resource Recovery. All divisions manage projects, with the majority of large contract projects in Engineering and Traffic Engineering (Airport). Projects are designed with both staff and consultants. Construction inspection is primarily completed by the engineering field staff. Administration of the contracts includes Division Heads (4), Project Managers (6), Analyst and Admin (2), Director (1).

The Public Works Department creates a 5-year Capital Improvement Plan that allocates funding to Programs and then specific projects that fall under the program within the 5 year period. Several types of funds are allocated in the process and include budget lines for construction, planning, and administration activities.

- Goals for this project include:
  - Streamlining pay applications from measurement, entry, review, funds allocation, e-signature, and document creation (customizable pay application with bid tab uploads).
  - Streamlining change orders entry, review, funds allocation, e-signature, document creation.
  - Budget Tracking for entire Capital Improvement Plan
  - Reporting and Analytics system that can track programmed funds, project funds, and project metrics.
  - User structured package with hierarchy approvals and unique dashboards for all user types.
  - Daily Journals for each project with image uploads and mobile access.

### **1.2 Purpose of the RFP**

Ames Public Works Department is requesting proposals for Construction Management Software services for the administration of a Capital Improvement Plan and capital projects therein that are managed and inspected by the City of Ames. Total allocated funds to the department as well as project funds tracking, progress, and metrics are requirements for the software solution.

Streamlined progress payments and change orders with e-signature capability and document creation are requirements for the software solution.

### **1.3 Project Background**

The solution will be used for a variety of construction projects with a 5-year Capital Improvement Plan. These projects include street construction with underground utilities, traffic signal replacement and technology projects, Airport related projects with vertical or horizontal construction, utility main replacements and maintenance, and streambank and stormwater projects. The City anticipates implementing the selected solution for new Capital Improvement Program projects and contracts. Historical project data migration is not anticipated as part of this implementation.

### **1.4 RFP Schedule**

The timeline for this RFP is as follows:

- RFP Issuance: June 9, 2026.
- Deadline for Questions: June 24, 2026, 5:00 p.m. CST.
- Submission Deadline: June 30, 2026, 11:59 p.m. CST.
- Finalist Vendor Demonstrations: [Anticipated in July 6-9, 2026].
- Selection of Finalist: July 28, 2026.
- Anticipated Award Date: August 11, 2026.

## **2. Scope of Work**

The selected vendor will provide a comprehensive construction management software solution that addresses the following areas. Details on how the proposed solution meets these requirements should be provided in the Functional Requirements Matrix, as outlined in Appendix I.

### **2.1 Project Management Solutions**

- Managing multiple projects, milestones, shop drawings, contractor submittals, and punch lists.
- The proposed solution should include Construction Management workflow items that include: unit price contracts, quantity tracking, change orders, contract administration, and progress payment administration.
- Progress Payment Administration software solution shall include:
  - Monthly progress payment processing.
  - Generation of pay estimates from measured quantities.
  - Tracking of previously paid quantities.
  - Tracking of contract balances and remaining quantities.
  - Retainage calculations and releases.
  - Contractor review and approval of pay estimates.
  - City review and approval workflows.
  - Electronic signatures.

- Final payment processing with document creation.
- Audit trail of quantity and payment modifications.

## **2.2 Document Management**

- Handling large volumes of project documents with version control and document linking.
- Integration with industry-standard tools (e.g., Bluebeam, Autodesk, Microstation, ESRI) for seamless collaboration.
- Document Creation that includes electronic signature for the approval of pay estimates and change orders. Must include external contacts within electronic signature capabilities.

## **2.3 Collaboration, Communication, and Mobile Access**

Facilitating real-time collaboration with internal teams and external stakeholders, including mobile access for field operations.

- Dedicated mobile capabilities for document access, issue tracking, and field data reporting that includes:
  - Weather tracking.
  - Daily work activities.
  - Quantities of work installed.
  - Photographs.
  - Notes and Observations.
  - Attachments.
- Full offline functionality to allow users to work in remote areas without internet access, and real-time synchronization when reconnected.

## **2.4 Project Lifecycle Management**

Tools to support preconstruction/construction tasks, including budgeting, cost estimating, and bid management.

- Contractor and Consultant registration.
- Bid document distribution.
- Addenda distribution and acknowledgement.
- Bidder question and answer tracking.
- Electronic bid submission preferred.
- Bid tabulation.
- Contractor access to project records.
- Contractor review and approval of pay estimates.
- Contractor review and approval of change orders.

## 2.5 Financial Management

- Tools to support comprehensive financial tracking, including cost management, budget creation.
- Support for contract management, purchase orders, and the ability to handle changes within budgets and contracts.
- Internal approval workflow with user hierarchy.
- Unique dashboards that include financial metrics regarding project and comprehensive fund outlook.

## 2.6 Capital Improvement Program (CIP) Management

The City of Ames develops and maintains a 5-year Capital Improvement Program (CIP) consisting of multiple funding sources, programs, and projects. The proposed solution shall provide tools to support the planning, budgeting, tracking, reporting, and management of the City's Capital Improvement Program.

- The proposed solution shall support Program Planning and Budget Development:
  - Multi-year CIP planning and forecasting.
  - Configurable planning horizons of at least five years.
  - Creation and management of capital programs and projects.
  - Project prioritization and ranking.
  - Tracking of planned, proposed, approved, deferred, and completed projects.
  - Budget development and annual updates.
  - Scenario planning and what-if analysis.
  - Forecasting of future expenditures by fiscal year.
- The proposed solution shall support **Funding and Account Management**:
  - Multiple funding sources assigned to a single project.
  - Tracking budgets by fund, program, project, and contract
  - Allocation of project costs to multiple funding sources.
  - Tracking of:
    - Original budget.
    - Current budget.
    - Encumbered amounts.
    - Committed amounts.
    - Actual expenditures.
    - Remaining budget.
  - Fund-level and program-level financial rollups.

- The proposed solution shall support **Project Lifecycle Management** through all phases, including:
  - Planning, Design, Right-of-Way acquisition, Permitting, Bidding, Construction, and Closeout.
- The system shall provide configurable project status tracking and workflow management throughout the project lifecycle.

## **2.7 Integration Capabilities**

- Ability to integrate with ESRI ArcGIS products is preferred. Vendors should describe existing GIS integrations and project mapping capabilities.

## **2.8 Training and Support**

- Outline implementation strategy with document upload and group training schedule within timeline.
- Access to comprehensive training platforms, including live and online resources, with ongoing internal and external support.

## **2.9 Reporting and Analytics**

- Standard reports.
- Dashboards.
- CIP reporting.
- User Configurable Reporting.
  - The proposed solution shall allow authorized users to:
    - Create custom reports.
    - Modify report layouts.
    - Create dashboards.
    - Filter and sort data.
    - Export data to Excel and PDF.
    - Create calculated fields.
  - Schedule recurring reports.
  - Share reports with other authorized users.
  - Generate reports without requiring vendor assistance.
- Data Access and Export.
  - The proposed solution shall allow users to:
    - Export report results to Excel.

- Export underlying data sets.
- Download project records and supporting documentation.
- Preserve data relationships during export where practical.

## **2.10 Closeout and Archiving**

- Tools to support project closeout, including punch lists, and project archiving.
- Ability to manage as-built documentation and ensure seamless project completion.
- The proposed solution shall include the capability for historical data and trend analysis supporting:
  - Storage of historical CIP data.
  - Multi-year budget comparisons.
  - Historical project cost tracking.
  - Trend analysis and forecasting.
  - Long-term capital planning.

## **3. Vendor and Company Information**

Vendors must provide the following:

### **3.1 Company Overview**

- Include the company name, years in business, number of employees, products and services offered, and any parent corporations (if applicable).

### **3.2 Total Number of Implementations**

- Provide the total number of software implementations completed in the last three years, including the size of clients and number of users.

### **3.3 Relevant Experience**

- Provide examples of successful deployments for large-scale capital projects or complex construction management.

### **3.4 Regional Needs and Compliance Standards**

- Vendors must provide evidence that their corporate headquarters are located in the United States.

### **3.5 Reliability and Proven Success**

- Vendor shall provide the number of active customers currently utilizing the proposed solution, including the number of municipal or public-sector customers.

### **3.6 Financial stability and Long-Term Viability**

- The vendor must provide evidence of financial stability and long-term viability.

### **3.7 Primary Contact**

- Include the name, title, address, phone number, and email of the primary contact responsible for the RFP response.

### **3.8 References**

- Please provide examples of successful deployments and direct at least three references, as outlined in Section 9: Submittal Content and Format Requirements.

### **3.9 Pricing**

- Pricing structure should accommodate all anticipated City staff users and consultant/contractor participants. Vendors shall clearly identify all licensing limitations and costs.

## **4. Solution Overview**

Vendors should provide a detailed overview of the proposed solution:

### **4.1 Solution Proposal**

- Please provide an overview of the solution proposal.

### **4.2 Product Overview**

- Provide a summary of the product, including the date of first launch, major developments, and any changes in ownership (if applicable).

### **4.3 Current Software Version and Updates**

- Indicate the current version and release schedule for major and minor updates.

### **4.4 Key Differentiators**

- Describe the key attributes of the solution that make it a strong fit for this RFP, focusing on meeting project goals, ease of use, and customization opportunities.

## **5. Implementation and Support**

### **5.1 Implementation Timeline**

- **Timeline:** The proposed solution must be implemented within a maximum of 9 months. Provide a detailed implementation plan with key milestones and expected completion dates.

### **5.2 In-House Implementation**

- **Vendor-Managed:** The vendor must manage the implementation process directly, without reliance on third-party service providers. Please provide a brief overview of

your approach to in-house implementation, including the roles and responsibilities of your team.

### **5.3 Ongoing Support and Training**

- **Support Resources:** Provide information on the availability of ongoing support and training, including live training sessions, online resources, and knowledge bases.
- **Regional Support:** Vendors are required to offer a dedicated support team based in the United States to ensure prompt and efficient customer support. Support must be available via multiple channels, including live chat, phone, and email.

## **6. Security and Compliance**

### **6.1 Data Security**

- The proposed solution must comply with industry-standard security protocols, including encryption in transit and at rest. Describe the solution's approach to ensuring project data is only accessed by authorized users.

### **6.2 User Access Control**

- Outline the solution's role-based access control capabilities and Single Sign-On (SSO) functionality for user authentication.

### **6.3 Data Ownership**

- The City shall retain ownership of all data stored within the system.
- The Vendor shall provide:
  - Full export capability.
  - Standard export formats.
  - No restrictions on City access to its own data.
  - Data retrieval procedures upon contract termination.

### **6.4 Disaster Recovery**

- Describe the backup process, disaster recovery procedures, and frequency of data backups.

## **7. Proposal Submission Instructions**

### **7.1 Submission Options**

- Vendors must provide submission options (email, hardcopy, online), deadlines, and instructions for submitting questions or clarifications.

- **Option A - Email Submission:**  
Please email Submittal and Functional Requirements Matrix to [Mindy.Bryngelson@cityofames.org](mailto:Mindy.Bryngelson@cityofames.org) by deadline.
- **Option B - Hardcopy Submission:**  
Provide Hardcopy of Submittal and Functional Requirement Matrix outlined below to City of Ames, Public Works Engineering no later than June 26, 2026 @ 5pm CST.

City of Ames  
Public Works Engineering  
Attn: Mindy Bryngelson  
515 Clark Ave  
PO Box 811  
Ames, IA 50010

- **Option C - Online Submission:**  
Upon request, submitter can submit the proposal electronically via a link. The request must be made prior to June 26<sup>th</sup>, 2026.

## 7.2 Submission Requirements

Proposals should include the following detailed content:

- Cover letter
- Executive Summary: A high-level overview of the solution and how it meets the organization's needs.
- Company Information: Brief overview of the company, including years in business, key differentiators, and relevant experience.
- References: As outlined in Section 9.3, a list of three (3) client references with contact details and services provided.
- Implementation and Support Plan: Detailed plan including key milestones, timelines, and ongoing support resources.
- Cost Proposal: Pricing breakdown, including one-time costs, annual fees, and any additional services available at extra cost.
- Completed Functional Requirements Matrix in Excel (\*.xls) format as per the instructions in Appendix I.

## 7.3 Deadline

All proposals must be submitted no later **June 30, 2026 at 11:59 pm CST**. Late submissions will not be accepted.

## **7.4 Contact Information**

For any questions regarding this RFP, please contact Mindy Bryngelson at [Mindy.Bryngelson@cityofames.org](mailto:Mindy.Bryngelson@cityofames.org) or 515.239-5163 or McKinlee Ritter at [McKinlee.Ritter@cityofames.org](mailto:McKinlee.Ritter@cityofames.org) or 515.239.5164.

- Questions must be submitted no later than June 24, 2026.

## **7.5 Demonstration Scenario**

Selected Vendors will be contacted to schedule a one (1) hour demonstration. This demonstration may be done virtually or in person. The following workflow shall be demonstrated:

- Create a CIP project for a public roadway.
- Assign funding sources.
- Create a unit-price construction contract.
- Enter field quantities.
- Generate a pay estimate.
- Process a change order.
- Route for approvals and electronic signatures.
- Update CIP and project financial reporting.

## **8. Submittal Content and Format Requirements**

Submittals should include the following:

### **8.1 Executive Summary**

Provide a high-level overview of the solution and how it meets the organization's needs. Please address all items listed in Section 4. (5-page max)

### **8.2 Company Information**

Include a brief overview of the company, years in business, key differentiators, and relevant experience. Please address all items listed in Section 3. (2-page max)

### **8.3 References**

Proposers must provide a list of three (3) current client references, identifying prior experience with the same type of services requested by the City of Ames. The reference information should include:

- Client name
- Client contact name, email address, and phone number
- Client since date

- Services provided (i.e., which product(s)/modules of proposer's system does the client currently utilize)

#### **8.4 Implementation and Support Plan**

Provide a detailed implementation plan, including ongoing support resources, key milestones, and timelines. Please address all items listed in sections 2, 5, and 6. (15-page max)

#### **8.5 Cost Proposal**

Proposers must describe their pricing structure and licensing breakout (if applicable). Please address all items listed in section 3.9. Include the following in a budget summary page:

- One-time cost project elements
- Any additional products or services available at an additional cost
- Annual fees for Year 1 and annual fees for Years 2 and 3 if optioned by the City of Ames

#### **8.6 Solution Requirements Matrix**

- Proposers must complete the Solution Requirements Matrix as per Appendix I and submit it with the proposal.

### **9. Appendix I: Functional Requirements Matrix**

Proposers must complete the **Functional Requirements Matrix** (provided in a separate Excel document titled "Functional Requirements Matrix.xlsx"). Responses to all questions included in this document are required. Vendor Response is a drop-down list with set responses; the Vendor Comment column allows unique responses.

Return the completed matrix response according to the submittal instructions outlined in **Section 7: Proposal Submission Instructions**.