



ADMINISTRATION COMMITTEE

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Agenda Report

File #: 2026-4861

Agenda Date: 5/13/2026

Agenda Item No: 4.

FROM: Robert Thompson, General Manager
Originator: Wally Ritchie, Director of Finance

SUBJECT:

PROJECT MANAGEMENT ON WEB MAINTENANCE AND SUPPORT RENEWAL

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Approve a three-year Sole Source Purchase Order Contract with PMWeb Inc. for maintenance and support of Project Management on Web (PMWeb) application, for a total amount not to exceed \$468,600; and
- B. Approve a contingency of \$46,860 (10%).

BACKGROUND

In 2018, Orange County Sanitation District (OC San) implemented PMWeb to support construction management functions, including submittals, meeting minutes, requests for information, and construction agreement management. PMWeb is now used to manage all engineering projects. As project activity expands, additional OC San staff and external users (e.g., consultants) require system access, driving increased user licensing and associated annual maintenance costs.

RELEVANT STANDARDS

- Ensure the public's money is wisely spent
- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard
- Sound engineering and accounting practices, complying with local, state, and federal laws

PROBLEM

The current contract for OC San's PMWeb maintenance and support expires on August 1, 2026. PMWeb supports critical engineering processes such as submittals, commitments, change requests, meeting minutes, daily reports, business process workflows, and forms.

PROPOSED SOLUTION

Commit to a three-year term for a total of \$468,600. Below is the year-by-year breakdown of the cost:

Year	With 3-Year Commitment
2026/2027	\$156,200
2027/2028	\$156,200
2028/2029	\$156,200
Total	\$468,600

TIMING CONCERNS

The current Purchase Order Contract term will expire on August 1, 2026; renewal must be completed prior to August 1, 2026, to prevent a lapse in coverage.

RAMIFICATIONS OF NOT TAKING ACTION

OC San’s Engineering Projects generate thousands of documents and correspondence that require proper management to ensure accuracy, accountability, and accessibility. Effective coordination and communication across project teams are essential to controlling costs and mitigating potential risks and liabilities.

If no action is taken, OC San will be unable to continue critical business processes supported by the PMWeb application upon expiration of the current Purchase Order Contract. Key functions, including the management of submittals and commitments would be disrupted, significantly impacting project delivery and operational efficiency.

PRIOR COMMITTEE/BOARD ACTIONS

June 2023 - Approved a three (3) year Purchase Order contract with PMWeb Inc. for maintenance and support of PMWeb application, paying \$121,500 annually for a total amount not to exceed \$364,500; and approved a contingency of \$36,450 (10%).

August 2018 - Approved PMWEB - Project management information system software support to the pre-approved OEM Sole Source List.

ADDITIONAL INFORMATION

N/A

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San's Purchasing Ordinance. This item has been budgeted and will be included in the Proposed FY 2026-2027 and FY 2027-28 Operating Budget.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

N/A