Executive Summary- Archibus Integrated Workplace Management Software (IWMS)

Technology Services is partnering with the Department of Finance, Real Estate Division, to purchase the Archibus Integrated Workplace Management Software (IWMS). The goal of this contract is to partner with Jones Lang LaSalle Americas, an implementation partner of Archibus, to purchase, implement and provide ongoing support of the Archibus IWMS.

The Real Estate Office is charged with effectively and responsibly managing all real estate properties that the City and County of Denver (CCD) owns and occupies. This also includes physical space that the city rents or manages. Space planning and allocation is an integral function that falls under the Real Estate Division's realm of responsibility. To manage these assets effectively, the Real Estate Division intends to purchase and implement a real estate management software. Currently, the Real Estate Division uses spreadsheets and Access databases to manage space and allocation across the CCD. Archibus would act as the central repository for all real estate assets.

This software will be primarily used by the Real Estate Division and DHS, but also by departments and agencies wanting real time data of employee locations and employees looking to reserve shared workspaces.

The Real Estate Division selected this software due to its scalability, integration into existing city software systems with minimal programming, experience and innovation of product and their ability to protect our data. This Professional Preference purchase has been approved through General Services Purchasing. The Archibus brand is widely recognized in Facilities and corporate real estate space as the originator and leader of IWMS Software. This software has many additional modules that could be added in the future by other city agencies for cross sharing of data and information. Archibus can also be implemented easily using the out of the box configuration with little customization.

The Real Estate Division will use this software as a central repository for Space Planning Management, Workplace Services, Capital Project Management, Real Estate Property and Asset Management.

The Space Planning Management domain will help optimize occupancy by allocating space to individuals and groups across sites and increasing capacity with shared spaces. It will help coordinate moves for groups and individuals, centralizing requests and helping coordinate moves through completion. The software will help centralize and sort our space inventory into our existing AutoCAD system with real data and allow for visual planning tools for test scenarios and forecasting needs.

The Workspace Services domain will allow staff to connect to one system for reserving meeting rooms, booking workstations and requesting moves and services. This reservation system will streamline reservations for scheduling workstations and desks enabling a fluid workspace that adapts to the telework and hybrid work model. This fluid workspace will allow for better space use.

The Project Management domain will assist Real Estate in capital budgeting by ensuring budget data is accurately recorded in one place with key metrics and reports. It will allow the Space Planners to have a central data base that allows for shared data to implement projects from planning through completion. It will standardize workflow ensuring that projects will remain on-schedule and within budget and allow the collection of valuable benchmarking data for future projects.

The Real Estate Property domain will centralize and automate lease administration by having a single database, with the ability to sort lease data using an interactive map. This software will leverage advanced portfolio forecasting to create a multi-year plan for real estate strategy. It will assist in evaluating the total cost of ownership by understanding the true cost of properties by assessing the operational costs alongside lease costs. This software will help inform all lease/buy decisions with a comprehensive understanding of costs, compliance, occupancy, and key deadlines. It will integrate with solutions for ensuring compliance with lease accounting standards and automate important lease payments to stay on top of key deadlines. It will streamline chargebacks to occupants with accurate and automated invoicing.

The Asset Management domain will integrate our strategic real estate planning, capital planning, portfolio project management, finance, and operations information to align all real estate assets. This software will optimize the use of all real estate assets throughout their full operational lifecycle, from acceptance through operational use, repurpose and disposal.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____   Date Entered: _____