

Agenda Report

DATE: February 23, 2004

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH PLANNET CONSULTING FOR INFORMATION TECHNOLOGY DESIGN AND RELOCATION CONSULTING SERVICES IN THE AMOUNT OF \$309,000

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to enter into a contract with PlanNet Consulting in the amount of \$309,000 for information technology design and relocation consultant services. Competitive bidding is not required pursuant to City Charter Section 1002 (F), contracts for professional or unique services.

BACKGROUND

On September 30, 2002, the City Council approved a project implementation plan for the seismic retrofit of City Hall. The renovation will require departments in City Hall to be temporarily moved in May of 2004. Approximately 375 employees will be re-occupying City Hall upon the completion of building renovations expected in June of 2007. The City's data center and the staff of the Information Technology Services Division (ITSD) will remain in a permanent leased facility after the completion of City Hall renovations in 2007. The retrofit project requires a redesign of the City's information technology (IT) infrastructure to support connectivity of data and voice networks to all interim and permanent staff locations. IT move/relocation consulting services are required to support the relocation of the data center to a permanent leased facility, and the move of computer network, office, and voice equipment to the offsite facilities.

Staff prepared and distributed a Request for Proposals (RFP) for Information Technology Design and Relocation Consultant Services in January 2004, seeking consulting support for the design and project management of IT move/relocation activities to interim and permanent staff locations. The scope of services includes all interim and permanent facilities involved with the retrofit project. The scope of work includes:

- building infrastructure technology needs assessment;
- design of communications improvements related to data, voice, video, and audio at interim and permanent facilities;

- project management of the data center relocation from the basement of City Hall to the 3rd floor of the Chamber Building;
- project management of relocation of the Traffic Management Center (TMC) data network from the second floor of City Hall to modular office facilities located at the southwest corner of Ramona Street and Garfield Avenue;
- and oversight services in the allocation and procurement of IT resources required for the move/relocation to offsite facilities.

The City received four responses to the RFP. A panel consisting of staff members from the ITSD and the City Hall Seismic Retrofit Project Management team reviewed the proposals. After each panel member scored the proposals, ratings were averaged to arrive at the final score for each proposal. It was the panel's unanimous decision to select PlanNet Consulting as the firm best able to meet the City's needs.

Proposals were scored based on: proposed approach to accomplishing the work; firm qualifications and experience; price; and local business preference. The proposers and their scores appear below. Detail of the assigned ratings is provided in Attachment 1.

Proposer	Total Score (out of 88)
PlanNet Consulting	52.7
NextiraOne	38.5
Vantage Technology	25.1
Pacific Coast Cabling	17.3

The proposed three-year contract is in the amount of \$309,000. The contract cost includes: \$104,000 for City Hall structure extension services; \$95,000 for building infrastructure engineering services; \$63,000 for communications system, data center, and TMC design services; \$24,000 for overall project management services; and \$23,000 for technology relocation planning and coordination services.

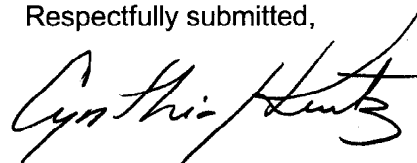
PlanNet Consulting is an information technology and telecommunications consulting firm based in Brea, California. The company's core business is providing professional guidance and project management services in the planning, design and implementation of data and telecommunication network infrastructures. PlanNet proposes to use the current team used to relocate the Western Asset data center from the Chamber Building to the new Western Asset Plaza building. The City's data center will be relocated to the space vacated by the Western Asset data center. PlanNet has been previously contracted by the City to perform pre-relocation planning services and has extensive background and understanding of the City's data center and relocation goals. PlanNet's principals and consultants have experience in a wide range of industries including High Technology, Finance, Healthcare, Education, Government, Professional Services and Manufacturing. The company's client list includes: Western Asset, Jet Propulsion Laboratories, IndyMac, Department of Defense, Orange County Sheriff's Department and the County of Solano, CA.

The contract to provide these information technology design and relocation consultant services fully complies with the Competitive Bidding and Purchasing Ordinance.

FISCAL IMPACT

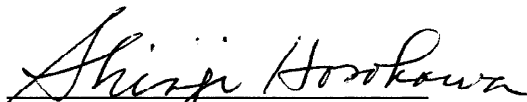
The design and relocation consultant services have been anticipated and budgeted for in the City Hall retrofit project budget and funding source is available in the City Hall Retrofit account 301-767100-71904.

Respectfully submitted,




CYNTHIA J. KURTZ
City Manager

Prepared by:



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ITSD, Finance Department

Reviewed by:



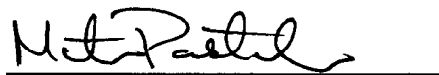
Foster Hildreth
City Hall Seismic Retrofit Project Manager
Public Works Department

Concurred by:



John R. Pratt
Chief Information Technology Officer
ITSD, Finance Department

Approved by:



Martin Pastucha
Director
Public Works Department