



Agenda Report

November 25, 2019

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH CONVERGINT TECHNOLOGIES LLC FOR THE PURCHASE AND INSTALLATION OF BUILDING SECURITY MANAGEMENT ACCESS CONTROLS AT THE CITY HALL AND POLICE DEPARTMENT FACILITIES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3); and
2. Authorize the City Manager to enter into a contract, as a result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Convergent Technologies LLC for the purchase and installation of building security management access controls at the City Hall and Police Department facilities for an amount not to exceed \$785,911, which includes a ten percent contingency.

BACKGROUND:

The City owns and maintains critical assets across many facilities that need to be protected and secured. Security at these facilities is also paramount for employee safety. Over the years, facility security and access has been minimally updated without standardization and has limited the City's ability to take advantage of advancements in building security technology.

Given this gap in building security modernization, an Enterprise Building Security Management (BSM) Capital Improvement Program (CIP) project was created in FY 2016 to provide a citywide enterprise standard for facilities access control and video surveillance. The objective of the project is to secure City assets and resources, safeguard against loss, improve facilities' access management controls, limit public access to staff areas, and improve incident response time. The project was fully funded

as part of the FY 2020 Adopted CIP budget, and is currently managed by Department of Information Technology (DoIT) staff.

Under the BSM project, there are currently thirteen (13) locations scheduled to have access controls and/or video surveillance installed. To optimize resource usage and scheduling, and reduce complexity, the locations have been grouped into the following three phases:

- **Phase 1** - Police Department-Administration, City Hall
- **Phase 2** - Villa Parke Community Center, Branch Libraries: Hastings, La Pintoresca, Santa Catalina, and Villa Parke
- **Phase 3** - Central Library, Branch Libraries: Allendale, Hill, Lamanda, Linda Vista, and San Rafael

For phase one locations, City Hall building security and access is currently achieved through simplistic physical security measures like brass keys, keypad locks, and ballistic glass. At the Police Department facility, building security is managed similarly, but in addition, it has two outdated access control systems that control five building entry points and internal doors.

The challenges presented by these physical security measures is that it could allow public access to areas intended for staff only and into secured, non-public areas. Also, when brass keys are lost, new locks must be installed and new keys issued in a timely manner to prevent unauthorized access to facilities, equipment, and resources. A significant benefit of modern electronic access controls is that when a card key is reported lost, its access authorization can be disabled immediately so that if found, it cannot be used maliciously.

Given the benefits outlined above, on August 28, 2019 a Request for Proposal (RFP) for "Enterprise Building Security Management" was posted on Planet Bids for the purchase and installation of electronic access controls in the City Hall and Police Department facilities. As a result 1,757 vendors were notified and 36 vendors downloaded the RFP for review.

On September 25, 2019, the City received a total of four proposals in response to the RFP, one of which was a local Pasadena vendor. A panel comprised of DoIT, Police, Public Works and Water & Power staff reviewed and scored each proposal based on the evaluation criteria stated in the RFP, which is outlined in the table below:

Criteria	Weight
Proposed Solution	30%
Experience	30%
Cost Proposal	30%
Local Pasadena Business	5%
Small or Micro-Business	5%
Total	100%

Following the review of the vendors written proposals, each of the vendors were invited to provide an oral presentation and answer any questions from the evaluation panel. These oral presentations were incorporated into the final proposal scoring and ranked as follows:

Rank	Proposer	Location	Score (100 max)
1	Convergent Technologies LLC	Orange, CA	83.64
2	Siemens Industry, Inc.	Cypress, CA	73.59
3	Birdi & Associates	Pasadena, CA	57.72
4	CelPlan Technologies	Reston, VA	55.75

Attachment A contains the scoring summary of each criteria for all the proposals.

Based on the scoring above, staff recommends authorization to enter into a contract with Convergent Technologies LLC for the purchase and installation of building security access control devices. The costs listed below include all implementation services, including configuration, maintenance and support for one year, as well as a ten percent contingency allowance. A summary of the contract is as follows:

Base Implementation Amount	\$682,649
Maintenance & Support (1 Year)	\$ 31,816
Contingency Allowance (10%)	\$ 71,446
Contract "Not To Exceed" Amount	<u>\$785,911</u>

It is anticipated that it will take 5 to 6 months to complete the installation under the proposed contract. There are currently no open purchase orders or contracts with Convergent Technologies LLC.

COUNCIL POLICY CONSIDERATION:

The proposed contract with Convergent Technologies LLC supports the City Council's strategic goal to improve, maintain and enhance public facilities infrastructure; to provide a high quality of public service, which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.

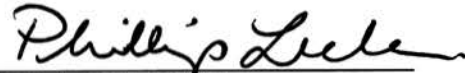
ENVIRONMENTAL ANALYSIS:

The proposed contract is exempt from CEQA per section 15061(b) (3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action is for installation of access control devices which will not result in any physical changes to the environment.

FISCAL IMPACT:

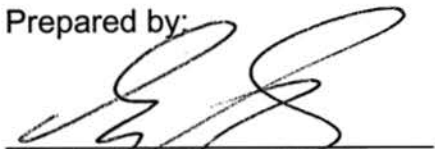
The total cost of the proposed action will be \$785,911. Funding for this action will be addressed by the utilization of existing budgeted appropriations in Capital Improvement Program project #71163 (Enterprise Building Security Management). It is anticipated that the entire amount will be spent during the current fiscal year. Annual ongoing maintenance and support costs for the City Hall and Police Department facilities beyond the first year, estimated at \$32,500, will be addressed by future budgeted appropriations in the Department of Information Technology operating budget for FY 2021.

Respectfully submitted,



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Approved by:



STEVE MERMELL
City Manager

Attachments:

- A) Summary of Proposal Scoring
- B) Taxpayer Protection Amendment