

Agenda Report

October 25, 2021

TO: Honorable Mayor and City Council

FROM: Department of Information Technology

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH CELPLAN TECHNOLOGIES INC FOR THE PURCHASE AND INSTALLATION OF EXTERIOR SECURITY CAMERAS AT VILLA PARKE

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 CelPlan Technologies Inc. for the purchase and installation of security camera equipment in the park area of Villa Parke, inclusive of one year of maintenance and support for an amount not to exceed \$115,543, 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 and public 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 security camera systems. 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.

There are currently thirteen (13) locations planned under this CIP to have access controls and/or security cameras installed. To best use resources (time, people, and money) and reduce complexity, the 13 locations were grouped together into the following phases of work:

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

Phase 1 work locations were completed earlier this year, and work is currently in progress at the Villa Parke Community Center and La Pintoresca Branch Library, as part of Phase 2. This authorization request is an expansion of Phase 2 to install eleven security cameras in the exterior park area at Villa Parke. Like the Phase 2 locations, this work is being funded by Community Development Block Grant (CDBG) funds. The security cameras will cover prime areas where the public gathers. Independent studies have shown that security cameras are effective in reducing crime by at least 25%. In recent years, Villa Parke has experienced a number of incidents that has led to concern about park safety. Both regular park visitors and nearby local residents have expressed concern and requested increased security in the park.

Given these circumstances, on August 10, 2021 a Request for Proposal (RFP) for “BSM – Park Video Security Enhancements for Villa Parke” was posted on Planet Bids requesting the installation of the extension of the City’s security camera system into the exterior park area at the Villa Parke Community Center utilizing the City’s Enterprise Video Management System (VMS), Genetec Omnicast. As a result 5,339 vendors were notified and 70 vendors downloaded the RFP for review, including 3 local vendors.

On August 30, 2021, the City received two proposals in response to the RFP. A panel comprised of DoIT, Public Works and Parks, Recreation and Community Services 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	35%
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 questions from the scoring panel. Based on these interactions, the evaluation panel made final adjustments to their scoring and the ranking is as follows:

Rank	Proposer	Location	Score (100 max)
1	CelPlan Technologies Inc.	Reston, VA	89.60
2	Convergint Technologies LLC	Orange, CA	79.01

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

Based on the scoring above, staff recommends authorization to enter into a contract with CelPlan Technologies Inc. for professional services associated with the implementation of security camera equipment and their configuration and to provide one-year of maintenance and support on the equipment. The costs listed below include all implementation services and maintenance and support for one year:

Base Implementation Amount	\$ 96,085.20
Maintenance & Support (1 Year)	\$ 9,848.73
Contingency Allowance (10%)	<u>\$ 9,609.07</u>
Contract "Not To Exceed" Amount	\$115,543.00

It is anticipated that it will take 2 to 3 months to complete the installation under the proposed contract assuming that equipment delivery is not adversely impacted by the global supply chain shortage. There are currently no open purchase orders or contracts with CelPlan Technologies Inc.

COUNCIL POLICY CONSIDERATION:

The proposed contract with CelPlan Technologies 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.

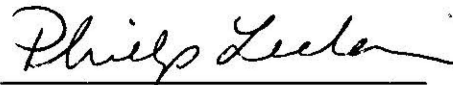
ENVIRONMENTAL ANALYSIS:

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 security camera equipment on existing structures, which will not result in any physical changes to the environment.

FISCAL IMPACT:

The total cost of the proposed action will be \$115,543. 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 security camera equipment at Villa Parke beyond the first year, are estimated at \$10,341, and will be addressed by future budgeted appropriations in the Department of Information Technology operating budget for FY 2023.

Respectfully submitted,



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Approved by:



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Attachment A: Summary of Proposal Scoring