

# Agenda Report

March 21, 2022

**TO:** Honorable Mayor and City Council

**FROM:** Department of Information Technology

**SUBJECT: AUTHORIZATION TO AMEND CONTRACT 32172 WITH CELPLAN TECHNOLOGIES INC. FOR THE PURCHASE AND INSTALLATION OF SECURITY EQUIPMENT AT ROBINSON PARK, LA PINTORESCA PARK, AND THE JACKIE ROBINSON COMMUNITY CENTER BY \$473,245 FOR A NOT-TO-EXCEED AMOUNT OF \$588,788**

## **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);
2. Authorize the Interim City Manager to amend contract 32172 with CelPlan Technologies, Inc. for the purchase and installation of security equipment, thereby increasing the total not-to-exceed amount by \$473,245 from \$115,443 to \$588,788, and extending the term through April 30, 2024; and
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served.

## **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. In FY 2016, an Enterprise Building Security Management (BSM) Capital Improvement Program (CIP) project was created 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 and limit public access to staff areas. The project was fully funded as part of the FY 2020 Adopted CIP budget, and is currently managed by Department of Information Technology (DoIT).

There are currently thirteen (13) locations planned under this CIP to have access controls and/or security cameras installed, which are 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, and exterior park area at Villa Parke
- **Phase 3** - Branch Libraries: Allendale, Hastings, Hill, La Manda, Linda Vista, San Rafael, and Santa Catalina

Phase 1 work locations were completed in 2021 and Phase 2 work in the Villa Parke Community Center and Branch Library, as well as the La Pintoresca Branch Library was completed earlier this year. On October 25, 2021 the City Council approved a contract with CelPlan Technologies, Inc., which expanded work in Phase 2 to include installation of eleven security cameras in the exterior park area at Villa Parke. This contract was awarded through a competitive selection process, and funded by Community Development Block Grant (CDBG) funds.

This authorization request is a further expansion of Phase 2 security enhancements to three additional locations:

- **La Pintoresca Park** - install nine cameras in the exterior park area
- **Robinson Park** - install fifteen cameras in the exterior park area
- **Jackie Robinson Community Center** - install thirteen cameras viewing the exterior area around the building and access control readers at eight doors

Like the other Phase 2 locations, this work is being funded by CDBG funds that were approved by City Council through a Substantial Amendment to the 2021-2022 CDBG Annual Action Plan on December 13, 2021.

As aforementioned above, CelPlan Technologies, Inc. (CelPlan) was recently awarded a contract, 32172, through a competitive selection process for installation of eleven security cameras in the exterior park area of Villa Parke. Since the work at the additional three locations, La Pintoresca Park, Robinson Park, and the Jackie Robinson Community Center, will entail similar equipment, design, and installation approach, staff reached out to CelPlan to provide cost estimates for these locations, utilizing the same rate outlined in their current contract, where possible. CelPlan's knowledge of Villa Parke will save on design time, provide a consistent approach, and expedite installation across all three locations.

CelPlan's cost estimate below for the three additional locations includes professional services associated with the implementation of thirty-seven security cameras and eight access carder readers and their configuration, as well as one year of maintenance and support of all equipment.

<b>La Pintoresca Park</b>	
Base Implementation Amount	\$112,797.81
Maintenance & Support (1 Year)	\$7,640.79
<b>Robinson Park</b>	
Base Implementation Amount	\$150,842.81
Maintenance & Support (1 Year)	\$10,217.91
<b>Jackie Robinson Community Center</b>	
Base Implementation Amount	\$139,288.11
Maintenance & Support (1 Year)	<u>\$9,435.21</u>
Subtotal – Amendment Cost:	\$430,222.64
Contingency Allowance (10%)	<u>\$43,022.36</u>
<b>Total Amendment Cost:</b>	<b><u>\$473,245.00</u></b>
Existing Contract Amount	<u>\$115,543.00</u>
<b>Revised Contract “Not To Exceed” Amount</b>	<b><u>\$588,788.00</u></b>

Therefore, based on the above, staff is recommending an amendment to contract# 32172 with CelPlan Technologies, Inc. to increase the contract amount by \$473,245 to a new not-to-exceed amount of \$588,788, and extend the term of the contract through April 30, 2024.

It is anticipated that installation at all four locations will take 8 to 9 months to complete, assuming that equipment can be readily sourced. Other than the current contract, 32172, there are currently no other open purchase orders or contracts with CelPlan Technologies, Inc.

#### **COUNCIL POLICY CONSIDERATION:**

The proposed contract amendment 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 add to the quality of life in the City and increases its attractiveness through more efficient management of resources.

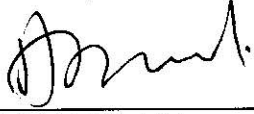
#### **ENVIRONMENTAL ANALYSIS:**

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 work included in this contract amendment is for installation of security camera equipment and access control devices on existing structures, which will not result in any physical changes to the environment.

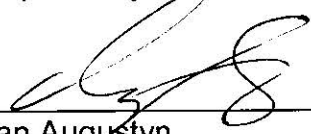
**FISCAL IMPACT:**

This action will increase the not-to-exceed authorization of contract# 32172 with CelPlan Technologies, Inc. by \$473,245, and extend the contract term through April 30, 2024. 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 approximately \$179,000 of this increase will be spent during the current fiscal year, with the remaining amount being spent in FY 2023. Annual ongoing maintenance and support costs for the security camera equipment at La Pintoresca Park, Robinson Park, and the Jackie Robinson Community Center beyond the first year, are estimated at \$27,294, and will be addressed by future budgeted appropriations in the Department of Information Technology operating budget for FY 2024.

Respectfully submitted,

  
for \_\_\_\_\_  
PHILLIP LECLAIR  
Chief Information Officer  
Department of Information Technology

Prepared by:

  
\_\_\_\_\_  
Dan Augustyn  
Management Analyst V  
Department of Information Technology

Approved by:

  
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CYNTHIA J. KURTZ  
Interim City Manager