

**Meeting Date:** 4/14/2016

**Report Type:** Consent

**Report ID:** 2016-00344

**Title: Supplemental Agreement: Department of Utilities Security Standards**

**Location:** Citywide

**Recommendation:** Pass a Motion authorizing the City Manager or the City Manager's designee to execute Supplemental Agreement No. 1 to City Agreement No. 2016-1107 with Guidepost Solutions LLC, for additional design services in an amount not-to-exceed \$51,720, bringing the agreement's total not-to-exceed amount to \$236,340.

**Contact:** Dan Sherry, Engineering & Water Resources Manager, (916) 808-1419; Dave Hansen, Supervising Engineer, (916) 808-1421; Tim Weis, Project Manager, (916) 808-1428, Department of Utilities

**Presenter:** None

**Department:** Department Of Utilities

**Division:** Information Technology

**Dept ID:** 14001351

**Attachments:**

- 1-Description/Analysis
- 2-Background
- 3-Agreement

---

**City Attorney Review**

Approved as to Form  
Joe Robinson  
4/5/2016 12:44:57 PM

**Approvals/Acknowledgements**

Department Director or Designee: Bill Busath - 3/24/2016 4:26:58 PM

## Description/Analysis

**Issue Detail:** Staff recommends that City Council approve a supplemental agreement with Guidepost Solutions, LLC, to perform Security System design for the McKinley Village Pump Station, Freeport Reservoir & Storage Area, Shasta Reservoir, and Operations Control Center (OCC) at the 24<sup>th</sup> Avenue Corporation Yard. These designs will continue to improve the Department of Utilities (DOU) Security Standards for all DOU facilities throughout the City.

**Policy Considerations:** The City Code requires City Council approval of the proposed supplemental agreement, which exceeds the City Manager's delegated approval authority.

**Economic Impacts:** None

**Environmental Considerations:** The Community Development Department, Environmental Planning Services Division reviewed the proposed project and determined that it is exempt from review under the California Environmental Quality Act (CEQA) under Section 15303 of the CEQA Guidelines. The project consists of the installation of limited numbers of small equipment and facilities to maintain the security of existing utility facilities.

**Sustainability:** Not applicable

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** Approval of the proposed supplemental agreement will continue to improve the DOU Security Standards by developing specific solutions for typical DOU infrastructure over both fiber optic and radio media components of the DOU Security Network.

**Financial Considerations:** On November 6, 2014, Council approved a professional services agreement with Guidepost Solutions, LLC in the not-to-exceed amount of \$184,620. Proposed supplemental agreement no. 1 is for an amount not-to-exceed \$51,720, which brings the total agreement amount to \$236,340. Sufficient funds exist in the Security and Emergency Preparedness Program project (Z14140100) to support the proposed supplemental agreement.

**Local Business Enterprise (LBE):** Guidepost Solutions, LLC is not an LBE, but meets the minimum 5% LBE participation requirement for this agreement by including a subcontracted amount of over 8.6% to an LBE, Network Management Corporation.

## **Background**

The DOU Security Standards will address access control, illumination, intrusion detection, and video surveillance to improve employee safety while discouraging vandalism and theft at DOU facilities. McKinley Village pump station is nearing construction completion and the security system design is needed to integrate the improvements into the DOU Security network over radio telemetry. Freeport Reservoir and adjacent Freeport Storage Area are existing infrastructure that, along with Shasta Reservoir (currently in the bid phase), is in need of security system improvements that will be integrated into the DOU Security Network over fiber optic cable. The DOU Security Network will be monitored at the Operations Control Center, which requires integration design to meld the video surveillance and access control software systems.

# SUPPLEMENTAL AGREEMENT

**Project Title and Job Number:** Z14140102 DOU Security Standards  
**Purchase Order #:** SACTO-0000027211

**Date:** 3/3/2016

**Supplemental Agreement No.:** 1

The City of Sacramento ("City") and Guidepost Solutions LLC ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2014-1107, including any and all prior supplemental agreements modifying the agreement (the agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is amended as follows:

See Attachment A

2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is increased by \$51,720, and the Agreement's maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	<u>\$184,620</u>
Net change by previous supplemental agreements:	<u>0</u>
Not-to-exceed amount prior to this supplemental agreement:	<u>\$184,620</u>
Increase by this supplemental agreement:	<u>\$51,720</u>
New not-to exceed amount including all supplemental agreements:	<u>\$236,340</u>

3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.
4. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

**Approval Recommended By:**

**Approved As To Form By:**

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
City Attorney

**Approved By:**

  
\_\_\_\_\_  
Contractor

**Attested To By:**

**Approved By:**

\_\_\_\_\_  
City of Sacramento

\_\_\_\_\_  
City Clerk

March 3, 2016

Mr. Tim Weis  
Senior Electrical Engineer  
City of Sacramento  
Department of Utilities  
1395 35th Avenue  
Sacramento, CA 95822  
(916) 876-6321

**Re: Attachment A  
Additional Security Consulting REV2  
Agreement Amendment  
DOU Security Standards  
Project No P15141311003**

Dear Mr. Weis,

As requested, we are submitting this revised proposal for additional security consulting services related to the DOU Security Standards. This proposal is based on your request for proposal dated December 11, 2015, and subsequent comment responses to our original proposal dated March 3, 2016.

### **Scope of Work**

Guidepost Solutions LLC's Security Technology Consulting practice will provide security and radio backhaul system design services and project support for an integrated security system at the projects listed below. Work will be coordinated with all relevant City of Sacramento staff members and the respective project design teams. Our scope of work is an assumption based on the scope of work provided in the Request for Proposal.

Guidepost Solutions LLC's scope of work includes the following City of Sacramento projects:

- McKinley Village Radio Network
- Freeport Reservoir and Freeport Storage
- Shasta Reservoir
- OCC Integration

The work for each system will include:

- Preparation and submittal of Construction Documents, including mounting, cabling, and interface details for security devices.

**388 17<sup>TH</sup> Street, Suite 230 Oakland, CA 94612 T: 510.268.8373 F: 510.839.4791**

[WWW.GUIDEPOSTSOLUTIONS.COM](http://WWW.GUIDEPOSTSOLUTIONS.COM)

- Our design package will include conduits, paths, electrical power, environmental controls, space requirements, stacking and adjacencies for the previously listed low voltage systems.
- Coordination of primary 120 VAC power with the project's electrical engineer.
- Coordination of network with the Owner's IT representative (as needed).
- Preparation of bid documents including specifications.
- Construction administration activities include bid reviews, response to RFIs, punch walks, punch list creation, site inspections, and record drawings.
- We will attend three (5) meetings during design and three (10) meetings during construction administration.

## Scope of Services

### *Construction Documents:*

Guidepost Solutions LLC will provide construction documents showing each device location, system block diagrams, and detailed written specifications. All drafting/engineering work will be completed using AutoCAD 2015. Drawings will include:

- Title sheet with General Notes, Conventions, Symbols List, Abbreviation List, Schedules, and a Drawing Index.
- Site and floor plans showing specific device and equipment locations.
- System block diagrams for each system. Block diagrams show the logical relationships between equipment and sub-systems.
- Wire rooms, showing equipment layout and space requirements for all equipment.

Specifications are the written part of the construction documents that identifies the materials and equipment of the security system. Guidepost Solutions LLC will produce detailed system specifications for the installation of the systems.

### *Bidding and Negotiation:*

- During the bidding process, Guidepost Solutions LLC will respond to bidders' questions and issues, as necessary.
- Once the bids are received, Guidepost Solutions LLC will review the contractor proposals and will evaluate both product and vendor qualifications.

### *Construction Administration:*

- Guidepost Solutions LLC will review the contractors' submittals, shop drawings, and the final equipment list before the work proceeds. Included are an initial review and one re-submittal.
- Guidepost Solutions LLC will interface with the systems subcontractor and the project team at appropriate intervals to assist in efficient and timely installation and compliance.

- Guidepost Solutions LLC will participate in the final system testing, punch lists, and acceptance for the project.

If applicable, Guidepost Solutions LLC will follow-up when there are reports of contractor noncompliance.

### **Compensation and Reimbursables**

The proposed additional services will be provided for a Time and Expense lump sum amount not to exceed, **\$51,720.00**. See Exhibit A for a breakdown of the proposed fee.

Reimbursable expenses for mileage and document production are included as part of this proposal. Other reimbursable expenses will be billed at cost according to City of Sacramento standards.

### **Payment Terms**

Guidepost Solutions LLC will submit a monthly invoice for completed work. Invoices are payable 30 days after receipt of invoice. If payments are not received within 60 days, services may be suspended and Guidepost Solutions LLC will not be held responsible for any damages due to delays from such suspension.

### **Special Requirements**

Guidepost Solutions LLC will require the following:

- Access to and consultation with the Architect, other project related individuals and entities; including timely responses and decisions reasonably requested by Guidepost Solutions LLC.
- Prior to the commencement of work, Guidepost Solutions LLC will be supplied with a set of record drawings, AutoCAD 2013 or later preferred; plus any other electronic document files necessary for the completion of each project.
- Access to written and graphic architectural, electrical, structural, mechanical and civil engineering plans and design specifications, and plans.
- Detailed information, as required, on additional owner-furnished equipment for interface to other systems.
- Access to FTP or project collaboration sites.
- Access to sensitive City of Sacramento Department of Utilities information which if unavailable will adversely affect Guidepost Solutions ability to execute and complete the scope of work covered by this proposal.
- Access to the buildings and sites may be required, and shall be provided by the City of Sacramento. Escorts if required shall be provided by the City if necessary for access to sensitive or hazardous areas.
- Access to City of Sacramento Department of Utilities facility operations staff.

- Access to and the support of City of Sacramento IT staff.

### **Assumptions & Exclusions**

- Guidepost Solutions LLC's services under this proposal are limited to those expressly specified. The following additional services may be desired or required, and, if performed at the City of Sacramento Department of Utilities direction, will be charged at Guidepost Solutions LLC's standard rates as indicated in the attached Exhibit B, or at fees as mutually agreed.
  - Changing or re-designing any project aspect or element previously submitted by Guidepost Solutions LLC in compliance with this proposal, or previously approved by the City of Sacramento, including but not limited to project description, scope, requirements, goals, equipment, capabilities, facilities, contractors, plans, or designs.
  - Producing site plans, floor plans, or any drawings not listed under construction documents.
  - Design or specification of SCADA, or central building automation systems or control systems or any other system not expressly required by this proposal.
  - Preparation of maintenance and operation manuals or as-built drawings will be the systems contractor's responsibility.
  - Training or establishing training programs (to be performed by the systems contractor).
  - System permits and approvals including Professional Engineering stamp.
- The system recommendations will be prepared in compliance with Owner's standards, if available.
- This proposal does not include P.E. review of security system drawings and stamp.
- This proposal does not include electrical engineering of new circuits. If required, this work to be performed by others.
- This proposal does not include structural engineering or structural engineer stamp.
- This proposal does not include civil engineering, underground utility coordination, underground utility surveys, or civil engineering stamp.
- This proposal does not include antenna tower design. All antenna are assumed to be mounted to existing City of Sacramento structures.
- This proposal does not include construction permits or agency fees.
- Design of network electronics, switches, routers, servers, cross-connection cabling, wireless equipment, etc. is not included in this proposal. This work to be performed by others.
- Reimbursable expenses will comply with Owner's Standards.

This Proposal and the prices quoted are valid for 30 days from the date of this Proposal.

**Authorization**

*If approved please return our proposal signed or provide a contract / agreement including general terms including deliverables, rates, and budget for signature. Email authorization is also acceptable but must include approved budget amounts and that our proposal / arrangement has been accepted and approved.*

---

Signature & Date

---

Signature & Date

---

Tim Weis  
Authorized Representative of  
City of Sacramento  
Department of Utilities

---

Todd Winslow – Project Manager  
Authorized Representative of  
Guidepost Solutions LLC

## Exhibit A - Estimated Breakdown of Compensation by Phase

<b>Task Name</b>	<b>Hours</b>	<b>Fee</b>
<b>Sacramento DOU Amendment (Security Design and Project Support Services):</b>	<b>300</b>	<b>\$51,720</b>
<b>McKinley Village Radio Network</b>	<b>85</b>	<b>\$14,885</b>
SD	16	\$2,960
DD	18	\$2,910
CD 50%	11	\$1,825
CD 100%	8	\$1,270
CA	32	\$5,920
<b>Freeport Reservoir &amp; Freeport Storage</b>	<b>60</b>	<b>\$10,260</b>
SD	6	\$1,110
DD	18	\$2,910
CD 50%	10	\$1,640
CD 100%	8	\$1,270
CA	18	\$3,330
<b>Shasta Reservoir</b>	<b>60</b>	<b>\$10,260</b>
SD	6	\$1,110
DD	18	\$2,910
CD 50%	10	\$1,640
CD 100%	8	\$1,270
CA	18	\$3,330
<b>OCC Integration</b>	<b>95</b>	<b>\$16,315</b>
SD	16	\$2,960
DD	30	\$4,710
CD 50%	13	\$2,195
CD 100%	9	\$1,455
CA	27	\$4,995

*This chart is intended as an estimate only. In effort to most effectively accomplish the work for each project, we may reallocate resources between phases.*

**Exhibit B - Guidepost Solutions TDC 2016 Rate Schedule****Guidepost Solutions TDC 2016 Rates\***

Principal	\$205/hr
Senior Team Leader	\$190/hr
Project Manager	\$185/hr
Sr. Designer	\$185/hr
Project Research Analyst	\$185/hr
Project Coordinator	\$155/hr
Drafting	\$115/hr
Technical Support	\$115/hr

\*These rates are evaluated annually. Rates are based on a project completion date of 8/31/2016. Any changes in project completion may result in an increase in rates and total compensation.