



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: MAY 10, 2016**

**FROM: INNOVATION AND TECHNOLOGY DEPARTMENT** **WARDS: ALL**

**SUBJECT: AWARD A PROFESSIONAL SERVICES AGREEMENT FROM REQUEST FOR PROPOSAL 1567 FOR A CITY FACILITY WI-FI IMPROVEMENT PROJECT TO VECTOR USA, RANCHO CUCAMONGA, CA, FOR A TOTAL CONTRACT NOT TO EXCEED \$291,682.11**

## **ISSUE:**

The issue for City Council consideration is to award a Professional Services Agreement from Request for Proposal (RFP) 1567 to Vector USA for a City Facility Wi-Fi Improvement Project in the amount of \$265,165.55, with authorization for change orders for unforeseen circumstances up to 10% (\$26,516.56) for a total contract not to exceed amount of \$291,682.11.

## **RECOMMENDATION:**

That the City Council:

1. Award a Professional Services Agreement from Request for Proposal (RFP) 1567 to Vector USA for a City Facility Wi-Fi Improvement Project in the amount of \$265,165.55;
2. Authorize change orders up to \$26,516.56 (10%) for unforeseen circumstances during the implementation of the City Facility Wi-Fi Improvement Project, total contract not to exceed \$291,682.11; and
3. Authorize the City Manager, or his designee, to execute the Agreement and all related documents, including making any minor non-substantive changes as necessary.

## **BOARD RECOMMENDATION:**

This report is published on April 28, 2016, for the May 10, 2016, City Council meeting. On May 9, 2016, the Riverside Public Utilities' Board will hear this item for consideration to recommend to City Council to approve Professional Services Agreement from Request for Proposal (RFP) 1567 to Vector USA for a City Facility Wi-Fi Improvement Project.

If the Board approves to forward this to City Council, we respectfully request the City Council consider the item at the May 10, 2016, City Council meeting.

## **BACKGROUND:**

On August 26, 2014, Staff issued a Request for Proposal (RFP) 1469, to procure the equipment and services needed for the Wi-Fi Hotspot Pilot Project, which was awarded to Vector USA. This pilot program, located at Ysmael Villegas Community Center, is a success. This high-speed network has been serving an average of 350 visitors per month, allowing them to access to the center's sixteen indoor and outdoor access points during business hours.

On December 10, 2015, staff issued RFP 1567 to improve the existing Wi-Fi network by implementing a City facility Wi-Fi Improvement Project. The RFP included a requirement for proposals to be from an Aruba Networks Platinum Partner as Aruba Network equipment is the City's standard for redundant enterprise class wireless network equipment. The Aruba Platinum Partner designation requires that bidders must meet criteria based on revenue, minimum number of engineers supporting Aruba products, and the ability to provide direct technical support, rather than through a third party.

On January 21, 2016, two bids were received for RFP 1567, one of which was deemed unresponsive. Staff selected Vector USA, from Rancho Cucamonga, California, as the sole responsive bidder at a total cost of \$265,165.55. The City has previously worked with Vector USA and while they were the sole responsive bidder, staff has reviewed their bid in detail and found it to be fair.

The proposed solution utilizes the City's standard, Aruba brand equipment, including 123 access points and related hardware, professional installation (cabling, patch panels, etc.) and professional services. This solution will allow the City to provide a secure, user friendly Wi-Fi experience to City staff and visitors, while providing IT staff the tools to manage all future Wi-Fi hotspots. The result of the installation would provide secure Free Wi-Fi hot spots capable of enhanced speeds of up to 1.3 Gigabits per second (Gbps) with a radius of 200 to 400 feet from each hotspot location. In summary, benefits include:

- New or improved Wi-Fi for guests and staff at publicly accessible City facilities
- Improved Wi-Fi for library patrons Citywide
- Improved wireless cyber security
- Improved hotspot manageability
- Retires obsolete equipment
- Long-term cost savings with an expected reduction in hardwire cabling requirements

Departments hosting the proposed Wi-Fi hotspot locations concur with the recommendations in this report.

## **FISCAL IMPACT:**

Sufficient funds have been included in the FY 2015/16 Innovation and Technology and Public Utilities departmental budgets. Funding will be available in accounts 9885510885-46232000 (\$202,586.47), 6000010-462050 (\$62,579.08). The costs associated with the Water Fund's share of the Wi-Fi project will be cost allocated from the Electric fund to the Water Fund. The annual recurring amount for maintenance is \$24,860.63 and \$7,679.46, respectively. Funds for these expenditures will be included in the proposed FY 2016/17 – 2017/18 departmental operating budgets. A breakdown of the fees are shown in the following table:

<b>City Facility Wi-Fi Improvement Project Cost Summary by Location</b>		
<b>Expense Category</b>	<b>Public Utilities (23.6%)</b>	<b>Other City Facilities (76.4%)</b>
Hardware	\$21,502.15	\$69,608.65
Software/Licenses	\$14,734.90	\$47,701.10
Maintenance and Support (first year)	\$7,679.46	\$24,860.63
Professional Services (Labor, Integration, etc.)	\$12,049.22	\$39,006.78
Materials / Other (Conduit, Patch Panels, etc.)	\$4,530.72	\$14,667.24
Tax	\$2,082.63	\$6,742.07
<b>Totals</b>	<b>\$62,579.08</b>	<b>\$202,586.47</b>
<i>Annual Recurring</i>	\$7,679.46	\$24,860.63

The cost summary formula percentage is based on each department's planned number of Wi-Fi access points as referenced in the attached Professional Services Agreement.

Prepared by: Lea Deesing, Chief Innovation Officer  
 Certified as to  
 availability of funds: Scott Miller, Interim Finance Director/Treasurer  
 Approved by: Al Zelinka, FAICP, Assistant City Manager  
 Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Professional Services Agreement
2. Presentation