



City of Del Mar Memorandum

TO: Mayor and City Council Members

FROM: Scott W. Huth, City Manager

DATE: April 18, 2016

RE: Item 11: Authorization for Specialty Professional Services Contracts for the City Hall/Town Hall Project

Item 11 on the April 18, 2016 City Council agenda pertains to authorization for the City Manager to negotiate and execute Professional Services Agreements with specialty design consultants for several aspects of the new City Hall/Town Hall.

As additional information, attached is a revised quote from Vector USA for design work for structured cabling, the server room, and security/access control services for the new City Hall//Town Hall. Vector USA's original bid amount was \$13,829.97; the revised bid amount is \$13,013.02, including contingency of \$1,183.

Proposal

City of Del Mar

Technology Infrastructure Consulting Services

Attention:

Emily Bernardo

**Del Mar
1050 Camino Del Mar
Del Mar, CA 92014**

Contact: Christie Lange
Account Executive, VectorUSA
9808 Waples Street
San Diego, CA 92121
(858) 875-5711
clange@vectorusa.com
April 14, 2016

April 14, 2016

Emily Bernardo
Del Mar
1050 Camino Del Mar
Del Mar, CA 92014

Dear Emily,

VectorUSA is grateful for the opportunity to provide this Proposal to help City of Del Mar (“Del Mar”) develop the technology infrastructure for your new campus. Our proposed services begin with consulting services to perform a comprehensive review of common technologies with Del Mar’s leadership team. VectorUSA will coordinate with Del Mar to incorporate the findings from the review into a set of design standards that may be used by Del Mar’s team to develop a Technology Infrastructure Request For Proposal (RFP) for the new site.

All services in our Proposal are provided on a Time and Materials basis to allow Del Mar flexible use of our services to meet your needs. We have also included client references within our proposal that clearly demonstrate the breadth of our experience assisting clients with similar needs as it relates to system design, procurement and implementation.

Please review this proposal at your convenience and call me with any questions or concerns you may have. We look forward to working with you on this project. On behalf of VectorUSA, thank you for your consideration.

Sincerely,
Christie

Christie Lange
VectorUSA

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1.0 Executive Summary

VectorUSA proposes to provide technology consulting services on a Time and Materials basis to develop technology infrastructure design standards for the new campus of City of Del Mar (“Del Mar”). VectorUSA will then review the design standards with the architect(s) and/or developers of the new campus facility, and review multiple iterations of the design to assure that the new campus will meet all of Del Mar’s technology requirements.

2.0 About VectorUSA

VectorUSA’s corporate vision is to “become the unsurpassed standard in ‘Connecting People to Information’.” We build our business one customer at a time through our family of dedicated employees by providing reliable, high-quality communications solutions that exceed our customer’s expectations.

As a leader in core network technologies, VectorUSA’s vision of information services is IP centric. Our fundamental approach begins with developing a deep understanding of the underlying flow of information across our customer’s technology infrastructure. We then design our systems and services to assure that information flow is designed and managed to optimize efficiency, availability, security and cost effectiveness.

VectorUSA has an extensive background serving customers in a wide variety of industries. Our expertise includes technology infrastructure consulting, facility upgrades, implementation of voice/data communication solutions and ongoing support and managed services for a wide variety of technology-based systems. Our diverse customer base includes many city and government agencies, major hospitals and medical research centers, multinational shipping and logistics companies, schools and universities, movie and television studios, and commercial enterprises.

Headquartered in Torrance, California, we also have an office in San Diego and several other office locations nationwide. Our team consists of over 400 employees including, but not limited to consultants, network and systems engineers, technical personnel, business development and customer service agents. Some of our business partners include Cisco¹, Fortinet, HP Enterprise, Microsoft, VMWare, and other strategic technology vendors that specialize in a diverse array of technologies. These partnerships allow us to serve as a full-service solution provider for our clients’ needs.

¹ VectorUSA is a Cisco Gold Partner.

3.0 Scope of Work

VectorUSA will provide professional consulting services on a Time and Materials to develop design standards for the technology infrastructure at the new site, and coordinate with the architect(s) and/or site development team to assure the design standards are incorporated into the new facility. When design is completed, VectorUSA will provide a documentation package to Del Mar that they will use to develop RFPs for major technology systems. Services will be provided in phases, as follows:

- Phase One: Project Planning and Initiation
- Phase Two: Technology Design Plan
- Phase Three: Plan Presentation and Review

A description of the work VectorUSA will perform during each step is provided below.

Phase One: Project Planning and Initiation

VectorUSA will coordinate a project kickoff meeting to review Del Mar's overall goals for the engagement, affirm assessment roles and responsibilities, and establish a mutually-agreeable schedule. Following the project kickoff meeting, VectorUSA will document and deliver a project schedule that outlines all required tasks, responsibilities and due dates.

VectorUSA's technology consultant will review common options for implementing key technology infrastructure systems with Del Mar's leadership team. Technology infrastructure components to be reviewed include, but are not limited to:

- Structured Cabling System (horizontal cable, backbone (fiber/copper), etc.)
- Technology endpoints (workstations, tablets, laptops, etc.)
- Network technologies (routers, switches, firewalls, telecommunications circuits, wireless access, etc.)
- Voice technologies (public address systems, voice systems)
- Security technologies (surveillance, access control)

The technology consultant will explain common options implemented by different cities for each technology. Following the review, VectorUSA will document business and technical objectives for each system.

Deliverables Schedule	
Deliverable 1	Project Schedule
Deliverable 2	Business and Technical Objectives for Major Technology Components
Assumptions: <ul style="list-style-type: none"> The project kickoff meeting will be held onsite at a location in Del Mar, CA chosen by Del Mar. The review of technology infrastructure components will occur immediately after the meeting. All other work for this phase shall occur remotely from VectorUSA offices. 	

Phase Two: Technology Design Plan

Once Del Mar has reviewed and accepted the objectives, VectorUSA will review the objectives and develop preliminary design standards for the site’s development/architecture team to assure that the site is constructed in a manner that will enable implementation of Del Mar’s technology preferences. The design standards will include, but are not limited to:

- Pathway and spaces (conduit, cable path, communication rooms)
 - Conduit and cable path
 - Communication rooms
 - Layout
 - Power requirements
 - HVAC requirements
- Core network services (routers, switches, firewalls, etc.)
- Wireless network services (controllers, APs, antennas, clients)
- Voice over IP (VoIP) systems
- Servers Storage
- Logical network services (DHCP, DNS, Layer 2 segmentation, Layer 3 routing, etc.)

Deliverables Schedule	
Deliverable 3	Technology Infrastructure Design Standards (Preliminary)
Assumptions: <ul style="list-style-type: none"> All other work for this phase shall occur remotely from VectorUSA offices. 	

Phase Three: Plan Presentation and Review

VectorUSA’s technology consultant(s) will meet with Del Mar’s site development/architect teams and review the design standards. As required, VectorUSA will modify the design standards based upon input from the development/architect teams. VectorUSA will then finalize the design standards.

Once the design standards have been accepted by the site developer/architect, VectorUSA will review the design drawings for the technology infrastructure as they are developed by the architect. VectorUSA will review up to three (3) sets of drawings, which are typically provided to the client at 50%, 75% and 90% completion. Following each review, VectorUSA will provide documented notes, suggestions and concerns to the developer/architect for incorporation into the final design.

Deliverables Schedule	
Deliverable 4	Final Design Standards
Deliverable 5	Drawing Review Notes
Assumptions: <ul style="list-style-type: none"> All other work for this phase shall occur remotely from VectorUSA offices. 	

At Del Mar’s request, VectorUSA will perform site visits during site construction to assure design standards are adhered to.

Additional Services

VectorUSA will provide additional services at the request of Del Mar on a Time and Materials basis at rates provided in the pricing section below.

4.0 Pricing

VectorUSA proposes to provide all deliverables in the Scope of Work on a Time and Materials basis at the following rates:

Resource Pricing (Time and Materials)	
Resource Type	Price (Per Hour)
Technology Consultant	\$185.67
Project Manager	\$155.37
Project Administrator	\$119.02
Technical Engineer	\$99.02
Computer Aided Design Specialist	\$71.41

Services will be invoiced monthly; invoices are payable NET 30. All visits onsite to a Del Mar location will incur a minimum service increment of three (3) hours.

Resource Estimate

Estimated resource requirements for all services in this proposal are provided in the table below.

Resource Estimates		
Task Name	Work	Cost
Project Kickoff		
<i>Technology Consultant</i>	4 hrs	\$742.68
<i>Project Manager</i>	4 hrs	\$621.48
Deliverable 1: Project Schedule		
Client Acceptance		
<i>Project Manager</i>	2 hrs	\$310.74
Deliverable 2: Business/Technical Objectives		
<i>Technology Consultant</i>	4 hrs	\$742.68
Client Acceptance		
<i>Project Manager</i>	2 hrs	\$310.74
Deliverable 3: Technology Infrastructure Design Standards		
<i>Technology Consultant</i>	20 hrs	\$3,713.40
Client Acceptance		
<i>Project Manager</i>	2 hrs	\$310.74

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Resource Estimates		
Task Name	Work	Cost
Deliverable 4: Final Design Standards		
<i>Technology Consultant</i>	8 hrs	\$1,485.36
Client Acceptance		
<i>Project Manager</i>	2 hrs	\$310.74
Deliverable 4: Drawing Review Notes		
<i>Technology Consultant</i>	16 hrs	\$2,970.72
Client Acceptance		
<i>Project Manager</i>	2 hrs	\$310.74
		TOTAL ESTIMATED PRICE
TOTAL ESTIMATED BASE PRICE		\$11,830.02
CONTINGENCY (10%)		\$1,183.00
TOTAL PRICE (ESTIMATED)		\$13,013.02

5.0 Schedule

VectorUSA and Del Mar will develop a mutually-agreeable assessment schedule during the kickoff meeting.

6.0 References

VectorUSA has extensive experience providing professional technical services to K-12 schools throughout California. References include:

Client Name	San Bernardino City Unified School District
Client Location	San Bernardino, CA
Client Contact	Joseph Paulino, Chief of Police
Phone Number / Email Address (Current)	joseph.paulino@sbcusd.com +1 (909) 388-6030
Reference Project(s)	
VectorUSA designed and implemented comprehensive surveillance systems at a number of San Bernardino schools, and continues to support San Bernardino’s systems.	

Client Name	Nuview Union School District
Client Location	Nuevo, CA
Client Contact	Robert “Bob” Beglau Director of Technology
Phone Number / Email Address (Current)	rbeglau@nuview.k12.ca.us (951) 928-1302 X-1805
Reference Project(s)	
VectorUSA developed a comprehensive strategic plan for the Nuview Union School District to guide future spending on Information Technology infrastructure and services for three to five years into the future. Development of the plan included a current-state assessment of District’s technology and support services, and culminated with a prioritized list of capital projects including budgets and impact to District instructional and business operations.	

Client Name	Yucaipa-Calimesa Joint Unified School District
Client Location	Yucaipa, CA
Client Contact	Sue Gott, Director of Assessment and Technology
Phone Number / Email Address	San Bernardino County Office of Education
Reference Project(s)	
<p>VectorUSA’s consulting team provides ongoing strategic planning for our client’s information security program. VectorUSA services include reviewing District’s information technology policies, programs and procedures, and benchmarking their current services against relevant public standards and management frameworks. VectorUSA also provides strategic guidance on relevant projects, including timeframes and budgets, to improve their information security posture on a continuing basis.</p> <p>Sue Gott is now the Chief Technology Officer of the San Bernardino County Office of Education, and can be contacted by calling (909) 386-2414.</p>	

Additional references gladly provided upon request.

7.0 Terms and Conditions

In order to assure that both VectorUSA and Del Mar have a complete understanding of risks and requirements associated with the Scope of Work in this Proposal, VectorUSA's terms and conditions for fulfillment of the Scope of Work are below.

Limited Warranty: VectorUSA warrants to Del Mar that the material, analysis, data, programs and services to be delivered or rendered hereunder will be of the kind and quality designated and will be performed by qualified personnel. VECTOR USA MAKES NO OTHER WARRANTIES, WHETHER WRITTEN, ORAL, OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Limitation of Liability: Del Mar agrees that VectorUSA will not be liable for any special, incidental, indirect, or consequential damages hereunder, including but not limited to the loss of profit, or liability to third parties, however caused, whether by the act or negligence of VectorUSA or otherwise.

VectorUSA's liability on any claim of loss or liability, arising out of or connected with this Proposal (including, but not limited to, loss or liability arising from VectorUSA's breach of contract of any alleged act or negligence of VectorUSA) shall in no case exceed the total purchase price of services covered under this Proposal.

In no event shall either VectorUSA or Del Mar be liable to the other for any indirect, special, punitive, exemplary, incidental or consequential damages (including, but not limited to: lost profits, lost business opportunities, or loss of use or equipment down time, and loss of or corruption to data) arising out of or relating to any portion of this Proposal, regardless of the legal theory under which such damages are sought, and even if VectorUSA has been advised on the possibility of such damages or loss.

Excusable Delays: VectorUSA shall not be liable for any failure or delay in furnishing proposed services resulting from fire, explosion, flood, storm, Act of God, governmental acts, orders or regulations, hostilities, civil disturbances, strikes, labor difficulties, difficulty in obtaining parts, supplies, or shipping facilities, inability to obtain or delays in obtaining suitable material or facilities required for performance, temporary unavailability of qualified personnel, failure by Del Mar to provide appropriate access to equipment or personnel, or other causes beyond VectorUSA's reasonable control.

Confidentiality, Publication and Non-Compete: VectorUSA and Del Mar agree that any and all information identified by the other as "Confidential" and/or "Proprietary", or which, under all of the circumstances, ought reasonably to be treated as Confidential and/or Proprietary, will not be disclosed to any third person without the express written consent of the other party. Confidential Information does not include any information or development: (i) which is or subsequently becomes available to the general public other than through a breach by the receiving party; (ii) which is already known to the receiving party before disclosure by the disclosing party; (iii) which is developed through the independent efforts of the receiving party; or (iv) which the receiving party rightfully receives from third parties without restriction as to use.

Upon the expiration of the term of this Proposal, VectorUSA shall, and shall instruct its agents to whom Confidential Information was disclosed pursuant hereto, continue to treat as confidential and preserve the confidentiality of all Confidential Information received from Del Mar.

Neither VectorUSA nor Del Mar shall, directly or indirectly, solicit, recruit or hire any Del Mar or VectorUSA personnel, whether or not such personnel performed work for Del Mar, during the term of this Proposal and for a period of one (1) year after the termination of this Proposal.

The provisions of this Section shall survive the completion, termination or expiration of the services provided under this Proposal.

Applicable Law: This Proposal and subsequent Agreement shall be governed by the laws of the State of California.

Scope of Proposal: If the scope of any of the provisions of the Proposal is too broad in any respect whatsoever to permit enforcement to its full extent, then such provisions shall be enforced to the maximum extent permitted by law, and both Del Mar and VectorUSA hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of this Proposal shall not hereby fail, but that the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

Assignment: This Proposal and associated services may not be assigned by either Del Mar or VectorUSA without the prior written consent of the other party. Except for the prohibition on assignment contained in the preceding sentence, this Proposal shall be binding upon and inure to the benefit of the heirs, successors and assigns of the parties hereto.

8.0 Agreement

By signing below, both Del Mar and VectorUSA acknowledge that they have read, understood and agree to be bound by the terms and conditions provided in this Proposal, and that the persons signing are duly authorized to do so. Del Mar authorizes VectorUSA to perform the Scope of Work described in this Proposal.

Accepted and Approved for:

VectorUSA
9808 Waples Street
San Diego, CA 92121

City of Del Mar
1050 Camino Del Mar
Del Mar, CA 92014

By:

By:

Christie Lange

Account Executive

April 14, 2016

(Printed Name)

(Printed Title)

(Printed Date)

Christie Lange

(Signature)

(Signature)