



	Approved	Denied
Action taken	10/11/04	
Other:		
Verified by: <i>Smith</i>		

**WASILLA CITY COUNCIL ACTION MEMORANDUM**

**AM No. 04-66**

**TITLE: TO AUTHORIZE A CONTRACT AMENDMENT WITH PUBLIC SAFETY CONSULTANTS, INC. IN THE AMOUNT OF \$86,400 TO PROVIDE PROJECT MANAGEMENT OF THE CAD/RMS PHASE II DISPATCH PROJECT.**

Agenda of: October 11, 2004  
 Originator: Don Savage, Police Chief

Date: October 5, 2004

Route to:	Department	Signature/Date
	Police	
	Recreational and Cultural Services Library, Museum	
	Public Works Planning	
X	Finance *signature required	<i>[Signature]</i>
X	Clerk	<i>Smith</i>

**REVIEWED BY MAYOR DIANNE M. KELLER:** *Dianne M. Keller*

**FISCAL IMPACT:**  yes \$ or  no      Funds Available  yes  no

Account name/number: Professional Services/Project Management Dispatch Phase II  
 150-4280-429.30-35

Attachments: First Amendment to Consulting Services Agreement

**SUMMARY STATEMENT:** This request is to expand the contract with Public Safety Consultants, Inc. for the purpose of project management of the CAD/RMS phase II dispatch project. This is necessitated due to the retirement of the Communications Officer, Charlie Fannon. This agreement provides for a "turn-key" project to complete the CAD/RMS installation and training with the selected vendors. This agreement will make available key experts in the CAD/RMS preparation and installation for various stages of the MatCom project that extend beyond the local expertise available for this phase of the project.

**STAFF RECOMMENDED ACTION:** To authorize a contract amendment with Public Safety Consultants, Inc. in the amount of \$86,400 to provide project management of the CAD/RMS Phase II dispatch project. This will bring the total amount of the contract to \$183,840.00.

**FIRST AMENDMENT TO  
CONSULTING SERVICES AGREEMENT**

THIS FIRST AMENDMENT TO CONSULTING SERVICES AGREEMENT (the "First Amendment") is made by and between the CITY OF WASILLA, an Alaska municipal corporation ("City"), and PUBLIC SAFETY CONSULTANTS, INC., a Washington corporation ("Contractor"), to amend the CONSULTING SERVICES AGREEMENT dated as of May 30, 2003 (the "Agreement") by and between City and Contractor.

WHEREAS, City and Contractor entered into the Agreement, under which Contractor is to provide consultant and project management services for selection, procurement and implementation of a regional public safety communications system with associated computer aided dispatch and wide area network enhancements (the "System"); and

WHEREAS, City desires that Contractor perform additional consultant and project management services in connection with the implementation of the System, and Contractor is willing to provide those services on the terms and conditions set forth in the Agreement as amended by this First Amendment; and

WHEREAS, City has engaged Contractor with the objective of obtaining an integrated, turnkey System that, upon acceptance, will function in accordance with City's specifications for a regional public safety communications system with associated computer aided dispatch and wide area network enhancements; and

WHEREAS, the City Council of City has approved the terms of this First Amendment.

NOW, THEREFORE, in consideration of the premises and the mutual covenants set forth herein, City and Contractor hereby agree as follows:

Section 1. Part 9 of Exhibit A to the Agreement, titled, "Consultant Deliverables (Phase Two – Project Management)" is amended to read as follows:

**9. CONSULTANT DELIVERABLES (PHASE TWO -- PROJECT MANAGEMENT)**

9.1 Contractor will serve as the project manager, with full responsibility for all project management tasks, including on-site support as required. Contractor will provide all the necessary interfacing with Tiburon Inc. ("Tiburon"), review all Tiburon completed tasks and manage the sign-off process on each of the completed tasks. Contractor will be responsible for the following deliverables following the completion of contract negotiations:

9.1.1 Working with the selected vendor, develop a written report detailing an agreed upon project schedule. Acting in the interest of the Wasilla Police

Department, the Consultant will detail all operational or scheduling discrepancies that arise from consultation with and/or monitoring of Tiburon.

- 9.1.2 Develop a written systems testing and migration plan for each area of interest that is appropriate for the selected project schedule.
  - 9.1.3 Provide a written report every two weeks detailing:
    - 9.1.3.1 Adherence to schedule, denoting discrepancy and cause.
    - 9.1.3.2 Any deviation from the Tiburon contract.
  - 9.1.4 Assist in the Development of the necessary code tables and Geofile build.
  - 9.1.5 Attend all necessary planning meetings with Tiburon.
  - 9.1.6 Attend the Tiburon Business Process review meeting.
  - 9.1.7 Provide hardware procurement and hardware staging support, on and off site.
  - 9.1.8 Provide support for the development and testing of the required interfaces
  - 9.1.9 Provide on-site support for the Business Process Review
  - 9.1.10 Provide on-site support for all system implementation milestones as specified in the task listing of the Tiburon contract.
  - 9.1.11 Provide on-site support during system cutover.
  - 9.1.12 Provide final system evaluation for project sign-off.
- 9.2 The final product of Contractor's project management work shall be an integrated, turnkey System that, upon acceptance, will function in accordance with City's specifications for a regional public safety communications system with associated computer aided dispatch and wide area network enhancements.
- 9.3 Contractor shall provide grant administration services for the federal grant that is funding the project, including without limitation monitoring compliance with grant terms and conditions, preparing and submitting reports required under the grant agreement, and preparing and submitting applications for the disbursement of grant funds.

Section 2. Exhibit C to the Agreement is replaced with the Exhibit C attached hereto.

Section 3. Except as expressly amended herein, all terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, City and Contractor have caused this Agreement to be executed in their respective corporate names all as of the dates set forth below.

CITY OF WASILLA

PUBLIC SAFETY CONSULTANTS, INC.

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Dianne M. Keller, Mayor

*Ralph E. Sainco DPA*  
Name: RALPH E. SAINCO DPA  
Title: PRESIDENT

**Exhibits:**

**Exhibit C    Project Costing Schedule**

**EXHIBIT C  
PROJECT COSTING SCHEDULE**

ITEM	MAN-HOURS	COST
Review of existing hardware applications	40 man-hours	\$4,800.00
Survey of each work unit to obtain specific requirements for each	40 man-hours	\$4,800.00
Identify and review issues of Business Process Re-engineering, workflow, staffing re-allocation	40 man-hours	\$4,800.00
Development of Functional Requirement Specification and Change Management and Implementation Plans	40 man-hours	\$4,800.00
Joint Review of Functional Requirement Specification and Change Management and Implementation Plans	32 man-hours	\$3,840.00
Modification and finalization of Functional Requirement Specification and Change Management and Implementation Plans	40 man-hours	\$4,800.00
Prepare RFP for CAD, RMS, Radio and Field Computing	80 man-hours	\$9,600.00
Management of Vendor Selection Process, Vendor conference, proposal review and benchmark test	80 man-hours	\$9,600.00
Development of final vendor recommendation and selection	40 man-hours	\$4,800.00
Contract Negotiations	80 man-hours	\$9,600.00
Implementation Management and Oversight	1,020 man-hours	\$122,400.00
<b>PROJECT TOTALS</b>	<b>1,532 man-hours</b>	<b>\$183,840.00</b>