



	Approved	Denied
Date Action Taken:	9/25/06	
Other:		
Verified by:	<i>W. Miller</i>	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 06-54

TITLE: AWARD OF CONTRACT TO PUBLIC SAFETY CONSULTANTS, INC., IN THE AMOUNT OF \$116,807.64 FOR PUBLIC SAFETY PROJECT MANAGEMENT.

Agenda of: September 25, 2006

Date: September 1, 2006

Originator: William A. Miller, Purchasing Officer

Route to:	Department	Signature/Date
X	Police Chief Youth Court, Dispatch, Code Compliance	<i>[Signature]</i> 9/5/06
	Culture and Recreation Services Director Library, Museum, Sports Complex	
	Public Works & Recreation Facility Maintenance Director	
X	Finance, Risk Management & MIS Director Purchasing	<i>[Signature]</i> 9/5/06
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>[Signature]</i> 9/5/06
X	City Clerk	<i>[Signature]</i>

REVIEWED BY MAYOR DIANNE M. KELLER:

Dianne M. Keller

FISCAL IMPACT: yes \$116,807.64 or no Funds Available yes no
 Account name/number: 110-4210-420.45-02 Const Svc – Mobile Data Network
 Attachments: RFP 0628-0-2007/WM Score Sheet

SUMMARY STATEMENT: In accordance with WMC 5.08.120, on June 26, 2006, the City of Wasilla issued Request for Proposal 0628-0-2007/WM for Public Safety Project Management Services. This RFP was for project management of the mobile data computing (MDC) project which is funded by a grant from the Department of Justice, Division of Community Oriented Policing Services. The million dollar grant funded program will provide for the installation of mobile terminals in all Wasilla Police vehicles. These terminals will allow the officers to have immediate access to public safety records and databases thus making the force more effective and efficient.

Due to the scope and magnitude of the project, only one proposal was received and that was from Public Safety Consultants, Inc., (PSCI). Following a thorough review of the proposal to ensure it was responsive and responsible, a committee of three scorers (Chief of Police, Deputy Chief of Police, and Purchasing/Contracting Officer) scored the

proposal. Based upon firm experience, experience of the grant assigned to the City, methodology/approach, communication, proposed fee structure, and response from two references, PSCI scored the highest with 263 total points (see attached). PSCI was the project management firm utilized for the implementation of CAD/RMS at the Wasilla Police Department, and this background will serve the City well by ensuring a smooth implementation of the MDC system.

SCOPE OF SERVICES FOR THIS CONTRACT: The City of Wasilla is requesting proposals for the management of its grant funded public safety projects. The selected Project Manager (PM) shall be responsible for oversight of all necessary designs, plans, specifications and implementation for the following projects: mobile data radio network, homeland security grant related improvements and Department of Justice grant related projects.

1. The PM shall be solely responsible for the performance of all project management functions necessary to assure the successful performance of all phases of this project.

1.1. The functions shall include but will not be limited to:

1.1.1. Responsibility for project oversight including design, installation, implementation, testing, and acceptance of a mobile data communications system that provides *at a minimum* messaging, automated field reporting, query of local, state and national databases, CAD interface and access to RMS.

1.1.2. Adherence to Wasilla Municipal Code and all City of Wasilla policies and procedures, as well as any conditions of the grant.

1.1.3. Responsibility for project personnel management and project team organizational structure.

1.1.4. Familiarity with the plans and specifications for the project to ensure the work is properly coordinated.

1.1.5. Actively controlling project activities and costs under the direction of WPD and City personnel.

1.1.6. Project tracking including any applicable achievement milestones.

1.1.7. Prepare for and attend meetings or conferences for the purposes of exchanging information, planning and coordinating activities, and reviewing project progress. Be prepared with adequate and appropriate information to conduct the necessary activities at those meetings or conferences.

1.1.8. Completion of all action items.

- 1.1.9. Assist the Purchasing Officer with contract exhibits, requirements and assignments.
- 1.1.10. Weekly status reporting to the City of Wasilla and other authorized entities or personnel of the City.
- 1.1.11. Submit narratives to City grant personnel as required.
- 1.1.12. Coordinate with and supply sufficient information to the Contract City Grant Writer and City grant support personnel for reporting, budget tracking and auditing purposes.
- 1.1.13. Ensure the Contractor meets all legal and safety requirements, and obtains any required permits for the project.
- 1.1.14. Coordinate with the Purchasing Officer for acquisition of all materials and services for the project.
- 1.1.15. Ensure that the Contractor electronically submits a completed marked-up set of as-built plans for the project for the City of Wasilla's approval.
- 1.1.16. Ensure all work is performed by skilled and/or licensed professionals/technicians capable and competent to perform the highest grade of workmanship.
- 1.1.17. Oversight and accountability for all property purchased for the Vendor by the City for installation of all hardware, software (including any necessary licenses) and services that may be required to implement the services included in this RFP.
- 1.1.18. Ensure the Contractor provides an implementation team of sufficient size and breadth of experience to support the mobile data services covered under this agreement.
- 1.1.19. Ensure the contractor supplements the implementation team with whatever technical and administrative resources that are required to meet the agreed implementation time frames.
- 1.1.20. Ensure the contractor performs end-to-end testing with real-time application access at the completion of implementation and provide written test results to WPD at time of Vendor acceptance.
- 1.1.21. Ensure the selected contractor conducts all required engineering and testing to validate that all proposed network services and applications are readily available in the entire coverage area.

- 1.1.22. In conjunction with the Contractor, identify WPD responsibilities during the acceptance testing process.
- 1.1.23. Ensure that the proposed MDC network is properly tested during the implementation process as well as a final test once the network is fully operational. Testing shall include:
 - 1.1.23.1. Interface testing
 - 1.1.23.2. Functional testing
 - 1.1.23.3. Reliability testing
 - 1.1.23.4. Performance testing
- 1.1.24. In conjunction with the Contractor, oversee the mandatory thirty (30) calendar day acceptance testing by the WPD.
- 1.1.25. Approval and oversight of the Contractor's procedures for correcting acceptance test failures.

1.2. The tasks to be managed include but are not limited to:

- 1.2.1. Network(s) design
- 1.2.2. Site engineering
- 1.2.3. Site preparation
- 1.2.4. System engineering
- 1.2.5. Coordination of MDC software development, installation, testing & training
- 1.2.6. Development of bid specifications for the Purchasing Officer
- 1.2.7. Attendance of bid meetings
- 1.2.8. Review invoices and recommend payment as appropriate
- 1.2.9. Equipment/system installation, testing, and acceptance
- 1.2.10. Training
- 1.2.11. Operations and maintenance

2. The transition from the legacy networks and communications technologies to the MDC network is critical, as the City of Wasilla must continue to function internally

and to provide services to the community. In particular the transition of existing services, introduction of new services and related timing issues are all crucially important. Minimizing the impact on the City of Wasilla staff is a high priority. The City of Wasilla must be able to direct and require a particular order of implementation to address particular issues it may have.

3. The individual or firm's assigned staff person shall have no conflicts of interest, particularly any business or legal connection with other parties involved in MDC or providing services to MDC suppliers. Supervisors of staff having a conflict of interest, and principles of companies in which any employee has a conflict of interest shall be considered to have a conflicting business connection.
4. All equipment and facilities are to be provided by the PM. PM shall be self-sufficient in office space, basic office support, computers, telephones, etc., including routine mail and supplies necessary for the performance of services, and shall provide his/her own transportation. Provision by the City of meeting space, temporary computer services and office support may be considered upon request but is not guaranteed.

ACTION: Council is requested to authorize the award of a contract for public safety project management services to Public Safety Consultants, Inc. The City may terminate this Contract, and Public Safety Consultants, Inc., waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding from City, State, and/or federal sources is not appropriated or is withdrawn, limited, or impaired.