

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of May 20, 2008**

ITEM # 32

**ITEM TITLE:**

Approval to Enter into an Agreement for Security Consulting Services with the Consulting Group (TCG) to perform security consulting services for the deployment of security cameras, District-wide.

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested to enter into an Agreement for Security Consulting Services with The Consulting Group, at a fee of \$280,000.

**ITEM SUMMARY:**

Under the agreement, The Consulting Group's scope of work will include: the preparation of RFP documentation for public bidding of the wireless surveillance camera system, District-wide and Construction Management services for surveillance camera system

**BACKGROUND/ANALYSIS:**

The attached proposal includes a more detailed list of the security consulting services to be provided. These services are a critical part of the bond program management.

**ALTERNATIVES/OPTIONS:**

Not applicable.

**EVALUATION AND RECOMMENDED ACTION:**

Approval is recommended for the Chancellor to enter into an agreement for Security Consulting Services with The Consulting Group, at a fee of \$280,000.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Measure A, as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, ~~Laney College~~, "District-wide safety systems including disaster preparedness, campus security and hazardous and toxic waste handling."

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

Yes \_\_\_\_\_ No  X

**COMMENTS:**

No additional comments.

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

Vice Chancellor Ikhara

**DID A BOARD STANDING COMMITTEE APPROVE THE ITEM?** Yes \_\_\_\_\_ No  X

**IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.**

**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**

Prepared by: Sadiq B. Ikhano Date: May 20, 2008  
Dr. Sadiq B. Ikhano  
Vice Chancellor of General Services

**DOCUMENT PRESENTED BY:**

Sadiq B. Ikhano Date: May 20, 2008  
Dr. Sadiq B. Ikhano  
Vice Chancellor of General Services

**FINANCE DEPARTMENT REVIEW**

Finance review required  Finance review *not* required

If Finance review is required, determination is:  Approved  Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: Thomas Smith Date: 5.12.08  
Thomas Smith  
Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required  Legal review *not* required

If Legal review is required, determination is:  Approved  Not Approved

Signature: Thuy T. Nguyen Date: 5/12/08  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda  Not Approved, but Place on Agenda

Signature: Elihu Harris Date: 5/14/08  
Elihu Harris, Chancellor



**THE CONSULTING GROUP**  
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TELE: 415.381.2560 / FAX: 415.381.1741  
EMAIL: [tcg@tcg-international.com](mailto:tcg@tcg-international.com)

8 May 2008

Dr. Sadiq B. Ikharo, Vice-Chancellor, Department of General Services  
**Peralta Community College District**  
333 East 8<sup>th</sup> Street  
Oakland, CA 94606

Mr. L. Mark Sennette, Director of Capital Projects  
**Peralta Community College District**  
333 East 8<sup>th</sup> Street  
Oakland, CA 94606

**Re: Proposal for Security Consultants to the Peralta Community College District with the intent of proposing the following two (2) projects:**

- 1. RFP Process for Public Bidding of the Wireless Surveillance Camera System,**
- 2. Construction Management for Surveillance Camera System.**

Dear Dr. Ikharo and Mr. Sennette:

Thank you giving us the opportunity to work with you and the Peralta Community College District. We hope that you will find our experience and expertise a perfect fit. We are very excited to work with you and your staff to assist with your various security consulting service needs. In past projects we have proposed the following (listed below). We will be proactive in all we do to exemplify our complete dedication to you as our client. Please keep in mind that this process can be revised or modified to the District's specific needs. Your satisfaction is our ultimate goal. Below is the proposed Scope-of-Work separated by phases of work and underlying tasks.

**PHASE I – RFP Process for Public Bidding of the Wireless Surveillance Camera System**

**Scope-of-Work**

- Research and preparation, for public bidding, the Request for Proposal (RFP) for the upgrade and repair of the Peralta Community College District's (hereby referred to as "District") current electronic surveillance/security system. This will also include installation of a centralized system per campus with the ability of the centralization back to the main District Sheriff's Office (Note exception of Berkeley campus, information ability to District office with reporting directly to Berkeley Police Department.).
- Complete field study of existing infrastructure.



- Where applicable, and feasible, add wireless cameras to the infrastructure.
- Preparation of a specification for bidding on the project including all software, hardware, installation, labor and sign off
- Complete project scope to include the infrastructure upgrades, system specifications and requirements, future enhancements and contingencies.
- Complete project management of RFP process, including pre-bid mandatory meetings, fielding bidder questions and providing answers to all bidders in addendum format, bid review with the District and assistance in selecting final contractor.
- Other consulting services, as needed.

## **PROPOSED TASKS**

TCG proposes to provide labor, materials, and services as follows:

### **TASK 1 - PRE-JOB ACTIVITIES**

#### **1.1 - Pre-RFP Conference and Complete Site Survey:**

Prior to preparation of the RFP, TCG will meet with the District at the convenience of all Business Managers, IT Systems Administrator, Peralta Sheriff's Office, and others as needed (i.e. Ojo Technology, Computerland and any other peripheral vendors or contractors) to discuss project details and safety/security needs and wants. Following this information gathering process, a District-wide review of all existing infrastructure, existing and future camera locations, etc., will be performed. When this is complete, TCG will then prepare the technical specifications for the project as will be stated in the RFP. This will be broken into various phases. The first phase will encompass repairing and upgrading the existing infrastructure and cameras as needed. We will recommend solutions that will, if accepted, be part of the RFP. This will include, but will not be limited to, the following:

- Upgrading/replacing existing security server,
- Upgrading/replacing existing cameras and possibly enhancing select locations with motion detection and IR illuminators,
- Working with the Information Technology team of the District to ensure that the infrastructure has the appropriate V-Lans and security built,
- Ensuring that the new server will have the ability to retain designated time periods of storage of video images as required by the District,
- Ensuring that any existing power supplies, racks and cabling infrastructure are intact and reusable/repairable. Recommend additions to this as necessary,
- Working with and reporting to all Business Managers, the IT Systems Administrator and Peralta Sheriff Chief to ensure that all checks and balances are in place for each department and area. The final check-off will be made by Dr. Sadiq Ikharo and Mr. Mark Sennette, and



- Providing other tasks, as needed.

We will state all subsequent phases of the project clearly within the RFP document. However, bidders will not be required to quote on these items, unless so deemed by the District as requirement to lock in pricing for future work or for other purposes. This will serve to set up the system for future deployment of features, and engage the District into an evergreen philosophy.

## **TASK 2 – PHYSICAL PRODUCTION OF THE RFP**

### **2.1 - Background/Pre-Qualification:**

We will work closely with the District and its bidding process to ensure that the RFP is compliant with all rules and regulations mandated by the Local, State, and Federal governments. We will clearly state the pre-qualifications needed by each bidder and will work with the District to check references and qualifications during the bid process. We will include all Cal-OSHA Health and Safety regulations and requirements, and any Human Rights Commission (HRC) submissions required by the District.

### **2.2 - Full Scope-of-Work to Include Hardware, Software and Maintenance:**

The Specification will clearly state the full scope of work for the installation of the system, using specific recommended products, hardware, and software packages. Specific technical and operational requirements will be included in the bid. Timeframes, maintenance requirements, and closeout procedures will also be included in the Specification.

### **2.3 - On-Going Warranties and Guarantees:**

Each piece of equipment will have warranties from the manufacturer, and the installer's guarantee of the performance of the equipment for a period of time. We will catalogue all the warranties and guarantees for the District to ensure collection and placement into a project book.

## **TASK 3 - RFP MONITORING AND ASSISTANCE**

### **3.1 - Full reporting of project status:**

TCG will prepare a timeline of the complete project. This will include the time needed for site surveys, collaboration with District personnel, and writing of the RFP. We will continue to monitor and assist the District with the RFP after issuance for bidding. This will include dates and deadlines for submittal, tracking of bids received and reviewed, tracking pre-bid meetings and questions and answers from potential contractors. All information will be fully documented and presented to the District for review before issuance to bidders.

### **3.2 - Site Survey and Meetings:**

TCG will assign (2) project engineers to oversee the project. They will conduct the site surveys, assess the needs, and write the RFP. The engineers will address the needs of the District by working closely with them, ensuring that these needs are listed in the RFP. Weekly meetings will be required and constant communication, via email, will include project updates.



### **3.3 - Bidding Process:**

TCG's representatives will conduct and manage the bidding process for the District. TCG will be present at all bidding meetings and will clearly present an outline with specific goals for the project. TCG will conduct the mandatory pre-bidding conference, which will include an oral presentation of the project to all potential bidders and a walk-through at each District location (six in all) including Laney College, Merritt College, Berkeley City College, College of Alameda, Alameda Aviation, and the District Offices (including the command center at the Sheriff's office). TCG will also answer all potential bidder correspondence and questions presented to the District or to TCG directly, by an addendum process. Finally, TCG will review each proposal and assist the District in choosing the contractor that best fills all requirements.

## **PHASE II – CONSTRUCTION/PROJECT MANAGEMENT – For Surveillance Camera System**

### **Scope-of-Work**

- Once a Contractor has been chosen, TCG will Project Manage all activities of the Contractor's work,
- Provide contact list of all Contractors and sub-contractors involved in the project at hand for each campus site,
- Provide "look ahead" schedules of each project with weekly updates,
- Conduct weekly Project Management meetings,
- Where applicable, and feasible, make adjustments or issue supplemental instructions to construction documents if issues arise during construction and/or installation of equipment,
- Review and preparation of all Preliminary Change Orders (PCOs) for the District approval and determination of status, preparation of final change orders for Board of Trustees approval.
- Provide updated Drawings and Schematics as needed to complete the job in a timely fashion, and as-built conditions after completion of the project.
- Provide (1) full time Project Manager to Supervise Project start to finish,
- Provide (1) Engineer to ensure that the contractors are following the bid documents and technical specifications to the letter,
- Complete project and construction/installation management of meetings, fielding contractor and subcontractor questions and providing answers to all contractors in written format after review and approval by the District,
- Review of contractor certified payroll and labor compliance documents for submittal to Davillier/Sloan, The District's Labor Compliance Officer,
- Provide full weekly reporting to the assigned District's PM for input to the Primavera software, and
- Other consulting services, as needed,



## **COMPENSATION**

### **Phase I - RFP Process for Public Bidding of the Wireless Surveillance Camera System**

TCG proposes a not-to-exceed, without prior authorization budget of \$100,000 for the scope-of-work of this Phase. This includes all processes and contingencies discussed and decided upon by the District and TCG that are not currently detailed in this proposal as well as the inclusion of all of the above listed Phase I activities. The said amount would be itemized on a month-to-month basis, with a monthly billing. Invoicing would be submitted to Mr. Sennette for District approval. The agreed upon fee includes all organization and information gathering, project engineering, and site work for the District. TCG would be an extension of the District, reporting all activities directly to designated staff.

### **Phase II - PROJECT MANAGEMENT – For the Security Surveillance System**

Project Management costs are on a per campus basis estimated at \$30,000 per campus plus command center integration. The total not-to-exceed, without prior authorization budget is \$180,000 for this Phase.

The total not-to-exceed, without prior authorization budget for these four (2) Phases of work is \$280,000.

Our basic rates are:

Engineers: \$135.00 per hour
Project Managers: \$115.00 per hour
Field Technicians: \$85.00 per hour
Graphics: \$75.00 per hour



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TCG appreciates this opportunity to provide consulting services to the Peralta Community College District. We hope you find the proposal agreeable and look forward to working with you on the projects. Please contact me should you have any questions. I am available 24x7 at 650.714.4100 (cell). Thank you once again.

**Best regards,  
THE CONSULTING GROUP**

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**Jeanine C. Lovejoy  
Principal, Owner**

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**Acknowledgement and Acceptance of Proposal**

By signing below, the proposal, as written and presented via this document, is acknowledged and accepted by Peralta Community College District.

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<b>Authorized Signature</b>	<b>Date</b>
<b>(Dr. Sadiq Ikharo, Vice-Chancellor, Dept. of General Services)</b>	