



**CITY OF PACIFIC GROVE**  
300 Forest Avenue, Pacific Grove, California 93950

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Tori Hannah, Administrative Services Director  
**MEETING DATE:** August 1, 2018  
**SUBJECT:** Consider a contract with 3D Datacom for the Structured Cabling System Project  
**CEQA STATUS:** Category 1 Exemption under the California Environmental Quality Act (CEQA) §15301, Existing Facilities

**RECOMMENDATION**

Authorize the City Manager to enter into an agreement with 3D Datacom for the Structured Cabling System: City Hall, Police Department and Corp. Yard Project for a cost of \$151,330

**DISCUSSION**

On December 20, 2017, a representative from the ClientFirst Technology Consulting Group presented the results of the City of Pacific Grove's (City) information Technology Assessment and Plan. This assessment included an initiative for a Structured Cabling System project. The proposed project would serve as the foundation to implement high-speed applications, such as video surveillance for the Police Department; replace the City's aging phone system; and provide increased reliability and security.

The City issued a request for proposal on June 1, 2018, with nine contractors attending the mandatory pre-bid conference. On June 27, 2018, City staff received the following two bids for the project:

- 3D Datacom \$151,330
- Computerland \$289,413
  
- Engineers Estimate: \$128,000

The low bid was \$23,330 over the initial engineer's estimate. Staff worked with the engineering consultant from ClientFirst to discuss the variances in bid results. ClientFirst indicated that the increased costs resulted from an overall escalation in bid pricing for similar projects, additional scope to bring some cabling to standards, and accessibility issues at one location. An overview of the project, as well as their recommendation and analysis for bid differences is included in Attachment 1.

The Fiscal Year 17/18 Information Technology budget included \$120,000 to support this project. Due to the amount of time needed to develop the technical specifications, along with an extension of the bid deadline, staff was not able to expend funds on this project in the prior fiscal year. If this contract is approved, staff will request an amendment to re-appropriate the funds in Fiscal Year 18/19. This adjustment will be included with a budget amendment to establish a new Community Development Block Grant (CDBG) Fund in the Fall, as well as any additional amendments.

## OPTIONS

1. Accept the June 27, 2018 low bid from 3D Datacom and authorize City Manager to enter into an agreement for \$151,330.
2. Reject all bids and put the project back out to bid.

## FISCAL IMPACT

There should be no overall fiscal impact to the General Fund. The use of the project funds and the savings needed to support the additional cost were considered in calculating the Fiscal Year 18/19 Fund balance. This effectively moves the appropriation and expense from the prior fiscal year to the current year.

## GOAL ALIGNMENT

Operational Excellence and Infrastructure

## ATTACHMENTS

1. Recommendation from ClientFirst

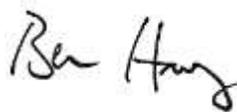
RESPECTFULLY SUBMITTED:



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Tori Hannah  
Administrative Services Director

REVIEWED BY:



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Ben Harvey  
City Manager

July 25, 2018

Ms. Tori Hannah  
Administrative Services Director  
City of Pacific Grove  
1600 West Beverly Blvd.  
Pacific Grove, CA 90640

**Re: Recommendation to Accept Structured Cabling Bid**

Dear Tori:

During the month of May 2018, ClientFirst developed a bid specification for a Structured Cabling System to replace old, out-of-date cabling at the Corporation Yard and Police Department. The bid included electrical grounding, improved cable management and additional cable security at the above buildings. In addition, cabling to support wireless access points was specified at the above buildings and at City Hall. The Structured Cabling Project is a foundational project of the IT Assessment and Plan that was presented to Council and Accepted on December 20, 2017.

**Rationale for New Cabling Recommendation**

The IT Plan and Assessment outlined several key factors that contributed to the recommendation to replace existing cabling in the Corporate Yard and Police Departments. The most important of these reasons are summarized below;

- Cabling at Corporate Yard and Police is primarily Category 5, which is two generations behind the cable included in the design and ten to one hundred times slower than the specified cabling, depending on distance.
  - ◆ The existing cabling cannot support current generation Voice over IP (VoIP) telephones or the rapid transfer and editing of video recordings. These improved systems are necessary to support current business needs of the Police Department and to a lesser degree, the Corporate Yard.
- As the existing cabling has aged, the number of failures has increased. Because much of the existing cabling is not labeled, troubleshooting is difficult and time consuming.
- Additional cable management and cable security has been incorporated into the design to reduce failures and troubleshooting times.
- In some cases, racks and cabinets were not mounted according to Best Practices and electrical grounding was not in place. The cabling design attempts to rectify many of these issues.
- Documentation of the current cable plan at Corporation Yard and Police does not exist.

**Project Budget versus Bid Results**

The Structured Cabling System Bid was issued on June 1, 2018 and two responses were received on the due date of June 27, 2018. The following table summarizes the bids received.

Contractor	Base Bid	Alternate 1
3D Data Com	\$151,330	\$10,000
ComputerLand	\$289,413	\$15,000



The IT Assessment and Plan included a budget of \$128,000 for structured cabling, tele/data closet improvements and wireless cabling to support improved network speeds, a replacement telephone system and wireless access points. We believe the amount budgeted was insufficient due to the following:

- Beginning in the Spring of 2018, we have noticed an escalation in bid costs. It appears that contractors have begun to reach capacity and are no longer willing to limit profit margins to win business.
- Additional scope was added to the bid to bring some previously installed cabling and outside plant conduit at the Corporate Yard to current standards. This work entailed removing and re-installing cabling, adding liability to the job.
- Some ceiling areas requiring wireless cabling in the Police Department were determined to be in-accessible and required drywall, patching and painting.
- A small amount of additional scope (approximately \$5,000) was added during the addendum process due to changing facilities needs.

CLIENTFIRST Technology Consulting is pleased to provide the City of Pacific Grove with this summary of the rationale for the Structured Cabling Project and reasoning related to the bid results versus the IT Assessment and Plan budget. Copies of some of the project-related photos are attached for reference.

Please contact me with any questions regarding this letter. I can be reached at 847.598.0345 or [tjakobsen@clientfirstcg.com](mailto:tjakobsen@clientfirstcg.com). We appreciate the continued opportunity to serve the City of Pacific Grove.

Sincerely,

**Tom Jakobsen**

*Senior Partner*

IT Infrastructure and Operations Practice Leader

**Craig Williams, RCDD, RCDD/NTS**

*Director, Infrastructure Consulting Services*

## Project Area Photos

- The Corporation Year photo shows cabling running exposed, along the gutter (left).
- Tel./data and security cabling coming out of an underground conduit, unprotected before poking through a building wall. This is the computer, telephone, and security camera cabling for one of the main Corp. Yard buildings (center).
- Complexities of intertwined cables in the Police Department network room (right).

