



# Administrative Report

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H.6., File # 21-2149

Meeting Date: 4/6/2021

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**To: MAYOR AND CITY COUNCIL**

**From: CHRISTOPHER BENSON, INFORMATION TECH DIRECTOR**

## **TITLE**

APPROVE FIRST AMENDMENT TO THE AGREEMENT WITH COM-STRAT, LLC FOR LOCAL AREA NETWORK AND WIRELESS LAN SWITCHING AND ROUTING INFRASTRUCTURE EQUIPMENT REPLACEMENT PHASE IV IMPLEMENTATION AND PROJECT MANAGEMENT SERVICES FOR AN ADDITIONAL AMOUNT NOT TO EXCEED \$35,025 AND EXTEND THE TERM TO MARCH 31, 2022.

## **EXECUTIVE SUMMARY**

The City's data network and wireless equipment infrastructure are reaching end-of-life and need to be replaced. Given the complexity of the Local Area Network (LAN) and Wireless Local Area Network (WLAN) communications landscape, combined with needed security enhancements, the Information Technology Department recommended, and the City Council approved at the March 03, 2020 City Council Meeting, Com-Strat, LLC (Com-Strat) to guide us through the vetting and selection process of choosing a new LAN and WLAN infrastructure (LAN/WLAN).

Com-Strat has been providing service and guidance in two critical areas: Requirements Documentation (Phase II) and Vendor Evaluation & Technology Selection (Phase III). The City did not opt for Phase I, strategic planning to determine a project budget. Com-Strat has helped to define the business and technical requirements, created the request for proposal document released in January, 2021 and are now evaluating responses and preparing a formal vendor recommendation report.

This proposed amendment for Phase IV adds implementation support and project management services. Specific implementation support and project management tasks are listed in the attached amendment. Com-Strat has extensive municipal experience and does not sell, nor are they aligned with, any vendor's equipment or services.

## **BACKGROUND**

The last major network and wireless replacement took place in December, 2013. Previous replacements occurred in 2006 and 2000. Prior to 2000, network infrastructures were not robust implementations, unreliable, required frequent maintenance and prone to failure. The City currently has a fast, robust and reliable LAN/WLAN network which includes a fiber-optic network to 14 off-site locations. However, the network equipment is showing its age and needs to be replaced.

The City's data network is the infrastructure upon which all processes that utilize hardware and software technology depend on to function properly, efficiently and reliably. Staff relies daily on a properly functioning network to effectively use software applications, access the Internet and connect to cloud infrastructures to perform core departmental work. Without a properly designed and configured network, staff work could not be accomplished in an effective, efficient and timely manner.

Com-Strat and IT staff have been working on the network upgrade project that will: refresh core network equipment, increase the speed of the network, enhance network security, refresh and increase the performance and manageability of the City's wireless network, provide new and more flexible management tools for IT staff, and most notably, maintain and enhance the existing redundant design that has provided for unparalleled network reliability and uptime.

The project will ultimately replace two core network routers, approximately 50 network edge switches and approximately 80 wireless access points installed throughout all network connected City facilities. In addition to all of the new network hardware, the underlying network design, security infrastructure, management tools and managed support services will all potentially change.

Specific to Phase IV, Com-Strat will act as the Subject Matter Expert who will ultimately ensure a successful installation of the new LAN/WLAN equipment. They will provide project management coordination between the vendor's project managers and the designated IT project manager in addition to supervising all programming, configuration and deployment tasks to make sure established timelines and budgets are met.

### **Mission Critical Systems Connected to City Network (Sample)**

- Police Records Management and Computer Aided Dispatch System (911)
- 911 Primary and Alternate Dispatch Centers
- Emergency Operations Center
- Police Station, Police Sub-station and Three Fire Stations
- Geo Redundant Telecommunications System
- Core Financials, Payroll, and Building Permit Systems
- Police and Fire Mobile Data Computers
- City Enterprise Telephone System
- Public Safety Video Surveillance
- 12 Off Site Facilities (Fire, Police, Public Works, Community Services, Library)

### **About Com-Strat:**

Communication Strategies is a premier technology consulting company specializing in enterprise technology and infrastructure. Established in 1987, we have become a recognized leader serving clients' domestic and global requirements. Because we are independent consultants, our clients receive value from wide industry experience, objective expertise, unbiased recommendations and cost-effective solutions. Our consultants have an *average of 25 years' experience* in IT/IS line of

business, management, and/or consulting. Communication Strategies has experience managing projects throughout the United States and abroad.

Communication Strategies offers value to its clients in many ways:

- Our market knowledge allows us to negotiate significant discounts from solution providers, often covering most or all of our consulting fees.
- Our broad technology experience allows us to address projects holistically rather than being centered around one of the solution components.
- We assist clients in not over-buying, or under-buying technology and services
- We have been successful in developing long term relationships with our clients, allowing us to leverage knowledge gained on projects towards future projects.

### **COORDINATION**

Information Technology staff worked directly with Com-Strat to structure the Amendment. The City Attorney's office reviewed and approved the Amendment as to form.

### **FISCAL IMPACT**

The FY20-21 additional cost of \$35,025.00 for Phase IV LAN and WLAN implementation and project management services will be paid from the FY20-21 IT Department Internal Service Fund and is included in the IT Department FY20-21 core annual operating budget.

At the City's request, Com-Strat has discounted their normal hourly rate of \$195/hour to \$175/hour for Phase IV. The number of billable hours specified in the amendment are an estimate. The City will only be billed for hours actually used. To date, we have trended under estimated hours usage for Phase II and Phase III.

Funding		Expenditures	
\$70,760.00	IT Internal Service Fund	\$35,735.00	Original Agreement Phase II Requirements Documentation and Phase III Vendor Evaluation and Selection
		35,025.00	Phase IV Installation and Project Management
\$70,760.00		\$70,760.00	New Not to Exceed Total

**APPROVED BY:**

*Joe Hoefgen, City Manager*

**ATTACHMENTS**

First Amendment to Original Agreement

Original Agreement for Consulting Services

Certificate of Insurance