

Date of Action: 8/28/17	
Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
By: <i>[Signature]</i>	

**CITY COUNCIL ACTION MEMORANDUM**

**AM No. 17-32: Contract Award to ProComm Alaska, LLC in the amount of \$289,823 for MatCom Dispatch Center Facility Upgrades at the Wasilla Police Department.**

Originator: Public Works Director

Date: August 16, 2017

Agenda of: August 28, 2017

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>[Signature]</i>	8/16/17
X	Police Chief	<i>[Signature]</i>	8/17/17
X	Finance Director	<i>[Signature]</i>	8/16/17
X	Deputy Administrator	<i>[Signature]</i>	8/21/17
X	City Clerk	<i>[Signature]</i>	8/22/17

Reviewed by Mayor Bert L. Cottle: *[Signature]* 8/21/2017

**Fiscal Impact:**  yes \$289,823      **Funds Available:**  yes

**Account name/number:** WWCN Project/Federal 110-4210-420.45-38 \$263,652  
 WWCN Project/City 110-4210-420.45-39 \$26,171

**Attachments:** ProComm Alaska, LLC Proposal (11 pages)

**Summary Statement:** This contract award is proposed in accordance with WMC 5.08.140 for Sole Source Procurement. This contract award will allow ProComm Alaska to install the Motorola Console equipment that was purchased through AM No. 17-13. ProComm Alaska is the authorized installer in Alaska for Motorola Console equipment. The Motorola Console equipment will be installed using Watson Dispatch ergonomic work stations. The dispatch center currently uses Watson Dispatch work stations and they were selected to keep the works stations consistent within the dispatch center. This contract also includes a raised floor system for running power and data cables to the new work stations, and all wiring to complete the upgrades.

This work is part of the overall upgrades necessary to meet the future needs of the dispatch contract with the Mat-Su Borough.

**Staff Recommendation:** Adopt AM No. 17-32.


# ***16-188 MatCom DISPATCH CENTER Facility UPGRADES***

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*Proposal to*  
***CITY OF WASILLA***

*Presented by*  
***PROCOMM ALASKA, LLC***

August 3, 2017



The design, technical, and cost information furnished with this proposal is to be considered proprietary information of ProComm Alaska LLC. Such information is submitted with the restriction that it is to be used only for the evaluation of the proposal, and is not to be disclosed publicly or in any manner to anyone other than those employed by City of Wasilla required to evaluate the proposal, without the express written permission of ProComm Alaska LLC.



## PROJECT DESCRIPTION

### 1.0 PROJECT DESCRIPTION

The City of Wasilla Department (MatCom) has requested a proposal from ProComm Alaska (PCA) to retrofit existing space and provide a new dispatch center environment across the hall from the current dispatch facility. The current training room, IT office, storage area, and Lieutenant's office on the East side of the 2<sup>nd</sup> floor will be transformed in to an environmentally comfortable and professional Public Safety Answering Point (PSAP) from which to dispatch City of Wasilla Police, MatSu Fire & EMS, Alaska State Troopers, and other entities in the local area. This up-fit of existing space will allow MatCom to transform and expand the current 6 position PSAP in to a fully functional dispatch center with a minimum of 8 Operator Positions with the potential to add 2 more positions. By utilizing a new raised access floor to replace existing carpet, new runs of electrical power and data cabling will be safely managed to each of the 8 positions and will be delivered from the communications room next door. The raised access floor will provide the perfect environment for 6 new Watson Dispatch Ergonomic Workstations that will contain local LED work lighting, local E911 Call status lights, and personal environmental controls in a sit/stand configuration for safety and comfort, while providing adjustable work surfaces and platforms for up to 8 LCD monitors per position for housing police dispatch technology. Two current Watson Dispatch work station positions in use in the current center, will be moved "across the hall" to the new location, and retrofitted with new support structures to modify their current design so they will fit in the new dispatch area location, thus providing the 7<sup>th</sup> and 8<sup>th</sup> positions that are required for E911 Call Taker positions.

To accomplish this, ProComm Alaska is providing this proposal to include:

- (1) the stripping and disposal of the current carpet and then cleaning the concrete in preparation for the raised access floor, and providing 1,550 square feet of 6" raised access floor with appropriate ramps and rails for ADA compliance.
- (2) provide an upgrade of the current electrical breaker panel system in the wall in dispatch between the current IT office and current training room for the needed electrical capacity and breakers, with engineering and as-builts,
- (3) provide steel conduit and electrical junction boxes under the raised floor to each dispatch 8 positions plus 4 additional locations for printers and future expansion for a total of 12 positions, and make electrical available at floor levels,
- (4) provide 12 positions of data cabling from the comm room routed and pulled separately to provide to the points of technology at the 8 new positions, 2 printer locations, and 2 future operator position locations, for connectivity at floor level,
- (5) provide 6 new positions of Watson Synergy ergonomic work stations with full environmental controls per the accompanying drawings,
- (6) provide the proprietary support equipment to modify the current design of Watson Synergy equipment in use now in dispatch, so it will fit nicely in to the new location in the new center to provide 2 additional work stations.



PCA will provide Project Management for this entire project for the dispatch center upgrade, while also planning for the integration and installation of the recently purchased MatCom MCC 7500 Motorola Console system in to the new dispatch center once the upgrades are complete.

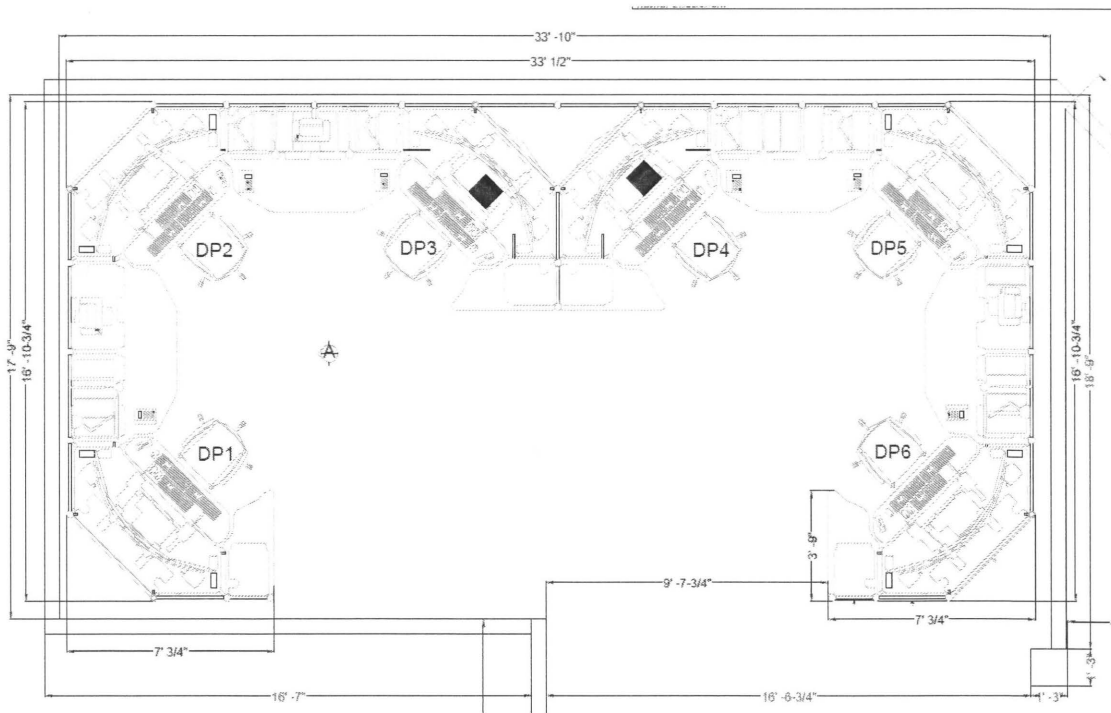
To accomplish this and more, PCA is proposing that the City of Wasilla appoint ProComm Alaska as the Project Prime Vendor and Project Manager for planned Dispatch system upgrades to include the equipment above and the Motorola Console equipment. PCA, acting on behalf of the City, will coordinate the purchasing of equipment, delivering equipment on site and installation of equipment in configuration approved by all parties. ProComm Alaska is the only Authorized Dealer in the State of Alaska for Watson Dispatch (see attached letter), and Motorola's only State and Local Government Manufacturer's Representative (Per Motorola's MR Program when the console was purchased), and the only Motorola Authorized Service Specialist for P25 installation for console. PCA was MatCom's current system integrator in 2005 and has provided technical support as Motorola's only Authorized Service Provider for such for MatCom radios and consoles since inception. Using PCA as the Prime provides a one-stop shop for all of these related critical services for your mission critical applications.

ProComm Alaska, working with its qualified subcontractors will provide:

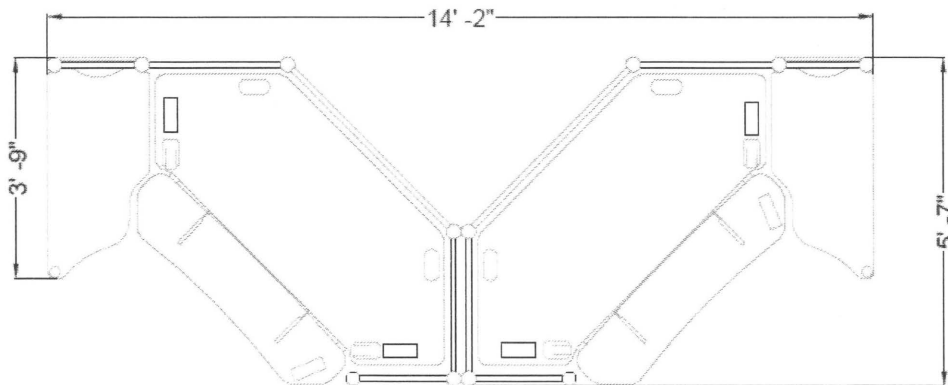
Six (6) new Synergy 3 Center Lift Consoles made by Watson Dispatch. Each position will include the following:

- Depth Adjustment Array – a 2 over 4 monitor configuration
- Single Adjustable Monitor Arms for Touchscreen monitors
- Total Comfort Systems for environ – Adjustable Work Surface Systems
- Dimmable LED Task Lights
- Radiant Heat Panel, foot rests, ambient air fans,
- E911 / Dispatch Status Lights – 3 lights – with Red/Yellow/Green lenses.



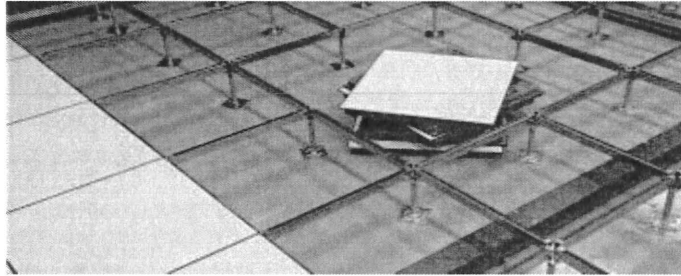


SYNERGY 3 Center Lift - Preliminary Configuration of Dispatch OPs at Mat-COM site.



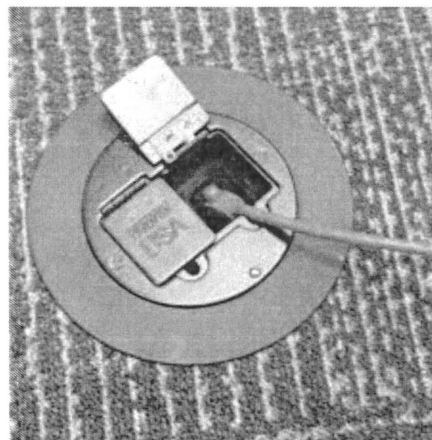
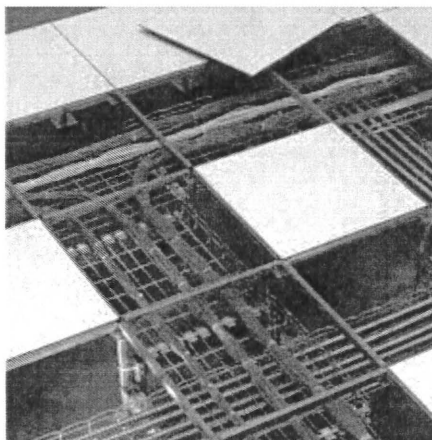
SYNERGY 2 Center Lift – Existing Console reconfiguration for the angled storage area.

As a flooring solution PCA is proposing TATE RAF raised access floor system (panels) with Static Smart Discovery ECO Series Mission Critical carpet tiles. Aluminum designer Hand and Guard Rails are also included as required for safety. As an option (included in the proposal) and if required, AK PE stamped shop drawings of the floor can be provided to the City of Wasilla.



Electrical and Data work included in this proposal:

- Add twelve (12) Dedicated 120v single pole 20 Amp Circuits from 100 Amp 120/108V panel located in Dispatch area. Assuming 100 Amp panel board is adequate to handle new electrical demand from new required loads.
- Provide two (2) Quad Outlets per work-station
- Install twenty-four (24) dedicated 1" conduit runs for data cable for 12 workstations
- Electrical Engineering cost for load calculations on existing panel board and new load calculations
- Will install 12 outlets with eight (8) Cat6 cables each for total 96 Cat6 cables. Supply and install up to eight (8) – 24 port Cat6 patch panel and 8 horizontal cable managements. All cables will be terminated and tested.





ProComm Alaska will assign a SPOC (Single Point of Contact), a project manager to coordinate schedules, assign tasks, arrange for delivery of the equipment and run conference calls for the duration of the project which is assumed to be somewhere between 10 and 12 weeks long.

## **STATEMENT OF WORK**

### **2.0 PURPOSE OF STATEMENT OF WORK**

PCA presents this Statement of Work (SOW) to summarize project deliverables and define project responsibilities. It is the intent of PCA that this document be a mutually agreed upon document and reflects the most current understanding of task responsibilities.

The SOW will express the actual work involved for the installation and optimization phase of the project, the installation standards that will be followed, and the responsibilities of both PCA and City of Wasilla the completion of the contract. A final SOW must be approved by City of Wasilla prior to contract execution.

### **3.0 STATEMENT OF WORK AMENDMENT PROCEDURE**

Changes to this document must be submitted by a written request from either Wasilla or PCA, and approved by the other party. A Change Request form is included in Appendix A of this document and will be used to identify the Scope of Work of the requested change. PCA will determine whether additional equipment, services, modification to the time line, and relevant pricing changes are needed in order to implement the Change Request.

Approval for any additional expenditure must be obtained by City of Wasilla prior to the commencement of any additional work or ordering of equipment as a result of the Change Request.

City of Wasilla will officially notify PCA of approval of the Change Request by providing a signed Change Request or a Notice-to-Proceed reflecting the changes.

PCA will proceed with all due diligence to incorporate the changes approved in the Change Request.

### **4.0 PROCOMM ALASKA RESPONSIBILITIES**

- 4.1 PCA will provide a single point of contact (project manager) for the duration of the project. The PM will also be managing the Motorola Console installation and will execute the timeline tasks keeping in mind the upcoming Motorola Console installation by ProComm Alaska. With PCA's PM working on the dispatch center upgrade, the console system must also be ready to install including the completion of all pre-installation work at the Tudor Road Switch for the ALMR system by Motorola too. When the upgrades are finished for the PSAP, the console system components can be installed immediately thereafter with planning



towards a “go-live” cutover date for full operational training and public safety dispatch duties can commence in the new facility.

- 4.2 PCA, working with a local flooring shop, will provide and install the 6” raised floor in the future dispatch office. The floor is TATE RAF type raised access floor type with anti-static carpet tiles on the surface.
- 4.3 PCA working with Watson Dispatch will provide six (6) new Synergy 3 Dispatch Position ergonomic work stations (with Options as described in paragraph 1. Project Description). The furniture will be shipped to Wasilla PD Dispatch. ProComm Alaska and Watson Dispatch certified installation technicians will be dispatched on site for the installation of the work stations.
- 4.4 Two (2) existing Watson Synergy 2 positions, will be re-configured and used at the new locations “across the hall”. The Watson Dispatch installation team will provide the labor and parts required.
- 4.5 PCA will coordinate all electrical, flooring and ergonomic work station efforts at the new Dispatch locations working with Lt. Josten’s team.
- 4.6 PCA’s Project Manager will work with the City of Wasilla representative and selected subcontractors, and will be responsible for coordination of the work and schedule.

## **5.0 CITY OF WASILLA RESPONSIBILITIES**

- 5.1 The City will provide single point of contact to work with a Project Manager during duration of the project. The City PM will work with the PD, Public Works, and other departments within the City, and provide all permits that may be required.
- 5.2 The City will provide physical address and climate controlled space as a shipping address and storage location for furniture and flooring equipment (prior to installation).
- 5.3 The City will allow on site storage of the equipment (floor panels), in controlled heat and lightning room for at least 7 days prior to installation – for acclimation reasons.
- 5.4 The City will provide badged access to PCA personnel and subcontractors during on-site inspection or installation of the equipment. The City will inform PCA ahead of time if special procedures or other requirements are necessary to grant site access to PCA and its subcontractors.
- 5.5 The City will provide correct size electrical sub-panel in the Dispatch room for Electrical Contractor to use for powering new furniture and new equipment.
- 5.6 The City will make the final selections for floor cover materials as well as work station surfaces, colors, and textures from provided samples prior to contracting.





## 6.0 QUALIFICATIONS AND ASSUMPTIONS

- 6.1 It is assumed that PCA and subcontractors will have unlimited access to the work site.
- 6.2 The quote was calculated for equipment/configuration already pre-approved by the City. If during DDR (Detailed Design Process) immediately after discoveries are made which lead to changes of the proposed configuration—additional charges or credits may need to be calculated and a resulting a Change Order with or without values that must be issued.
- 6.3 The labor cost was calculated with the assumption that no prevailing wage (Davis Bacon) or Union rates apply for this project. If the City decides that Davis Bacon applies here, labor cost will be recalculated accordingly and Proposal updated.
- 6.4 It is assumed that installation of the furniture will be done in an empty room, during one trip and on the 1<sup>st</sup> floor. Existing openings will allow for furniture to be delivered on site without any structural changes or additional labor.
- 6.5 There is an average 60 days lead time for the equipment delivery after receipt of Purchase Order so the project has to be planned accordingly to coincide with your project requirements.
- 6.6 No other, structural or construction work, hazardous material removal (lead, asbestos), demolition is included in this proposal. It is assumed that all electrical, data, RF and grounding conductors will be placed under raised access floor.
- 6.7 No modification to existing lighting or HVAC system in Dispatch room is included in this proposal.
- 6.8 It is assumed that existing 100Amp 120/208V panel located in the Dispatch area will be used as a power source for each work-station/OP. Two (2) Quad Outlets will be installed at each OP.
- 6.9 One inch (1") ID conduit runs will be installed (to each station) and dedicated for data cables.
- 6.10 Site access delays, should they occur, related to specific procedures will be the responsibility of City of Wasilla and will be billed in addition to the contract.
- 6.11 An AK Professional Engineer Stamped Shop Drawing of the floor panels is available and included in the project cost (Flooring). If it is not required by the City, this option could be removed and cost reduced.

## 7.0 WARRANTY & LIMITATION OF LIABILITY



ProComm Alaska shall make available to City of Wasilla any *product* warranties made by the manufacturer(s) of the products utilized by ProComm Alaska in connection with goods and services provided hereunder, to the extent transferable and without recourse.

ProComm Alaska shall warranty that the *installation* is free from defects in parts and labor for a period of 30 days from the date of installation provided such defects are communicated in writing within that period. ProComm Alaska shall correct reported deficiencies at its principal location or other location which ProComm at its sole discretion shall agree at no additional charge to City of Wasilla.

Except as expressly set forth above or in a contract signed by an officer of ProComm Alaska LLC, ProComm Alaska makes no warranties, expressed or implied, including warranties of merchantability or fitness for a particular purpose, in connection with materials or work order and the transactions contemplated hereby.

In no event shall ProComm Alaska be liable to City of Wasilla for any indirect, special or consequential damage or lost profits arising out of or related to materials or work or the performance of breach hereof. Even if ProComm has been advised of the possibility thereof, ProComm's liability to City of Wasilla hereunder, if any, shall in no event exceed the total of the charges paid to ProComm hereunder by City of Wasilla.

## 8.0 PRICING SUMMARY

Item	Description	Price
1	Watson Dispatch – Six (6) OPs of Synergy 3 Center Lift Consoles (Equipment, Delivery, Installation and reconfiguration of existing two (2) OPs of Synergy 2 is included in the price)	\$126,885.00
2	TATE Raised Access Floor with Static Smart Discovery ECO Series Mission Critical carpet tiles (Aluminum Designer Hand and Guard Rails Included. AK PE Stamped Shop drawings – included)	\$74,235.00
3	Electrical Work - labor and materials for: adding (12) Dedicated 120V single Pole 20 Amp circuit to existing electrical panel, providing (2) Quad Outlets per OP, installation of conduit for each workstation and running data/Cat6 cables inside between each OP and equipment rack, terminating and testing data/Cat6 circuits.	\$61,203.00
4	Project Management	\$27,500.00
<b>Total Project Cost</b>		<b>\$289,823.00</b>



### 8.1 Pricing Guarantee

Prices quoted are dependent on the quoted price of PCA suppliers which are guaranteed for a limited time. Therefore, PCA will guarantee the price quoted for a period of 30 days. If Notice to Proceed exceeds period specified, PCA reserves the right to pass on subsequent increases in costs to City of Wasilla.

## 9.0 TERMS & CONDITIONS

- City of Wasilla agrees to pay 50 percent of the agreed upon sum at time of contract issuance and provide PCA with a PO for net 30 terms.
- City of Wasilla agrees to pay 25 percent of the agreed upon sum at the time when the ergonomic work stations ship from Watson.
- City of Wasilla agrees to pay the remaining 25 percent of the agreed upon sum upon City of Wasilla acceptance of the completed work.

## 10.0 ACCEPTANCE

Unless specifically indicated in Section 9.0 (Terms & Conditions) above, acceptance of this proposal and issuance of a purchase order or other purchasing documentation by an authorized representative of the City of Wasilla will constitute a contract to perform under the terms and conditions of this proposal.

Signatures:

ProComm Alaska Representative: \_\_\_\_\_ Date: \_\_\_\_\_

City of Wasilla Representative: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX A CHANGE REQUEST FORM

Change Request No.: \_\_\_\_\_ Date: \_\_\_\_\_

Requester: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Title: \_\_\_\_\_

Description of Change:

Equipment or Services Required:

Time Line Modification:

Dollar Value of Change (including tax): \$ \_\_\_\_\_

Approvals:  
City of Wasilla - \_\_\_\_\_  
Authorized By/Title/Date  
ProComm Alaska - \_\_\_\_\_  
Authorized By/Title/Date