November 28, 2018

Mr. Kelly Sessions
Director Administrative Services
City of San Pablo
13831 San Pablo Ave.
San Pablo, CA 94806

RE: Proposal for Fiber Design and Procurement

Dear Mr. Sessions:

Please accept this proposal for design, procurement, and contract administration services for a City-owned, fiber-optic network connecting seven City facilities with single-mode fiber-optic cable capable of high-speed data transport. Additional provisions will be made to incorporate spare conduit and additional hand-holes for potential lease or rent to small cell or other providers interested in investing in San Pablo.

We believe that CLIENTFIRST Technology Consulting has the breadth of knowledge and experience to provide high-quality voice and data design services that will provide significant benefits to the City. Our recommendations and implementation philosophy will provide for current technology needs and room for expansion for other future technologies. Based on our recent discussions, we are presenting this engagement letter outlining our proposed involvement in this project.

Background

The City desires to contract for materials and installation services to construct a fiber connection between new City Hall, current City Hall, and five other City facilities. The City is also interested in providing lease fiber-optic infrastructure to telecommunications companies who are interested in investing in San Pablo infrastructure. These services may be either for third-party fiber-optic cable or small cell deployments or other future technologies. This proposal includes the consulting time to work with the City and provide a recommended scope of work for the fiber pathway and cabling between the seven City facilities, including additional capacity for potential lease to interested third parties.

Project Work Steps

Our project work steps for this important endeavor are as follows:

Phase 1 – Bid Documents and Procurement Assistance

Our work will be focused on determining final design requirements, preparing bid documents, managing the bid process, and providing construction contract administration.

Meet with City, Tour Route, and Survey Pathways within Buildings – We will meet with City Public Works to determine detailed cabling pathway, tour the pathway route with Public Works staff, and survey the pathways within the City Hall and Public Works buildings.

Develop Revised Budget – We will develop a revised project budget based on detailed site inspection and conditions on the ground. We will work with the City to make sure the project meets the City's budgetary needs.

Develop a Scope of Work Document – Create a scope of work document from the tour and discussions. This document will include conduit pathway and fiber specifications, along with required installation, testing, labeling, and completion requirements.

Prepare Working Drawings and Combine with Scope of Work – Prepare working drawings showing the conduit pathway. Combine the working drawings with the Scope of Work design requirements. Included will be:

- Exterior diagrams of expected pathways, hand-holds, and termination points
- Building penetrations, interior pathways, and computer-room terminations
- Detailed diagrams of specific conditions as necessary

Merge City Procurement Documents with Scope of Work – City staff will merge the City standard bid template with *CLIENTFIRST*-developed Scope of Work and project-specific bid documentation.

Provide the Bid Document to City for Review – We will send the document to City Public Works to review and provide edits. Edit document as needed and finalize.

City to Issue Bid – The City will issue the bid through its standard process.

Conduct Mandatory Pre-Bid Meeting and Walk-Through – We will conduct the pre-bid meeting with all interested contractors. Attendance at the pre-bid meeting will be a requirement for submitting a proposal for the project.

Answer Contractor Questions – We will respond to vendor technical questions during the bid process. City will be responsible for assembling any addenda and for questions related to contractual, insurance, and procurement issues.

City to Review Contractor Bids – The City will review all bids, conduct a bid validation meeting with the low bidder, and will be responsible for all bid analysis and provide a recommendation suitable for inclusion in a council packet.

Phase 2 – Contract Administration

Project Kick-Off and Review Scope of Work – The City will meet with the selected contractor to kick-off the project, review project requirements and housekeeping items discuss project safety, traffic management, notification of neighbors, and other key points.

Submittal Review – Review contractor submittals for materials and any recommended adjustments to fiber-optic cable routes or components. Comment and discuss with the City or the contractor until project requirements are met.

Project Coordination – City staff to review project schedule and facilitate periodic project meetings with contractor. City will record and distribute meeting minutes.

Punch-List Walk-Through – Upon substantial completion, perform a walk-through of all project components and advise the City on the development of a detailed punch list of adjustments necessary for contractor to meet the design requirements and terms of the contract.

Final Walk-Through – When requested by contractor, participate in a final walk-through to advise the City on contract completion and compliance with the design.

Close Project – The City will coordinate final documentation and contractor as-built drawings. Staff will coordinate ongoing locate support and conduct project turnover.

Work Plan

The City has requested that *CLIENTFIRST* provide technical assistance for the City's IT-related plans for the new City Hall. Our assistance will provide City information systems staff with additional project structure and provide enhanced communications between the various organizations working on City Hall-related issues.

Steps	City of San Pablo, CA Fiber Wide-Area Network RFP and Construction Administration Work Plan	Total	Craig	John	Tom	CAD Drafting	Doc Prep	Comments
Phase 1: Bid Documents								
1	Review site and floor plan documentation.	10	6	4				
2	Meet with City, tour route, and survey pathways within buildings, documenting results.	16	8	8				
3	Develop budget (with value engineering if required).	12	8	4				
4	Develop detailed diagrams - exterior fiber Installation.	118	40	16	2	60		
5	Develop detailed diagrams - building penetrations, interior pathways and computer room terminations.	80	40	8		32		
6	Develop termination/hand-hold detail diagrams.	10	4	2		4		
7	Provide misc. installation details.	6	4	2				
8	Coordinate additional requirements for fiber pathways.	6	4	2				
9	Develop specification documents and combine with City's bid document template.	21	12	8	1			City to combine bid spec and Ts & Cs. Doesn't save much money.
10	Provide the contract bid documents (specifications and drawings) to City for review, including review meeting.	8	4	4				This is a review meeting between the City and CF to finalize the RFP and is necessary.
11	Incorporate final changes from review meeting.	0	0	0		0	0	City to make final changes, including CAD drawings.
12	City to Issue bid documents.	0						
13	Participate in pre-bid meeting (and walk-through), including minutes.	8	8					
14	Answer contractor questions and provide addendum.	6	4	2				City to create addendum. CF to advise and answer technical questions.
15	Work with City to review contractor quotes and conduct bid validation with low bidder.	0	0	0				City to review and validate bids.
16	Prepare bid recommendation.	0	0					City to prepare recommendation.
	Hours	301	142	60	3	96	0	
	Rates		$185	$185	$195	$125	$45	
	Fees	$49,955						
	Expenses	$2,850						
	Cost Phase 1	$52,805						

Steps	City of San Pablo, CA Fiber Wide-Area Network RFP and Construction Administration Work Plan	Total	Craig	John	Tom	CAD Drafting	Doc Prep	Comments
Phase 2: Construction Administration								
1	Project Kickoff and Scope Review - Initiate Construction Project Team.	0	0	0				Removed.
2	Review submittals.	8	0	8				CF to review submittals in coordination with City.
3	Project Coordination and Scheduling - Meet with Project Team every 1-2 weeks (assume 16-week project).	0	0	0	0			Removed.
4	Punch-List Walk-Through - Upon completion, conduct punch list walk-throughs and create punch list.	8	0	8				City to create punch list. CF to attend and advise. To be invoiced T&M, up to 8 hours.
5	Final Walk-Through - Review punch list items with contractor.	8	0	8				CF to attend and advise. To be invoiced T&M, up to 8 hours.
6	Close Project - Meet with staff to discuss wrap-up and provide documentation turnover.	0	0	0				
	Hours	24	0	24	0	0	0	
	Rates		$185	$185	$195	$125	$45	
	Fees	$4,440						
	Expenses	$80						
	Cost Phase 2	$4,520						
	Total Hours (Phases 1 & 2)	325						
	Total Cost (Phases 1 & 2)	$57,325						

Tom Jakobsen

Senior Partner – IT Infrastructure and Operations Practice Leader

Tom Jakobsen has over 30 years of experience in the information technology arena. His interdisciplinary experience has given him a unique understanding of the interrelationship between network infrastructures and the applications they support. It has also afforded him firsthand experience demonstrating the benefits of project management and system development life cycles for infrastructure-related projects. Mr. Jakobsen's dual roles as an IT Director/CIO and Consultant provide clients with a resource of tremendous experience who understands interdepartmental and vendor relationships and their management.

Highlights

- Former National Network Infrastructure Consulting Practice Leader for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Ongoing Contract CIO for multiple municipalities
- Former CIO at Frame Relay Corporation
- Interim CIO at AAA Colorado
- Interim CIO at AAA Arizona
- Two-time Interim CIO at Illinois Action for Children
- Managed hundreds of IT consulting projects with dozens of municipalities and local governments

> Tom, I've been meaning to thank you for your expertise and guidance … assisting us in moving forward on all fronts.
>
> —City Manager
> *IL Municipality*

Specialty Areas

- Network Design, Procurement, Implementation, and Oversight
- IT Security
- Disaster Recovery
- IT Operations Management
- Interim CIO/IT Management
- Project Management
- Assessments, Strategy, and Planning

> Know that I am extremely satisfied with the team we have assembled. It is comforting to have steady hands guiding us into the 21st century!
>
> —City Administrator
> *CA Municipality*

Education, Credentials, and Affiliations

- Bachelor of Science in Mathematics and Economics from University of Iowa
- Member, Project Management Institute, Midwest Chapter
- Member, University of Iowa Graduate College, Advisory Board

PMI.
Project Management Institute

Agency Exerience

City of Brentwood			
City of Burbank	City of Pacific Grove	Town of Yucca	Village of Kenilworth
City of Calabasas	City of Palm Desert	Valley	Village of
City of Camarillo	City of Palmdale	City of Riviera	Libertyville
City of Chino	City of Piedmont	Beach	Village of
City of Colton	City of Rancho	City of Bloomington	Lincolnwood
City of Corona	Cucamonga	City of Joliet	Village of
City of Downey	City of Rancho	City of Naperville	Northbrook
City of Dublin	Mirage	City of Oakbrook	Village of Northfield
City of Foster City	City of Redlands	Terrace	Village of Oak Brook
City of Healdsburg	City of Rialto	City of Rockford	Village of Oak Park
City of Highland	City of Rohnert Park	City of St. Charles	Village of Palos Park
Park	City of San Gabriel	Village of Arlington	Village of River
City of La Habra	City of Seal Beach	Heights	Forest
City of La Puente	City of Sierra Madre	Village of	Village of Riverside
City of Laguna	City of Simi Valley	Bloomingdale	City of Mount Airy
Niguel	City of West Covina	Village of Cary	City of Salisbury
City of Lake Forest	County of Tuolumne	Village of Glencoe	County of Davie
City of Menlo Park	Town of Danville	Village of	
City of Murrieta		Homewood	

Craig Williams, RCDD, NTS

Director, Infrastructure Consulting Services
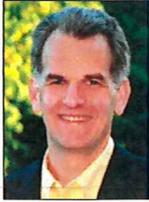
Craig Williams has 25 years of experience in the IT profession, focused primarily on providing visionary consulting and support for public-sector organizations. Craig emphasizes a balanced perspective of improvement in all areas of IT, from internal infrastructure to public-facing technologies. He is an articulate consensus-builder with executives, departments, staff, and the public, leveraging his extensive master planning, infrastructure design, and project management experience to provide clients with effective, lasting results in utilizing technology to fulfill their mission of service to their constituents.

Highlights

- Interim Director of IT, City of West Des Moines, Iowa
- Complete cabling replacement for California city
- Fiber Feasibility Study for City of Joliet, Illinois
- Selected as one of 16 technology directors nationally for HP and Intel Profiles in Leadership through *Tech and Learning Magazine*
- Directed technology support and operations at Illinois' second-largest public-school district, serving 40,000 students
- Led technical staff of 71, including application support, network engineering, building tech support and Help Desk services
- Increased customer satisfaction from 87.7% to 95.2% rate
- National award from the Help Desk Institute as one of Elite 50 organizations for customer support across all industries

> **Craig, you were instrumental in the successful completion of this project all along the way, but especially as we … needed a push in "crossing the last beachhead".**
>
> —Superintendent of Schools
> *IL School District*

Specialty Areas

- Infrastructure
- Data Center/Networking
- Wireless
- Project Management
- Business and Human Resources Systems
- Data Analytics
- Public-Facing Web Technology
- Staff Support/Customer Service

> **At a time when we needed assistance badly, you and your team have stepped up to the plate and done very well by us.**
>
> —Deputy City Manager
> *IA Municipality*

Education, Credentials, and Affiliations

- BICSI Registered Communication Distribution Designer (RCDD)
- BICSI Network Technology Systems (NTS) Designer
- MBA, North Central College (concentration in Management Information Systems)
- BS in Architecture, University of Illinois

Bicsi RCDD

Bicsi NTS
Network Technology Systems Designer

Agency Experience

City of Glendora	City of West Covina	City of Riviera	Village of Wheeling
City of Pacific Grove	City of West Des	Beach	Davie County
City of Piedmont	Moines	City of Joliet	
City of Rancho	Tuolumne County	Village of	
Mirage	Town of Groton	Lincolnwood	

John Lambert

Telecommunication Infrastructure Consultant

John Lambert has over 20 years of experience in telecom infrastructure planning, budgeting, design, project management, and is familiar with various project delivery methods, including traditional design-bid-build, design-build, and development leaseback. John possesses excellent communication skills and interacts easily with upper management, stakeholders, owner representatives, project team members, design consultants, regulatory agencies, contractors, and staff. He is familiar with the design, bidding, and contracting requirements of the public-sector environment and has experience working with college campus infrastructures. As a seasoned professional, John has a record of providing innovative telecom infrastructure design and project management solutions to clients.

Highlights

- Assisted with the renovation of the telecom pathways, support spaces, structured cabling design, and CA at multiple colleges and Community College Districts, including the Contra Costa Community College District, the Ohlone Community College District, University of Denver, and the Colorado School of Mines
- Standardized structured cabling at Cisco Systems' Work Place Resources Group to support low voltage systems such as data networks, IP telephony, access control, video surveillance, audiovisual presentation systems, and control systems
- Provided the University of California, San Francisco Mission Bay with telecommunications master planning
- Analyzed the communications infrastructure of the University of California, Davis, Health Sciences and Performing Arts sub-districts and provided planning for support of future buildings
- Worked with the University of California, Berkeley, on the Inter-Campus Communications Infrastructure (ICCS) to provide a master plan for campus ducts, vaults, CEVs and fiber optic cabling, MDF relocation, and CA (1998-2008)

Specialty Areas

- Project Management
- Technical Design Specialist
- IT Strategic Planning
- Voice and Data Cable Infrastructure Design
- Wide Area Network (WAN) Design
- RFP, Specification and Standards Development

Education, Credentials, and Affiliations

- Bachelor of Science in Accounting at St. Louis University
- Member, Building Industry Consulting Services, International (BICSI)

Agency Experience

California State University
Ohlone Community College
San Francisco State
San Francisco Unified School District
Stanford University
University of California, Berkeley
University of California, Davis
University of California, San Francisco
Colorado School of Mines
University of Denver
Washington State University

Fees

Our professional fees are based on the estimated time required to complete consulting requests and the skill sets of the individuals selected to perform the specific elements of those requests. Our fee estimate is based on the scope and approach outlined in this proposal. If, during the project, the nature or scope of our work should change, we would discuss such matters, and their effect on our fees, with the City prior to proceeding. Our normal policy is to bill monthly as the project proceeds.

For this project, we will invoice the City monthly on a time-and-materials basis, not-to-exceed in consulting fees, plus expenses. Expenses will be passed through at cost. We note that our involvement in some tasks, such as the exact number of questions and RFIs, may vary. This proposal will be invoiced for time and materials up to the project total. For instance, should fewer RFI responses be required, we will only invoice for the necessary time spent responding to those specific RFIs.

Additional Expenses

Expenses are expected to be primarily travel to on-site meetings. These expenses will be billed at cost.

Additional Services/Purchases by Other Seeking Public Agencies

CLIENTFIRST acknowledges that other public agencies may seek to "piggy-back" under the same terms and conditions of a resulting similar services contract and/or purchases being offered in this contract. *CLIENTFIRST* has the option to agree or disagree to allow contract piggy-backs on a case-by-case basis. Before a seeking public agency can piggy-back any contract, the seeking agency must first obtain *CLIENTFIRST*'S written approval.

If you have any questions, feel free to contact me at 951.739.7989 or via email at tjakobsen@clientfirstcg.com for additional information. We appreciate the continued opportunity of serving the City of San Pablo.

If this proposal is in accordance with the City's understanding of the services to be performed by *CLIENTFIRST*, please sign and date this letter, and return it, physically or electronically.

Sincerely,

Tom Jakobsen
Senior Partner
IT Infrastructure and Operations Practice Leader

Accepted by	
City of San Pablo	
_____	_____
Signature	*Date*
_____	
Name and Title (print)	