

May 9, 2018

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

RE: Proposal for City Hall Design Project Management

Dear Mr. Sessions:

Please accept this letter as our proposal for consulting services for City Hall IT infrastructure design project management for the City of San Pablo. This proposal covers initial infrastructure design project management assistance for the Design Phase 1, which will commence in May 2018. This initial design phase will allow *CLIENTFIRST* and the City to better gauge the requirements for project management assistance during the construction phase of the project.

Scope of Work

The City has requested that *CLIENTFIRST* provide detailed assistance for IT-related items 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. The project plan for IT-related design items will be regularly maintained by *CLIENTFIRST* and can be integrated into the overall plan for the new City Hall design.

The areas of responsibility within IT for the new City Hall include:

- Review and comment on Design Criteria Narrative
- Assistance with computer room sizing and environmental controls (HVAC and humidity)
- Assist with structured cabling and computer room design, including cable drop locations, data center power and UPS requirements, and coordination
- Telecommunications design, including voice and data circuits and telephone systems
- Interbuilding connectivity, including the potential for fiber to the Police Department and other City facilities
- Audiovisual design review for conference rooms

Work Plan

The City has requested that *CLIENTFIRST* provide project management 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. The project plan for IT-related items will be regularly maintained by *CLIENTFIRST* and can be integrated into the overall plan for the new City Hall.

We propose to:

- Attend new City Hall design meetings in person or via teleconference
- Review published versions of the Design Criteria Narrative and comment
- Assist IT staff in completing action items resulting from the design process
- Coordinate assistance with computer room sizing and environmental design
- Review new City Hall audiovisual designs for conference rooms and comment
- Work with the City to develop a communications plan to connect new City Hall to other City facilities



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 course of 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 \$10,000 in consulting fees, plus expenses. Expenses will be passed through at cost.

Our standard billing rates for these types of services are shown in the table below and depend on the levels and skill sets of the consultant(s) assigned to the project.

Summary Rates <i>Time-and-Materials Special or Ad Hoc Projects</i>	
Consultant Level	Hourly Rate
Administrative Staff	\$ 45
Network Engineer	\$ 150
Project Manager	\$ 175
Structured Cable Designer	\$ 185
Partner	\$ 195

Scope Changes and Management

Alternative scope changes and fee adjustments are possible and are dependent on specific project needs and staff resources and capabilities.

If, during the course of the project, the nature or scope of our work should change, we would discuss such matters and their effect on our fees and obtain prior written approval before proceeding.

Payment Terms

We invoice monthly as progress proceeds. *CLIENTFIRST* will provide detailed accounting of all consulting time and expenses as a part of the invoice. Payments are due within 30 days of receipt via check or ACH.

Additional Expenses

Expenses are expected to be primarily for miscellaneous, small, IT-related items and mileage. These expenses will be billed at cost. Any extraordinary expenses, such as airplane flights or hotels, will be submitted for approval in advance.



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,

A handwritten signature in blue ink, appearing to read "Tom Jakobsen".

Tom Jakobsen

Senior Partner

IT Infrastructure and Operations Practice Leader