

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Mary Lindley, Parks, Recreation, and Community Services Director

Prepared by: Shaun Kroes, Administrative Specialist *SK*

DATE: February 16, 2006 (CC meeting of March 1, 2006)

SUBJECT: Consider Award of Agreement for Design of Metrolink Security Camera System and a Resolution Amending the FY 2005/06 Budget

SUMMARY

As part of the City Council's Goals and Objectives for FY 2005/06 (B-10), staff evaluated the use of a digital camera surveillance system at the Metrolink Station to increase security. At this time, staff is proposing the installation of a surveillance system and requesting approval for a contract with Schirmer Engineering Corporation, a consultant that specializes in security systems, to design a surveillance system for the Metrolink Station. The consultant will work with the City of Moorpark on the attached Scope of Work (Attachment A)

DISCUSSION

Staff solicited Requests for Qualifications (RFQ) on January 6, 2006. The City received cost proposals from three firms by the due date of January 25, 2006. The results are as follows:

Schirmer Engineering Corporation	\$23,400
Gage-Babcock & Associates, Inc.	\$30,000
Glover & Associates, Inc.	\$43,484

The first two listed were very close in price and were both well qualified. The third firm was well qualified, however, its price far exceeds the others, and the office is located in Northern California, whereas the other two are located closer to the City of Moorpark. The proposals were evaluated on their Technical Qualifications, Proposal Completeness, Ability to Meet Requirements, and Cost. Staff recommends Schirmer Engineering. Schirmer Engineering has performed similar parking lot security camera monitoring consulting jobs,

including a 3-level parking structure in Santa Barbara. References from Shirmer Engineering's previous projects gave positive feedback on Shirmer Engineering's performance and work products.

The Metrolink Digital Security Camera System will be funded using Federal Transit Administration (FTA) funds awarded to the City of Moorpark specifically for this project and a 20% local match using Transportation Development Act (TDA) funds. The FTA funds are on a reimbursement basis. The City of Moorpark will have to spend the money before receiving the FTA funds. The City anticipates that the project will cost approximately \$250,000 (\$200,000 FTA; \$50,000 Local TDA). This amount includes the \$23,400 for consultant services, plus \$4,600 contingency (allowing for unexpected costs). It is anticipated that the installation of the approved system will cost approximately \$222,000. To fund the project, the Council is being asked to adopt the attached resolution (Attachment B) amending the FY 2005/06 budget by approximately \$250,000.

STAFF RECOMMENDATION (Roll Call Vote)

Authorize the City Manager to execute an agreement with Schirmer Engineering Corporation not to exceed \$23,400 and adopt Resolution 2006 _____.

Attachment A – Scope of Work

Attachment B – Resolution No. 2006-_____

SCOPE OF WORK

Phase I. Conceptual Design

- During this Phase the Consultant will meet with staff to determine the security camera system design that will meet the City's technical and financial requirements. The Consultant will confirm with City Staff the security design and system configuration that the Consultant determines to be the best system to select. The system conceptual design will be approved by City Staff.

Phase II. Design Development

- The Consultant will create the security system design and design documents, which include specifications and drawings. At least two complete sets of plans, including necessary specifications and drawings, ready for duplication, will be supplied.

Phase III. Request for Proposal Development

- The Consultant will develop bidder qualifications criteria and the Request for Proposal (RFP) to allow the most competitive bids for a new security system installation. The final RFP shall be approved by City Staff.

Phase IV. Request for Proposal Review

- The Consultant will assist in the review of the proposals and establishing the winning bid. Once a digital security camera system installer is selected, Staff will present the vendor to the City Council for approval.

Phase V. Job Oversight/Sign Off

- The Consultant will oversee construction of the security camera system at the Metrolink Station and prepare a final punch list of outstanding items that the contractor will be required to complete.

RESOLUTION NO. 2006 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FY 2005/06 BUDGET BY ALLOCATING \$250,000 FROM LOCAL TRANSIT (FUND 5000) FOR THE METROLINK STATION DIGITAL SECURITY CAMERA SYSTEM

WHEREAS, on June 15, 2005, the City Council adopted the budget for Fiscal Year 2005/2006; and

WHEREAS, On March 1, 2006, the City Council approved the Metrolink Station Digital Security Camera System consultant; and

WHEREAS, a budget amendment is required to fund this project.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That a budget amendment in the amount of \$250,000, as described in Exhibit "A" attached hereto, is hereby approved.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original Resolutions.

PASSED AND ADOPTED this ____ day of _____, 2006.

Patrick Hunter, Mayor

ATTEST:

Deborah S. Traffenstedt, City Clerk

EXHIBIT A

**BUDGET AMENDMENT FOR
METROLINK STATION
DIGITAL SECURITY CAMERA SYSTEM
FY 2005/06**

FUND ALLOCATION FROM:

Fund	Account Number	Amount
Local Transit Fund	5000-5500	\$250,000.00
Total		\$250,000.00

DISTRIBUTION OF APPROPRIATION TO EXPENSE ACCOUNTS:

Account Number	Current Budget	Revision	Amended Budget
5000-7310-7304-9601	\$0.00	\$28,000.00	\$28,000.00
5000-7310-7304-9632	\$65,250.00	\$222,000.00	\$287,250.00
Total	\$65,250.00	\$250,000.00	\$315,250.00

Approved as to Form: _____