



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Digital Service and Open Government

**Prepared by: Sean Mooney,
Civic Design Manager**

City Manager Approval: _____

TOPIC: NETWORK DESIGN SERVICES FOR ESSENTIAL FACILITIES PROJECTS

SUBJECT: RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MARINIT FOR NETWORK DESIGN, CONFIGURATION, AND INSTALLATION SERVICES ASSOCIATED WITH THE PUBLIC SAFETY CENTER ESSENTIAL FACILITIES PROJECT, IN THE AMOUNT OF \$141,878.

RECOMMENDED ACTION: Adopt the resolution.

BACKGROUND: In April 2019, Digital Service and Open Government entered into an agreement with MarinIT to assist in the management of network projects related to City of San Rafael essential facilities projects including Fire Station 52, 57, and the Public Safety Center (PSC), in the amount of \$73,878 (Attachment 4). At the time MarinIT was the primary network service provider for the City of San Rafael and the primary network consultant for the County of Marin’s MIDAS network which provides the network backbone for multi-jurisdiction public safety connectivity.

Since April 2019, MarinIT has supported the completion of Fire Stations 52 and 57 and collaborated with Digital Service and Open Government in the design of a new, secure, and stable network for Police and Fire services at the Public Safety Center.

The initial agreement covered costs for the design of the Public Safety Center network. When the agreement was made with MarinIT, our team did not know the full scope of work required for network projects, installation, and integration with public safety services. The proposed amendment to the agreement with MarinIT covers the additional costs required to bring the Public Safety Center network online, including labor costs related to setup and installation of network, technology, and broadband infrastructure. All costs related to this work have already been allocated as part of the PSC budget.

ANALYSIS: The Public Safety Center is designed to be a state-of-the-art public safety facility and will accommodate technology and services for the San Rafael Police Department, Fire Department Administration, Fire Station 51, and the City Emergency Operations Center (EOC) for decades. The Public Safety Center network design project began in 2017 alongside planning and conversations around the City network redesign. The PSC network design project was scoped based on input and requests from Public Safety staff and centered on the need for

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

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redundant connections to the internet to support the NextGen Marin Emergency Radio Authority (MERA) Alerting systems and other critical public safety systems.

Working with MarinIT staff, Digital Service and Open Government staff developed the initial draft of the network design over the course of 2019. In December 2019, the City's Managed Service Provider for technology support, Xantrion, became a partner in the network design project, reviewed the design, made recommendations, and offered cost-saving solutions which have been approved by the Essential Facilities Construction Management Team.

Systems to be Supported in the Public Safety Center

In addition to staff workstations and telephones for both departments the network infrastructure must be able to accommodate:

- Network core infrastructure
- Police Department telephone dispatch and Computer Aided Dispatch system
- Security cameras – PSC, City Hall, Parking Lots, etc.
- Body Cameras and Interview Room camera system
- Television monitors including EOC and integrated audio/video systems in conference rooms
- Keyless entry systems
- Wireless internet access (public access and staff only access)
- Inter-agency connectivity to the Department of Justice
- Direct connections to the Marin County Sheriff's Office
- 2nd generation Emergency alerting system through Marin Emergency Radio Authority (MERA)
- 51 Wireless Access Points
- 1008 live data ports throughout the facility
- Building Alarm System
- Cellular signal boosters
- HVAC systems
- Solar Panels
- Mobile RIMS for Patrol Cars
- Capacity to support microwave connectivity to MERA and Golden Gate Transit

Building a Redundant Network for Public Safety

The Public Safety Center network design paves the way for a more secure and redundant Citywide network where connectivity is consistently stable and secure. In addition to dual internet service providers, the design allows for the addition of microwave connectivity to provide a stable, wireless connection to Marin Emergency Radio Authority (MERA) and the Marin County Sheriff's Office in the case that all internet service provider (ISP) connections between City Hall, the PSC, and multiple service providers offer the opportunity for "always on" internet connectivity on the City of San Rafael campus.

The driving force behind the design of redundancy in the network has been the Next Generation MERA system which will be moving from radio-based technology to IP-based (meaning network and internet-based) technology. This means that the emergency radio system that Fire and Police rely on for interagency communication and coordination with the Sheriff's Office and Office of Emergency Management will be dependent upon an internet connection to enable communication. To make this connection resilient and fail-safe, public safety staff asked for network solutions that would allow for MERA functionality in worst-case scenarios. Our solution

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is a network that has two ISP connections (if one goes down the other service takes over) and the capacity to support a connection (mounted on the PSC roof) that can directly communicate with MERA without relying on any third-party service provider. Under normal working conditions, the dual ISP connections allow for all traffic on the network to use both pathways allowing for reduced congestion.

Equally as important, the demands of public safety require that services are available 24 hours, 7 days-a-week and public safety personnel have asked that the network for the Public Safety Center meet the needs for departments that cannot afford downtime. To accommodate this the proposed network design offers redundant connections to the internet and fail-safes to protect critical services (like RIMS computer-aided dispatch) from going down.

The recommended Resolution authorizes the City Manager to execute an amendment to the Professional Services Agreement with MarinIT for the required network configuration, installation and integration to support all services in the Public Safety Center in an amount not to exceed \$68,000, for a new total contract amount not to exceed \$141,878. The amendment would also extend the term of the original agreement through December 31, 2020.

FISCAL IMPACT: Staff proposes to fund completion of network projects utilizing Essential Facilities Capital Projects funds already existing and allocated for the completion of Public Safety Center network projects. The total cost for labor and equipment related to the completion of network-related projects has been planned and approved by the Essential Facilities Construction Management Team.

Initial Agreement	\$73,878
Proposed Agreement	\$68,000
Total	\$141,878

OPTIONS:

1. Adopt the resolution as presented authorizing an amendment to the MarinIT agreement.
2. Do not award the agreement and direct staff to find an alternate vendor. If the City does not approve this agreement the completion of the Public Safety Center will be delayed.

ATTACHMENT:

1. Resolution approving Amendment to Agreement
2. Draft Amendment to Agreement
3. Marin IT Scope of Work – Change Order 1
4. Original Agreement and corresponding Exhibit A: Scope of Work

RESOLUTION NO. _____

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MARINIT FOR NETWORK DESIGN, CONFIGURATION, AND INSTALLATION SERVICES ASSOCIATED WITH THE PUBLIC SAFETY CENTER ESSENTIAL FACILITIES PROJECT, IN THE AMOUNT OF \$141,878

WHEREAS, the City of San Rafael and MarinIT entered into an “Agreement for Network and Technology Project Management Services for Essential Facilities Projects” dated April 15, 2019 (the “Agreement”) for technology project management, network design, technical support, technology integration and installation services associated with the City’s Essential Facilities Projects; and

WHEREAS, the Agreement capped compensation to MarinIT at \$73,878 based upon a preliminary estimate of the extent of services that would be required in connection with the construction of the City’s Essential Facilities Projects, which consist of two new fire stations and a Public Safety Center; and

WHEREAS, the City has completed the two fire stations, but the complexity of the Public Safety Center construction project will require more services from MarinIT than were estimated, and additional compensation not to exceed \$68,000; and

WHEREAS, the Public Safety Center project is not expected to be completed before the expiration of the term of the Agreement and the term should be extended through December 31, 2020; and

WHEREAS, the amended contract amount of \$141,878 is already included in the Essential Facilities Capital Projects Fund (420) budget and appropriations;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Rafael hereby approves and authorizes the City Manager to execute an

amendment to the Agreement, in a form approved by the City Attorney, increasing the compensation payable to MarinIT by an amount not to exceed \$68,000 for a total contract amount not to exceed \$141,878, and extending the term of the Agreement through December 31, 2020; and

IT IS FURTHER ORDERED AND RESOLVED, that the City Manager is hereby authorized to take any and all such actions and make changes as may be necessary to accomplish the purpose of this resolution.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on the 1st day of June 2020, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDAY LARA, City Clerk

**FIRST AMENDMENT TO AGREEMENT FOR NETWORK AND TECHNOLOGY PROJECT
MANAGEMENT SERVICES FOR ESSENTIAL FACILITIES PROJECTS**

THIS FIRST AMENDMENT to Agreement is made and entered into as of the 26th day of May, 2020, by and between the CITY OF SAN RAFAEL (hereinafter "**CITY**") and MarinIT, INC. (hereinafter, "**CONTRACTOR**"), together referred to herein as the "Parties."

RECITALS

WHEREAS, the **CITY** and **CONTRACTOR** entered into an "Agreement for Network and Technology Project Management Services for Essential Facilities Projects" dated April 15, 2019 (the "Agreement") for technology project management, network design, technical support, technology integration and installation services associated with the **CITY'S** Essential Facilities Projects; and

WHEREAS, the Agreement capped compensation to **CONTRACTOR** at \$73,878.00 based upon the Parties' preliminary estimate of the extent of services that would be required from **CONTRACTOR** in connection with the construction of the **CITY'S** Essential Facilities Projects, which consist of two new fire stations and a Public Safety Center; and

WHEREAS, the **CITY** has completed the two fire stations but construction of Public Safety Center is not expected to be completed until at least August, 2020; and

WHEREAS, the Parties have now determined that the complexity of the Public Safety Center construction project will require more services from **CONTRACTOR** than were estimated; therefore the Parties wish to amend the Agreement to increase the services and compensation payable to **CONTRACTOR**; and

WHEREAS, the Public Safety Center project is not expected to be completed before the expiration of the current term of the Agreement and the term should be extended;

NOW, THEREFORE, the Parties hereby agree to amend the Agreement as follows:

AMENDMENT TO AGREEMENT

1. Paragraph 4 of the Agreement, entitled "COMPENSATION," is hereby amended to increase by \$68,000 the compensation payable to **CONTRACTOR** for the services described in Exhibit "A" to the Agreement, for an adjusted not-to-exceed amount of \$141,878. Such additional compensation shall be paid at the hourly rates for **CONSULTANT** as set forth in Exhibit "A" to the Agreement.

2. Paragraph 5 of the Agreement is hereby amended to change the termination date of the Agreement to December 31, 2020.
3. Except as specifically amended herein, all of the other provisions, terms and obligations of the Agreement between the parties shall remain valid and shall be in full force.

IN WITNESS WHEREOF, the parties have executed this First Amendment on the day, month, and year first above written.

CITY OF SAN RAFAEL

MarinIT, INC., Contractor

JIM SCHUTZ, City Manager

By: David K. Cooper
David K. Cooper (May 26, 2020 09:25 PDT)

Name: David K. Cooper

Title: President

ATTEST:

[If Contractor is a corporation, add signature of second corporate officer]

LINDSAY LARA, City Clerk

By: wesley liang
wesley liang (May 26, 2020 10:43 PDT)

APPROVED AS TO FORM:

Name: wesley liang

Title: Partner

ROBERT F. EPSTEIN, City Attorney



366 Bel Marin Keys Blvd
Suite D
Novato, CA 94949
415.259.5742 Tel
415.454.3432 Fax

www.marinit.com

City of San Rafael – Essential Facilities and Public Safety Building

Project: System Installation – Change Order 1
From: David Cooper
Date: May 20, 2020

To: Sean Mooney - sean.mooney@cityofsanrafael.org
The City of San Rafael
1400 Fifth Avenue
San Rafael, CA 94901

Change Order #1:

• Original contract Amount:	\$73,878.00
• Previous Changes:	\$0.00
• Amount of this change	\$68,000.00
• Revised contract amount:	\$141,878.00

Description of work:

- Equipment configuration
- Equipment physical installation
- Integration of new systems / equipment with current city / county network
- System testing / validate expected functionality
- Post installation wireless heat map
- Documentation and turn over of configurations to city IT staff

Documentation:

All system documentation produced as part of this project will be turned over to the designated contact at the end of the project or if requested by a authorized client representative.

Travel

Travel / per diem outside of Marin County will be billed at actual cost. Marin IT will provide backup documentation for expenses submitted.

Marin IT, Inc. Proprietary & Confidential

City of San Rafael - Public Safety Center

Client Responsibilities

In order for Marin IT to perform the tasks included in this scope of work we will need at a minimum but not limited to:

- Architectural drawings
- Building access – Misc areas, IDF, MDF, construction site as needed.
- All drawings will be marked up by Marin IT, architect will be responsible for incorporating design changes into construction drawings of record

Additional Change / System Upgrade Process

- Discuss the need for the change in scope with the designated representative(s)
- Identify the additional tasks, which need to be performed in order to complete the change in scope.
- Estimate the cost associated with the additional scope, and determine the impact on project schedule / time frame.
- Move forward contingent with approval from designated representative(s)

This agreement does not include hardware / system configuration.

This does not include equipment needed for installation. A bill of materials and associated costs will be assembled as part of the design work above. This cost is developed based on Marin IT providing equipment and all services above as well as work being performed during normal business hours.

Our hourly rates for services will range from \$110.00 per hour to \$145.00 per hour for any additional work requested.

We look forward to discussing this project with you in more detail and moving forward with you as part of the design team.

Thank you for your consideration

David Cooper

Marin IT, Inc.

**AGREEMENT FOR
NETWORK AND TECHNOLOGY PROJECT MANAGEMENT SERVICES FOR
ESSENTIAL FACILITIES PROJECTS**

This Agreement is made and entered into this 15 day of April, 2019, by and between the CITY OF SAN RAFAEL (hereinafter "**CITY**"), and MarinIT, Inc. (hereinafter "**CONTRACTOR**").

RECITALS

WHEREAS, CITY requires technology project management, network design, technical support, technology integration and installation services for the successful construction of the Essential Facilities Projects ("Essential Facilities network and technology project management"); and

WHEREAS, CONTRACTOR is experienced in providing network and technology project management for large-scale construction projects; and

WHEREAS, CONTRACTOR has the training and experience to provide, and is willing to provide, Essential Facilities network and technology project management to **CITY**; and

WHEREAS, CITY desires to enter into an Agreement with **CONTRACTOR** to provide Essential Facilities network and technology project management to **CITY** for a 14-month term, beginning April 15, 2019 and ending June 15, 2020.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. **PROJECT COORDINATION.**

A. **CITY'S Project Manager.** The Civic Design Manager is hereby designated the PROJECT MANAGER for the **CITY**, and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. **CONTRACTOR'S Project Director.** **CONTRACTOR** shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for **CONTRACTOR**. David Cooper is hereby designated as the PROJECT DIRECTOR for **CONTRACTOR**. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR, for any reason, the **CONTRACTOR** shall notify the **CITY** within ten (10) business days of the substitution.

2. **DUTIES OF CONTRACTOR.**

CONTRACTOR shall perform the duties as described in **CONTRACTOR'S** proposal dated February 1, 2019, attached hereto as "Exhibit A" and incorporated herein.

3. DUTIES OF CITY.

CITY shall pay the compensation as provided in Paragraph 4 and perform the duties as described in "Exhibit A" attached and incorporated herein.

4. COMPENSATION.

For the full performance of the services described herein by CONTRACTOR, CITY shall pay CONTRACTOR on a time and materials basis as specified in "Exhibit A", provided that the total amount paid to CONTRACTOR for its services and expenses will not exceed \$73,878.00 during the term of this Agreement.

Payment will be made upon receipt by PROJECT MANAGER of itemized invoices submitted by CONTRACTOR.

5. TERM OF AGREEMENT.

The term of this Agreement shall be for fourteen (14) months, beginning on April 15, 2019 and ending on June 15, 2020. Upon mutual agreement of the parties, and subject to the availability of appropriated funds, the City Manager may elect to extend the term of this Agreement for up to six (6) months, for a total period not to exceed twenty (20) months.

6. TERMINATION.

A. **Discretionary.** Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. **Cause.** Either party may terminate this Agreement for cause upon fifteen (15) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (15) day time period.

C. **Effect of Termination.** Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. **Return of Documents.** Upon termination, any and all CITY documents or materials provided to CONTRACTOR and any and all of CONTRACTOR's documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to CITY as soon as possible, but not later than thirty (30) days after termination.

7. OWNERSHIP OF DOCUMENTS.

The written documents and materials prepared by the CONTRACTOR in connection with the performance of its duties under this Agreement, shall be the sole property of CITY. CITY may use said property for any purpose, including projects not contemplated by this Agreement.

8. INSPECTION AND AUDIT.

Upon reasonable notice, **CONTRACTOR** shall make available to **CITY**, or its agent, for inspection and audit, all documents and materials maintained by **CONTRACTOR** in connection with its performance of its duties under this Agreement. **CONTRACTOR** shall fully cooperate with **CITY** or its agent in any such audit or inspection.

9. ASSIGNABILITY.

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

10. INSURANCE.

A. **Scope of Coverage.** During the term of this Agreement, **CONTRACTOR** shall maintain, at no expense to **CITY**, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, for death, bodily injury, personal injury, or property damage.

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million dollars (\$1,000,000) dollars per occurrence.

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, to cover any claims arising out of the **CONTRACTOR's** performance of services under this Agreement. Where **CONTRACTOR** is a professional not required to have a professional license, **CITY** reserves the right to require **CONTRACTOR** to provide professional liability insurance pursuant to this section.

4. If it employs any person, **CONTRACTOR** shall maintain worker's compensation insurance, as required by the State of California, with statutory limits, and employer's liability insurance with limits of no less than one million dollars (\$1,000,000) per accident for bodily injury or disease. **CONTRACTOR's** worker's compensation insurance shall be specifically endorsed to waive any right of subrogation against **CITY**.

B. **Other Insurance Requirements.** The insurance coverage required of the **CONTRACTOR** in subparagraph A of this section above shall also meet the following requirements:

1. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall be specifically endorsed to include the **CITY**, its officers, agents, employees, and volunteers, as additional insureds (for both ongoing and completed

operations) under the policies.

2. The additional insured coverage under **CONTRACTOR'S** insurance policies shall be "primary and non contributory" with respect to any insurance or coverage maintained by **CITY** and shall not call upon **CITY's** insurance or self-insurance coverage for any contribution. The "primary and noncontributory" coverage in **CONTRACTOR'S** policies shall be at least as broad as ISO form CG20 01 04 13.

3. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

4. By execution of this Agreement, **CONTRACTOR** hereby grants to **CITY** a waiver of any right to subrogation which any insurer of **CONTRACTOR** may acquire against **CITY** by virtue of the payment of any loss under such insurance. **CONTRACTOR** agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not **CITY** has received a waiver of subrogation endorsement from the insurer.

5. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years.

6. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

7. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of **CITY** (if agreed to in a written contract or agreement) before **CITY'S** own insurance or self-insurance shall be called upon to protect it as a named insured.

8. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to **CITY** or any other additional insured party. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the **CONTRACTOR** under this agreement.

C. **Deductibles and SIR's.** Any deductibles or self-insured retentions in **CONTRACTOR's** insurance policies must be declared to and approved by the **PROJECT MANAGER** and City Attorney, and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or **CITY** or other additional insured party. At **CITY's** option, the deductibles or self-insured retentions with respect to **CITY** shall be reduced or eliminated to

CITY's satisfaction, or **CONTRACTOR** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

D. **Proof of Insurance.** **CONTRACTOR** shall provide to the **PROJECT MANAGER** or **CITY'S** City Attorney all of the following: (1) Certificates of Insurance evidencing the insurance coverage required in this Agreement; (2) a copy of the policy declaration page and/or endorsement page listing all policy endorsements for the commercial general liability policy, and (3) excerpts of policy language or specific endorsements evidencing the other insurance requirements set forth in this Agreement. **CITY** reserves the right to obtain a full certified copy of any insurance policy and endorsements from **CONTRACTOR**. Failure to exercise this right shall not constitute a waiver of the right to exercise it later. The insurance shall be approved as to form and sufficiency by **PROJECT MANAGER** and the City Attorney.

11. INDEMNIFICATION.

A. Except as otherwise provided in Paragraph B., **CONTRACTOR** shall, to the fullest extent permitted by law, indemnify, release, defend with counsel approved by **CITY**, and hold harmless **CITY**, its officers, agents, employees and volunteers (collectively, the "**City Indemnitees**"), from and against any claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney's fees, expert fees and all other costs and fees of litigation, (collectively "**CLAIMS**"), arising out of **CONTRACTOR'S** performance of its obligations or conduct of its operations under this Agreement. The **CONTRACTOR's** obligations apply regardless of whether or not a liability is caused or contributed to by the active or passive negligence of the **City Indemnitees**. However, to the extent that liability is caused by the active negligence or willful misconduct of the **City Indemnitees**, the **CONTRACTOR's** indemnification obligation shall be reduced in proportion to the **City Indemnitees'** share of liability for the active negligence or willful misconduct. In addition, the acceptance or approval of the **CONTRACTOR's** work or work product by the **CITY** or any of its directors, officers or employees shall not relieve or reduce the **CONTRACTOR's** indemnification obligations. In the event the **City Indemnitees** are made a party to any action, lawsuit, or other adversarial proceeding arising from **CONTRACTOR'S** performance of or operations under this Agreement, **CONTRACTOR** shall provide a defense to the **City Indemnitees** or at **CITY'S** option reimburse the **City Indemnitees** their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims.

B. Where the services to be provided by **CONTRACTOR** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, then, to the extent permitted by law including without limitation, Civil Code sections 2782, 2782.6 and 2782.8, **CONTRACTOR** shall indemnify and hold harmless the **CITY** and its officers, officials, and employees (collectively **City Indemnitees**) from and against damages, liabilities or costs (including incidental damages. Court costs, reasonable attorney's fees as may be determined by the Court, litigation expenses and fees of expert witnesses incurred in connection therewith and costs of investigation) to the extent they are caused by the negligence, recklessness, or willful misconduct of **CONTRACTOR**, or any subconsultants, or subcontractor or anyone directly or indirectly employed by them, or anyone for whom they are legally liable (collectively **Liabilities**). Such obligation to hold harmless and indemnify any indemnity shall not

apply to the extent that such Liabilities are caused in part by the negligence or willful misconduct of such City Indemnitee.

C. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement, and shall survive the termination or completion of this Agreement for the full period of time allowed by law.

12. NONDISCRIMINATION.

CONTRACTOR shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

13. COMPLIANCE WITH ALL LAWS.

CONTRACTOR shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. **CONTRACTOR** shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. **CONTRACTOR** shall release, defend, indemnify and hold harmless **CITY**, its officers, agents and employees from any and all damages, liabilities, penalties, fines and all other consequences from any noncompliance or violation of any laws, ordinances, codes or regulations.

14. NO THIRD PARTY BENEFICIARIES.

CITY and **CONTRACTOR** do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

15. NOTICES.

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO **CITY**'s Project Manager:

Sean Mooney
City of San Rafael
1400 Fifth Avenue
San Rafael, CA 94901

TO **CONTRACTOR**'s Project Director:

David Cooper
366 Bel Marin Keys Boulevard, Suite D
Novato, CA 94949

16. INDEPENDENT CONTRACTOR.

For the purposes, and for the duration, of this Agreement, **CONTRACTOR**, its officers, agents and employees shall act in the capacity of an Independent Contractor, and not as employees of the **CITY**. **CONTRACTOR** and **CITY** expressly intend and agree that the status of **CONTRACTOR**, its officers, agents and employees be that of an Independent Contractor and not that of an employee of **CITY**.

17. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the **CONTRACTOR** and the **CITY**.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the **CONTRACTOR** and the **CITY**.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

18. SET-OFF AGAINST DEBTS.

CONTRACTOR agrees that **CITY** may deduct from any payment due to **CONTRACTOR** under this Agreement, any monies which **CONTRACTOR** owes **CITY** under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

19. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

20. COSTS AND ATTORNEY'S FEES.

The prevailing party in any action brought to enforce the terms and conditions of this Agreement, or arising out of the performance of this Agreement, may recover its reasonable costs (including claims administration) and attorney's fees expended in connection with such action.

21. CITY BUSINESS LICENSE / OTHER TAXES.

CONTRACTOR shall obtain and maintain during the duration of this Agreement, a **CITY** business license as required by the San Rafael Municipal Code **CONTRACTOR** shall pay any and all state and federal taxes and any other applicable taxes. **CITY** shall not be required to pay for any work performed under this Agreement, until **CONTRACTOR** has provided **CITY** with a completed Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification).

22. SURVIVAL OF TERMS.

Any terms of this Agreement that by their nature extend beyond the term (or termination) of this Agreement shall remain in effect until fulfilled, and shall apply to both Parties' respective successors and assigns.

23. APPLICABLE LAW.

The laws of the State of California shall govern this Agreement.


24. COUNTERPARTS AND ELECTRONIC SIGNATURE.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one document. Counterpart signature pages may be delivered by telecopier, email or other means of electronic transmission.


IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

CITY OF SAN RAFAEL

CONTRACTOR



JIM SCHUTZ, City Manager

By: 

Name: DAVID COOPER
Title: PRESIDENT

ATTEST:

L. Lara

LINDSAY LARA, City Clerk

APPROVED AS TO FORM:

Risa A. Goldstein for RFE

ROBERT F. EPSTEIN, City Attorney

[If Contractor is a corporation, add signature of second corporate officer]

By: 

Name: *Wesley Liang*

Title: *Secretary*



366 Bel Marin Keys Blvd
Suite D
Novato, CA 94949
415.259.5742 Tel
415.454.3432 Fax
www.marinit.com

City of San Rafael – Essential Facilities and Public Safety Building

Project: Project Coordination / System Installation – Essential Facilities & Public Safety Building
From: David Cooper
Date: February 1, 2019

To: Sean Mooney - sean.mooney@cityofsanrafael.org
The City of San Rafael
1400 Fifth Avenue
San Rafael, CA 94901

I am pleased to provide you our proposed scope of work to assist with coordination and installation of the new technology systems for the new San Rafael Essential Facilities Public Safety Building. This statement of work includes integrating the new architecture at the new facilities with the current city infrastructure and has been developed based on discussions with City of San Rafael staff.

Project Summary:

The City of San Rafael is currently building new public safety facilities which will include:

- Fire Station 57
- Fire Station 51
- Police Department Administration and operations
- Fire Department Administration
- Emergency Operations Center
- San Rafael Police Dispatch Center

This statement of work is meant to provide a design build agreement to work as part of the project team and supply a turnkey solution to design and install a network infrastructure based on current data networking standards as well as assist and coordinate with City of San Rafael staff in the installation and purchasing of other technologies required for final move in of Police and Fire Services.

This scope also includes working with the associated vendors to assist and coordinate with any network related configuration needed to support their respective systems for example AV, CCTV, MERA, Dispatch etc. As well as bring new telecommunications service to the property and coordinate documentation with architect.

Marin IT, Inc. Proprietary & Confidential

City of San Rafael - Public Safety Center

Roles

Marin IT will work as the Project Lead for implementation of owner provided technology that does not fall into the direct scope of work of Essential Facilities contracts with Kitchell Construction Engineers, Alten Construction, Mary McGrath Architects, related subcontractors, or designated agencies. Marin IT will work with the Essential Facilities Management Team and Digital Service and Open Government staff to coordinate the timely purchase and installation of technologies outlined within this scope of work.

Organizations Contractors	Roles	Description
Kitchell CEM	Construction Project Manager	Provides project and construction management services for all essential facilities projects including the management of construction scheduling for primary contractors and subcontractors.
Mary McGrath Architects	Project Architect Mary McGrath	Principal architect for essential facilities projects. Also participates in construction administration.
Alten Construction	Construction Contractor	Primary construction contractor responsible for the completion of Public Safety Center construction tasks defined within the Public Safety Center contract.
Department of Public Works	Director Bill Guerin	Director of Public works, represents City interests in Essential Facilities Management Team and helps facilitate
	Public Works Project Manager Fabiola Guillen-Ufer	Public Works Project Manager representing Public Works and City of San Rafael
San Rafael Police Department	Police Chief Diana Bishop	Represents Police Department interests in the construction of the Public Safety Center.
	Records and Dispatch / Operational Point of Contact Charles Taylor	Manages Police Department Records and Dispatch. Will be primary point of contact for the relocation of dispatch operations and Police Department technology needs.
San Rafael Fire Department	Fire Chief Chris Gray	Represents Fire Department interests in the construction of the Public Safety Center.
	Battalion Chief / Operational Point of Contact Matthew Windrem	Secondary point of contact for Fire Department technology needs. Operational point of contact related to workstations and telephones specific needs.

	Technology Projects Coordinator Sean Mooney	Primary point of contact between Marin IT and City of San Rafael for PSC project. Coordinates technology projects with Marin IT and DSOG staff, monitors progress on tasks, and
Digital Service and Open Government	Technology Operations Manager Gus Bush	Primary point of contact for City of San Rafael technology operations and support. Primary point of contact for workstation specifications, telephone and broadband account information, additional staff technology needs.
	Network and Infrastructure Manager Vinh Pham	Primary point of contact for all City of San Rafael network, server, and telephone infrastructure information and specifications.
Marin IT	Marin IT Project Lead David Cooper	Project lead and primary point of contact for Marin IT. Responsible for overall management of Marin IT services related to technology projects.
	Marin IT Project Engineer Tim Bush	Project Engineer responsible for coordinating Marin IT resources related to the PSC project.

Physical Infrastructure Backbone Cabling - Work with design team to determine the currently installed infrastructure, what is in need of upgrade and re-design infrastructure. Develop a budget for required work and furnish to ownership.

- Review Site pathway / currently installed conduit - Current cabling installed, copper, fiber, count, etc.
- Conduit path internal - Review current installed pathway to verify size and available capacity. - Make recommendations to design team for additional pathway conduit, etc. as required to future proof network connectivity.
- Conduit path external - Access for services coming in from providers / street verify available capacity is adequate to support any new services which may need to be installed. Analyze possibility for secondary entrance to property to support diverse path / redundant providers.
- Assist with design any new pathway which might be required based on new services that may be installed. For example redundant internet connectivity, cable television, microwave, etc.
- Review horizontal cabling to support administrative workstations, printers, etc. work with architect and design team to develop cabling matrix labeling convention
- Assist with selection of cable type, fiber, copper, termination types, etc. For installation during construction phase.
- Assist with manufacturer selection - Server room and IDF hardware, cabinets, wire managers, etc. For installation during construction phase. .
- Assist with coordination of cabling design, documentation and integration with all network equipment / misc systems.

-
- Review server room and network distribution locations. Ensure they adhere to industry standards and best practices.
 - Remote connectivity to other city facilities. Including multi network paths for network redundancy.
 - Place orders from telecommunications service providers on behalf of the City of San Rafael.
 - Coordinate installation of said services.

Wired Network - Develop plan to build wired network infrastructure to current industry standards including, but not limited to:

- Review current wired network and services intended for the building.
- Develop a network and system design based on industry standards vendors to support all network-based services.
- Assist with physical layout / design of network distribution rooms to support all areas
- Design / build network backbone to support integration with other network-based systems including Audio Visual, Security, Building Management, Guest access, etc.
- Network security - Coordinate firewall vendor and associated installation Assist with patching and verifying connectivity.

Wireless Network - Design industry standard wireless network including, but not limited to:

- Review current wireless network - Determine what portions of current infrastructure is in need of upgrade and assist with design specification to be included on design plan, cabling requirements, access point placement, etc.
- Review applications which will require wireless access - Design system to support / provide capacity required as well as o provide coverage in required areas, lobby, sally port, admin offices, conference rooms, etc.
- Prepare predictive wireless "heat" map / survey to anticipate new WLAN installation coverage prior to installation of cable infrastructure.
- Determine access point locations and place on drawings including administrative offices, custom locations, public areas. - Architect responsible for updating record drawings.
- Assist with antenna / access point selection and placement to support wireless network coverage and aesthetic concerns. - Architect responsible for updating record drawings
- Design and configure wireless system to support integration with other network-based systems including Audio Visual, Security, Building Management, Guest access, mobile phone repeaters/boosters, etc.
- Design / configure wireless security per industry standards / SSID Naming conventions
- Perform on site testing / documentation "heat" map survey to document wireless coverage in misc areas to validate predictive design..

Internet Connection / WAN:

Coordinate and document new services and coordinate with required vendors to develop budget, install and test connectivity as specified by the Network and Infrastructure Manager.

San Rafael Dispatch Center

Coordinating move of PD Records and Dispatch with SRPD, Marin County Sheriff's Office, MERA, and other service providers.

Data Center

Assist in the purchasing and installation of servers, storage, and backup systems for the server environment.

Operations and monitor

Provide standardized access for all infrastructure devices. E.g. default RADIUS authentication with failover local account.

Other Systems:

Work with vendors providing systems that require network connectivity to coordinate system design including all technical details / requirements, Ensure design includes provisions to support applications as required, VoIP, video, security, etc assist with connectivity / system testing as needed.

Audio/Video

Coordinate the purchasing and installation of owner provided televisions/monitors and other audio/video systems not specifically covered by the construction contract.

IT Hardware & Desktop Computing – Coordinate the quoting, purchasing, scheduling, and installation of PC workstations, printers, and telephones required for staff to move into the Public Safety Center. DSOG will supply an inventory of required workstations and telephones required for the facility and Marin IT will coordinate with the Technical Support Manager on specifications for workstations, software, and related workstation technologies.

Scheduling:

The recommended scheduling for this project from the Marin IT perspective would be to move forward with the site inspection / documentation as well as the pre-build wireless heat maps. These items will need to be tightly integrated with the building process and added to the current drawings.

As part of this discovery process it would be logical to design any work that will be needed in the main server / communications room(s), pathway to the street, power, UPS, cooling, etc. This information will give us the data we will need to develop a final design and the architect to be sure and design in enough physical space, capacity, etc.

It would be very advantageous to be sure the general building contractor understands where the network installation should fit into their scheduling to ensure that there will be no network installation delays that could affect bringing the new public safety center on line or impact the installation of any other systems.

During the course of the project a Marin IT project representative will be required to attend regular construction management meetings as determined by the Technology Project Coordinator. Representative should be prepared to present status on existing action items and report to Marin IT project team on upcoming action items.

Project Management Task Tracking

Marin IT will employ a task tracking solution as part of the project scope to allow for visibility and scheduling of upcoming and completed tasks, task assignees, and expected timelines within Marin IT's scope of work. City staff and Marin IT will review and mutually approve the appropriate task management solution and outline expectations for its use in managing the project.

Documentation:

All system documentation produced as part of this project will be turned over to the designated contact at the end of the project or if requested by an authorized client representative.

MarinIT will produce network design and deployment documentations. Marin IT will produce logical and physical network drawings including VLAN structure, IP address and cabling Matrix. All architectural and mechanical drawings will be by others. All HVAC / environmental and power calculations by others. Design documentations should include high-level view of the city network and its interconnects with neighboring networks. Deployment documentations should include samples of device configurations.

Travel

Travel / per diem outside of Marin County will be billed at actual cost. Marin IT will provide backup documentation for expenses submitted.

Client Responsibilities

In order for Marin IT to perform the tasks included in this scope of work we will need at a minimum but not limited to:

- Architectural drawings
- Building access – Misc areas, IDF, MDF, construction site as needed.
- All drawings will be marked up by Marin IT, architect will be responsible for incorporating design changes into construction drawings of record

Change / System Upgrade Process

- Discuss the need for the change in scope with the designated representative(s)
- Identify the additional tasks, which need to be performed in order to complete the change in scope.
- Estimate the cost associated with the additional scope, and determine the impact on project schedule / time frame.
- Move forward contingent with approval from designated representative(s)

This agreement does not include hardware / system configuration.

A Bill of Materials (BOM) will be developed as part of this agreement. The cost of this equipment, cabling, etc will be a supplemental purchase to this agreement.

Estimated Costs:



Please review attached spreadsheet for itemized time estimate. Our estimated costs to complete the design aspect of this project including are:

Design & Budget Development Costs including contingency **\$73,878.00**

This does not include equipment needed for installation. A bill of materials and associated costs will be assembled as part of the design work above. This cost is developed based on Marin IT providing equipment and all services above as well as work being performed during normal business hours.

Our hourly rates for services will range from \$110.00 per hour to \$145.00 per hour for any additional work requested.

We look forward to discussing this project with you in more detail and moving forward with you as part of the design team.

Thank you for your consideration

David Cooper

Marin IT, Inc.

	HRS - Technician	HRS - Senior Technician	HRS - Network Engineer	Sub total	Notes
Review Current Plans / Specifications					
Audio Visual System / Integration	4	4	4	\$1,360.00	
Radio System - Speak with County of Marin	4	4	4	\$1,360.00	
Workstation / copper cabling	4	4	4	\$1,360.00	
Wireless access point placement	4	4	4	\$1,360.00	
Work w/City staff to develop matrix of roles and responsibilities	0	0	0	\$0.00	

Physical Infrastructure Backbone Cabling - Work with design team to determine the currently installed infrastructure, what is in need of upgrade and re-design infrastructure. Develop a budget for required work and furnish to ownership.

Review Site pathway / currently installed conduit - Current cabling installed, copper, fiber, count, etc.	4	4	4	\$1,360.00	
Conduit path internal: -Review pathway to all locations to verify size and available capacity. -Make recommendations to design team for additional pathway conduit, etc.	4	4	4	\$1,360.00	
Conduit path external: -Access for services coming in from providers / street -Verify available capacity is adequate to support any new services which may need to be installed. -Analyze possibility for secondary entrance to property to support diverse path / redundant providers.					
Assist with design for new pathway required based on new services that may be installed. EX. Roof pathway / Wireless or satellite television. Including review with design / architect team	0	8	8	\$2,040.00	
Review horizontal cabling to support work areas - Work with architect and design team to develop cabling / labeling scheme - Discuss / review IDF locations.	0	24	24	\$6,120.00	
Assist with selection of cable type, fiber, copper, termination types, etc. For installation during construction phase.	0	4	0	\$440.00	
Assist with manufacturer selection - Server room and IDF hardware, cabinets, wire managers, etc. For installation during construction phase.	0	8	0	\$880.00	
Assist with coordination of cabling design, documentation and integration with all network equipment / misc systems Correct cable to each device. CCTV, Speakers, etc.	0	24	16	\$4,960.00	
Review Rack layout -Designate space - Patching -Designate space - Radio equipment -Designate space server / SAN -Designate space network / telco equipment	0	0	0	\$0.00	
Assist with reviewing power and cooling requirements for new data room	0	0	0	\$0.00	
Assist with reviewing UPS specification / requirements for new equipment racks	0	0	0	\$0.00	
Assist with identifying systems that require analog line and ordering telco services: -Redundant Internet connection -Analog telephone / POTS Lines - Fire Alarm, elevator, etc. -Any misc services, T-1, WISP -Etc...	0	0	0	\$0.00	

Wired Network - Develop plan to upgrade the wired network infrastructure to current industry standards including, but not limited to

Review current wired network	0	16	8	\$2,920.00	This work fits into the scope and tasks already underway with Jim and David.
Develop a system design based on industry standards vendors to support all network based services.	0	24	24	\$6,120.00	
Assist with physical layout / design of IDF rooms to support all work areas	0	8	8	\$2,040.00	
Design wired network backbone to support integration with other network based systems including Audio Visual, Security, Building Management, Guest access, etc.	0	24	24	\$6,120.00	
Design wired layer 2 / VLAN structure for logical network / device segmentation	0	8	8	\$2,040.00	
Assist with design / integration of misc systems, guest network management system, PMS, CCTV, etc	0	24	8	\$3,800.00	

Wireless Network - Design industry standard wireless network including, but not limited to.

Review current wireless network - Determine what portions of current infrastructure is in need of upgrade and assist with design specification to be included on design plan, cabling requirements, access point placement, etc...	0	8	8	\$2,040.00	Some of this work fits into the scope and tasks already underway with Jim and David.
Review applications which will require wireless access - Design system to support / provide capacity required as well as provide coverage in required areas, lobby, office area, PD safety port, etc.	0	24	24	\$6,120.00	
Prepare predictive wireless "heat" map / survey to anticipate new WLAN installation coverage.	0	0	40	\$5,800.00	
Determine access point locations for remodel and place on drawings - Architect responsible for updating record drawings	0	8	16	\$3,200.00	
Assist with antenna / access point selection and placement to support wireless network coverage and aesthetic concerns. - Architect responsible for updating record drawings	0	16	16	\$4,080.00	
Verify wireless system design will support integration with other network based systems including Audio Visual, Security, Building Management, Guest access, etc.	0	8	8	\$2,040.00	
Verify wireless system design will support integration system with selected guest user network management system. (Wireless Splash page, etc)	0	8	8	\$2,040.00	
Design wireless security per industry standards - 802.1x, LDAP, MAC Filtering, etc.	0	8	8	\$2,040.00	
Perform on site testing / documentation "heat" map survey to document wireless coverage in misc areas to validate predictive design.	0	24	24	\$6,120.00	

Workstations

Work with city staff / department heads -Develop equipment list, number of phones, workstations, etc -Review applications used by different departments - Create workstation build matrix -review standard configuration(s) with city IT staff / assist with ordering required equipment	0	0	0	\$0.00	
Image new workstations - Prepare for installation in new dispatch center	0	0	0	\$0.00	

Internet Connection / WAN:

Document required new services and coordinate with required vendors to develop budget and recommendations (Is this included in my weekly meetings with Jim / Vinh?) If so can Anthony join? 0 0 40 \$5,800.00 Some of this work will come from Jim contract. Some will be charged to MIDAS.

Other Systems:

Work with vendors providing systems that require network connectivity to coordinate system design including all technical details / requirements, Ensure design includes provisions to support applications as required, VoIP, video, security, etc assist with connectivity / system testing as needed. 0 40 0 \$4,400.00

Work w/County of Marin / MERA - Network design to integrate new MERA IP based system / wireless to dollar hill 0 0 0 \$0.00

EOC

Become familiar with EOC procedures - Activation, support, etc Assist with preparing "run book" for use in event of EOC activation / operation 0 0 0 \$0.00

Misc Items:

Regularly scheduled construction meetings 0 0 0 \$0.00

Subtotal Labor: \$89,320.00
Contingency @15% - Will only bill if necessary: \$13,398.00
Minus expenses covered in existing contract: \$28,840.00
Grand Total: \$73,878.00



CONTRACT ROUTING FORM

INSTRUCTIONS: Use this cover sheet to circulate all contracts for review and approval in the order shown below.

TO BE COMPLETED BY INITIATING DEPARTMENT PROJECT MANAGER:

Contracting Department: Digital Service and Open Government

Project Manager: Sean Mooney

Extension: 2646

Contractor Name: Marin IT

Contractor's Contact: David Cooper

Contact's Email: coop@marinit.com

FPPC: Check if Contractor/Consultant must file Form 700

Step	RESPONSIBLE DEPARTMENT	DESCRIPTION	COMPLETED DATE	REVIEWER Check/Initial
1	Project Manager	a. Email PINS Introductory Notice to Contractor b. Email contract (in Word) & attachments to City Atty c/o Laraine.Gittens@cityofsanrafael.org	4/2/2019 4/2/2019	☒ ☒
2	City Attorney	a. Review, revise, and comment on draft agreement and return to Project Manager b. Confirm insurance requirements, create Job on PINS, send PINS insurance notice to contractor	4/3/2019 4/3/2019	☒ LG ☒ LG
3	Project Manager	Forward two (2) originals of final agreement to contractor for their signature	4/18/2019	☒
4	Project Manager	When necessary, * <u>contractor-signed</u> agreement agendized for Council approval *PSA > \$75,000; or Purchase > \$75,000; or Public Works Contract > \$175,000 Date of Council approval	☒ N/A Or Click here to enter a date.	 ☐
	PRINT	CONTINUE ROUTING PROCESS WITH HARD COPY		
5	Project Manager	Forward signed original agreements to City Attorney with printed copy of this routing form	4/18/19	
6	City Attorney	Review and approve hard copy of signed agreement	5/2/19	
7	City Attorney	Review and approve insurance in PINS , and bonds (for Public Works Contracts)	5/2/19	
8	City Manager / Mayor	Agreement executed by Council authorized official	5-2-19	
9	City Clerk	Attest signatures, retains original agreement and forwards copies to Project Manager	5/6/19	