

**COUNCIL ACTION FORM**

**SUBJECT: EMERGENCY COMMUNICATION CENTER FURNITURE**

**BACKGROUND:**

As part of the City Hall Renovation project, the City's Emergency Communication Center ("dispatch" center) was removed from its previous location, and the space it formerly occupied will now be part of the new Emergency Operations Center. This function has been temporarily relocated to the basement of City Hall. When the construction is completed, dispatch will operate in a new location on the first floor near the new Emergency Operation Center.

The needs of today's Emergency Communications Center are highly technology driven. In the past few years, the Emergency Communications Center updated the radio consoles, the computer aided dispatching system, mapping tools and new 911 telephone routing equipment. These updated were funded from local sources, the Story County E911 Services Board and several federal grants. The systems that have been acquired provide interoperability with the communication centers at Iowa State University and the Story County Sheriff's Office to improve information flow and to provide alternatives in case of a catastrophic facility or system failure in dispatch.

Dispatch is staffed 24 hours a day every day of the year with no exceptions. During busy times, dispatchers on duty get limited time away from their station. The work stations used by the dispatchers are complex desks that include height and depth adjustment, environmental controls, an array of computer monitors that are adjustable, digital equipment to manage calls, radio traffic and information, and durable work surfaces that are designed to last years under constant use. The work stations formerly used in the old dispatch location are outdated and do not fit efficiently in the new Emergency Communications Center space. Therefore, as part of the renovation project, the work stations used by the dispatchers will be replaced.

On April 16, 2013, staff released an Invitation to Bid for design of new work stations and for related furniture for the dispatch area. At that time the exact location of each work station had not been finalized and the bid sought recommendations from vendors for layout options. The City received bids from four vendors. On July 10, staff awarded a contract for the furniture to Ergoflex Systems, dba Xybix Systems (XyBix), in the amount of \$40,293.25.

During the shop drawing review process, staff determined that there were a number of additional items that are necessary to include in the final layout of the furniture. Major changes include the following items:

1. The 4<sup>th</sup> work station was upgraded from a training station to a full work station to allow maximum separation between the dispatchers in the limited space of the room and to allow for four fully operational stations during critical incidents or large public events.
2. Overhead storage bins were added to provide storage for reference and resource materials for the dispatchers. The space available in the room did not allow for the anticipated storage in a floor filing unit.
3. Environmental controls for the computer equipment were added. The large amount of computer equipment in the limited space will generate additional heat that needs to be dealt with.
4. Similarly, a larger electrical support than was built into the work stations is needed to provide adequate power to all of the computer equipment.
5. Status indicator lights were added to provide a visual marker to dispatchers and officers when a dispatcher is talking on the phone or radio.
6. Several items identified as optional in the bid were added to the final project because they improved the functionality of the work station or the overall space. Those items include task lighting and small storage lockers.

The proposed change order, Change Order No. 1, would increase the cost by \$21,857.50 to \$62,150.75. The contract price includes delivery, installation and a service maintenance agreement. Xybix will manufacturer, deliver and install the furniture for the Emergency Communication Center after September 15, 2013.

The original bid process included three other bidders. After the changes proposed in this change order, the total cost to Xybix is still lower than the bids from all other bidders as bid. Similar changes to the other bidders' proposals would have similarly increased their costs. The cost for this furniture after the change order still represents the best value for the City, and will provide the most effective and efficient communications center design for the lowest price.

Funding for the purchase of the furniture is through the City Hall Renovation Project. The budget for the City Hall Renovation is as follows:

A. Funding Source:

City funds (CIP)	\$800,000	
EOC/FEMA Grant	<u>\$600,000</u>	
Total project funds		\$1,400,000

B. Project Expenses

Original construction contract with HPC	\$770,000.00
3 change orders have been processed	<u>\$ 21,471.00</u>

Sub-total construction	\$791,471.00
Shive-Hattery architectural fess	\$150,955.00
Construction advisory fee to ISU	\$ 30,000.00
Relocation expenses	\$ 55,000.00
EOC equipment and furnishings	\$ 49,000.00
Dispatch furniture	<u>\$ 62,150.75</u>
Sub-total other	\$347,105.75
 Total expenses	 \$1,138,576.75

The Shive-Hattery architectural fees include both the cost of the originally negotiated contract and the addition to finish phase 1. Relocation expenses include costs associated with relocating technology, wiring, power and other non-construction costs. All expenses except the relocation expenses and the dispatch furniture are subject to cost sharing under the EOC/FEMA grant. Relocation expenses and the dispatch furniture are funded with City funds.

**ALTERNATIVES:**

1. Approve contract Change Order No. 1 to Ergoflex System, Inc., dba Xybix Systems, Inc, in the amount of \$21,875.50. This will bring the total contract \$62,150.75.
2. Reject contract Change Order No. 1.

**MANAGER'S RECOMMENDED ACTION:**

These adaptations to the Emergency Communication Center furniture contract are needed to allow staff to function effectively on an around-the-clock basis, as well as to make the best use of the new dispatch space.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.