

COUNCIL ACTION FORM

SUBJECT: **AWARD OF PROFESSIONAL SERVICES CONTRACT FOR
SELECTION OF AN ACCESS MANAGEMENT SYSTEM**

BACKGROUND:

City staff is implementing an access management system for City Hall, the City's Power Plant and associated grounds, and the City's three fire stations. Access management is a combination of door hardware, software and typically proximity cards that control the locking and unlocking of doors at a facility. The intent of the access management system is to provide increased security, improve customer service, and keep public areas readily accessible to the public.

The Capital Improvements Plan includes funding for access management systems in the Power Plant (\$150,000 in the FY 2017/18 CIP) and at the City's three fire stations (\$39,000 in the FY 2019/20 CIP). Additionally, \$250,000 in one-time General Fund savings will be used to pay for consultant fees and installation for City Hall.

Staff issued a Request for Proposals (RFP) for Professional Services for the Selection of an Access Management System on June 15, 2018 with a due date of July 18, 2018. Requested services included evaluation of existing facilities, meeting with staff to discuss goals and objectives including design alternatives and options, and provision of a written report of findings and recommendations. The consultant will also provide the necessary plans and specifications for bidding the projects, services during the bidding phase, and construction phase services.

The RFP was issued to seven interested consultants and two bidding services with responses received from four firms. An evaluation committee comprised of representatives from Facilities, Police, Electric Production and Fire ranked the proposals based on the matrix provided in the RFP.

Each proposal was evaluated based on a combination of cost of services, the consulting team's understanding of the project, key personnel, previous experience with similar projects, technical support and training proposed, references, and proposed timeline and work plan. The maximum possible score was 2,000 points. The qualifications, experience, proposed completion date, similar projects, and project understanding related scores represented 80% of the RFP score, and proposed costs accounted for 20%.

The ranking and costs related to the RFP proposals are listed below:

Consulting Firm	Proposal Score	Rank	Fee Proposal
True North Consulting Group, Stillwater, MN	1,280	1	\$51,975
KCL Engineering, West Des Moines, IA	1,260	2	\$53,000
IP Design Group, Omaha, NE	1,185	3	\$51,975
IMEG Corporation, Urbandale, IA	1,170	4	\$59,428

The top two scoring firms were invited for interviews. Each firm provided a brief presentation introducing their team members and their roles and demonstrating their understanding of the scopes of services. Interviews were evaluated based on a clear understanding of the project and scope of services, their previous experience on previous projects, ability to complete the proposed scope of services by a date acceptable to the City, methods for achieving desired outcomes, and what sets them apart from the other firms. As with the proposal scoring, each criterion was weighted and given a score based on a scale of 1 to 5, with a maximum possible score of 2,000 points.

Based on the interviews, responses to follow up questions, and the determination of the best value to the City, the evaluation committee ranked the final two firms as follows:

Firm	Proposal Score	Interview Score	Total Score	Rank	Fee Proposal
True North Consulting Group, Stillwater, MN	1,280	1,710	2,990	1	\$51,975
KCL Engineering, West Des Moines, IA	1,260	1,425	2,685	2	\$53,000

Both True North Consulting Group and KCL Engineering presented an ability to provide the services requested by the City. However, True North Consulting Group was able to articulate a better understanding of the project goals, and also has team members with vast experience directly related to a variety of Access Management Systems.

ALTERNATIVES:

1. Award a contract to True North Consulting Group, Stillwater, MN, for Professional Services for the Selection of an Access Management System in an amount not to exceed \$51,975.
2. Direct staff to negotiate a contract for consulting services with one of the other firms that submitted a proposal to the City.

3. Do not award a contract for the Professional Services for the Selection of an Access Management System.

CITY MANAGER'S RECOMMENDED ACTION:

True North Consulting Group is well known regionally as a leader in Access Management and has assembled a capable team to provide the services requested by the City. Awarding this contract will provide the best value to the City.

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