

ITEM #: 12
DATE: 11-28-23
DEPT: Transit

COUNCIL ACTION FORM

SUBJECT: CYRIDE SECURITY SYSTEM UPGRADE PHASE II PLANS AND SPECIFICATIONS

BACKGROUND:

Safety is CyRide's highest priority, and part of this commitment includes securing physical assets and monitoring vehicles and the facility. In 2017, CyRide completed the first phase of a facility security and access control project. CyRide worked with the Transportation Security Administration (TSA) to identify areas for security improvement within the facility. The assessment identified the highest priorities as improving facility visibility, increasing intrusion detection, expanding electronic access controls, and improving data management. CyRide has \$200,000 programmed into the FY 2023/24 Capital Improvements Plan for this project.

To determine the most cost-effective solution to improve security coverage of CyRide's facility, staff worked with the on-call Architecture and Engineering (A&E) firm and the Information Technology (IT) division. Plans call for camera installations in the interior and exterior areas of the facility, monitoring all doors by installing door position switches, installing electronic access control on priority doors, and migrating to a new access control and monitoring software that will be integrated with the City Hall system and supported by the IT division.

The current cost estimate is \$225,280, which includes a 10% contingency fund. To ensure the project stays within the budgeted amount, the procurement has been structured as a base bid with four bid alternates.

- Base Bid
 - o Equip all facility doors (person and overhead) with position switches (open/closed status).
 - o Install 21 new surveillance cameras inside and outside the facility.
 - o Align the security system software and servers with the City Hall security system.
- Alternate #1
 - o Add five additional cameras in the administration building.
- Alternate #2
 - o Add five additional cameras throughout the maintenance shop and exterior of the building.
- Alternate #3
 - o Add four additional cameras in the northwest bus storage area of the garage.
- Alternate #4
 - o Equip five doors with electronic access control equipment.

CyRide staff has worked with the Purchasing Division to prepare the project for bid letting. Listed below is the proposed schedule for this project.

Date	Project Elements
November 28, 2023	City Council approval of plans and specifications
November 29, 2023	Project release of bids
January 10, 2024	Bids Due
January 18, 2024	Transit Board report of bid and award of contract
January 23, 2024	City Council report of bid and award of contract to City Council

At the November 16, 2023, meeting, the Transit Board approved project plans and specifications for the CyRide Security System Upgrade Phase II. Plans and specifications are now on file in the City Clerk's Office.

ALTERNATIVES:

1. Approve the release of plans and specifications for the CyRide Security System Upgrade Phase II project, set the bid due date as January 10, 2024, and establish January 23, 2024, as the date of report of bids to the City Council.

2. Do not approve the plans and specifications for this project.

CITY MANAGER'S RECOMMENDED ACTION:

Approval of the plans and specifications would allow CyRide to move forward with its goals of improved visual monitoring capabilities and expanded security hardware. Equipping the facility with cameras and door access controls will gain much needed security improvements. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.