



March 7, 2019

Owen Letcher
NCARB, LEED AP
Vice Chancellor, Facilities/Bonds Program & Operations
Chabot-Las Positas Community College District
7600 Dublin Blvd., 3rd Floor
Dublin, CA 94568

Re: CLPCCD - Security Master Plan Implementation

Subject: Security Management System Refresh Project

Dear Mr. Letcher:

CATALYST Consulting Group, Inc. is pleased to provide this proposal for Security Consulting and Design Services to support the Chabot – Las Positas Community College District (CLPCCD) Security Management System (SMS) Refresh Project. The project will be executed in three phases including the following:

- Design Development
 - Creation of drawings and specifications detailing the requirements to:
 - Provide new system software and associated computer (server/client/printer/applicable) hardware to support access control, video surveillance and emergency communication systems.
 - Convert approximately 410 existing electronic access control doors, 205 existing video surveillance system cameras, and 52 emergency communication system call stations located throughout the District onto the new CLPCCD SMS.
- Bid and Award
- Construction Administration

*NOTE – The project will encompass a complete refresh of system software, hardware and intelligent devices, including intelligent field panels, card readers, cameras, and call stations. Existing infrastructure, cabling, conduit, locking hardware and ancillary devices will be utilized. New system additions as well as any significant modification to existing systems and devices are not included.

Design Development

It is anticipated that a single Bid Package will be issued to qualified contractors for system software and hardware device conversion throughout the District and including Chabot College, Las Positas College, District Office and Tri-Valley One Stop.

Design Development will include three submittals, Design Development, 90% Construction Documents, and Bid Documents. The proposed tasks for each deliverable are listed below.

- Design Development
 - Development of preliminary SMS headend software and hardware specifications.
 - Detailed survey of each building to identify and document:
 - Location, type, manufacturer and model of each applicable existing security device.
 - Location and door hardware configuration of exterior door locations where access control will be added.
 - Location, type, manufacturer and model of each existing camera.
 - Preliminary hardware conversion requirements for each building.
 - Documentation of the existing card readers, cameras and associated devices in each building, to include:
 - Identification of devices on site and floor plan AutoCAD formatted drawings (based on District provided electronic backgrounds).
 - Preliminary development of system device conversion matrices.
 - Documentation and development of Security Control Room reconfigurations at the Chabot and Las Positas campuses.
 - Development of preliminary specifications that describe device conversion and addition requirements and standards.
 - Develop a cost estimate based on the DD submittal, to accompany the DD submittal.
 - Issuance of the Design Development package to the District for review and comment.

- 90% Construction Documents
 - Finalize SMS software and hardware requirements.
 - Follow up survey buildings as required to gather any required additional information on the existing systems, devices and infrastructure.
 - Finalize detailed hardware conversion requirements for each building.
 - Final coordination of network requirements with District IT and M&O representatives.

- Finalize drawing documentation of the existing card readers, cameras and associated devices in each building.
- Finalize documentation and development of Security Control Room reconfigurations at the Chabot and Las Positas campuses.
- Finalize specifications that detail system and device conversion requirements and standards.
- Finalize the cost estimate based on the 90% CD submittal, to accompany the submittal.
- Issuance of the 90% Construction Document package to the District for review and comment.

*NOTE: It is not anticipated that DSA or other agency review will be required, but if such review becomes a requirement, the District will engage A/E services from Licensed Professionals outside the agreement with Catalyst Consulting Group to provide required services.)

- Bid Documents
 - Incorporate final comments and coordination items into the Construction Documents.
 - Confirm final coordination of network with District IT and M&O representatives.
 - Provide final project cost estimate based on the Bid Document submittal.
 - Issuance of the Bid Document package to the District.

Bid and Award

CATALYST proposes to provide the following Bid Services to support the District in bidding the project.

- Coordinate bid requirements and bidders list.
- Participate in a pre-meeting and site walks with prospective bidders.
- Answer bidders' questions as needed during the bid period.
- Review bids for compliance and conformity to the Bid requirements and create Bid comparison form.
- Submit recommendation for award to the District.

Construction Administration

CATALYST proposes to provide the following Construction Administration Services to support this project.

- Participate in project kick-off meeting.
- Coordinate and lead bi-weekly construction meetings during the project (estimated 6-month duration).
- Review submittals and RFI's as needed during the project.
- Provide progressive inspection and commissioning on a per building basis.

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- Verify Contractor submitted red-line drawings during commissioning.
- Develop progressive Record Documents, incorporating Contractor submitted red-lines.
- Provide final system review and close-out at project completion.

Fee Proposal

CATALYST proposes to provide the services described above for one hundred eighty-two thousand eight hundred eighty dollars (\$182,800), broken down by phase as follows:

| | | |
|-----------------------------|--------------------|-------------------|
| Design – DD's: | 346 Hours | \$ 53,240 |
| Design – 90% CD | 294 Hours | \$ 45,140 |
| Design – Bid Documents | 124 Hours | \$ 18,540 |
| Bid and Award | 80 Hours | \$ 12,360 |
| Construction Administration | 360 Hours | \$ 53,520 |
| TOTALS | 1,204 Hours | \$ 182,800 |

Owen, I trust this proposal meets with your approval. If you have any questions, or require additional information, please do not hesitate to contact me. Thank you for your time and consideration.

Best Regards,
CATALYST Consulting Group, Inc.

Kevin M. Wood
Vice President - Operations