

CITY OF RICHFIELD, MINNESOTA

MONDAY, AUGUST 30, 2010

SPECIAL CITY COUNCIL MEETING

**CITY COUNCIL CHAMBERS
6700 PORTLAND AVENUE**

5:30 P.M.

AGENDA

Call to order

Roll call

1. Council approval of agenda
2. Consideration of award of contract to Castrejon, Inc. for construction of fiber optic network to connect three City recreation facilities to City's existing fiber network in amount of \$33,860

Staff Report No. 157

Notes: _____

3. Discussion of 2011 Proposed Budget and Tax Levy
4. Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.

City of Richfield Calendar

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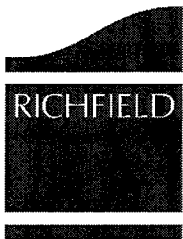
Monday		Tuesday	Wednesday		Thursday	Friday
30	Aug	31	1	Sep	2	3
5:30 PM Special City Council Meeting (budget)			7 PM Transportation Commission		7 PM Arts Commission @ Community Center	
6		7	8		9	10
		7 PM Human Rights Commission	7:00 PM Bike Task Force @ Maintenance Facility Lunchroom			
13		14	15		16	17
7 PM Planning Commission Study Session		7 PM Regular City Council Meeting			4:30 PM FOWL Board Meeting @ WLNC 7 PM Friendship City Commission	
20		21	22		23	24
7 PM HRA Meeting		5:30 PM Hearing Examiner in Heredia Room 7 PM Community Services Commission @ Community Center				SATURDAY, SEPT. 25 9:30-10:30 AM Mayor's Hour @ Farmers Market
27		28	29		30	1
7 PM Planning Commission		7 PM Regular City Council Meeting				Oct

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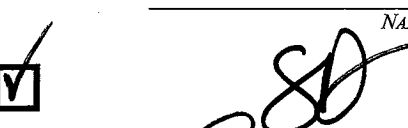
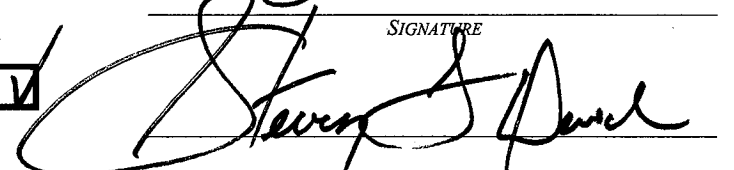
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STAFF REPORT
CITY COUNCIL MEETING
AUGUST 30, 2010

REPORT PREPARED BY:	SALLY MORTON, INFORMATION TECHNOLOGIES MANAGER
DEPARTMENT DIRECTOR REVIEW:	<input checked="" type="checkbox"/>  <small>NAME, TITLE</small>
REVIEWED BY CITY MANAGER:	<input checked="" type="checkbox"/>  <small>SIGNATURE</small>

ITEM FOR COUNCIL CONSIDERATION:
 Consideration of award of contract for the construction of a fiber optic network to connect three City recreation facilities to the City's existing fiber network.

I. RECOMMENDED ACTION:
By Motion: Award a contract for the construction of a fiber optic network to Castrejon, Inc. in the amount of \$33,860.00.

II. BACKGROUND

In 2008 the City began the first phase of the construction of a fiber optic network to interconnect City facilities. This network is part of a fiber network that is a joint effort of several metro area cities, school districts, the LOGIS consortium, and the State of Minnesota. This fiber network has provided the City with excellent high-speed, high-capacity, high-availability network service.

The City facilities currently on the fiber network are City Hall/Fire Station #1, Public Works, Water Treatment Facility, Community Center, Fire Station #2, and the Cedar Liquor Store. Earlier this year the Penn Liquor Store was also connected to the fiber network via a WiFi link to Fire Station #2.

The project before the Council is the next phase of the fiber network construction and includes the ice arena, pool, and mini-golf facilities. Future phases of the project will add the Lyndale Liquor store, Wine & Spirits Liquor store, and nature

center, which are currently linked to the City's network via DSL service obtained from Qwest.

The City's Voice over IP phone system (VoIP) has now been installed in all locations on the fiber network. Following the installation of fiber to these three recreation facilities, VoIP phones will be installed in those locations as well.

III. BASIS OF RECOMMENDATION

A. POLICY

- The estimate for this construction project fell well below the threshold requiring a formal bidding procedure, so staff prepared and distributed a request for written quotes for the project.
- Three vendors were invited to submit proposals and participated in a walk-through of the sites.
- Two project proposals were received. Two of the invited vendors submitted a joint proposal with one serving as the primary contractor. The third invited vendor also submitted a joint proposal with another company.
- Castrejon, Inc. of Blaine, Minnesota, submitted the lowest quote for the project. A review of the quote indicates that it is complete and responsive. This is the same company that was awarded the contract for the first phase of the City's fiber network and their work on that project met expectations.

B. CRITICAL TIMING ISSUES

- This fiber project needs to be coordinated with the parking lot project at the ice arena. The fiber connection to the ice arena will run under the new north parking lot and the quotes submitted assume that the fiber installers will have access to that area before it is paved. The paving contractor is expected to begin work after Labor Day.
- The park building that houses the mini-golf office is being considered as a temporary location beginning this winter for the City's Deputy Registrar operation. During the final stages of construction of the new Municipal Center and the demolition of the current City Hall there will be insufficient parking to operate the Deputy Registrar office at its current location. The current DSL network service at the park building would be inadequate to support this as an option. A fiber connection will easily support it.

C. FINANCIAL

- Upgrading the computer network for the arena, pool and mini-golf facilities is included in the adopted 2010 I.T. budget. It was hoped that the recreation facilities could be connected to the fiber network at the water plant via WiFi for \$20,000. Line-of-sight impediments and higher costs than estimated made this alternative less desirable than expected.

- The revised 2010 I.T. budget includes \$38,300 for upgrading the network for these facilities by installing fiber. This amount includes constructions costs, equipment purchases, and project assistance from LOGIS.
- The fiber project will cost \$33,860 for construction, \$2,880 for equipment, and an estimated \$3,840 for LOGIS services. This is \$2,280 over what is included in the revised 2010 budget. The shortfall will be made up by savings in other 2010 I.T. projects.
- Both the adopted and revised 2010 I.T. budgets include funds to purchase and install the VoIP phone system at the arena, pool, and mini-golf facilities. This is a separate project but is dependant on the installation of fiber.

D. LEGAL

- Council Resolution 10322 requires that the City Council approve contracts in excess of \$25,000. The proposed contract with Castrejon, Inc. for construction of the fiber network is \$33,860.

E. ENVIRONMENTAL CONSIDERATIONS

- All of the construction will take place in Veteran's Memorial Park. The fiber will run from each of the three buildings to a junction near the south end of the picnic shelter parking lot, where it will head west to a splice point with the existing fiber network next to the driveway entrance on Portland Ave.
- The fiber optic cable will be installed underground. The contractor will use boring rather than trenching to lay the conduit and cabling. This will minimize the amount of park property that will be disturbed. Hand holes will need to be installed next to each building and at the junction point near the parking lot. The hand hole covers are green in color and will be located so as to minimize their visual impact.
- The path of the boring will be located such that it does not disturb trees and other park amenities.

IV. ALTERNATIVE RECOMMENDATION(S)

- The Council can choose to delay this project until a future budget year.

V. ATTACHMENTS

- None.

VI. PRINCIPAL PARTIES EXPECTED AT MEETING

- None.