



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
www.Hayward-CA.gov

## Cover Memo

---

**File #:** CONS 16-410, **Version:** 1

---

**DATE:** July 19, 2016

**TO:** Mayor and City Council

**FROM:** Director of Information Technology/CIO

### **SUBJECT**

Resolution of the City Council of the City Of Hayward Authorizing the City Manager to Negotiate and Execute a Change Order for the Network Infrastructure Replacement Project With LookingPoint, Inc.

### **RECOMMENDATION**

That the Council adopts the attached resolution approving the change order to the Network Infrastructure Replacement Project.

### **BACKGROUND**

The City has an extensive and complex data/voice network that supports every department and provides computer and telephony systems functionality throughout the enterprise. The existing network infrastructure was last upgraded in 2007. The current system has had various segments and components updated over time but a total upgrade is now necessary. This “forklift” upgrade will position the City for the future and allow for a more stable and flexible system.

### **DISCUSSION**

The Information Technology (IT) team has nearly completed the upgrade of the data/voice network. The original plan for the Police Department (PD) cutover to new equipment was planned for one weekend with as much as 48 hours of downtime. After discussions with the leadership of the Police Department and IT, the plan was determined to be too much of a risk to public safety services. The IT team and the network refresh support vendor, LookingPoint, went back and designed an upgrade plan that would span across several days to minimize the impact duration at each step. There was considerable effort from LookingPoint engineers in scheduling each hour of the now shorter cutovers, so as to have a back-out plan in case there was a need to be up and running as soon as possible, if not immediately. The series of these multiple cutovers is complete, the underlying infrastructure at PD has been overhauled and the entire data center space is in far better condition. The results of these efforts were received favorably by the PD Command Staff.

## FISCAL IMPACT

The result of redesigning the work into shorter time frame and multiple cutovers with more intricate contingency planning resulted in a change order to the original project. The initial pricing of the change order was \$56,383.38. After a detailed review with the IT team, the LookingPoint team agreed upon a lower charge of \$47,637.50. Information Technology has moved CIP allocation from other infrastructure maintenance sources to sufficiently fund this change order.


## NEXT STEPS

Staff recommends that Council authorize the City Manager to execute an agreement with LookingPoint Inc. in accordance with the change order proposed.

*Prepared by:* Carolyn Saputo, IT Manager - Infrastructure

*Recommended by:* Adam Kostrzak, IT Director/CIO

Approved by:



Fran David, City Manager

Attachments:

Attachment I

Resolution