

City of Culver City, California  
**City Council Agenda Item Report**

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| Meeting Date: 10/13/08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | Item Number: <u>C-4</u>                                                           |                                                  |
| <b>AGENDA ITEM: Approval of a Professional Services Agreement with Epoch Universal (Irvine, CA) for Network Analysis and Documentation Services.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                   |                                                  |
| Contact Person/Dept.: David Leuck                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Phone Number: 310 253-5961                                                        |                                                  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |                                                  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | Action Item: <input type="checkbox"/>                                             | Attachments: <input checked="" type="checkbox"/> |
| Public Notification:<br>Master E-mail Notification List (10/08/08); Epoch Universal (Rick Bagby 10/01/08), Forsythe (Emily Svadjian 9/30/09), AT&T Consulting (Chris Mangiapone 9/30/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                   |                                                  |
| Department Approval:<br>John Richo (10/01/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (10/06/08)                  |                                                  |
| Chief Financial Officer Approval:<br>Jeff Muir (by M. Noller) (10/08/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | City Manager Approval:<br>Jerry B. Fulwood (10/08/08)                             |                                                  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council approval a professional services agreement with Epoch Universal (Irvine, CA) for network analysis and documentation of our existing data network in an amount not to exceed \$11,735.00.</p> <p><b><u>BACKGROUND:</u></b></p> <p>The City Council approved a Capital Improvement Project budget for Fiscal Year 2008-09 to replace the City's aging telephone system. IT department staff is currently engaged in tasks related to the release of an RFP for the new telephone system. In all probability the new telephone system will be a digital system deployed on our existing data network. It is therefore incumbent upon us, and a best practice, to have a complete and objective analysis/documentation of the layout and capabilities of our network.</p> <p><b><u>DISCUSSION:</u></b></p> <p>Our telephone system is arguably our most mission critical system. It provides communication between vendors, Culver City citizens, and other entities. It also provides internal communications between staff. Our current network configuration was designed for data communications. Currently there are 50 major networking components that facilitate data communications on our network between PC's, servers, printers, copiers, etc. The anticipated new telephone system will undoubtedly be digital in nature and will significantly add to both</p> |  |                                                                                   |                                                  |

**City of Culver City, California**  
**City Council Agenda Item Report**

network traffic and network complexity. In order to deploy an efficient and stable telephone system a snapshot of our network along with a topology of all network devices are critical elements to a successful deployment. We will also be providing this information to vendors as part of our RFP so that they can develop proposals for the new telephone system.

Staff contacted three vendors requesting proposals to provide a network analysis and documentation. We received the following bids:

|                 |             |                |
|-----------------|-------------|----------------|
| Forsythe        | \$24,500.00 | (Attachment 1) |
| AT&T Consulting | \$18,000.00 | (Attachment 2) |
| Epoch Universal | \$10,668.17 | (Attachment 3) |

In reviewing the proposals IT staff decided that the proposal from Epoch most closely fits the need that we have identified. They will be providing us with a network topology, documentation of devices including protocol routing, and a tool which will allow us on an ongoing basis to inventory our network components by product type, model, and device address.

**FISCAL ANALYSIS:**

The cost for this component is \$10,668.17. The Information Technology Director requests a 10 percent contingency for a total approval of \$11,735. During the 2008-09 budget process, funds were allocated for our new telephone system in Capital Improvement Project 42000907. Sufficient funds are available to cover this request.

**ATTACHMENTS:**

- 1) Forsythe Proposal
- 2) AT&T Consulting Proposal
- 3) Epoch Universal Proposal

**MOTION:**

That the City Council:

- 1) Approve a professional services agreement with Epoch Universal for an amount not to exceed \$10,668.17 from Capital Improvement Project fund 42000907;

City of Culver City, California  
**City Council Agenda Item Report**

- 2) Authorize the Information Technology Director to approve a 10% contingency amount of \$1,066.83;
- 3) Authorize the City Attorney to review/prepare any necessary documents; and
- 4) Authorize the City Manager to execute such documents on behalf of the City.