

**DRAFT****RESOLUTION 20xx-xxx**

**RESOLUTION AUTHORIZING AMENDMENT NO. 5 TO AGREEMENT WITH WINBOURNE CONSULTING LLC, TO PROVIDE PROJECT MANAGEMENT SERVICES FOR COMPUTER-AIDED DISPATCH SYSTEM REPLACEMENT, INCREASING THE AGREEMENT AMOUNT BY \$76,680 TO A NEW NOT-TO-EXCEED AMOUNT OF \$338,245. FUNDS FOR FY21 ARE BUDGETED IN THE TECHNOLOGY MANAGEMENT PROGRAM EXPENSE. FUNDS REQUIRED FOR FUTURE FISCAL YEARS WILL BE BUDGETED IN THE APPROPRIATE FISCAL YEAR, SUBJECT TO BOARD APPROVAL UPON THE ADOPTION OF EACH FISCAL YEAR'S BUDGET**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

**WHEREAS**, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials, and equipment, and grants; and

**WHEREAS**, on April 14, 2016, following a competitive bidding process, the BPC authorized an agreement between the District and Winbourne Consulting, LLC (Service Provider) to provide project management consulting services for the replacement project of the Harbor Police Department's Computer Aided Dispatch (CAD) system and the District selected this firm based upon interviews of responsive bidders to Request for Proposals number 15-52; and

**WHEREAS**, under the agreement, the firm provides a complete range of project management services to support the procurement, planning, and design of the new Harbor Police CAD system; and

**WHEREAS**, during the project, unforeseen circumstances caused delays in project implementation. Continued project management services are required to ensure the successful implementation of this critical public safety system; and

**WHEREAS**, District and Service Provider are parties to an Agreement for Project Management Services for Computer Aided Dispatch System Replacement, the Agreement is on file in the Office of the District Clerk as

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Document No. 64913 dated April 18, 2016, approved by the BPC on April 16, 2016; and

**WHEREAS**, Amendment No. 1, Document No. 68991 dated September 27, 2018, extended term to September 30, 2019 and increased the maximum amount not to exceed \$10,000 only upon the issuance of a Task Authorization, Exhibit A, making the new maximum expenditure under this Agreement shall not exceed \$261,565; and

**WHEREAS**, Amendment No. 2, Document No. 70334 dated September 3, 2019, extending term to January 30, 2020 and amending the Fee Schedule; and

**WHEREAS**, Amendment No. 3, Document No. 70876 dated February 3, 2020, extending the term to June 30, 2020 and amending the Fee Schedule; and

**WHEREAS**, Amendment No. 4, Document No. 71599 dated June 30, 2020, extended the term to April 30, 2021; and

**WHEREAS**, Amendment No. 5, is now proposed to increase the Agreement value and to modify the Fee Schedule; and

**WHEREAS**, under the agreement, the firm provides a complete range of project management services to support the procurement, planning, design, and implementation of the new Harbor Police CAD system to include testing, training, and go-live monitoring and transition; and

**WHEREAS**, the Service Provider was selected for the following reasons:

- Years of experience in law enforcement and implementing public safety systems
- Knowledge of the CAD system market
- Strong local and state contacts
- Focus on scenario-based testing
- Clear understanding of the importance of business processes to support the new system
- Acknowledging end user experiences as a driver of project success
- Superior grasp of change management concepts and the importance of risk mitigation; and

**WHEREAS**, the expertise of the project manager allowed progress to continue through unforeseen circumstances, most notably a Cyber Security incident in September 2018 and a CAD vendor change in December 2019 both of which extended the project timeline; and

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**WHEREAS**, due to the extended timeline, additional funds are required for the successful completion of the CAD replacement and the proposed amendment will retain the current project manager and utilize his experience, project knowledge, and expertise until the replacement project is complete; and

**WHEREAS**, staff recommends authorizing Amendment No. 5 to the agreement with Winbourne Consulting, LLC which will allow for successful completion of the CAD replacement project and increasing the amount by \$76,680.00 for a new not-to-exceed amount of \$338,245.00.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Port Commissioners of the San Diego Unified Port District, hereby authorizes the Executive Director to execute Amendment No. 5 to agreement with Winbourne Consulting, LLC, increasing the amount by \$76,680.00 for a new not-to-exceed amount of \$338,245.00 for successful completion of the CAD replacement project.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL

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By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 18<sup>th</sup> day of August 2020, by the following vote: