



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Cassey Ogden  
**DATE:** April 18, 2023

### **SUBJECT**

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the approval of a second amendment to a Professional Services Agreement between the City of Denton and Howell Design Group, LLC (HDG), amending the contract approved by Purchasing on May 28, 2021, in the not-to-exceed amount of \$45,000.00; amended by Amendment 1 approved by the City Council; said second amendment for additional security consulting and design services for the Facilities Management Department; providing for the expenditure of funds therefor; and providing an effective date (PSA 7723 – providing for an additional second amendment expenditure amount not-to-exceed \$527,300.00, with the total contract amount not-to-exceed \$647,300.00).

### **INFORMATION/BACKGROUND**

Howell Design Group, LLC (HDG) was engaged to conduct a security system assessment of currently installed access control technologies, including ID Card and frequency operated buttons (FOBs), door readers and their locations, as well as existing software. HDG has since provided a Security Access Control Centralization Plan to consolidate, streamline, and upgrade the City's access control systems to an enterprise-level solution to meet future needs.

Additionally, HDG was engaged to support the Public Safety Bond Projects including the Police Headquarters Renovation, Substation, and Firing Range to attend meetings, review security scope, and lead security system implementation and scheduling efforts.

Facilities staff coordinated with vertical construction project managers, our Technology Services staff, and HDG to outline current and future needs and develop a comprehensive implementation plan. We are currently utilizing WinPak software, and American Business Electronics, Inc (ABE Corp) for software support, and hardware installation and repairs. Unfortunately, WinPack and ABE Corp were unable to provide the enterprise-level solution we need.

A request for proposal (RFP) for an enterprise-level solution including software, hardware, and future maintenance considerations was solicited in October of 2021, resulting in the selection of Facilities Solutions Group (FSG) and Genetec software. Funding for the initial cost of software licenses, implementation, and hardware was provided in the FY 21-22 Facilities Capital Improvement budget.

This security assessment was not limited to electronic ID Card/FOB access but also included an assessment of our Key Plan. HDG has provided recommendations for key policies and procedures and has

begun coordinating key cutting charts and hierarchies. This will provide staff with a comprehensive plan to more effectively track and manage key holders and identify specific trigger points to re-key doors and buildings to ensure secure facilities.

HDG has assessed and designed security control plans, including video surveillance coverage, and managed the conversion of several City facilities to the new software. The second amendment to this agreement will allow HDG to continue access control and video surveillance design and conversion services for all City facilities, including both planned and future construction of new facilities, renovations of existing facilities, and providing software and training support for the next 5 years.

<b>Project Description</b>	<b>Estimated 5-Year Expenditure</b>
Security Access Controls & Video Surveillance Upgrade Year 1	\$311,300.00
Security Access Controls & Video Surveillance Upgrade Year 2	\$54,625.00
Security Maintenance & Future Construction Consulting Year 3	\$53,375.00
Security Maintenance & Future Construction Consulting Year 4	\$53,375.00
Security Maintenance & Future Construction Consulting Year 5	\$54,625.00
<b>Total:</b>	<b>\$527,300.00</b>

**PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

On November 2, 2021, City Council approved Amendment 1 with Howell Design Group, LLC (HDG), in the not-to-exceed amount of \$75,000, for a total not-to-exceed amount of \$120,000. (Ordinance 21-2321).

**RECOMMENDATION**

Award Amendment No. 2 with Howell Design Group, LLC (HDG), for additional security consulting and design services for the Facilities Management Department, in a not-to-exceed amount of \$527,300, for a total amended contract amount of \$647,300.

**PRINCIPAL PLACE OF BUSINESS**

Howell Design Group, LLC (HDG)  
Allen, TX

**ESTIMATED SCHEDULE OF PROJECT**

This conversion of the City’s access control and video surveillance systems is planned for completion by December 2024.

**FISCAL INFORMATION**

These services will be funded by capital and operating funds according to the location and type of service. Requisitions will be entered on an as-needed basis. The total amended amount of this contract is \$647,300.

**EXHIBITS**

- Exhibit 1: Agenda Information Sheet
- Exhibit 2: Original Contract, Ordinance, and Amendment 1
- Exhibit 3: LLC Members
- Exhibit 4: Ordinance and Amendment 2

Respectfully submitted:  
Lori Hewell, 940-349-7100  
Purchasing Manager

For information concerning this acquisition, contact: Trevor Crain, 940-349-7426.

Legal point of contact: Marcella Lunn at 940-349-8333.