



CONSENT CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: January 8, 2019

Subject: Professional Services Agreement: City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021

Prepared by: Jon Maginot, Deputy City Manager

Approved by: Chris Jordan, City Manager

Attachment(s):

None

Initiated by:

Capital Improvement Program Project CD-01021

Previous Council Consideration:

February 27, 2018

Fiscal Impact:

CIP Project CD-01021 is primarily funded through Public, Educational and Governmental (PEG) Funds. These funds can only be used for capital projects related to the broadcasting of public, educational and governmental programming such as Council and Planning Commission meetings.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to engage the services of Shalleck Collaborative Inc. to provide design and construction support services for the Council Chambers Upgrade project?

Summary:

- The City received four proposals from firms in response to the City's request for proposals
- The Council Chambers A/V Upgrade project will include complete replacement of all outdated technology in the Council Chambers
- The proposed professional services agreement will also include design of required ADA improvements to the Council Chambers, including entrances, restrooms and the dais which are triggered by the Council Chambers A/V Upgrade



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Staff Recommendation:

Authorize the City Manager to execute a professional services agreement between the City of Los Altos and the Shalleck Collaborative Inc. in an amount not to exceed \$92,450 for design and construction support services for City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021



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Purpose

To authorize the City Manager to execute an agreement for design and construction support services for the Council Chambers A/V Upgrade project.

Background

The City Council approved the creation of City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021 as part of the Fiscal Year 2017/18 Mid-year Budget Update. The project proposes to replace outdated and obsolete technology related to the recording and/or broadcasting of Council and Commission meetings held in the Council Chambers. The project triggers required ADA improvements to the Council Chambers.

Discussion/Analysis

The Council Chambers A/V system is a major component in the City's efforts to increase community participation and transparency. In a typical month, the City live streams two meetings each of the City Council and Planning Commission and hosts eight other Commission or Committee meetings (Complete Streets, Design Review, Environmental, Financial, Historical, Parks and Recreation, Public Arts, NCLA Library Redevelopment Task Force). In addition, other special Council, Commission, Committee and/or community meetings may be held. Each of these meetings is either recorded (video and/or audio) or makes use of microphones and projection equipment.

The current A/V system was installed in 2008. Most of the components of the system are beyond their useful life and are no longer supported by their respective manufacturers (as an example, the computers in the A/V system run on Windows XP). Most of the hardware is no longer available for purchase and pieces that fail must either be repaired or purchased used, both of which can be costly and carry no guarantee that the replacement equipment won't fail after a short period of time.

In recent years, much of the technology used to record, project and broadcast has begun to fail. These failures have caused both minor inconveniences (such as the projector no longer working) and major drawbacks (such as not being able to live-stream or audio record meetings).

In addition to outdated technology, the Council Chambers has several elements which were identified as needed in the City's ADA Self Evaluation and Transition Plan. Several ADA improvements are needed in the Council Chambers and the work necessitated by the Council Chambers A/V system project triggers those improvements.

Funding

The Council Chambers A/V Upgrade project is proposed to be funded using Public, Educational and Governmental (PEG) Funds. PEG Funds are collected from the City's Cable Franchisee and are to



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be used only for capital expenditures for equipment and facilities for public, educational and governmental programming.

In the past 10 years, the City has spent \$133,200 of PEG Funds. The City provided \$65,000 to KMVT in 2012 to purchase a Digital Switcher as part of that organization's upgrade to digital technology and another \$55,000 in 2015 for further upgrades. The City also provided \$13,200 in 2012 to the Los Altos School District for the installation of equipment to provide for webcasting of Board of Trustees meetings. As reported in the Fiscal Year 2017/18 Comprehensive Annual Financial Report (CAFR), the City has \$841,426 of PEG Funds.

The City released a request for proposals in October 2018 and received four proposals. The scope of work includes design and construction support services for the upgrade of A/V equipment and ADA improvements. Upon review and evaluation of the proposals, staff recommends contracting with The Shalleck Collaborative Inc. in an amount not to exceed \$92,450 based on the firm's project understanding, thoroughness of the proposal and experience with similar projects.

Options

- 1) Authorize the City Manager to execute a professional services agreement with The Shalleck Collaborative Inc.

Advantages: Allows the City to move forward with needed technological and associated ADA improvements to the Council Chambers; the project will be funded through restricted funds

Disadvantages: None identified

- 2) Direct staff to re-release a modified RFP

Advantages: None identified

Disadvantages: Delays the project and may not result in lower costs. May also cause loss of the City's ability to record and/or broadcast public meetings



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3) Do not authorize execution of the agreement

Advantages: None identified

Disadvantages: Needed technological and ADA improvements will not be completed. Additional equipment will fail, and the City may not be able to record and/or broadcast public meetings

Recommendation

The staff recommends Option 1.