



Administrative Report

H.5., File # 20-1092

Meeting Date: 10/6/2020

To: MAYOR AND CITY COUNCIL

From: CHRISTOPHER BENSON, INFORMATION TECH DIRECTOR

TITLE

APPROVE THE SECOND AMENDMENT TO THE AGREEMENT WITH CASHEL CORPORATION FOR CITY COUNCIL CHAMBERS AUDIOVISUAL, BROADCAST AND INFORMATION TECHNOLOGY MODIFICATIONS FOR AN ADDITIONAL AMOUNT OF \$83,987.95 FOR THE EXISTING TERM.

EXECUTIVE SUMMARY

The original agreement with Integrated Media Systems (IMS) for Council Chamber and Main Library audiovisual and broadcast upgrades encompassed the audio and broadcast equipment, equipment quality assurance, configuration and installation, project management, contractor coordination and the Granicus agenda management and broadcast system integration. The first amendment addressed the need for public participation at City Council meetings outside the physical City Council Chambers location and included integrating audio conferencing, videoconferencing and web streaming capabilities. This second amendment adds additional equipment and services required as a result of necessary ADA improvements in the City Council Chambers.

BACKGROUND

In February, 2019 City Council approved major audiovisual and broadcast upgrades to the City Council chambers and the Main Library. The Main Library upgrades are complete. The Council Chamber physical infrastructure upgrades are currently under way, with completion expected in late March, 2021. The audiovisual upgrades should be completed shortly thereafter.

This project was originally envisioned as an AV broadcast equipment, chair and carpet upgrade. However, those items triggered the need to make ADA related improvements to bring the facility in compliance with current federal ADA guidelines. This necessitated onboarding an architectural firm to design the interior improvements to the floor slope, the staff and dais areas, the lobby and restrooms and the entrances to the building. Adjustments to the staff and dais areas required subsequent coordination among four departments, City Manager's office, City Clerk's office, Public Works Department and IT Department.

The change in scope in turn required the redesign the dais technical infrastructure, focused around the relocation of the computers and other peripheral equipment physically out of the dais to other locations. IT staff, Engineering staff, IMS and the architectural firm worked closely together on the redesign. Other modifications include a network configuration change to accommodate the

equipment relocation, replacement of the original specified lectern with an ADA-compliant moveable lectern, replacement of the hear-loop assisted listing system with a WiFi hearing assistance system and the integration of the recently added videoconferencing and web streaming capabilities into the new Chamber audiovisual system. Details are provided in the attached second amendment to the original agreement.

COORDINATION

Information Technology staff worked directly with IMS and the Public Works Department to structure the Second Amendment. The City Attorney's office reviewed and approved the Second Amendment as to form.

FISCAL IMPACT

On February 5, 2019, City Council approved \$1,015,863.54 from PEG Fees allocated to the Capital Projects Fund in the FY17-18 adopted annual budget for the Main Library and Council Chamber broadcast equipment upgrades. The additional FY19-20 first amendment cost of \$38,483.43 for the audio conference, video conference and live stream upgrade services was included in the original agreement funding and was approved on March 31, 2020. The second amendment cost of \$83,987.95 will be paid from the FY20-21 Information Technology Replacement Fund as there are no additional PEG fees available.

Funding		Expenditures	
\$1,015,863.54	Capital Projects Fund	\$1,015,863.54	Original Equipment & Services
\$ 83,987.95	IT Replacement Fund	83,987.95	Additional Equipment & Services
\$1,099,851.49		\$1,099,851.49	New Total

APPROVED BY:

Joe Hoefgen, City Manager

ATTACHMENTS

Second Amendment - Cashel Corp dba Integrated Media Systems 100620
 First Amendment - Cashel Corp dba Integrated Media Systems 033120
 Agreement - Cashel Corp dba Integrated Media Systems 020519
 Cashel Corp Certificate of Insurance