

COUNCIL ACTION FORM

SUBJECT: AUDIO VISUAL EQUIPMENT FOR NEW WATER TREATMENT PLANT

BACKGROUND:

The new Water Treatment Plant project is budgeted to wrap up in the current fiscal year. The administrative office space includes a training room that was designed to be multi-functional, serving as two individual conference rooms or as a single large training room. The space is available for use by other City departments, who will be able to utilize the planned video conferencing system for things like project meetings, employment interviews and web-based training events.

The table below shows the entire project budget from 2008 through the final budget amendments approved by Council.

	Water Fund	SRF Loan
All Prior Years	\$ 813,792	\$ 39,728,135
Current Year	706,002	29,667,686
Subtotal	\$ 1,519,794	\$ 69,395,821
TOTAL		\$ 70,915,615

The construction package for the new facility intentionally excluded the training room technology equipment, out of concern that anything that was specified would have been out-of-date by the time it was installed three years after the bid opening. In May 2017, staff released a Request for Proposals, seeking qualified companies to provide and install a fully functional audio/visual system in the training room. Three proposals were received, with a price for the base equipment package as shown below.

Proposing Firm	Price for Base Equipment Package
Innovative Collaboration	\$ 61,482.00
Communications Engineering Company	\$ 71,441.00
Communication Innovators	\$ 95,635.00
<i>Project allowance for AV system</i>	<i>\$ 77,400.00</i>

Staff reviewed each proposal, scoring it on ten different factors that assessed the functionality of the equipment, the usability and “operator-friendliness” of the system, the experience of the proposing firm, and a qualitative estimation of cost versus functionality.

The lowest cost proposal was submitted by an out-of-state firm that provided minimal information about the equipment they would provide, and no information at all about

who would install and service the system. The highest cost proposal was determined by staff to be more extensive than needed and more complicated to operate than was desired.

The middle proposal from Communications Engineering Company (CEC) was scored the highest by staff. The system provided all of the functionality that was requested, and appears to be simple and straight-forward to operate. City staff have some familiarity with CEC, as they are the firm that provided the AV system used in the City Council Chambers.

Based on the staff evaluation, Communications Engineering Company was invited to meet with staff to review the equipment and confirm the final scope of work. Through that discussion, it was determined that some equipment that was included in their proposal was not needed. (The wireless networking proposed by CEC can be accommodated by the network already being installed by the City's Information Technology Division. Staff also asked that one of two proposed video conferencing cameras be omitted.)

Additional elements were added to the final scope of work. CEC has now included pricing to install higher quality microphones for the video conferencing system; wireless touch control panels to operate the room lights, sound, video, and projection screens; CATV tuner integration; the addition of a small PA speaker system to be used during public tours; and coaxial cable wiring for the training room and for select locations in the facility. **With the above described modifications to the scope of work, the final cost proposal from CEC is \$84,997.00.**

This work was anticipated as a part of the project and an allowance of \$77,400 was included in the project budget for this very purpose. It was part of the funds budgeted for things such as laboratory and maintenance equipment; telephone and network installation; furniture and appliances; and the water feature. There is also a contingency amount of \$35,000 remaining in this portion of the project budget, from which the \$7,597 shortfall can be covered.

ALTERNATIVES:

1. Accept the proposal from Communications Engineering Company of Ankeny, Iowa to provide and install an audio/visual system for the new water treatment plant in the amount of \$84,997.00.
2. Accept the proposal from one of the other two responding firms.
3. Do not proceed with the procurement of an audio/visual system at this time.

CITY MANAGER'S RECOMMENDED ACTION:

The budget for the new Water Treatment Plant includes an allowance for an audio/visual system to be installed in the training room. Communications Engineering Company submitted the highest scored proposal, and their adjusted proposal reflects several small adjustments to the scope of work. This will provide the new plant with an up-to-date audio/visual system for use by all City departments.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.