



## Agenda Report

18-764

Agenda Date: 6/26/2018

### REPORT TO COUNCIL

#### **SUBJECT**

Consideration of Agreement with ELB US Inc. for Upgrades of the Audio-Visual Systems in the Library and City Hall

#### **BACKGROUND**

In March 2017, the City issued a Request for Proposals (RFP) for Enterprise Audio-Visual Professional Service Solutions. ELB US Inc. was determined to have submitted the best value proposal based on the City's requirements as outlined in the RFP.

On June 13, 2017, City Council approved a master call agreement with ELB US Inc. to address the audio-visual and broadcast infrastructure needs in City facilities. Call No. 17.1 was for the initial broadcast system equipment upgrade in the Council Chambers to improve quality, reliability and functionality. This work provided necessary improvements in preparation for the agenda management and video streaming implementation.

The Council Chambers broadcast equipment was outdated, unreliable and had failed during meetings. Upgrading the Council Chamber's audio-visual (AV) system and broadcast equipment has improved system functionality and dependability and allowed for a high definition feed to stream online as part of the City's recently implemented agenda management and video streaming application. The project phases include the planning, purchasing, installation, and support of equipment including cameras, projectors, microphones, screens, as well as capture and control equipment at various City facilities.

A majority of the project work is budgeted under the Institutional Telecommunication Networks and Broadcast Infrastructure project (CIP 539-6072) that is funded by Public, Educational, and Governmental Access (PEG) cable fees collected from Comcast and AT&T to provide public broadcast services and information which can be used for capital projects to improve the audio video broadcast quality.

#### **DISCUSSION**

The recommended agreement (Call No. 18.1) is the next phase of continued equipment improvements for public broadcast services. The Central Library's large public meeting rooms; Redwood & Margie Edinger ("Library Rooms"), have been identified as alternative locations for Council and Commission meetings. To tie into the upgrades and improvements noted above for the City's audio-visual systems and broadcast equipment, ELB has done an assessment of the Library Rooms to align them to the same City AV standards, and will also allow for Library programs to be recorded and broadcast as part of the Library's service offerings. In addition, the proposed agreement includes conferencing and AV upgrades to the Library staff board room, which would be paid from the Library Technology operating budget (Program 1272).

The recommended agreement includes additional changes in the Council Chambers. During the last year, City staff and ELB have continued to fine tune the original AV system in the Chambers including replacing the cameras and making additional modifications to the audio system. These changes have resulted in improved services and broadcast quality. However, continued intermittent sound quality issues have been identified and are being addressed, and video improvements to replace the video projectors with flat screen TV monitors has been proposed. The vendor is also recommending network upgrades to improve the audio-visual system and modifying loud speaker placement for better sound quality.

Finally, the City Cafeteria in the City Hall East Wing serves as the public meeting space for the Parks & Recreation commission meetings and as the designated overflow area for large Council meetings. This agreement includes the installation of new ceiling speakers and amplification in the cafeteria for improved sound quality.

### **ENVIRONMENTAL REVIEW**

The action being considered is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15301 "Existing Facilities" as the activity consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities mechanical equipment or topographical features involving negligible or no expansion of use beyond that existing at the time of the lead agencies determination.

### **FISCAL IMPACT**

The agreement (Call No. 18.1) has a not-to-exceed amount of \$442,311, which includes a contingency of approximately 15 percent. Sufficient funds are available in the Institutional Telecommunications Networks and Broadcast Infrastructure project (CIP 539-6072) that is funded by Public, Educational, and Governmental Access (PEG) cable fees collected from Comcast and AT&T to provide public broadcast services and information in the amount of \$426,211 (\$282,753 for Library Public Conference rooms; \$74,884 for Council Chambers upgrades; \$12,983 for Cafeteria audio system; plus \$55,591 project contingency). Conferencing and AV upgrades for the Library staff conference room, which will not be used for public broadcast services and information, are available in the Library Technology operating budget (Program 1272) (\$16,100 - Library staff conference room including \$2,100 contingency).

### **COORDINATION**

This report has been coordinated with the Library Department, the Finance Department and City Attorney's Office.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Approve Call No. 18.1 with ELB US Inc. for Professional Services for Upgrades of the Audio-Visual Systems in the Library and City Hall in an amount not-to-exceed \$442,311.

Reviewed by: Gaurav Garg, Director of Information Technology/CIO

Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Agreement (Call No. 18.1) with ELB US INC