



City of Palo Alto

Finance Committee Staff Report

(ID # 9849)

Report Type: Action Items

Meeting Date: 12/4/2018

Summary Title: Council Chambers A/V Phased Design Option

Title: Discussion and Recommendation to the City Council to Approve the Chambers Audio Visual Phased Design Upgrade Approach

From: City Manager

Lead Department: IT Department

Recommended Motion

Staff recommends that Finance Committee:

1. Recommend to Council that the Council Chambers Audio Visual project be approved to proceed using a multi-year phased approach, with anticipated funding needs as follows:
 - a. Funding for Phase 1 and 2 in FY2020 of \$1,000,000
 - b. Funding for Phase 3 in FY2021 of \$750,000
2. Recommend to Council that the Council direct staff to proceed with the development of the bridging documents with consultant The Shalleck Collaborative, Inc. (Shalleck) for the Phase 1 and 2 design/build solicitation.

Executive Summary

On March 26, 2018, staff recommended to Council the Shalleck Design Option 2 with an estimated cost of \$2,040,000 (CMR 8997).

Council approved a motion to:

1. Refer this item to the Finance Committee with direction to evaluate options between Design Option 1 and Design Option 2; and
2. Direct Staff to continue to value engineer the Project, continue to identify options to reduce the overall cost, and identify items that can be completed incrementally.

In response to this direction, staff reevaluated the scope of the project and removed \$290,000 of elements that were determined to be non-essential. Staff prioritized the remaining features from the original Design Option 2, then separated them into three potential phases considering priority and the efficiency of completing related scope components together.

Shalleck produced a cost estimation report and executive summary for a phased project approach. Staff's recommendation is to combine Phases 1 and 2 for Year One, to be followed by Phase 3 in the following year. This recommendation is consistent with Council's motion.

If Finance Committee and Council approve staff's recommendations, Shalleck will develop bridging documents that will further define the scope and additional information necessary to complete the design for the project and a design/build Request for Proposal (RFP) for Phases 1 and 2 of the Council Chambers upgrade will be issued.

Background

Consultant

Shalleck was hired to assist the City to design and implement upgrades to the Council Chambers' audio visual, broadcasting, and voting systems as well as integrate peripheral sites that also have broadcast capability (e.g. Rinconada Library). After receiving three responses to the Request for Proposals, staff determined Shalleck was the most qualified firm, and the city entered into a professional services agreement with them. Council approved staff's recommendation to do so on 8/21/2017 – [CMR ID #8254](#).

Design

Shalleck produced three preliminary design options which staff reviewed to determine the best fit for the City's needs and costs - [CMR ID #8997](#). Staff recommended Design Option 2.

Council directed staff to reduce the project's cost and to explore an incremental (phased) approach.

Phased Design Approach

Shalleck produced a prioritized 4-phase project approach to include the most essential design items in Phase 1, then Phases 2 and 3 respectively. Items included in Phase 4 were determined to be optional and non-essential items.

Staff recommends combining Phases 1 and 2 the first year, followed by Phase 3 in the second year.

Phase 1: \$250,000

- Replace dais (Councilmember) screens/monitors, request to speak, and voting system for functionality and reliability, as the system is no longer repairable
- Enable audience use of wireless assistive listening devices
- Install a height-adjustable lectern (public speaker) replacement for ADA compliance and with speaker timer display

Phase 2: \$750,000

- Upgrade the broadcast system, with modern digital cameras, switcher, captioning and supporting infrastructure
- Enable closed captioning capabilities
- Install new electrical system to accommodate upgraded audio visual (AV) devices
- Rebuild new control booth with HVAC

Phase 3: \$750,000

- Upgrade the base audio system with speakers, wireless microphones, and supporting infrastructure
- Install a dual screen & projector system, to display required 3 simultaneous sources
- Install broadcast lighting system to optimize viewing and recording environment
- Install AV Control System for upgraded equipment
- Install skylight glare reduction film and motorized shades
- Demolition and infill of existing rear projection glass wall

Phase 4: \$350,000 (Not recommended at this time).

- KZSU Radio desk system
- Audio Video links via network to (3) libraries & Media Center
- Glare reduction film at windows
- Motorized blackout shades

Discussion

Current Condition of Council Chambers Equipment and Facility

The current audio/visual (AV) and broadcast equipment in the Council Chambers have exceeded their serviceable life and have been out of warranty since 2013. The outdated analog hardware has no backup or redundant capabilities, and could lead to electrical outages. A system failure would cease video streaming to the public, halt recording of meeting content, and disrupt the general function of the Council meetings, Council Standing Committee meetings, board and commission meetings, and meetings held by outside agencies that use the equipment to record their meetings.

Outside agencies that routinely use the chambers and the audio/video equipment for their meetings include; Congresswoman Eshoo (several times per year), SC County Supervisor Simitian, Santa Clara County Planning Department, San Francisquito Creek Joint Powers Board, North County Joint Recycled Water Board, Canopy, Palo Alto Neighborhoods (PAN), Rotary Regional Speech Contest, administrative hearings such as Edgewood Plaza citation hearings.



Figure 1 – The existing equipment’s cables and wiring are cumbersome and difficult to work with.

City Clerk staff reported to IT Service Desk on 11/14/18 that one of the projectors is unable to maintain its resolution and display size. This remains an open request due to the outdated nature of the equipment.

Council meeting recordings made in Council Chambers are low-quality, standard-definition media that provide poor viewing quality for the public audience. In contrast, HD recordings of meetings held at remote sites, using modern equipment, are far superior in quality.



Figure 2 – Example of current recording capability of existing Council Chambers system, resulting in low-quality standard-definition recordings with poor viewing quality.

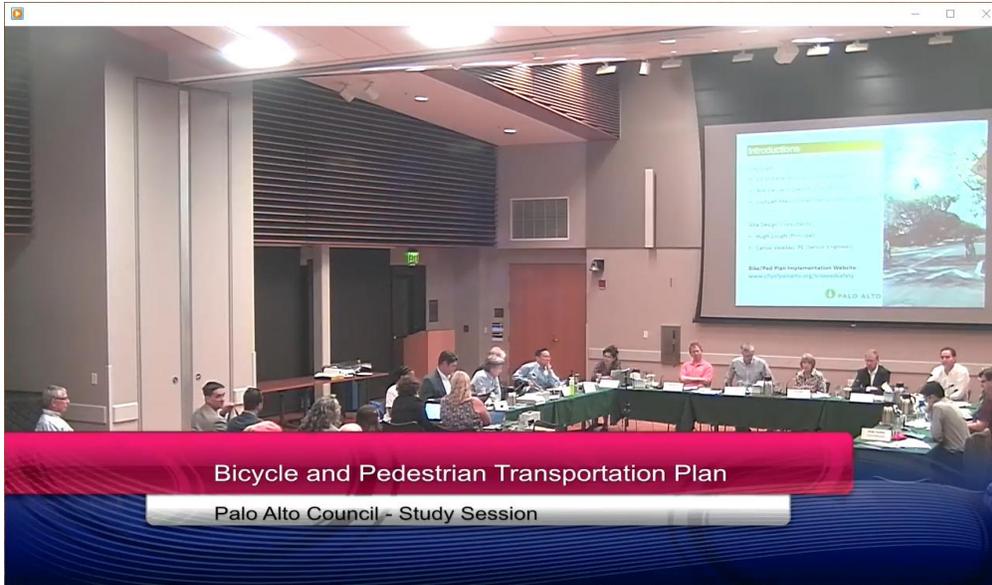


Figure 3 – Example of HD-quality recording of a meeting held at City’s Mitchell Park venue, recorded using modern equipment.

On several occasions, City Clerk, IT staff, and/or contract support staff have had to troubleshoot faulty audio/video equipment during Council meetings.



Figure 4 – Legacy wiring underneath the dais is a fire hazard to meeting members.

The large overhead Council Chambers display is low-quality standard definition, limited to two simultaneous sources, mismatched in size, and the overall display quality is greatly affected by variable lighting conditions due to time of day and season. Information on the screens can be difficult to read unless a large font is used, which limits how much information can be displayed at one time. Additionally, due to the

current screen's position and seating arrangement, audience seated to the right facing towards the dais have a father viewing distance.



Figure 5 – Example no.1 of display with overhead glare from daylight.



Figure 6 – Example no. 2 of display with overhead glare due to daylight.

The room where the projector equipment is located poses operational challenges due to the slope of the floor.



Figure 7 – Rear-Projector Room



Figure 8 – Example of mismatched size displays, and the limitation to only two sources.

At the dais, the voting system is obsolete. There are no replacement parts for the electrical components and electrical service providers are unable to service the system. Similarly, the public speaking timer is outdated and in need of modernization.

ADA Compliance

Technology and facilities Americans with Disabilities Act (ADA) compliance were considered in the planning for this project. Based on Shalleck's report and recommendation, the Building Official and Public Works Engineering determined a number of accessibility improvements will be included in the project, while additional improvements will be included in a planned future project coinciding with the Police Department's move to the planned Public Safety Building. These ADA implementation items are included as essential items across all three design options.

Timeline

Milestones Completed

| Date | Description | Notes |
|-------------|---|--------------|
| 8/23/17 | Project Kickoff | |
| 10/11/17 | Completed all site visits including Mid-Peninsula Media Center | |
| 11/1/17 | Three Design Options Delivered to Staff | |
| 2/21/18 | Staff selection of Design Option 2 as recommendation to Council | |
| 3/26/18 | City Council Action - Resolution | |

Tentative Milestones

| Date | Description | Notes |
|--------------------|---|---------------|
| December 4, 2018 | Recommendation to Finance Committee | |
| February 2019 | Council Consideration of Finance Committee Recommendation | |
| March - April 2019 | Shalleck Design Process | Phase 1 and 2 |
| May - June 2019 | RFP Procurement Process | |
| August 2019 | Council Approval of Design/Build Contract | |

| | | |
|---------------------------|------------------------------------|--|
| September - December 2019 | Contractor Design Process | |
| February - July 2020 | Phases 1 and 2 Construction Period | |
| TBD | Phase 3 | |

Resource Impact

Funding for the Council Chambers project is available in the Technology Fund and in the Americans With Disabilities Act (ADA) Compliance capital project (PF-93003). The FY 2019-2023 Five Year Capital Improvement Plan has on average \$147,000 allocated annually to this project except for FY 2019 which has \$608,000 appropriated. Finance Committee and Council's direction would be incorporated in the development of the FY2020 Capital Budget and 5-year Plan. Preliminary project estimates are below; staff recommends Phase 1 and 2 be completed in FY 2020.

| Funding Source | Phase 1 | Phase 2 | Phase 3 | Est. Project Total* |
|--------------------------|-----------|-----------|-----------|---------------------|
| Technology Fund | \$200,000 | \$700,000 | \$650,000 | \$1,550,000 |
| ADA Compliance Project** | \$50,000 | \$50,000 | \$100,000 | \$200,000 |
| | \$250,000 | \$750,000 | \$750,000 | \$1,750,000 |

* Includes an assumption of 5% soft costs for items such as permit and inspection fees.

** Timing between Phases 1 & 2 contributions are estimates; in total Phases 1 and 2 are anticipated to reach \$100,000.

Policy Implications

This recommendation does not represent any change to existing City policies.

Environmental Review

This project is categorically exempt from California Environmental Quality Act (CEQA) under Sections 15301 and 15302 of the CEQA guidelines as an alteration to an existing facility and no further environmental review is necessary.