



City of Palo Alto

City Council Staff Report

(ID # 9934)

Report Type: Consent Calendar

Meeting Date: 12/17/2018

Summary Title: Finance Committee Recommendation to Approve Audio Visual Project

Title: Finance Committee Recommends Council Approve an Audio Visual Project for Legislative Meeting Management and Improved Community Engagement

From: City Manager

Lead Department: City Manager

Recommended Motion

Staff and Finance Committee recommends that the City Council direct staff to:

1. Proceed with Phases 1 through 4 of the Audio Visual project, with the exception of the Audio Video links to remote City sites via our network.
2. Pursue Phases 1 through 4 of the project to be completed together, rather than using a multi-year approach.

Staff also recommends to the City Council:

1. To direct staff to proceed with the development of the bridging documents with our consultant, The Shalleck Collaborative, Inc. (Shalleck) for design/build solicitation.

Executive Summary

At the Finance Committee meeting on December 4, 2019, the Finance Committee voted 3-0 to include all the elements in Phases 1 through 4 with the exception of the Audio Video links to remotes sites. Finance Committee voted 2-1 to have all the upgrade elements completed together, rather than using a multi-year phased approach.

Finance Committee motion:

MOTION: Chair Scharff moved, seconded by Vice Mayor Filseth to recommend to the City Council to proceed with Phases 1 through 4 of the Audio Visual project, with the exception of the Audio Video links via the network.

INCORPORATED INTO THE MOTION BY THE MAKER AND SECONDER to include moving Phase 4 elements (with the exception of the Audio Video links) into Phase 3.

MOTION AS AMENDED PASSED: 3-0 Tanaka absent

MOTION: Chair Scharff moved, seconded by Council Member Kou to recommend to the City Council to have all Phases be completed together, rather than using a multi-year phased approach.

MOTION PASSED: 2-1 Filseth no, Tanaka absent

Discussion

As presented to the Finance Committee on December 4, 2018, Shalleck produced a budget estimate report for a 4-phase capital project to update the audio visual equipment in the City Council chambers in response to the Council Motion on March 26, 2018 ([CMR 8997](#)). In this report, staff recommended to the Finance Committee that Phases 1 through 3 be completed, with Phases 1 and 2 completed in the first year followed by the elements in Phase 3 in a second year. Elements in Phase 4 were optional and not recommended at the time.

The Finance Committee discussed the four project phases and the project elements contained within each. Ultimately, the Committee unanimously agreed (3-0, one member absent) that the City pursue an audio visual capital project that includes project elements outlined in Phases 1 through 3 as well as Phase 4, with the exception of the audio video links to remote sites. However, the Finance Committee voted 2-1 to execute this audio visual capital project with a one year or “all inclusive” project timeline as opposed to a multi-year timeline. Ultimately, staff will craft an RFP in accordance with the action taken by the City Council as part of this report.

Based on the change in project scope and the recommended all inclusive approach, the total project cost is estimated to be \$1.9 million. This very preliminary estimate reflects the additional cost of project elements from Phase 4 as recommended by the Committee. Details on the project cost estimates are outlined further in the Resource Impact section. The list below outlines the Finance Committee recommended project elements, it is inclusive of Phases 1 through 3 and the portion of Phase 4:

- 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
- 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
- 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
- KZSU Radio desk system
- Glare reduction film at windows
- Motorized blackout shades

Alternatively, the Finance Committee did discuss a multi-year timeline approach to these upgrades. Current cost estimates do not account for this multi-year timeline. Based on Shalleck’s notes, it is anticipated that a multi-year timeline typically adds 15-20% per phased scope package, depending on extent of scope and amount of work necessary to re-activate a job site. General City administrative overhead should also be considered such as the potential for different contractors for each year, risk of complications with equipment warranties, and multiple separate RFP processes.

Timeline

Status	Date	Description
<i>Milestones Completed</i>	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
	12/4/18	Recommendation to Finance Committee
<i>Tentative Milestones</i>	December 2018	Council Consideration of Finance Committee Recommendation
	Mar - April 2019	Shalleck Design Process
	May - Aug 2019	RFP Procurement Process
	September 2019	Council Approval of Design/Build Contract
	Sept - Dec 2019	Contractor Design Process
	Feb - July 2020	Construction Period

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 5-year Capital Improvement Plan has on average \$147,000 allocated annually to this project except for FY 2019 which has \$608,000 appropriated. It is anticipated that between \$100,000 and \$200,000 of the project costs would be funded by the ADA compliance Capital Project and the remaining funded by the Technology Fund. 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.

The additional project elements in Phase 4 that the Finance Committee recommends are anticipated to cost \$150,000 bringing the total project estimate to \$1.9 million (excludes City administrative costs such as staff costs). As developed by Shalleck and presented to the Finance Committee, below is a table of estimated project cost by phase

	Phase1	Phase 2	Phase 3	Phase 4	Total
December 4 th Finance Committee	\$250,000	\$750,000	\$750,000	\$350,000*	\$2.1 M
RECOMMENED	\$250,000	\$750,000	\$750,000	\$150,000	\$1.9 M

* In the Finance Committee report, staff did not recommend completion of Phase 4.

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.

Attachments:

- Attachment A: AV Finance Report



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.

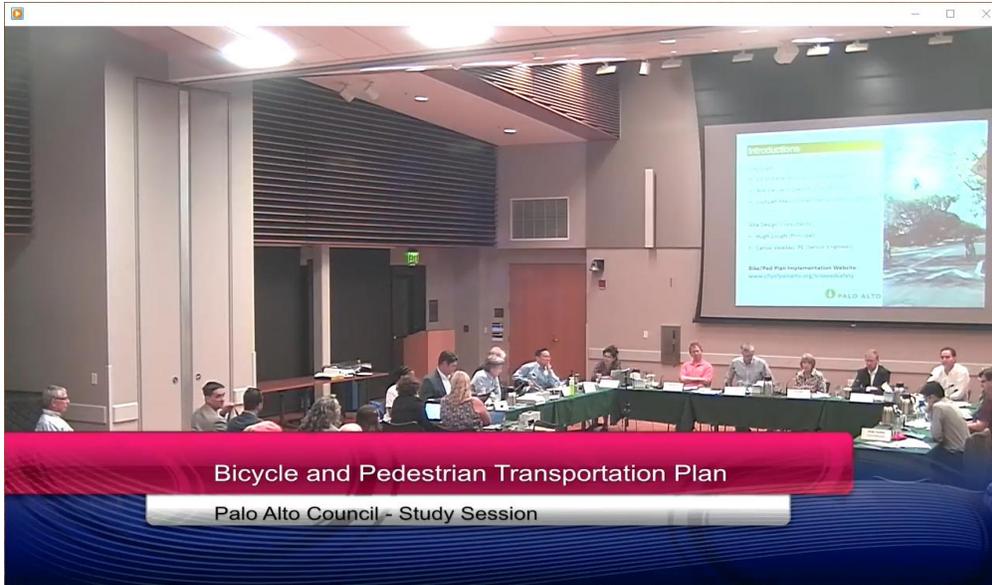


Figure 3 – Example of HD-quality recording of a meeting held at City’s Mitchell Park venue, recorded using modern equipment.

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.

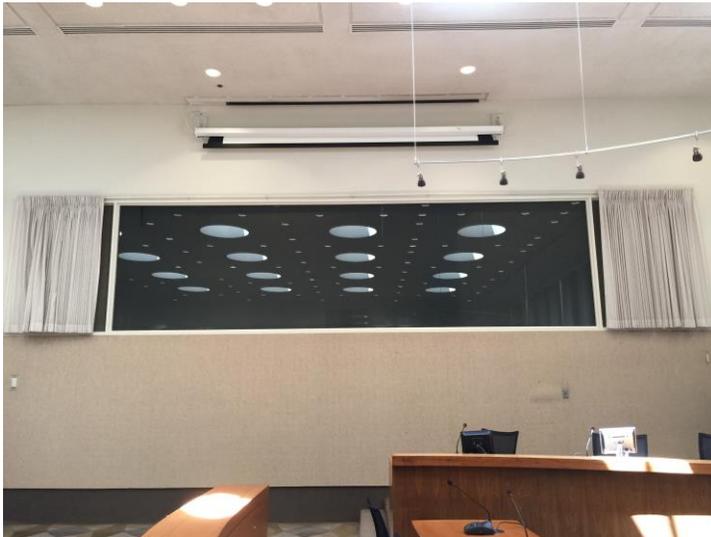


Figure 6 – Example no. 2 of display with overhead glare due to daylight.

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

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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.