

Agenda Report

November 2, 2015

TO: Honorable Mayor and City Council
FROM: Department of Information Technology
SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH PINNACLE, INC. FOR REPLACING AUDIOVISUAL TECHNOLOGY IN CITY COUNCIL CHAMBER

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b) (3); and
2. Authorize the City Manager to enter into a purchase order contract with Pinnacle, Inc. to furnish and deliver software, hardware, and services for an audiovisual (AV) system for an amount not to exceed \$290,462, which includes the base contract amount and ten percent for contingencies. Competitive bidding is not required pursuant to City Charter Article X Section 1002(F), Contracts for professional or unique services.

BACKGROUND:

During the 2007 seismic retrofit and rehabilitation of Pasadena City Hall, extensive work was done to modernize all mechanical, electrical and plumbing systems. Historic exterior and interior components (including the Council Chamber) were also renovated. The building's entire technology infrastructure was replaced and the Council Chamber received a new audiovisual (AV) system with associated computer components. As the home to the Mayor and City Council, this room also hosts numerous public meetings for City commissions and committees and a variety of other community organizations. These meetings are often carried on the City's Government Access Channel (KPAS) utilizing the presentation and computer technology in the room. After nearly eight years of heavy use the AV and computer technologies installed in the Council Chamber are now out of date and core components are scheduled for lifecycle replacement to ensure the ongoing viability of the system.

The City Council Chamber Technology Refresh Project (CCTECH) will enhance existing technology to accommodate current protocols including high definition (HD) transmissions. This will allow full compatibility with recently installed HD cameras and greatly improve the quality and clarity of images displayed on monitors throughout the Council Chamber and in adjoining areas. The upgrade will also replace existing microphones, monitors, and touch panel displays used around the dais which have been the source of numerous service calls in recent months. The new system will incorporate simple, easy-to-use, icon-driven features that anyone can operate with basic instruction. The Council Chamber "area" relevant to the scope of this project is comprised of Council Chamber itself (S249), the Media Control Room (S247), Reception (S245), Council Conference Room (S246), Kitchen (S240) and Restrooms (S238 and S239).

The CCTECH project consists of two primary phases:

- ▼ **Design Phase** – This addresses the planning and design for the technology replacement. Design-build criteria were developed during this phase for incorporation into a Request for Proposals (RFP). PlanNet Consulting LLC was engaged to provide design services and this phase was completed in August.
- ▼ **Implementation Phase** – This addresses all other aspects of the technology replacement (procurement, installation and testing of all components) by virtue of the aforementioned RFP.

The Department of Information Technology (DoIT) prepared and posted the RFP through Planet Bids on August 28, 2015. On September 30, 2015, the City received a total of four responsive proposals in response to the RFP. A panel of reviewers from the City Clerk, Pasadena Media (KPAS), PlanNet Consulting and DoIT scored each proposal based on the evaluation criteria stated in the RFP, which includes: 1) functional and technical merit; 2) completeness of the proposed solution (vendor services and viability); 3) recent experience with projects of this size and scope; 4) total cost; 5) Pasadena local business; and 6) small/micro-business preference. Services provided by the Finance Department's Pasadena First Buy Local initiative were utilized to communicate this bidding opportunity locally.

Based on the evaluation procedures and criteria in the RFP, the vendors were scored and ranked as follows:

Rank	Company Name	Location	Total Score (100 max)
1	Pinnacle, Inc.	Glendale, CA	75
2	Digital Networks Group, Inc.	Aliso Viejo, CA	69
2	Integrated Media Systems	Costa Mesa, CA	69
4	Spinitar	La Mirada, CA	67

Based on the scoring above, staff is recommending authorization for the City Manager to enter into a contract with Pinnacle, Inc. for an amount not to exceed \$290,462. The cost

includes all software, hardware, licensing, professional services including installation, testing and training, as well as a ten percent contingency allowance. Annual warranty and support for the first year is also included at no cost to the City.

The proposed contract will be set up as follows:

Base Contract Amount	\$264,056
First-year Warranty & Software Support	\$ 0
Contingency Allowance (10%)	<u>\$ 26,406</u>
Contract "Not To Exceed" Amount	\$290,462

As specified in the RFP, project implementation and completion will occur between December 15, 2015 and January 10, 2016, when City Council is not in session. The first City Council meeting using the new technology will be held on Monday, January 11, 2016. A comprehensive implementation plan will be defined with the vendor upon contract signing.

The Department of Information Technology engaged Pinnacle Inc. in FY13 with a purchase order contract valued at \$17,404.80 for cabling services associated with the city data center relocation project.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic goal to improve, maintain and enhance public facilities infrastructure; to provide a high quality of public service, which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.

ENVIRONMENTAL ANALYSIS:

This contract is exempt from CEQA per section 15061(b) (3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action is for the replacement of the existing audiovisual technology in City Council Chamber and will not result in any new development or physical changes.

FISCAL IMPACT:

The cost of this action will be \$290,462. Funding for this action will be addressed by the utilization of existing budgeted appropriations in Capital Improvement Program Budget account number 71157 (DoIT Equipment Lifecycle Replacement FY 2015 – FY 2019). It is anticipated that the entire contract amount will be spent during the current fiscal year.

The proposal includes a warranty on equipment and software support for one year at no additional cost to the City. Prior to the conclusion of the warranty period, staff intends to go out to bid for ongoing maintenance support for both the Council Chamber and the Emergency Operations Center (EOC). By combining the support needs of these two

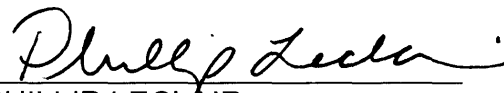
facilities it is anticipated that we will enjoy more competitive pricing. Funding for the Emergency Operations Center is currently in place while funding for the Council Chamber technology has typically been funded from the City Clerk's budget and will be reviewed during the upcoming FY17 budget process.

The anticipated impact to other operational programs or capital projects as a result of this action will be minimal.

The following table presents a contract summary:

Base Contract Amount	\$264,056
First-Year Warranty & Software Support	\$ 0
Contingency	\$ 26,406
Total Fiscal Impact	\$290,462

Respectfully submitted,



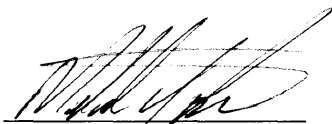
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Attachment A: Taxpayer Protection Amendment Form