



CITY COUNCIL AGENDA REPORT

MEETING DATE: JULY 1, 2014

ITEM NUMBER:

SUBJECT: ONE-YEAR EXTENSION OF ARCHITECTURAL SERVICES CONTRACT FOR COUNCIL CHAMBERS CONSTRUCTION RELATED TO AUDIO/VISUAL EQUIPMENT AND BROADCAST SYSTEM UPGRADES

DATE: JUNE 25, 2014

FROM: CEO'S OFFICE/VIDEO PRODUCTION

PRESENTATION BY: WILLIAM LOBDELL, COMMUNICATIONS DIRECTOR

FOR FURTHER INFORMATION CONTACT: BILL LOBDELL AT (714) 754-5288

RECOMMENDATION:

Staff recommends the City Council:

- 1) Approve the attached professional services agreement (Attachment I) that replaces the expired Dougherty + Dougherty contract for architectural services related to the upgrades in the City's audio/visual and broadcasting equipment in the Council Chambers.
- 2) Authorize the CEO to increase the scope of the professional services agreement to include design work associated with the conversion of the print shop to a community meeting room to provide more quality meeting space in anticipation of a new central library at the Neighborhood Community Center. It's anticipated that this additional work could be done with the savings from Dougherty + Dougherty's original contract, though staff recommends a contingency amount of \$20,000 be added for potential unforeseen expenditures.

BACKGROUND:

On March 19, 2013, the City Council awarded, through a request for proposals (RFP) process, a professional services agreement to Costa Mesa-based Dougherty + Dougherty Architects to provide design services for the redesign of the Council Chambers, City Hall and police lobbies, public portion of the City Clerk's Office and the closed City Hall print shop. The one-year professional services agreement was signed on April 25, 2013 for an amount not-to-exceed \$84,300.

On December 3, 2013, the City Council approved a \$1.6-million upgrade to the City's audio/visual and broadcasting equipment and also instructed staff to also upgrade the audio/visual and broadcasting equipment in Conference Room 1A at the same time.

On December 11, 2013, the City executed a no-cost change order that focused Dougherty + Dougherty's work on the increased level of design services needed in the Council Chambers for the approved \$1.6-million upgrade to the City's audio/visual and broadcasting equipment.

On June 17, 2014, the City Council approved the Fiscal Year 2014-15 budget that included \$180,000 for the upgrades to the audio/visual and broadcasting equipment in Conference Room 1A.

The total audio/visual and broadcasting equipment project is now budgeted for \$1.78 million.

Since December, City staff has worked with its consultants—Triton Technology Solutions and Dougherty + Dougherty—to produce bid specifications and other documents that will allow the complex project to go to bid. Those are complete, leaving only the final review by electrical, structural and construction engineers. Dougherty + Dougherty will oversee this phase of the process.

ANALYSIS:

Because Dougherty + Dougherty's original professional services agreement has expired, the City would like to enter into a new agreement with the architecture firm to complete the engineering reports on the audio/visual and broadcasting equipment upgrade so the project can go out bid.

The new professional services agreement also provides the City the chance to expand Dougherty + Dougherty's scope of services to include the design (including construction documents, plan review and approval, bid support and construction administration) of a large community meeting room on the first floor of City Hall in the space formerly occupied by the City's print shop.

Dougherty + Dougherty has provided a high-level concept plan for the proposed community meeting room (Attachment 2) as part of its original contract. With a proposal under consideration to turn the Neighborhood Community Center into the City's new central library, staff is requesting the City Council to consider expanding Dougherty + Dougherty's scope of services so detailed design plans could be produced to convert the former print shop into a community meeting room that will, among other things, provide meeting space for those groups displaced if the Neighborhood Community Center is converted into a library.

The 1,625-square-foot space on the southeast corner of City Hall is spacious and central located in Costa Mesa, making it ideal for a community meeting room. Currently, City Hall has only one meeting room for the community: Conference Room 1A. Small and narrow, the converted office space that serves as Conference Room 1A isn't conducive to quality public interaction and cannot support crowds of more than 20.

The proposed community room would provide a far more suitable setting that would allow for live broadcast of public meetings, better public interaction during more informal public meetings, and a quality (and flexible) meeting space for the community. During business hours, the community meeting room would also serve as a valuable meeting space for both people doing business at City Hall and employees.

The cost of the proposed community room, including new television cameras, video screens and sound system, is roughly estimated to be about \$580,000: \$400,000 for construction and furnishings and \$180,000 for audio/visual and broadcasting equipment.

The final design of the proposed community room will be brought to the City Council for review and approval.

FISCAL REVIEW:

Dougherty + Dougherty’s original professional services agreement was for an amount not to exceed \$84,300. To date, about \$52,477 has been unused. The remaining electrical, construction and structural engineering services needed for the audio/visual and broadcasting upgrade project are estimated at \$38,300 and can be paid for from the remaining balance of \$52,477 from the original professional services agreement.

If the Council chooses to increase Dougherty + Dougherty’s scope of services to include the design of the community meeting room, that work—estimated at \$8,700—could also be paid for from the remaining balance of \$52,477 from the original professional services agreement. However, to cover any contingencies, staff is asking for an additional \$20,000 to be added for a total not-to-exceed amount of \$72,477 for the new contract. If needed, the \$20,000 in contingency money would be taken from the approved \$1.78-million budget for the audio/visual and broadcasting equipment upgrade project.

LEGAL REVIEW:

The City Attorney’s Office has prepared the attached professional services agreement.

CONCLUSION:

The original professional services agreement for Dougherty + Dougherty has expired, and a new agreement needs to be approved so work on the audio/visual and broadcasting equipment upgrade project can be completed.

The need to approve a new professional services agreement with Dougherty + Dougherty also provides an opportunity to authorize the design of a community meeting room at City Hall that would offer a large and centralized meeting space for City Council study sessions, City commissions and committees, those who do business at City Hall, nonprofits and those who normally meet at the Neighborhood Community Center.

WILLIAM LOBDELL
Communications Director

THOMAS R. HATCH
Chief Executive Officer

STEVE DUNIVENT
Interim Director of Finance

THOMAS P. DUARTE
City Attorney

- ATTACHMENTS: 1. [Professional services agreement for Dougherty + Dougherty](#)
2. [Architectural rendering of community meeting room](#)