



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: OCTOBER 6, 2015

ITEM NUMBER: **CC-14**

**SUBJECT: PROFESSIONAL AUDIO/VIDEO DESIGN SERVICES FOR CITY COUNCIL CHAMBERS, CONFERENCE ROOM 1A AND NEW COMMUNITY MEETING ROOM; AND AUDIO/VIDEO RELATED CONSTRUCTION MANAGEMENT SERVICES**

**DATE: SEPTEMBER 28, 2015**

**FROM: CHIEF EXECUTIVE OFFICE**

**PRESENTATION BY: DANE BORA, PUBLIC AFFAIRS MANAGER**

**FOR FURTHER INFORMATION CONTACT: DANE BORA (714) 754-5098**

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## **RECOMMENDATION:**

It is recommended that the City Council:

- 1) Award a professional services agreement to Triton Technology (Attachment 1) in an amount not to exceed \$136,125 for audio/video consulting services to a) update City's existing audio/video design and specifications for upgrades to City Council Chambers, Conference Room 1A and Costa Mesa TV broadcast systems, b) provide audio/video design services for a new community meeting room located in the former print shop of City Hall; and c) provide related audio/video construction management services;
- 2) Authorize the City CEO to execute the professional services agreement.

## **BACKGROUND:**

On December 3, 2013, the City Council approved a \$1.6-million upgrade to the City's audio/visual and broadcasting equipment which included the City Council Chambers and the Costa Mesa TV broadcast systems.

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

On April 21, 2015, the City Council approved designating \$1,202,000 to convert City Hall's former print shop into a community meeting room with broadcasting capabilities, renovate the employee/community lounge and create an outdoor meeting space adjacent to the new community meeting room.

In July of 2015, the City issued a Request for Proposal (RFP) to several consulting firms to update the city's existing audio/video design and specifications for upgrades to the City Council Chambers, Conference Room 1A and Costa Mesa TV broadcast systems; provide an integrated audio/video design for the new community meeting room; and provide related audio/video construction management services.

**ANALYSIS:**

Three (3) proposals were received. The proposals were reviewed for compliance with the City's RFP process, and consultants were evaluated based on project understanding, depth of experience, technical expertise, and associated factors. After careful review of the proposals, staff found that Triton Technologies was best qualified to perform the requested services. The proposal submitted by Triton Technologies represented a thorough understanding of the project, complies with the project specifications, and documents technical ability and experience with similar projects.

It is projected that the design phase of this project will take 16 weeks to complete. Upon completion of the a/v design and related architectural design services, the entire project will go out to bid and the estimated time for audio/video installation is 16 – 24 months following award of the contract.

**FISCAL REVIEW:**

Funding has been previously approved for the Council Chambers, Conference Room 1A, broadcast systems and new Community Room project. The recommended action will result in an implementation cost not to exceed \$136,125 and this amount will not increase the budget authorized by City Council for the entire project.

**LEGAL REVIEW:**

The City Attorney's office has prepared the attached professional services agreement and has approved the document relative to form.

**CONCLUSION**

After careful review of three (3) proposals submitted for audio/video design and management services, it is recommended that the City Council award the professional services agreement to Triton Technologies.

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THOMAS R. HATCH  
Chief Executive Officer

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STEVE DUNIVENT  
Interim Director of Finance

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DANE BORA  
Public Affairs Manager

ATTACHMENTS      1.      [Professional Services Agreement](#)