



Memorandum

Date: 11/21/2023
Meeting of: City Council

File No. AM No. 23-170
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Technology and Information Services	Michael Marchand	425-556-2173
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DEPARTMENT STAFF:

Technology and Information Services	Wanda Norman	Technology Project Manager
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TITLE:

Approval of an Agreement with AVI-SPL, for an Additional Amount of \$150,551, for Meeting Room Audio/Video Equipment Replacement

OVERVIEW STATEMENT:

Seeking approval from council to fund contract change orders with AVI-SPL for audio/video equipment in Redmond facilities as approved in the 2023-2024 BTIP. Attached are quotes from AVI-SPL for changes in the amount of \$150,551.58 to the original contract approved by Council on 5/16/2023.

The combined total of the original contract and these change orders is \$992,771.52 and still within the approved BTIL total project budget of \$1,125,000.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Council approval is required for contracts exceeding \$50,000.
- **Council Request:**
N/A
- **Other Key Facts:**
We recommend upgrading the specified conference rooms with the proposed change orders to improved user experience, support higher quality of calls, and reliability/maintainability of the system.

OUTCOMES:

The change orders will increase the quality and the user experience in each of the rooms as follows:

- CH127 Alpha Bravo receives an upgraded configuration for dual usage room with a large display on one side of the room and laser projector on the other, digital signal processing unit with mics that separate based on the room divider, etc.
- CH130 receives an interactive whiteboard setup and configured to connect for Teams.
- CH149 Council Conference Room receives an upgraded video display for the room size with a digital signal processing unit, ceiling speakers with omnidirectional mics to service every corner of the room.
- CH307 Morse receives an interactive whiteboard setup and configured to connect for Teams.
- MOC receives a dual screen setup with microphones adequate for the room.
- PSB156 becomes a full-service briefing room with digital signal processing units to cover the whole room.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

- Total funding requested for the following change orders:
 - Change 001 - MOC, PSB-156, CH-307 Morse - \$56,296.33 with tax.
 - Change 002 - CH-130 Interactive Whiteboard - \$43,479.37 with tax.
 - Change 003 - CH-127 Alpha Bravo - \$50,775.88 with tax.
 - **Total request is \$150,551.58.**

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:
0000123-BTIP Projects

Budget Priority:
Strategic and Responsive

Other budget impacts or additional costs: ☐ Yes ☒ No ☐ N/A

If yes, explain:

N/A

Funding source(s):

BTIP

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
5/16/2023	Business Meeting	Approve
11/14/2023	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

- Completing these rooms is contingent upon getting the change orders approved.
- The vendor would like to order the equipment as soon as possible before any pricing changes occur with the new year around the corner.

ANTICIPATED RESULT IF NOT APPROVED:

- CH-127 Alpha Bravo will not get room separation capabilities, will not receive a 100" display on the shorter end of the room, will not get an upgraded projector on the longer side of the room, and will not get sound quality upgrades.
- CH-130 Director's - will not receive an interactive whiteboard to connect to Teams.
- CH-307 Morse will not have a configured interactive whiteboard to connect to Teams.
- MOC will receive smaller screens than what they currently have in there.
- PSB-156 will not get an adequate sound system to cover the entire room and there will be no pan tilt zoom camera for the room. They will not receive an adequate screen size for the room.

ATTACHMENTS:

Original AVI-SPL Contract - Attachment A
Change Order 1 - Attachment B
Change Order 2 - Attachment C
Change Order 3 - Attachment D