



**MOTION NO. M2011-07**

**Ratifying a Contract Amendment for Boardroom Audio/Visual Upgrades**

<b>MEETING:</b>	<b>DATE:</b>	<b>TYPE OF ACTION:</b>	<b>STAFF CONTACT:</b>	<b>PHONE:</b>
Operations and Administration Committee	1/20/11	Final Action	<b>Ron Klein, Executive Director Communications and External Affairs</b>	206-398-5393

**PROPOSED ACTION**

Ratifying a contract amendment with CompView in the amount of \$2,732 for a total authorized contract amount not to exceed \$202,611 for the Union Station Ruth Fisher Boardroom upgrade.

**KEY FEATURES**

- CompView is providing equipment, final design and installation of new audio/visual equipment in the Ruth Fisher Boardroom. This upgrade will improve the sound and video quality and allow for improved video recording and webstreaming of meetings and events.
- The original contract amount was within the CEO's approval authority. As a result of a recently executed change order to correct the type of microphones, the contract amount has exceeded the CEO's authority.
- The \$2,732 change order is for the purchase of microphones that can be manually turned on and off.
- The RFP included specifications for microphones that reduce feedback noise due to echos and cell phone interference, but did not specify in enough detail the requirement that individual microphones be able to be turned off when not in use. The contractor selected microphones that meet the reduction in feedback requirement, but they cannot be turned on and off. Sound Transit discussed the type of microphones needed prior to installation and because it was discussed, Sound Transit will not be charged any labor costs associated with installing correct microphones.
- The contract scope includes improving video/audio recording systems, sound clarity, picture quality of TV monitors, ADA-compliant assistive listening systems, and controls in both the Boardroom and the studio. The scope also includes installing microphones that reduce interference and upgrading the teleconferencing system.

**PROJECT DESCRIPTION**

The primary uses of the Ruth Fisher Boardroom are the Sound Transit Board and Committee meetings, agency staff meetings, and other meetings involving Sound Transit. In addition, other governmental agencies periodically use the Boardroom for their public meetings.

**FISCAL INFORMATION**

<b>Project 001 Administrative Capital</b>					
	<b>2011 Adopted Budget (A)</b>	<b>Committed to Date (B)</b>	<b>This Action (C)</b>	<b>Total Committed &amp; Action (D)</b>	<b>Uncommitted (Shortfall) (E)</b>
Administrative Facilities	337	200	3	203	134
Future Program Allocation	25				25
IT Hardware/Software	6070	2475		2475	3595
Non-revenue Fleet	200			0	200
Other	920			0	920
<b>Total Project</b>	<b>7552</b>	<b>2675</b>	<b>3</b>	<b>2678</b>	<b>4874</b>

Note: Resolution No. R2010-24 Amended the 2011 Annual Budget to account for carry over of unexpended 2010 funds for on-going projects that will be completed in 2011.

**SMALL BUSINESS PARTICIPATION**

Sound Transit Goal: 0%

Commitment: 0%

No subcontracting opportunities were anticipated so no goal was set for this procurement.

**EQUAL EMPLOYMENT WORKFORCE PROFILE**

100 employees; 32% women; 9.2% minorities.

**BACKGROUND**

Sound Transit renovated Union Station in 1999 and designed the Boardroom for the Board and its Committees to conduct business in a facility that would maximize public access when attending meetings in person, on local public access television and other media outlets, as well as through the internet. Small improvements to the original equipment have been made since 1999, but due to its age, an upgrade to the audio system, system controls, and video equipment is needed.

An RFP was issued in 2010 for a contractor to perform the system upgrades. The RFP was developed based on a study conducted by the Greenbusch Group which evaluated the existing system and recommended improvements. The CompView proposal was the only one received and it was determined to be responsive and responsible. A contract was executed under the CEO's authority, in the amount of \$199,879. CompView began work in December 2010 and is projected to complete the upgrade by the end of January 2011.

**ENVIRONMENTAL COMPLIANCE**

SSK 1-12-11

**PRIOR BOARD/COMMITTEE ACTIONS**

None.

**TIME CONSTRAINTS**

A one month delay would not create a significant impact to the project schedule.

**PUBLIC INVOLVEMENT**

Not applicable to this action.

**LEGAL REVIEW**

JW 1/19/11

**MOTION NO. M2011-07**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority ratifying a contract amendment with CompView in the amount of \$2,732 for a total authorized contract amount not to exceed \$202,611 for the Union Station Ruth Fisher Boardroom upgrade.

**BACKGROUND:**

Sound Transit renovated Union Station in 1999 and designed the Boardroom for the Board and its Committees to conduct business in a facility that would maximize public access when attending meetings in person, on local public access television and other media outlets, as well as through the internet. Small improvements to the original equipment have been made since 1999, but due to its age, an upgrade to the audio system, system controls, and video equipment is needed. This upgrade will improve the sound and video quality and allow for improved video recording and webstreaming of meetings and events.

An RFP was issued in 2010 for a contractor to perform the system upgrades. The RFP was developed based on a study conducted by the Greenbusch Group which evaluated the existing system and recommended improvements. The CompView proposal was the only one received and it was determined to be responsive and responsible. A contract was executed under the CEO's authority, in the amount of \$199,879. CompView began work in December 2010 and is projected to complete the upgrade by the end of January 2011. The contract scope includes improving video/audio recording systems, sound clarity, picture quality of TV monitors, ADA-compliant assistive listening systems, and controls in both the Boardroom and the studio. The scope also includes installing microphones that reduce interference and upgrading the teleconferencing system.

The original contract amount was within the CEO's approval authority. As a result of a recently executed change order for \$2,732 to correct the type of microphones, the contract amount has exceeded the CEO's authority. The RFP included specifications for microphones that reduce feedback noise due to echos and cell phone interference, but did not specify in enough detail the requirement that individual microphones be able to be turned off when not in use. The contractor selected microphones that meet the reduction in feedback requirement, but they cannot be turned on and off. Sound Transit discussed the type of microphones needed prior to installation and because it was discussed, Sound Transit will not be charged any labor costs associated with installing correct microphones.

**MOTION:**

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that a contract amendment with CompView in the amount of \$2,732 is ratified for a total authorized contract amount not to exceed \$202,611 for the Union Station Ruth Fisher Boardroom upgrade.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on January 20, 2011.



Dave Enslow  
Operations and Administration Committee Chair

ATTEST:



Marcia Walker  
Board Administrator