



# COUNCIL REQUEST FOR DECISION

**MEETING DATE:** August 17, 2020

**SUBMITTED BY:** J. Graham, Chief Information Officer, Corporate Services

**PREPARED BY:** J. Graham, Chief Information Officer, Corporate Services

**REPORT TITLE:** Chamber Audio Visual Technology Procurement

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## EXECUTIVE SUMMARY

### *BACKGROUND*

At the Council Meeting on February 24, 2020, the following motions were passed to approve funding and proceed to Request for Proposals (RFP) for the audio visual (AV) technology that was presented to Council at the meeting on January 27, 2020.

MOVED by Councillor B. Beckett: That Council approve that the funds allocated for this project being \$55,000 from 092.370 Meeting Management Software project and \$19,600 from 092.360 IT Governance project, be carried forward into the 2020 Budget. Motion Carried Unanimously

MOVED by Councillor L. Hansen: That Administration prepare, and issue, a Request for Proposals and return to Council with results for consideration. Motion Carried Unanimously

For reference, the report and attachments from the January 27, 2020 City Council meeting are included as attachments 1, 2 and 3 to this report.

When Council reviewed the proposed AV technology at the Committee of the Whole meetings in October 2019, Council decided that live video streaming, recorded video and remote meeting capabilities were not required and subsequently were not in the proposal that was approved on February 24, 2020.

Based on Council's experience since March 2020 with remote meetings, streaming video and recorded video, and in discussion with Mayor Young on June 18, 2020, Administration was directed to include these capabilities in the RFP to procure an AV system for Council Chambers.

### *REQUEST FOR PROPOSAL*

The RFP was issued to upgrade the audio, video, media/presentation and control systems in Chambers with up-to-date industry standard components in order to:

- improve audio and media quality
- provide and manage microphone stations with built-in speakers to prevent feedback and echo
- control media inputs and outputs such as presentations from different devices displaying on projectors and on video displays for council and administration
- provide a touch panel for the City Clerk to select what will be displayed where
- allow presenters to connect their own device either wirelessly or by plugging into the system
- provide full remote meeting participation including audio, video and presentation abilities
- integrate with remote meeting software such as GoTo Meeting, and to
- integrate with eScribe meeting management for live streaming video and recorded video



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Once implemented, Council Chambers will be equipped with a simple, reliable, and flexible media/presentation system, audio control system, video streaming and recording and remote meeting capabilities that can be upgraded as needed in the future.

Project specifications and requirements were provided. Proponents were invited to propose alternate products and system solutions, provided they meet or exceed the specifications and project requirements.

The proponent recommended is experienced in installing, programming and integrating professional AV systems, including presentation technologies, media delivery and control systems.

The RFP closed on July 20, 2020. Nine companies submitted proposals ranging in cost from \$80,366 to \$101,843 which were evaluated by City of Leduc staff and Comtec Associates using predetermined criteria.

## RECOMMENDATION

That Council direct Administration to approve the award of the contract for the Council Chambers audio visual system to the selected proponent for the value no greater than \$95,000 to deliver the capabilities noted in this report and defined in the Request for Proposal documents. Additional capital project costs in excess of \$74,600 are to be funded through capital project 092.378 Technology Investment Projects.

## RATIONALE

Refer to Executive Summary

## STRATEGIC / RELEVANT PLANS ALIGNMENT

The audio-visual technology upgrade for Council Chambers are in support of the following action identified in the 2019-2022 Strategic Action Plan.

GOAL 1: A City Where People Want to Live, Work and Play

STRATEGY 1: Enhance citizen engagement, with a focus on youth, in shaping and building our community.

ACTION: Implement enhancements to Meeting Management (i.e. document search, meeting recording/live feeds, etc.)

## ORGANIZATIONAL IMPLICATIONS

### ADMINISTRATION:

Once the successful proponent is selected, Comtec Associates will work with the successful proponent, CIT, Facility and Property Services and the City Clerk to implement the AV system.

### RISK ANALYSIS: FINANCIAL / LEGAL:

This project has adhered to the City's RFP process and has approved funding in the current budget, as outlined above. Unless Council wishes to cancel the entire project, the award must go to the highest evaluated, compliant bidder.

Allowance for annual operational costs for support and maintenance will be covered within the current 2021-2023 operating budgets



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## IMPLEMENTATION / COMMUNICATIONS:

Installation will be scheduled once all equipment is received and is expected to be completed in October. It will be scheduled between Council and Committee meetings as not to disrupt the meeting schedule. The following is the tentative project schedule and is subject to delivery of equipment and availability of resources:

RFP closed	July 30
Opportunity awarded	August 18
Kick-off meeting	TBD
Shop drawings due	3 weeks after award
Installation	October 1 – 12
Commissioning	October 14
Documentation and handover	October 26

## ALTERNATIVES:

By virtue of issuing an RFP for this project, the City has signalled its commitment to proceed with the project. However, Council may wish to direct Administration to cancel the project.

## ATTACHMENTS

- Attachment 1: Report 2020-CR-004, Technology Requirements Update from Council Meeting on 2020 January 27
- Attachment 2: Estimates for Audio Visual Technology for City of Leduc Council Chambers, 2020 January 27
- Attachment 3: Chamber Audio Visual Technology Presentation, January 27, 2020