

City of Culver City, California  
**City Council Agenda Item Report**

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| Meeting Date: 10/13/08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Item Number: C-5                                                                       |  |
| <b>AGENDA ITEM: Approval of (1) Contract Change Order with Hoffman Video Systems in the Amount of \$12,335 for the Mike Balkman Council Chamber Audio/Visual and Acoustics Upgrade Project (P-846 &amp; P-849) and (2) Final Acceptance of the Work Performed by Hoffman Video Systems for this Project.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                        |  |
| Contact Person/Dept:<br>Eric Mirzaian-Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | Phone Number:<br>(310) 253-6410                                                        |  |
| Fiscal Impact: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | General Fund: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>      |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Action Item: <input type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Public Notification:<br>Master E-Mail Notification List (10/08/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                        |  |
| Department Approval:<br>Charles D. Herbertson (10/03/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (10/06/08)                       |  |
| Chief Financial Officer Approval:<br>Jeff Muir (by N. Kimball) (10/08/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | City Manager Approval:<br>Jerry B. Fulwood (10/08/08)                                  |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council approve a change order to the contract with Hoffman Video Systems (HVS) in the amount of \$12,335 and accept the work performed by HVS and authorize filing a Notice of Completion for the Mike Balkman Council Chamber Audio/Visual and Acoustics Upgrade Project (P-846 &amp; P-849).</p> <p><b><u>BACKGROUND:</u></b></p> <p>The goal of the project was to evaluate the original Audio/Visual equipment and voting system in the City Council Chambers and replace those components that were in jeopardy of failing, or had a poor history of reliability due to their age, as well as, enhancing the system's existing technology, features and functioning. An Audio/Visual consultant was hired to assist with the evaluation of the original system, conceptual design, specification preparation, bid evaluation and project initiation.</p> <p><b><u>DISCUSSION:</u></b></p> <p>The project consisted of four components: (1) the implementation of a new AMX voting system and touch panels to operate the new voting system, as well as, all Audio/Visual functions and room controls; (2) the installation of new Audio/Visual devices, such as a digital multimedia projector, DVD/VCR combination players, and cameras; (3) sound reinforcement including new ceiling speakers throughout the Chambers and new microphones; and (4) new equipment for production control including a new production mixer, character generation device and a media system that will allow the City to playback archived meetings and other programming automatically.</p> <p>In addition to the work described above, additional work was done outside of the original scope of work to enhance the system including:</p> |  |                                                                                        |  |

**City of Culver City, California**  
**City Council Agenda Item Report**

- Replacing old microphone wiring and outlets that had become corroded or damaged
- Rewiring and reprogramming the sound system to enhance quality and reduce noise distortion
- Working with City Staff and Council members to modify the off the shelf voting system to make it more “user friendly”
- Replacing the original scan converter to improve the picture quality of the City Clerk’s PC during PowerPoint presentations
- Additional acoustical improvements to reduce noise interference from the HVAC system in the Council Chambers

Staff from HVS and AMX also attended numerous City Council & Redevelopment Agency meetings to ensure proper functionality of the new voting system and provided multiple hands-on training to City Staff that use the new system.

**FISCAL ANALYSIS:**

Funding was allocated within the Capital Improvement Program budget in the following accounts:

|                      |                                                            |
|----------------------|------------------------------------------------------------|
| P-846.....           | \$60,000                                                   |
| P-849.....           | \$169,580                                                  |
| 10145900.514640..... | \$3,000 (Fire Department’s contribution towards PA System) |
| Total.....           | \$232,580                                                  |

The final project cost was as follows:

|                                                       |                 |
|-------------------------------------------------------|-----------------|
| Consultant.....                                       | \$13,425        |
| Portable PA System.....                               | \$13,457        |
| Original Scope of Work by HVS .....                   | \$204,852       |
| <u>Additional Work Outside of Original Scope.....</u> | <u>\$12,335</u> |
| Total.....                                            | \$244,069       |

\$11,489 of the additional work was funded through the Building Maintenance CIP (42000132). Subsequent upgrades and modifications that may be necessary or desirable in the future to either upgrade or maintain the functionality of the system will be funded through P-132 and line item accounts from the Building Maintenance division budget.

**ATTACHMENTS:**

1. Change Order # 1

**MOTIONS:**

**City of Culver City, California**  
**City Council Agenda Item Report**

That the City Council:

1. Approve Change Order #1 in the amount of \$12,335 to the contract with Hoffman Video Systems and authorize the Public Works Director/City Engineer to execute said change order; and,
2. Accept the work performed by Hoffman Video Systems for the Mike Balkman Council Chamber Audio/Visual and Acoustics Upgrade Project (P-846 & P-849); and,
3. Authorize the Public Works Director/City Engineer to execute the Notice of Completion and file it with the Los Angeles County Recorder's Office.
4. Authorize the payment of any retention after the expiration of the 35-day lien period.