



July 19, 2017
NVTA Agenda Item 11.7
Continued From: New
Action Requested: **APPROVE**

NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
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SUBJECT: Authorize the Executive Director to Award a Construction Contract for Board Room Audiovisual Improvements

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director to award a construction contract for Board Room audiovisual improvements in to the lowest and best bidder in an amount not to exceed \$200,000

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The listening and visual presentation experience in the Board Room is sub-standard. Staff has worked with an audiovisual consultant on improving the system and now has specifications and plans to advertise an Invitation to Bids (IFB) for constructing the improvements. The timing of when staff received the design documents was not adequate to release the IFB and award the contract prior to the July NVTA board meeting. In order to implement the improvements when the NVTA Board and Committees are recessed in August, staff requests that authorization be granted to the Executive Director to award a construction contract for the audiovisual improvements in an amount not to exceed \$200,000 to the lowest and best bidder.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comments
3. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a Fiscal Impact? Yes.

Is it currently budgeted? Yes

Where is it budgeted? Transportation Development Act Capital Funds

Future fiscal impact? No

Consequences if not approved? Board Room audio visual improvements will not take place.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The quality of the user's experience with the audiovisual equipment in the Board Room is sub-standard. Projected images are washed out and the speaker system provides poor sound due to room acoustics and the location of the existing speakers. Also the layout of the audiovisual control equipment is unconventional, difficult to work with and obsolete.

Staff has worked with the acoustical and audiovisual consultants RGD Acoustics to design a new, up to date system, to resolve these issues. Specifications and plans have been produced for new equipment, retaining existing components when feasible. Staff will advertise this work as an Invitation for Bids (IFB) construction project. The timing of the finalized design documents prevented the release of the IFB and award of a contract by the NVTA July meeting and further delays will not allow the work to be completed during the Board recess in August. For that reason, staff is requesting that the Board authorize the Executive Director to award the contract to the lowest and best bidder in an amount not to exceed \$200,000.

The following is a list of items that will be addressed under this project:

1. The equipment rack will be relocated from the center of the room to the closet in the southwesterly corner of the room. Conduit will be installed in the floor for wiring.
2. The two ceiling suspended side wall projectors will be replaced with wall mounted televisions; one will have video conferencing capabilities.

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3. The ceiling suspended projector near the dais will be replaced with a projector with higher lumens output and a higher contrast ratio.
 4. Two loudspeakers will be mounted on the walls and the ceiling speakers will be adjusted to improve the audience's listening experience.
 5. Board seating will have new visual monitors, speakers, microphones and a Request to Speak system. The Board Secretary position will have an audiovisual control panel and the Board Chair will control the Request to Speak system.
 6. The guest podium will be relocated to the side of the room and a speaker's countdown timer will be installed.
 7. A camera will be installed for recording meetings.
 8. Wi-Fi capacity will be improved.
 9. The Granicus controller will be updated for audiovisual replay of meetings.

The work will take place after the contract documents are approved, pending City of Napa permit approval.

Other board room improvements that will be completed under separate contract include: painting, carpeting, additional dais seating for staff, and acoustical paneling for portions of the walls. These additional improvements are well within the Executive Director's spending authority and will be completed under separate contracts.

SUPPORTING DOCUMENTS

None