



## STAFF REPORT

**DATE:** August 21, 2018

**TO:** Ronald L. Olson, City Manager

**FROM:** Hilary Shine, Executive Director of Communications

**SUBJECT:** Award of contract to RUSHWORKS for the Council Chambers Technology Project

### **BACKGROUND AND FINDINGS:**

City Council approved reconstruction of City Council Chambers with adoption of the FY 2018 Budget. The project includes both structural and technical components. Both components were originally bid as one project, Bid No. 18-14 Killeen City Hall Council Chambers Remodel Project; however, the technology portion was removed from the initial project bids due to large pricing discrepancies. City Council awarded Bid No. 18-14 to Mitchell Construction June 25, 2018 in the amount of \$277,407.73. That project is now underway.

In order to complete the technology portion of the project and to ensure the best value for the City, the City Manager authorized issuance of a request for proposal. RFP No. 18-20 Council Chambers Technology Project was issued July 15, 2018. The RFP sought an experienced vendor to design and install modern meeting production technology and equipment to complement the reconstructed City Council Chambers and to meet the following goals:

- ☐ Provide an excellent user and viewer experience
- ☐ Update all sound, video and display equipment
- ☐ Add modern meeting management controls and equipment
- ☐ Integrate new technology with existing systems
- ☐ Ensure compliance with disability standards

A pre-proposal meeting was held July 20, 2018. One vendor attended, and notes from the meeting with that vendor were published on the City website for review by other vendors.

RFPs were due July 30, 2018 at 2 p.m. One proposal was received from RUSHWORKS in the amount of \$143,821.00.

In review of the proposal, staff determined that it contained all proposal requirements and met all project goals thus providing the best value to the City. Staff subsequently negotiated a contract for Council's approval. The contract requires that the technology project be coordinated with reconstruction in order that both are complete at the same time.

City Council approved funding in the FY 2018 Budget to complete this project, both construction and technology. The funding was to total \$496,028 with \$300,000 coming from the PEG Fund and \$196,028 from CIP funds. Further review of the restrictions on PEG funding, which may

only be used for capital improvements in support of the government channel, revealed that both project segments can be paid with PEG funds. This will require a budget amendment to move money from the PEG Fund into the capital project account.

Council Chambers technology affects Council, staff and the live audience as well as the government channel broadcast and webstreaming of meetings. The technology segment of the project must be completed as existing technology will no longer function in the reconstructed chambers.

**THE ALTERNATIVES CONSIDERED:**

Alternatives considered: (1) award the contract to RUSHWORKS; (2) issue a new RFP to solicit different vendors.

**Which alternative is recommended? Why?**

Staff recommends alternative 1. RUSHWORKS has more than 15 years of experience in designing and installing technology in city council chambers. The City of Killeen has worked with RUSHWORKS on previous projects and has been highly satisfied with their performance.

**CONFORMITY TO CITY POLICY:**

Yes

**FINANCIAL IMPACT:**

Yes

**What is the amount of the expenditure in the current fiscal year? For future years?**

FY 2018            \$143,821

**Is this a one-time or recurring expenditure?**

One-time project expenditure

**Is this expenditure budgeted?**

Funding for this project will be available following approval of the corresponding budget amendment.

**If not, where will the money come from?**

The money for the project will come from the PEG Fund.

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

Upon approval of the corresponding budget amendment.

**RECOMMENDATION:**

Staff recommends that City Council award a contract to RUSHWORKS for the Council Chambers Technology Project.

**DEPARTMENTAL CLEARANCES:**

Purchasing  
Finance  
Legal

**ATTACHED SUPPORTING DOCUMENTS:**

Agreement

**ATTACHED SUPPORTING DOCUMENTS:**

Agreement  
Certificate of Interested Parties