



AGENDA NO: 7.d

MEETING DATE: February 11 2025

Staff Report

TO: Honorable Mayor and City Council

DATE: February 3, 2025

FROM: Greg Kwolek, Public Works Director

SUBJECT: Approval of Agreement with Bill Gaines Audio, Inc., for Design and Installation Services for the Vets Hall Audio Visual Upgrades Project

RECOMMENDED ACTION

Authorize the City Manager to execute an agreement in the not-to-exceed amount of \$293,100.00 with Bill Gaines Audio, Inc., (BGA) to perform design and installation services for the Vets Hall Audio Visual Upgrades Project (Attachment 1), approved to form by the City Attorney's Office.

ALTERNATIVES

1. City Council may direct staff to not approve the proposed contract or suggest modifications to the scope of work.
2. City Council may provide other direction to staff.

FISCAL IMPACT

The Vet's Hall Building, Audio, and Visual Improvements project is currently funded at approximately \$519,091.02 through prior City Council funding allocations. Costs are expected to remain within the allocated budget. No new budget is requested. The total available project budget is made up of the following funding sources:

Funding Source	Available Project Budget
PEG	\$227,439.48
General Fund	\$291,651.54
Total:	\$519,091.02

Beyond audio and visual upgrades, further building improvements such as heating system, security, and ADA improvements for the Vets Hall Building will also be funded from this project budget.

BACKGROUND/ DISCUSSION

During the 2023-2025 City Council Goals process, the City Council identified Vets Hall audio visual upgrades as a priority under the Public Infrastructure goal. To complete this work, the City seeks to hire a qualified, professional consultant to prepare design alternatives, implement the City Council's selected design alternative, and train City staff on the new audio visual system's use. The City released a Request for Proposal (RFP) on Friday, December 13, 2024, to procure these services. The City received one responsive and responsible proposal from BGA. The City received no other proposals by the January 22, 2025, due date.

Prepared By: GK

Dept Review: GK

City Manager Review: ___

City Attorney Review: _RWS_

Should the City Council award this professional services agreement, BGA will invoice the City on a time and materials basis. This means BGA will only be able to bill the City for actual costs related to the project. It is noteworthy to mention, the not-to-exceed amount of \$293,100.00 reflects procurement of the highest cost option that will be presented to the City Council. If the City Council ultimately selects a less expensive implementation option, the cost to the City will be less than this amount.

The highlights of the scope of the contract for audio and visual upgrades are as follows:

1. Project Planning
2. Audio and Visual Designs (3), City Council Approval
3. Equipment Procurement, Installation, Programming
4. Staff Training and Support

The full scope is included within the attached agreement.

The City is scheduled to bring to the City Council three design alternatives for Vets Hall audio visual upgrades developed by BGA with estimated costs for each alternative by the City Council meeting scheduled for Tuesday, April 22 ,2025. Once the City Council chooses a design alternative, BGA will immediately begin steps to implement the selected alternative.

ATTACHMENT(S)

1. Professional Services Contract with Scope of Services