



## Takoma Park City Council Meeting – April 10, 2019 Agenda Item 5

### **Voting Session**

Single Reading Ordinance Authorizing a contract for the Auditorium Digital Video Upgrade and Touch Panel System

### **Recommended Council Action**

Approve single reading ordinance authorizing a contract with Immersive Concepts, LLC.

### **Context with Key Issues**

The cabling and routing system in the auditorium is analog and needs to be upgraded to digital for all equipment to continue to function satisfactorily during meetings and performances. The touch panel control system has passed the end of its useful life and in fact is currently non-operational. An entirely new system and new programming are needed to control the projection equipment, auditorium lighting, sound speakers, and other ancillary equipment in the auditorium. These improvements will allow for better technical support and broadcasting for Council meetings and other public forums and performances in the auditorium.

The City issued an RFP for the equipment and services needed, and several companies made onsite visits to evaluate the existing system and requirements to transition to digital. Two of the companies, MidPoint Technology Group and Immersive Concepts, responded with proposals. Both proposals were similar/comparable in terms of technical design. The review committee recommends contracting with Immersive Concepts, as their proposal was \$25,000 less than MidPoint Technology Group's and they have more experience with local government clients.

### **Council Priority**

Engaged, Responsive & Service-oriented Government

### **Environmental Considerations**

New digital equipment is more energy efficient than the existing analog equipment and may result in a slight reduction in energy usage and costs.

### **Fiscal Considerations**

This upgrade is included in the amount of \$200,000 in the Capital Improvement Program budget for Fiscal Year 2019, using Cable Grant funds. Immersive Concepts' bid is for \$141,352. We expect to incur some additional expenses for engineering services and miscellaneous small equipment, so request to spend a total of up to \$155,000 in Cable Grant Funds on the project.

### **Racial Equity Considerations**

This equipment update will allow City TV staff to better serve the diverse groups of users and audiences who participate in most auditorium events.

## **Attachments and Links**

- [Single Reading Ordinance](#)

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2019-**

**AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT  
FOR THE AUDITORIUM DIGITAL VIDEO UPGRADE AND NEW TOUCH PANEL  
CONTROL SYSTEM**

WHEREAS, the existing cabling and routing system in the auditorium is analog and incompatible with some of the newer digital equipment; and

WHEREAS, the existing touch panel control system has reached the end of its useful life and is no longer operational; and

WHEREAS, funds from the Fiscal Year 2019 Capital Improvement Program budget in the amount of \$200,000 from Cable Grant funds were budgeted for the purpose of replacing the existing systems; and,

WHEREAS, the City issued a Request for Proposals and received two responses offering comparable technical solutions;

WHEREAS, Immersive Concepts, LLC presented the lowest quote in the amount of \$141,352; and

WHEREAS, the TV Production Manager recommends awarding a contract to Immersive Concepts, LLC to provide the equipment and perform the upgrades to the video and touch panel system; and

WHEREAS, staff expects to incur some additional expenses for miscellaneous small equipment and services associated with the upgrades that were not included in the proposals estimated to be about \$14,000.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager is hereby authorized to enter into a contract with Immersive Concepts for the Auditorium Digital Video Upgrade and the installation and programming of a new Touch Panel Control System.

SECTION 2. The quote submitted by Immersive Concepts in the amount of \$141,352 is accepted, and additional funds up to a total of \$155,000 from the Cable Grant is approved to be spent on miscellaneous engineering work and small equipment associated with the new systems.

SECTION 3. This ordinance shall become effective upon adoption.

Adopted by roll-call vote this \_\_\_\_ day of \_\_\_\_\_, 2019 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: