



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: General Services
Department No.: 063
For Agenda Of: May 16, 2023
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: 4/5

TO: Board of Supervisors
FROM: General Services: Kirk Lagerquist, Director
Contact Info: Patrick Zuroske, Assistant Director (805) 568-3069
SUBJECT: Santa Barbara County BOS Audio Visual Upgrades; First and Fourth
Supervisorial Districts; Project No. 8798

County Counsel Concurrence

As to form: Yes

Other Concurrence: **Risk Management**

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve the plans and specifications for the Santa Barbara County Board of Supervisors Audio-Visual Upgrades, County Project No. 8798 on file in the General services Capital Projects office;
- b) Award, approve and authorize the Chair to execute the attached construction contract in the base amount of \$2,205,548.64 to the lowest responsible bidder, Key Code Media, Inc., 270 S. Flower St., Burbank, CA 91502, subject to the provisions of the documents and certifications as set forth in the plans and specifications applicable to the project and as required by California Law;
- c) Authorize the Director of General Services to approve change orders in an aggregate amount not to exceed 10% or \$122,777.43 as authorized under California Public Contract Code Section 20142; and
- d) Approve Budget Revision Request No. 0008842; and
- e) Determine that the proposed actions are exempt under the California Environmental Quality Act (CEQA) pursuant to sections 15301, subdivision (a) of the CEQA Guidelines, because the project is a minor alteration to a public structure involving negligible or no expansion of existing or former use, and direct staff to file Notice of Exemption on that basis.

Summary Text:

These Board actions are to award the construction contract for the Santa Barbara County Board of Supervisors Audio-Visual (AV) Upgrades, County Project No. 8798. Work includes AV upgrades to the three hearing rooms the County operates; two in Santa Barbara (Board of Supervisors and Planning Commission); and one at the Santa Maria Administration Building.

On March 9, 2023, public solicitation via Public Purchase was released for construction services per the completed plans and specifications for the Santa Barbara County Board of Supervisors AV Upgrades Project. On April 18, 2023, General Services received two competitive bids. One of the bids was determined non-responsive. The bidding contractor Key Code Media, Inc. a Burbank, CA based company submitted a bid of \$2,205,548.64 which included the Base Bid and Add Alternate No. 1. Staff has reviewed the bid, has determined to be responsive and recommends that the Board awards a construction contract to Key Code Media, Inc., the lowest responsive bidder.

At this time, the bidding phase is complete and General Services is prepared to award a construction contract to the lowest responsive and responsible bidder. The project budget is included in the FY 2022-23 Capital Outlay Fund (Fund 0030-Project 8798). The attached Budget Revision will provide additional funds needed to complete the project; there will be one more budget revision after July 1st to transfer FY 2023-24 Franchise Fees into the Fund 0030 project budget.

Background:

The equipment used to broadcast public meetings, such as the Board of Supervisors (BOS), Planning Commission (PC) or others requires a complicated array of devices. These devices become obsolete or are no longer supported by broadcast carriers, like Cox or Comcast within a short period of time. This requires replacement of these devices periodically to remain compatible and retain the ability to provide public meeting content to the general viewing audience. The broadcast world has steadily moved away from analog devices to all digital devices. The broadcaster and carriers continue to rapidly change to remain competitive in the market. The County broadcasting efforts are also required to keep pace with the broadcast carriers in order for the signal to be compatible with the broadcast carrier systems.

Since August 2018, the County project team has been working on the design and details of the project.

In addition to the AV upgrades to the three hearing rooms the County operates, this upgrade also includes relocating County of Santa Barbara Television (CSBTV) production, master control, editing and translation operations from the existing control room on the 4th Floor of the Santa Barbara Administration Building to a new space in the Basement of the same building. This move will consolidate the three existing control rooms into a dual control room in the Basement that supports all three hearing rooms. This physical build out of the new master control room is being conducted under a separate project.

The system design concept is based on each hearing room being able to conduct County hearings independent of the broadcast system for audio and AV presentations within each room. The control rooms can capture those meetings and record each to either the Master Control video server and/or two video recorders so the meeting can be captured for later review or broadcast. The master control broadcast part of the system will only broadcast one live meeting or be able to replay other meetings captured previously.

The SB and SM hearing rooms will introduce electronic voting to their workflow and share their voting seats between the two locations acting as a single voting body either in a single location or split between both locations. The SB and SM hearing rooms will share video camera/control and AV presentation (computer image content) between each room along with voting results available in each location. The PC hearing room does not utilize electronic voting currently and does not share camera or AV content between either the SB or SM hearing rooms.

CSBTV broadcasts to three Cable TV Channels: Santa Barbara Cox Cable, Santa Maria Comcast Cable, and Guadalupe Charter Cable. CSBTV will also stream to YouTube in both English and Spanish and may elect to stream the broadcast signal to an internal network for staff viewing. Upgrades to the present system also include multi-channel audio supporting English and Second Audio Program (SAP) for the broadcast chain. The upgraded system will also, will include Closed Captioning (CC) that can be recorded, which is not presently provided.

The BOS AV Upgrade project will remove and replace obsolete broadcast technology, improve the broadcast quality of public hearings and enhance the digital storage and retrieval of recorded hearings.

Fiscal and Facilities Impacts:

<u>Funding Sources</u>	<u>Current FY2022-23 Budget</u>	<u>Additional FY 2022-23 thru FY 2023-24 Cost</u>	<u>Total One-Time Project Cost</u>
ARPA	\$400,000	\$0	\$400,000
General Fund	\$1,378,286	\$252,538	\$1,630,824
Available Budgeted Project Funding (Fund 30)	\$0	\$571,282	\$571,282
Franchise Fees-CSBTV	\$0	\$600,000	\$600,000
Cox Endowment Fund	\$0	\$400,000	\$400,000
Total	\$1,778,286	\$1,823,820	\$3,602,106

Narrative:

The Santa Barbara County Board of Supervisors AV Upgrade project totals \$3,602,106.00, including contingency. Construction activities, including the procurement of required equipment, will begin immediately upon approval of this contract with Key Code Media, Inc. and continue into FY 2023-24. This project is budgeted and accounted for in the Capital Outlay Fund 0030 Project 8798. The funding sources for this project include American Rescue Plan Act (ARPA); Franchise Fees from CSBTV program, Cox Endowment Funds, and, funding available from completed projects and other budgeted capital project funding provided by the General Fund not yet assigned to projects.

Special Instructions:

After Board action, please distribute as follows:

1. One (1) copy of the Minute Order
2. Two (2) duplicate executed originals of the Construction Contract to:
Shane Mahan, Project Manager, GS Capital Projects, County of Santa Barbara Courthouse, East Wing, 2nd Floor, 1105 Santa Barbara St, Santa Barbara, CA 93101
3. In addition, please email a copy to smahan@countyofsb.org

Attachments:

1. Attachment 1 - Construction Agreement for County Project No. 8798
2. Attachment 2 – CEQA Notice of Exemption for County Project No. 8798
3. Attachment 3 – Budget Revision Request (BJE 0008842) for County Project No. 8798

Authored by:

Shane Mahan, General Services- Capital Projects