



BAY AREA HEADQUARTERS AUTHORITY

Regional Agency Headquarters
375 Beale Street, San Francisco, CA 94105
TEL 415.543.BAHA (2242)
EMAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Agenda Item 4

TO: Bay Area Headquarters Authority

DATE: March 20, 2015

FR: Executive Director

W. I. 9130

RE: Purchase Order Amendment – Consulting Services: GovTV (\$135,000)

This memorandum seeks Authority approval of purchase order amendment to GovTV in an amount not to exceed \$135,000 to provide consulting services to align the board and multi-purpose room technology in preparation for video broadcasting of public meetings at 375 Beale Street.

Background

The Regional Headquarters at 375 Beale Street is designed with shared board and multi-purpose rooms that will be used by MTC, the Association of Bay Area Governments (ABAG), and the Bay Area Air Quality Management District (BAAQMD) to conduct governing board meetings. The new board and multi-purpose rooms are designed with the hardware to facilitate video and audio webcasting. The regional agencies currently webcast many of their meetings with BAAQMD as the only agency that is currently doing both audio and video webcasting. The overall project includes the following phases:

Design/Build:

- The initial design in 2013 of the Board Room and Multi-purpose room by Perkins+Will and its sub-contractor TEECOM included the design and specifications for the infrastructure and equipment to support video and audiocasting of the public meetings.
- The existing contract with McCarthy includes the purchase and installation of audio-visual equipment (i.e. cameras, sound system).
- BAHA is currently working with McCarthy Builders Inc. and its sub-contractors) along with Gov TV to align the proposed solution based on the current features and functionality needed to deliver these services.
- BAHA is currently responsible for these costs and will seek reimbursement from Agency partners if costs exceed what was originally planned for these services.

Operations:

- Once the system is built and installed, BAHA will provide oversight of the new system and procure the master contract for production services.

- Separate agreement(s) will be executed for GovTV production services needed for the actual audio/video Webcasting of the MTC, ABAG and BAAQMD public meetings. These services will be paid for by each Agency.

GovTV is a production company which provides video coverage of public meetings to the internet to government agencies throughout California. GovTV partners with Granicus to provide audio, video, production editing, agenda/packet production, meeting archival, and internet broadcast services. MTC has a contract with Granicus for audio webcasting of its public meetings. GovTV currently provides video production for the BAAQMD meetings. Due to its partnership with Granicus and its relationship with BAAQMD, GovTV is well qualified to provide consulting and the production services required to ensure the continuity for the existing broadcasting services. Based on this reason, procuring services from GovTV on a sole source basis was approved under agency procedures.

In January 2015, a purchase order in the amount of \$20,800 was issued to GovTV to provide preliminary review of the the design for the governing board meeting spaces and also to identify possible solutions for the integration of remote location broadcast to meeting broadcasts. The next step is to have GovTV provide further consulting to align the audio/visual technology pieces currently being installed as part of the board room construction to the overall broadcast solution. GovTV will also be participating in the oversight and testing of the technology for the governing board meeting rooms.

Recommendation

Staff recommends that the Authority authorize the Executive Director or his designee to issue a purchase order amendment to GovTV in an amount not to exceed \$135,000 for consulting services.



Steve Heminger

REQUEST FOR AUTHORITY APPROVAL

Summary of Proposed Purchase Order Amendment

Vendor: GovTV, Westlake Village, CA

Work Project Title: 375 Beale Street Technology

Purpose of Project: Webcasting Installation Consulting Services

Brief Scope of Work: Provide consulting services to prepare and align the board room and multi-purpose room technology in preparation for audio/video webcasting

Project Cost Not to Exceed: \$135,000 (Purchase order amendment amount)
\$ 20,800 (Original purchase order amount)
\$155,600 (New total purchase order amount)

Funding Source: BAHA FY 2014-15 Budget

Fiscal Impact: Funding is included in BAHA's FY 2014-15 Budget

Motion by Authority: That the Executive Director or his designee is authorized to issue a purchase order amendment to GovTV for consulting services, as described above and in the Executive Director's memorandum dated March 20, 2015, and the Treasurer and Auditor is directed to set aside additional funds in the amount of \$135,000 for such purchase order amendment.

BAHA Chair: _____
David Cortese

Approved: Date: March 25, 2015