

- **Board of Directors**  
**Engineering and Capital Programs Committee**

July 8, 2008 Board Meeting

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**7-1**

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**Subject**

Authorize agreement with Cibola Systems Corporation in an amount not to exceed \$1.71 million for the Union Station Headquarters Technology Upgrade project (Approp. 15376)

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**Description**

This action authorizes an agreement with Cibola Systems Corporation for final design and installation of replacements and improvements to audio, video and information technology (IT)-related equipment in the main board room and board committee rooms in Metropolitan's Union Station Headquarters Building. This 10-year-old equipment has reached the end of its useful life and is increasingly unreliable. No funds are requested in this action, as sufficient funds have been previously appropriated. This project is budgeted within Metropolitan's Capital Investment Plan (CIP).

**Background**

In March 2007, Metropolitan's Board appropriated \$1.91 million and authorized improvements to the audio, video and IT-related equipment in the main board room and committee rooms in Metropolitan's Union Station Headquarters Building. The existing equipment in the board and committee rooms is ten years old and is at the end of its useful life. Many of the parts are difficult to obtain because the equipment is now outdated, and is no longer manufactured or supported by its vendor. The equipment is failing at an increasing rate and needs to be replaced as soon as possible.

The upgrades will enable staff to provide high quality support and to improve the reliability of audio and video operations during meetings in the rooms. These rooms and systems are used extensively. In addition to the regular board and committee meetings, these facilities are also extensively used by Metropolitan staff and by other local agencies. This project will replace and upgrade existing equipment such as cameras, projectors, videoconferencing components, touch screen control panels, component racks, the voting system, station monitors, microphones, speakers, amplifiers, audio recorders, and connecting cables. This project will take advantage of recent industry advances that promote productivity such as a touch-screen voting system; high frequency audio transmitters to eliminate interference due to cell phones and BlackBerry devices; dual-video viewing during videoconferences, allowing participants to see the speaker and the presentation at the same time; and video streaming of meetings to staff and outside participants. Videoconferencing capabilities will be expanded to include the board room.

The project is consistent with Metropolitan's goals for sustainability by increasing the reliability of the board and committee rooms' audio and video equipment, and enhancing opportunities for videoconferencing, which would reduce automobile and airplane travel for off-site participants. This project is also important to address board objectives related to improved workforce productivity.

**Replacement and Improvement of Audio, Video, and Information Technology-Related Equipment in Board and Committee Rooms (No Funds Required)**

Technical specifications were developed for the new systems and Request for Proposals (RFP) No. 852 was issued on December 13, 2007, to obtain the services of a System Integrator to take full responsibility for final design, equipment procurement, and implementation of the improvements. A pre-proposal conference was conducted with representatives from 18 firms on January 9, 2008. Three proposals were received on January 22, 2008. Staff has evaluated these proposals in accordance with criteria established in the RFP, conducted

interviews with all three firms, and recommended Cibola Systems Corporation to be the System Integrator as providing the best proposal and value to Metropolitan. Cibola Systems demonstrated strong design/integration experience and experience completing complex projects commensurate with Metropolitan's requirements. Cibola Systems was the firm that installed the original audio/video systems at Union Station Headquarters.

On March 17, 2008, staff met with the Board's Ad Hoc Committee for Union Station Headquarters Technology Upgrades to review implementation options and estimated costs. Staff identified three options for consideration by the Board. Option 1 would replace and upgrade all of the major systems in the board and committee rooms and provide enhanced communication and collaboration capabilities such as web streaming, video archiving, audio/video podcasting, and support for remote meeting participation. This system would last at least seven to ten years. Option 2 would replace existing systems without providing the enhanced communication and collaboration capabilities, and would last five to seven years. Under both of these options, the display systems would be upgraded to modern High Definition (HD) standards, videoconferencing would be added to the main board room, and problems with the board room audio would be addressed. However, neither of these options would refurbish the lower-priority first floor committee room US1-101 nor add electronic signage to the facility, which were included in the original 2007 board letter authorizing this project. Option 3 would defer the main portion of the project and focus on replacing components (such as monitors, projectors, sound system circuit boards, and video system modulators) where failure is imminent, to keep the rooms operating reliably for another two years. Based on input from members of the Board's Ad Hoc Committee for Union Station Headquarters Technology Upgrades, Option 1 is recommended.

Staff is currently negotiating with Cibola Systems for the purpose of finalizing the specifications and fixed-cost pricing associated with Option 1. The scope of work for Cibola will include development of a detailed final system design, equipment procurement, and system installation services.

This action authorizes an agreement with Cibola Systems in an amount not to exceed \$1.71 million for design and implementation of upgrades to audio, video and IT-related equipment in the main board room and committee rooms in Metropolitan's Union Station Headquarters Building. For this agreement, Metropolitan has established a Small Business Enterprise participation level of 25 percent.

The total estimated cost to complete the Union Station Headquarters Technology Upgrade project is \$1.91 million. In addition to the amount of the agreement, the project budget includes \$200,000 for development of detailed requirements and specifications, design review and approval, system testing, and overall oversight of the upgrades. No funds are required in this action as sufficient funds have previously been appropriated. This project has been evaluated and recommended by Metropolitan's CIP Evaluation Team, and funds have been included in the fiscal year 2007/08 capital budget.

## **Policy**

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Metropolitan Water District Administrative Code Section 8113: Award of Contracts over \$250,000

### **California Environmental Quality Act (CEQA)**

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CEQA determination for Options #1, #2, and #3:

The proposed actions are categorically exempt under the provisions of CEQA and the State CEQA Guidelines. In particular, the proposed actions consist of the leasing, licensing, maintenance, and operating of existing equipment and facilities with negligible or no expansion of use beyond that existing at the time of the lead agency's determination. In addition, they will not have a significant effect on the environment. Accordingly, these proposed actions qualify as a Class 1 Categorical Exemption (Section 15301 of the State CEQA Guidelines).

The CEQA determination is: Determine that pursuant to CEQA, the proposed actions qualify under a Categorical Exemption (Class 1, Section 15301 of the State CEQA Guidelines).

**Board Options**

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**Option #1**

Adopt the CEQA determination and authorize agreement with Cibola Systems Corporation, in an amount not to exceed \$1.71 million, to proactively replace audio, video and information technology-related equipment in the main board room and selected committee rooms in Metropolitan’s Union Station Headquarters Building, including enhanced communication and collaboration technologies.

**Fiscal Impact:** Expenditure of \$1.91 million of budgeted and previously appropriated funds under Approp. 15376.

**Business Analysis:** This option would proactively replace the existing technology in the board and committee rooms to provide a seven-to-ten-year life, thereby ensuring that reliable, high quality audio/visual systems are sustained during meetings. Additional capabilities would be provided including HD displays, sound improvements, videoconferencing in the main board room, a flexible voting system, audio/video podcasting, web streaming, video archival, and improved remote participation. This option was recommended by the Board’s Ad Hoc Committee for Union Station Headquarters Technology Upgrades project.

**Option #2**

Adopt the CEQA determination and authorize agreement with Cibola Systems Corporation, in an amount not to exceed \$1.39 million, to proactively replace audio, video and information technology-related equipment in the main board room and committee rooms in Metropolitan’s Union Station Headquarters Building.

**Fiscal Impact:** Expenditure of \$1.57 million of budgeted and previously appropriated funds under Approp. 15376.

**Business Analysis:** This option would proactively replace the existing technology in the board and committee rooms to provide a five-to-seven-year life, thereby ensuring that reliable, high quality audio/visual systems are sustained during meetings. Additional capabilities would be provided including HD displays, sound improvements, videoconferencing in the main board room, and a flexible voting system. This option would omit enhanced communication capabilities such as audio/video podcasting, web streaming, video archival, and improved remote participation, which were recommended by the Board’s Ad Hoc Committee.

**Option #3**

Adopt the CEQA determination and authorize agreement with Cibola Systems Corporation, in an amount not to exceed \$700,000, to perform a two-year stopgap replacement of audio, video and information technology-related equipment whose failure is imminent, in the main board room and committee rooms in Metropolitan’s Union Station Headquarters Building.

**Fiscal Impact:** Expenditure of \$800,000 of budgeted and previously appropriated funds under Approp. 15376.

**Business Analysis:** This option would stage upgrades according to budget and reliability considerations to provide a two-year stopgap by replacing only the most urgent components. No additional capabilities would be provided.

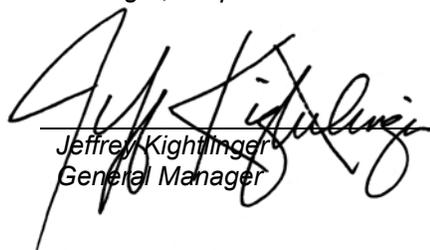
**Staff Recommendation**

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Option #1

  
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Roy L. Wolfe  
Manager, Corporate Resources

6/13/2008  
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Date

  
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Jeffrey Kighilinger  
General Manager

6/19/2008  
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Date