



STAFF REPORT

DATE: May 4, 2021

CONSENT #8

AGENDA ITEM: Low Voltage/Audio Visual technical services for City Center Improvements

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

As part of the new city hall/fire station project, we will need to bring on a consultant to help plan for the audio visual, cabling, video, security and access control systems. Leo A Daly solicited proposals from 3 firms these services.

ISSUE BEFORE COUNCIL:

Who should the Council select for low voltage, AV, security planning services for the new city center?

PROPOSAL:

A summary of the proposals received by Leo A Daly are:

Fine Point: \$34,000

TMC: \$34,870

True North: \$42,100

The recommendation is to select Fine Point Technology. A copy of their proposal is attached to this report

FISCAL IMPACT:

\$34,000 will be charged against the city hall/fire station building project. This is within the budget estimate for this service. The city will cash flow the costs until bonds are issued in summer/fall of 2021.

OPTIONS:

- 1) Select Fine Point Technology
- 2) Select Technology Management Corporation
- 3) Select True North


RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve the proposal from Fine Point Technology for Low Voltage, AV planning services.”

ATTACHMENTS:

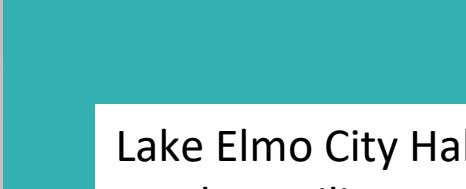
- Fine Point Technology proposal



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Professional Services for Audiovisual, Broadcast, Security, Telecommunications.



Lake Elmo City Hall and Public
Works Facility

Presented To

Leo A Daly

FINEPOINT  TECH

FINEPOINT TECHNOLOGY, LLC

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Burnsville, MN 55337
612.254.7462 Fax: 612.254.7386
www.finepoint.tech

April 16th, 2021

Mr. Todd LaVold
Project Manager
Leo A Daly
730 2nd Ave S, Suite 1300
Minneapolis, MN 55402

RE: Letter of Transmittal for:
Lake Elmo City Hall and Public Works Facility

Dear Mr. LaVold:

FinePoint Technology is pleased to submit this proposal for technology design for the new City Hall for Lake Elmo and the renovation to their Public Works Facility. FinePoint Technology is an independent consulting firm that understands technology with a focus on user experience and are committed to providing expertise that provides clients and end users the best possible solution(s).

Our proposal provides design options for the Audio Visual Systems, including the broadcast components for the Council Chambers, Structured Cabling, Access Control and Video Surveillance.

We look forward to the opportunity to collaborate with the City of Lake Elmo and Leo A Daly on this project. Please contact us if there are any questions.

Thank you for your time and attention,

For FinePoint Technology, LLC:



David Soukup, CTS-I, CTS-D, RCDD
Partner
david.soukup@finepoint.tech



Phillip Pote
Director of Business Development
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SCOPE OF WORK

PROJECT SCOPE

Leo A Daly is currently working on the new Lake Elmo City Hall and renovation of an existing Public Works Facility. City Hall is a mixed use building that includes city offices, a fire hall, and sheriff's substation. Because of the mixed use spaces both in City Hall and the Public Works Facility there is a variety of technology needs to provide city with a functional space.

SCOPE OF WORK

Based upon our understanding of the project, FinePoint has provided the following services as options and includes coordination with Ramsey/Washington Cable Commission for the council chambers broadcast systems and Roseville IT for the structured cabling systems.

Audio Visual Systems

- Design Audio Visual Systems for meeting rooms, shared public spaces, digital signage, interview rooms, and council chambers including the broadcast systems as part of the project.
- Coordinate meetings with the Ramsey/Washington Cable Commission to coordinate council chambers broadcast system design around pre-defined standards.
- Provide conduit distribution requirements for each of the technical systems for which we have been given responsibility.
- Provide functional one-line drawings for the technical systems showing interconnection of equipment.
- Provide control panel layouts and DSP layouts as needed for systems.
- Coordinate locations of controls for the systems with the Owner and appropriate members of the design team, depending on available space and user requirements.
- Provide infrastructure, power, HVAC, and backing/structural requirements for each of the systems listed in this section.
- Work with the Owner and Architect for the integration of the required system components into the architectural design and coordinate them with the interior design.
- Prepare construction documents defining the equipment and installation techniques to be employed in the installation of the audio visual systems, which will be integrated into the general construction bid package.

Structured Cabling System

- Design a structured cabling plant that will serve the entire facility.
- Working with Roseville IT and owner confirm the quantity, type, and location of drops throughout the facility.
- Locate and identify wireless access point locations throughout the facility to meet the required density ratio for all private and public spaces.
- Prepare construction documents defining the equipment and installation techniques to be employed in the installation of the structured cabling system, which will be integrated into the general construction bid package.

Exclusion: This work does not include design and specification of networking electronics, i.e., switches, routers, wireless access points, etc. or for telephone or computer hardware, this is assumed to be provided by Roseville IT or Owner's IT department. Per phone call with Pete Bauer on 4/19/2021. Roseville IT will do this.

Video Surveillance/Security Systems

- Meet with all appropriate parties to review the video surveillance requirements of the project.
- Utilize this program to develop the system designs to meet the goals and requirements of the program.
- Includes design of motion detectors, beam detection, exterior camera surveillance and interior camera surveillance (at designated sensitive points).
- Identification, location, and interconnection of cameras throughout the facility.
- Design a complete system that will allow for monitoring of the cameras and recording of the images.
- Prepare construction documents defining the equipment and installation techniques to be employed in the installation of the video surveillance / security systems, which will be integrated into the general construction bid package.

Access Control Systems

- Meet with the Owner's staff or the development team's representatives to determine their security goals and assess their security program.
- Develop an access control system based on the outcome of the Owner's goals and approved program.
- Develop systems to monitor and control the facility, coordinated with the architectural design elements.
- Prepare construction documents defining the equipment and installation techniques to be employed in the installation of the access control systems, which will be integrated into the general construction bid package.

Contractor Consultation

- Attend an onsite or virtual pre-bid conference to inform all bidders of the general intent of the plans and specifications and to answer any project questions.
- Coordinate with architect to issue addenda for clarification of the documents, as necessary.
- Evaluate substitution requests and notify bidders if they are acceptable.
- Review bid responses and provide recommendation for contract award.

Construction Administration

When the project is authorized for construction, FinePoint will perform the following activities:

- Attend an onsite or virtual pre-construction conference to provide technical assistance.
- Review submittals and shop drawings.
- Verify contractor payment requests.
- Provide four (4) inspections with reports documenting project progress.
- Conduct the substantial completion, final inspections, and create punch lists.
- Obtain signed and dated warranties from the Contractor(s).
- Upon completion, provide electronic copies of all project documents on a USB drive for future reference.

SCHEDULE

Work to follow a mutually agreed upon schedule at project commencement. FinePoint's work will begin when a signed proposal has been received. FinePoint acknowledges the current design phase is at 100% DD and will quickly onboard to provide a rough order of magnitude budget based on prior experience by May 6th provided a signed proposal or signed contract is completed in a reasonable time period.

FEES

We propose to perform the work described herein, for the following **Fixed Fees** in accordance with our standard Terms and Conditions.

FinePoint has assumed all documentation to be electronic. Printing, and plotting costs are not included in our fees, but can be included as a reimbursable expense.

PROJECT PHASE	AUDIO VISUAL SYSTEMS	STRUCTURED CABLING	ACCESS CONTROL	VIDEO SURVEILLANCE	PROJECT TOTALS
Design Development (DD)	\$2,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$6,000.00
Construction Documents (CD)	\$10,000.00	\$4,000.00	\$2,500.00	\$2,500.00	\$19,000.00
Construction Administration (CA)	\$5,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$9,000.00
TOTALS	\$17,500.00	\$7,500.00	\$4,500.00	\$4,500.00	\$34,000.00

ADDITIONAL SERVICES

Additional Information and Communications Technology (ICT) and Audiovisual Services provided by FinePoint beyond the scope of the agreement:

- Any design/redesign of systems that may become necessary to accommodate changes in the approved program after the release of the Construction Documents (CD's)
- Attendance at regularly scheduled construction meetings.

Additional services shall be charged on a Time and Materials basis as shown below, or for a negotiated fee plus reimbursable expenses only after written authorization to proceed is received from the Client.

Principal	\$150.00/hr.	CAD/BIM	\$75.00/hr.
Consultant	\$125.00/hr.	Administrative	\$55.00/hr.
Control System Programming	\$110/hr.	Commissioning	\$100.00/hr.

TERMS AND CONDITIONS

1. **Invoice:** We only bill work performed, and fees are invoiced monthly based on a percentage of completion. Payment is due in full, without retainage within 30 days.
2. **Insurance:** FinePoint Technology carries Professionally Liability, General Liability, and Workers Compensation, and an Umbrella Policy, in accordance with typical requirements, and will, upon request provide a certificate of insurance. Increases in insurance coverage limits beyond those which are carried by FinePoint and the cost of adding additional insured to our policy as directed by the Owner, Program Manager, or Architect will be invoiced as a reimbursable expense.
3. **Indemnification:** FinePoint Technology and the City of Lake Elmo agree to indemnify and hold each other harmless from and against all claims, liabilities, suites, demands, losses, damages, costs, and expenses (including reasonable attorney's fees and cost of defense), to the extent caused by the negligent acts, errors, or omissions of the other, or anyone for whose acts either of them may be legally liable.

ACCEPTANCE

Please sign and return one copy of this proposal to acknowledge your understanding of our Scope of Services, Fees, and Terms and Conditions and to authorize us to proceed.

We appreciate the opportunity to have prepared this proposal and look forward to working with you on the project. If you have any questions concerning this proposal or our services, please call.

We (Client) accept the terms of this Proposal:

Name (Print) _____

Title: _____ Date: _____

Client Company: _____