

Staff Report



Purchase of Remodel Services for the Office of Communication and Legislative Affairs Studio Broadcast Room, Project 22-0178

City Council Meeting Date: 04-11-2023 | Action Being Considered: Minute Order

RECOMMENDATION

Authorize the City Manager or his designee to approve the purchase of remodel services for the Office of Communication and Legislative Affairs studio broadcast room with Digital Resources, Inc., of Southlake, Texas, in an amount not to exceed \$400,000. Digital Resources, Inc., is a MWBE firm.

PRIOR BOARD OR COUNCIL ACTION

None.

ANALYSIS

An RFP was issued to solicit proposals from qualified vendors to provide service for the remodel of Office of Communication and Legislative Affairs studio broadcast room. The current studio was built in 2014. Since then, there have been technology advancements in lighting and video production necessitating an update to the studio. This includes but is not limited to lighting: two broadcast sets that will provide multiple camera angles, furniture/fixtures, news desk, cameras, and microphones. The estimated completion date is the end of FY2023.

Bid closed: September 22, 2022, at 2:00 p.m.
 Vendors notified through IonWave: 816
 MWBE vendors notified through IonWave: 179
 Vendors responding to bid request: 3
 MWBE Vendors responding to bid request: 2
 MWBE: Yes - WO
 Procurement Method: Request for Proposals

Vendor	MWBE	Operational Plan (40 points)	Experience/References (30 points)	Price (30 points)	Score
Digital Resources, Inc., Southlake, Texas	WO	33.00	27.25	30.00	90.25
Nelco Media Inc., San Antonio, Texas	N/A	26.25	18.50	27.73	72.48
Sound Design Studio De Soto, Texas	BL	23.50	19.50	10.00	53.00

An evaluation team comprised of City staff evaluated and scored the submittals based on weighted criteria of price, experience, and operational planning. Digital Resources, Inc., was selected based on lowest price submitted, past project experiences and a detailed work plan of the design and installation process that best met the City’s requirements.

Name of Prime Vendor	Digital Resources, Inc.,
Total Contract Value	\$400,000
Prime Vendor's M/WBE Status	WO
Dollar Amount of Prime Vendor's Self-Performance	\$400,000
	100%
Total MWBE Participation	\$400,000 (100%)

The Office of Business Diversity (OBD) placed a 11% Contract Specific Goal for this project. Digital Resources, Inc., will be exceeding the goal as an MWBE Prime, meeting the City's MWBE Policy.

FINANCIAL IMPACT

In accordance with Local Government Code 252.042, the bid was awarded based on request for proposals relative to overall score of price, experience, and operational planning, in addition to meeting the needs of the department to ensure the critical work of maintaining city properties is completed on time.

Digital Resources, Inc., was selected based on this criterion. The projected financial impact for this contract term is as follows:

<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
\$400,000	\$0	\$0

Funds are budgeted in the Public, Education or Governmental Access Account No. CC890102-SC0516.

ADDITIONAL INFORMATION

Attached: None
 Under separate cover: None
 Available in the Purchasing Division: Bid file
 Form 1295: Yes
 MWBE: WO

STAFF CONTACT(S)

Jay Warren, Director Communication & Legislative Affairs 817-459-5702 Jay.Warren@arlingtontx.gov	Jessica Santiago Purchasing Agent 817-459-6305 Jessica.Santiago@arlingtontx.gov	April Nixon Director of Finance 817-459-6345 April.Nixon@arlingtontx.gov
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