



STAFF REPORT

City of Dripping Springs

PO Box 384
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Dripping Springs, TX 78620

Submitted By: Jason Weinstock, IT Director

Council Meeting Date: Tuesday, March 21, 2023

Agenda Item Wording: Discuss and consider approval of the selection of vendor(s) for Dripping Springs Ranch Park Network and Audio-Visual Request For Proposals and authorization for staff to negotiate respective professional services agreements.

Agenda Item Requestor:

Summary/Background:

The Ranch Park was built in 2014 and operates with the original Audio-Visual “AV” equipment. The sound quality has diminished and does not extend through the entire facility.

Speaker and microphones are back online after replacing the core, yet the wiring and speakers need replacement.

The building addition on the North side did not include audio, so the system needs expansion to include audio for paging and events. The Main Event Room needs the ability to host City Council and Planning & Zoning meeting with live stream.

The current ability of the Ranch Park Network includes one (1) firewall and two (2) wireless access points limiting coverage to the Large Event Room and Vendor Hall.

This proposal will enable wireless connectivity throughout the facility and RV areas with the ability to host 500 users.

On January 26, 2023, the City issued a Request for Proposals (RFP) for Network and Audio-Visual Renovation. In response to the RFP, the City received submittals from the following Service Providers on March 2, 2023:

- Felix Media Solutions
- UniVista
- Ford AV
- BestLine Solutions
- MC Austin

Each submittal is being reviewed based on the following criteria:

| Criteria | Max. Score |
|---------------------------------------|-------------------|
| Qualifications, Abilities, Reputation | 25% |
| Quality of Proposed Services | 30% |
| Cost | 40% |
| Responsiveness of Proposal | 5% |
| | <hr/> |
| | 100% |

A review committee comprised of Jason Weinstock, Emily Nelson, and Shawn Cox scored collectively scored and then averaged those scores. A completed score sheet is included.

Based on the RFP submittals and scoring, the review committee recommends selecting Felix Media to complete the AV work and UniVista to complete the networking.

Based on the submittals, it is anticipated that the total costs for this project will be \$312,000. Between what has been budgeted for improvements and equipment in the FY 2023 DSRP budget, there is adequate funding to cover these proposals. While a future budget amendment may be necessary to reallocate each expenditure to the appropriate line items, the funding is available.

Commission Recommendations: The review Committee recommends selecting Felix Media for Audio-Visual and UniVista for Networking.

Recommended Council Actions: Authorize Administration to negotiate and enter contract with the recommended Vendors.

Attachments:

- RFP# 2023-02 Ranch Park Event Center Network & Audio-Visual Renovation
- Answered Questions
- Submittals:
 - BestLine
 - Felix Media
 - Ford AV
 - MC Austin
 - UniVista
- Score Sheet
- Draft Professional Services Agreements:
 - Felix Media
 - UniVista

Next Steps/Schedule: If authorized, Administration will enter into an agreement with the recommended Vendors.

