



MONROE CITY COUNCIL

Agenda Bill No. 19-047

SUBJECT:	Accept Project/Begin Lien Period for Council Chambers Audio & Video Installation Project
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/26/2019	Public Works Operation & Maintenance	Jakeh Roberts	Jakeh Roberts	Consent Agenda #4

Discussion: 01/30/2018; 05/01/2018; 02/26/2019

Attachments: 1. None

REQUESTED ACTION: Move to accept the Council Chambers Audio & Video Installation Project from the contractor, Dimensional Communication, Inc.; begin the 45-Day Lien Period after receipt of all affidavits; and authorize release of retainage upon filing of Notice of Completion and receipt of State of Washington releases.

POLICY CONSIDERATIONS

RCW 60.28.011(3)(b) requires release and payment in full of the retainage sixty days after project completion, subject to the provisions of RCW 39.12(1)(b), which states "Following the final acceptance of a public works project" that an affidavit of wages paid must be obtained by the City prior to the release of the retainage.

A project must be accepted by the governing body after the completion of the project in order to begin the 45-Day Lien Period. This is the first step in the process of releasing the retainage to the contractor, assuming there are no claims or liens against them.

DESCRIPTION/BACKGROUND

On May 19, 2018, per RCW 39.04.270, the City solicited for proposals through the Competitive Negotiation Process for installation of an Audio & Video system for the Council Chambers.

The Competitive Negotiation Process was brought forward through advertisement in the Everett Herald. Dimensional Communications, Inc. was the sole company to inquire about the project and submit a responsive proposal for consideration.

The proposal review and project team included representatives from Public Works, the City Clerk's Office, and Monroe Municipal Court. After a series of negotiated updates and alterations to the original proposal, each representative concurred that the requirements listed in the solicitation had been met.

Dimensional Communications Inc. began work on July 16, 2018, and completed work on December 14, 2018.

FISCAL IMPACTS

This project was a component of the 2018 Municipal Court Room/City Council Chambers remodel project, which was authorized for completion by Monroe City Council on May 1, 2018. The budget for this portion of the project was \$104,500; the total project allocation was authorized not to exceed \$154,000.

Dimensional Communications Inc. has been paid \$93,381.44. The remaining \$9,413.45 of the \$102,794.89 is being held as retainage.

Upgrades proposed:	Improvements:	Estimated Cost:	Actual Cost:
1. Audio/Video Enhancements	<ul style="list-style-type: none"> • ADA Compliance (Audio) • Court/Council audio recording • Visual information systems and presentation capability • Room aesthetics 	\$104,500	\$102,794.89
2. <i>Demolition of existing fixed platform; purchase new portable platforms; and new mobile ADA lift for platform access</i>	<ul style="list-style-type: none"> • <i>ADA Compliance (Access)</i> • <i>Room aesthetics</i> • <i>Maximizes use of space and flexibility</i> 	<i>\$27,000</i>	<i>\$24,779.17</i>
3. <i>Demolition of drop lighting "box;" installation of new in ceiling lights/dimmer control; and paint</i>	<ul style="list-style-type: none"> • <i>Visual information systems and presentation capability</i> • <i>Room aesthetics</i> 	<i>\$8,500</i>	<i>\$13,503.90</i>
	Subtotal	\$140,000	
Total cost (including 10 percent contingency):		\$154,000	\$141,077.96

TIME CONSTRAINTS

Once the project is considered complete, the City has sixty days to release the retainage. Any delays in acceptance could put the City out of compliance with section 60.28 RCW.

ALTERNATIVES TO REQUESTED ACTION

None.