



Camarillo City Council

AGENDA REPORT

Date: November 13, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Mitchell Cameron, Director of Administrative Services/Chief Innovation Officer

Subject: Professional Services Agreement with Pegasus Studios for Audio Visual Meeting Management

BACKGROUND

On November 8, 2023, the City Council approved a construction contract with Pre-Con Industries, Inc. for the City Hall Council Chambers Remodel (Remodel). This project will introduce a modified layout, enhanced technology, lighting, audio, seating, and other features to improve the experience for both in-person attendees and those watching via livestream. Construction began in February 2024 and is expected to continue through the end of the year.

The Council Chambers hosts approximately 70 meetings annually. Currently, two temporary, part-time camera operators manage the filming and broadcasting of public meetings. The remodel includes the installation of new audio-visual (AV) systems, necessitating professional AV management for effective long-term operation.

To address this need, Staff intends to contract an experienced vendor to provide comprehensive AV support for public meetings, including AV system management, live broadcasting and recording, equipment maintenance, training, reporting, compliance, security, and emergency preparedness.

DISCUSSION

On August 23, 2024, staff issued a Request for Proposals (RFP), for comprehensive AV management services for all public meetings. On September 11, 2024, the City received two proposals for AV services from Pegasus Studios and Video Vets. The proposals submitted were evaluated by a panel of representatives from multiple departments using the following criteria: qualifications of the firm, quality of references, understanding of the project scope and approach, and service level commitment and standards. Following the review and reference check, Pegasus Studios was selected as the most qualified bidder based on their expertise and alignment with the City's requirements. Notably, Pegasus provides AV support services to the City of Moorpark, the City of Agoura Hills, the County

of Santa Barbara, and the City of Simi Valley, further demonstrating their experience with municipal clients.

Staff recommends awarding a five-year professional services contract with an option to extend for up to two additional one-year periods to the most responsive bidder, Pegasus Studios for \$378,000 plus a 20% contingency for unforeseen additional meetings and professional services for a total not to exceed amount of \$453,600. The remodel and the new AV contract will increase the cost for outside agencies to use the Council Chambers. Staff is coordinating with these agencies to ensure they are informed of the revised cost structure related to the upgraded facilities and AV services.

Contract Year	Cost
Year One	\$80,400
Year Two	\$74,400
Year Three	\$74,400
Year Four	\$74,400
Year Five	\$74,400
Subtotal	\$378,000
20% Contingency	\$75,600
Total Authorization	\$453,600

FISCAL IMPACT

An appropriation of \$55,600 for Audio Visual Meeting Management for all public meetings in the City Hall Facility Division, Account No. 101-5750-457.32-01 from available General Fund Unassigned Fund balance is required. Future years will be included in their respective budgets.

CEQA DETERMINATIONS

City staff has determined, in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, that Audio Visual Management Services are not subject to CEQA review because it can be seen with certainty that there is no possibility that the Audio Visual Support Services may have a significant effect on the environment.

RECOMMENDATION

1. Find that Audio Visual Management Services are exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines; and
2. Authorize City Manager to execute Agreement No. 2024-183 with Pegasus Studios for a not to exceed amount of \$453,600; and
3. Authorize an appropriation of \$55,600 in the City Hall Facility Division, Account No. 101-5750-457.32-01 from available General Fund Unassigned Fund balance.

ATTACHMENTS

1. Agreement 2024-183

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None