

03/26/2025

Joe Kreml

Video Production Manager

Village of Oak Park

708.358.5775

Re: Village of Oak Park – Village Hall/Council/Boardroom Audiovisual Renovation – Additional Design Services – Kluber Architect Design Changes (Phase 2.2)

Dear Joe,

Thank you for the opportunity to propose additional design services for Audiovisual design and specifications for the Village of Oak Park – Board/Conference Room project. NV5 (formerly Technical Design Services, Inc./ NV5) is very excited about the prospect of continuing to work with you on this important project, as NV5 offers the breadth of knowledge and experience to provide outstanding technology consulting and design services that will complement the work done by your team.

Per your request, NV5 has developed this scope letter outlining the additional proposed services and their related fees.

## Project Background

- The Village of Oak Park (herein “the Village”) is requesting assistance to construct/renovate the audiovisual technology systems within an existing public meeting space, where it is hoped to incorporate some of the industry’s newest technology to improve the Village’s ability to better ingest and present audio and video content to the village Board as well as members of the public, attending village meetings remotely using various video teleconferencing solutions.
- It is the wish of the technologists that the new system offers as much automation as is practical, to allow a higher degree of user friendliness.
- It will be the designer’s intent to maintain as much consistency in the user experience and maintenance programs as possible, by leveraging new audiovisual system designs that will maintain existing concepts wherever possible while also designed to meet current Village design standards.

## Project Scope

NV5 will further develop an existing design document package that will expand the initial design to include enhancements that had been proposed to the Village on a video call on 07/19/23. The updated design documents will supersede the existing and will allow the Village to issue an RPF to contractors/vendors of their choosing. The package will contain design documents that will not only bring the Village’s large conference and meeting space up to the ‘state-of-the-art’ in Audiovisual presentation and collaboration technology, but will enhance that technology to meet the specific usage requirements identified by the Village. The spaces to be included in this updated design effort have been identified in earlier concept development as:

Conference - 101

## Project Methodology

The services provided with this proposal will amend the existing work agreement to add these supplemental services. All previously defined services and deliverables will remain, with only these additional service being added.

NV5 will closely coordinate our work with other trades throughout the design, bidding and construction phases

of the project. NV5 will perform the following work steps to accomplish the above referenced scope:

### 1. Design Amendment Phase

This scope has been defined using the understanding gained by the completion of all previous design phases.

- NV5 will build an updated design package that will react to the changes made to the ceiling treatment by Kluber architects. The AV design will update the speaker and microphone types/ placement and installation methodology to coordinate with the open slat ceiling plan.
- Additionally, NV5 will produce updated supporting documents, that, when combined with the room-specific information above, will illustrate the complete construction instructions. These supporting documents will include:
  - Revised Elevations (where required)
  - Revised Plans (floor/ceiling as required)
  - Any required Audiovisual custom component assembly details
  - Updated equipment schedules.
    - The design package will include a complete equipment schedule, listing every newly added component required to provide the conceptualized solution.
  - Functional diagrams
    - The revised design package will include complete amended functional diagrams, which are provided to assist the contractor with fully understanding the relationship between components, in order to better target the conceptualized solution.
- NV5 will also capture the amended requirements of the solution in an updated written design specification. This specification will not only define the functional requirements of the solution, but will also provide requirements for every aspect of the procurement and construction process to help ensure the realization of the concept, upon completion.
- NV5 will coordinate the technology design changes with the architectural team to ensure their designs can accommodate the requirements of the alternate AV products.
- Additional meetings with the Ownership team should not be necessary unless the design revisions impact the functionality as defined in earlier design phases. This service agreement will have time allocated to accommodate a remote meeting, should one be required.

### Project Investment

Our fees reflect the collective experience and expertise that NV5 brings to your project. The time and resources allocated are determined based upon NV5's understanding of the requirements of the project, as explained in the project scope. Minor changes to the Project Scope and Project Methodology stated above would not result in a change in our fees. Should there be more significant changes in the scope or required methodology, NV5 would inform the Village of the additional services required and any subsequent impact on the stated fees before proceeding. Please review the following table summarizing the potential Project Investment:

Project Investment Summary	
Audiovisual System Design & Construction Administration Services	
Phase 2.2 – Revise the existing design, Bid Document production	\$ 3950

## Notes:

- 1) All fees quoted are in addition to expenses not detailed above.
- 2) Additional services and work performed that is out of scope would be billed as Time and Expenses at a rate of \$140.00/hr. to \$190.00/hr. depending on the individual performing the task.
- 3) Payment terms: Unless otherwise mutually agreed upon, NV5 will issue monthly invoices for our services rendered. The fees would be payable upon receipt.

**CONTRACTUAL ASSUMPTIONS**

The following assumptions were considered when establishing the fees for this engagement. Deviations from these assumptions could result in a change in our fees. Please review the following and if any incorrect assumptions have been made, please notify NV5.

1. No significant changes in scope will occur after approval of the concept design, when Design Development task goals and objectives are initiated.
2. Electronic floor plans to be used for this effort will be those BIM Drafting format (REVIT) files that NV5 has provided to the Owner as part of a parallel service offering.
3. Other Direct Costs will be passed on to the Client at cost. (Example: mileage, postage, reproduction, supplies, etc.)
4. Industrial/Mechanical/Structural/Electrical/Fire Protection engineering and Architectural services are not included in this proposal.
5. Electronic Safety and Security (ESS) Access Control, Intrusion Detection and Video Surveillance design services are not included in this proposal. NV5 has the in-house talent and experience to provide these services and can develop a proposal for performing this type of engagement should the need arise.
6. Structured Connectivity System (SCS) Data, Voice and Wi-Fi design services are not included in this proposal. NV5 has the in-house talent and experience to provide these services and can develop a proposal for performing this type of engagement should the need arise.
7. The proposal includes the coordination of electrical and thermal load information for all the equipment designed under NV5's scope of work. Excluded is electrical load information for any equipment not included within our design. NV5 will not provide design or engineering services related to electrical and/or mechanical systems in relation to those loads.
8. Excluded from these services is the oversight of implementation of any equipment or contractors installing equipment not directly involved in work included in the NV5's design documents.
9. Excluded from these services are any hands-on installation, configuration, programming and/or integration services of any equipment associated with this project.
10. Notwithstanding anything in this proposal, NV5 shall not be required to make exhaustive or continuous on-site inspections to check the quality and quantity of contractor's work; and NV5 shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, or for safety measures, precautions and programs including enforcement of Federal and State safety requirements, in connection with construction work performed by the contractor.

**ACCEPTANCE OF PROPOSAL**

If the scope, methodology and arrangements outlined in this proposal are acceptable, please sign and return a copy or issue a Purchase Order for the fees listed above. Once NV5 receives authorization from the Village of Oak Park, NV5 will establish a project schedule with you and proceed with the development of the documents. NV5 appreciates this opportunity and looks forward to working with you.

If you have any questions or require any additional information, please contact me directly at 630.890.5566 or jeff.herrmann@NV5.com

Sincerely,  
**NV5**



Jeff Herrmann, CTS-D  
Associate Principal

Accepted By:  
**Village of Oak Park**  
Name:

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Title:

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Date:

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**ORIGINAL****RESOLUTION**

**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH  
TECHNICAL DESIGN SERVICES, INC. TO DESIGN THE VILLAGE'S AUDIOVISUAL  
TECHNOLOGY SYSTEMS WITHIN EXISTING PUBLIC MEETING SPACES IN AN  
AMOUNT NOT TO EXCEED \$48,505, AUTHORIZING ITS EXECUTION  
AND WAIVING THE VILLAGE'S BID PROCESS FOR THE AGREEMENT**

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois ("Village"), in the exercise of their home rule powers, that the Professional Services Agreement for Services ("Agreement") with Technical Design Services, Inc. to design the Village's audiovisual technology systems within existing public meeting spaces in an amount not to exceed \$48,505 is approved, the Village Manager is authorized to execute the Agreement in substantially the form attached and the Village's bid process is waived for the Agreement.

**THIS RESOLUTION** shall be in full force and effect from and after its adoption and approval as provided by law.

**ADOPTED** this 6<sup>th</sup> day of February, 2023, pursuant to a roll call vote as follows:

Voting	Aye	Nay	Absent	Abstain
President Scaman	✓			
Trustee Buchanan	✓			
Trustee Enyia	✓			
Trustee Parakkat	✓			
Trustee Robinson	✓			
Trustee Taglia	✓			
Trustee Wesley	✓			

**APPROVED** this 6<sup>th</sup> day of February, 2022.

Vicki Scaman  
Vicki Scaman, Village President

ATTEST  
Christina M. Waters  
Christina M. Waters, Village Clerk



# ORIGINAL

## PROFESSIONAL SERVICES AGREEMENT

**THIS PROFESSIONAL SERVICES AGREEMENT** (hereinafter referred to as the "Agreement") is entered into this 6 of February 2023, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the "Village"), and Technical Design Services, Inc., an Illinois corporation (hereinafter referred to as the "Consultant").

### RECITAL

**WHEREAS**, the Village intends to have professional services performed by the Consultant to design the Village's audiovisual technology systems within existing public meeting spaces pursuant to the Consultant's Proposal dated January 6, 2023, attached hereto and incorporated herein by reference (hereinafter referred to as "Consultant's Proposal").

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

**1. RECITAL INCORPORATED.**

The above recital is incorporated herein as though fully set forth.

**2. SERVICES OF THE CONSULTANT.**

2.1. The Project consists of professional audiovisual consulting services as more completely described in the Consultant's proposal (hereinafter referred to as the "Services"). After written authorization by the Village, the Consultant shall provide the Services for the Project. The Village shall approve the use of subconsultants by the Consultant to perform any of the Services that are the subject of this Agreement.

2.2. The Consultant shall submit to the Village all reports, documents, data, and information set forth in the Project. The Village shall have the right to require such corrections as may be reasonably necessary to make any required submittal conform to this Agreement. The Consultant shall be responsible for any delay in the Services to be provided pursuant to this Agreement due to the Consultant's failure to provide any required submittal in conformance with this Agreement.

2.3. In case of a conflict between provisions of the Consultant's Proposal and this Agreement, this Agreement shall control to the extent of such conflict.

2.4. Village Authorized Representative. The Village's Chief Director of Communications or the Director's designee shall be deemed the Village's authorized representative, unless applicable law requires action by the Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Agreement. The Consultant is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing the Consultant with written notice of such change which notice shall be sent in accordance with Section 17 of this Agreement.

2.5. Consultant's Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, the Consultant hereby designates Jeff Herrmann as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Consultant and with the effect of binding the Consultant. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Consultant as having been properly and legally given by the Consultant. The Consultant shall have the right to change its Authorized Representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.6. The Consultant shall be an independent Consultant to the Village. The Consultant shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Services. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against Consultant. The Consultant's services under this Agreement are being performed solely for the Village's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

### **3. COMPENSATION FOR SERVICES.**

3.1. The Village shall compensate the Consultant for the Services in an amount not to exceed \$48505. Payments shall be made within thirty (30) days of receipt by the Village of a pay request/invoice from the Consultant. Payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, except as set forth herein.

3.2. The Village may, at any time, by written order, make changes within the general scope of this Agreement in the Services to be performed by the Consultant. If such changes cause an increase or decrease in the amount to be paid to Consultant or time required for performance



of any Services under this Agreement, whether or not changed by any order, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which additional compensation will be charged by the Consultant shall be furnished without the written authorization of the Village.

3.3. The Consultant shall, as a condition precedent to its right to receive a progress payment, submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Agreement. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase.

3.4. Notwithstanding any other provision of this Agreement and without prejudice to any of the Village's rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which the Consultant is liable under this Agreement; (3) claims of subconsultants, suppliers, or other persons performing Consultant's Services; (4) delay in the progress or completion of the Services; (5) inability of the Consultant to complete the Services; (6) failure of the Consultant to properly complete or document any pay request; (7) any other failure of Consultant to perform any of its obligations under this Agreement; or (8) the cost to the Village, including reasonable attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village's remedies set forth in this Agreement. The Village must notify the Consultant of cause for withholding within fourteen (14) days of receiving invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until the Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due the Consultant under this Agreement to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, reasonable attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to the Consultant under this Agreement.

3.6. The Consultant's Services shall be considered complete on the date of final written acceptance by the Village, which acceptance shall not be unreasonably withheld or delayed. As soon as practicable after final acceptance, the Village shall pay to the Consultant the balance of any amount due and owing under this Agreement, after deducting therefrom all charges against



the Consultant as provided for in this Agreement ("Final Payment"). The acceptance by Consultant of Final Payment with respect to the Services shall operate as a full and complete release of the Village of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to the Consultant for anything done, furnished for, arising out of, relating to, or in connection with the Services, except for such claims as the Consultant reserved in writing at the time of submitting its invoice for final payment.

**4. TERM AND TERMINATION.**

4.1. This Agreement shall take effect upon the Effective Date as defined herein and shall expire upon the Consultant's completion of its services pursuant to Section 3.6 above.

4.2. This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. The Village may terminate this Agreement, in whole or in part, for its convenience. No such termination shall be effective unless the terminating party gives the other party not less than ten (10) calendar days written notice pursuant to Section 18 below of its intent to terminate.

4.3. If this Agreement is terminated by either party, the Consultant shall be paid for Services performed to the effective date of termination, including reimbursable expenses. In the event of termination, the Village shall receive reproducible copies of drawings, specifications and other documents completed by the Consultant pursuant to this Agreement.

**5. INDEMNIFICATION.**

5.1. To the fullest extent permitted by law, the Consultant hereby agrees to defend, indemnify and hold harmless the Village and its officers, officials, agents, employees and volunteers against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including, but not limited to, reasonable attorney's fees and court costs (hereinafter referred to as "Claims") which may accrue against the Village and its officers, officials, agents, employees and volunteers to the extent arising out of the negligent performance of the work by the Consultant, its employees, or subconsultants, except for the negligence of the Village or its officers, officials, agents, employees and volunteers.

**6. INSURANCE.**

6.1. The Consultant shall, at the Consultant's expense, secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 6. The Consultant shall furnish Certificates of Insurance to the Village before starting work or within ten (10) days after the notice of award of the Agreement, whichever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed or authorized to do business in the State of Illinois and having

a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. This provision (or reasonable equivalent) shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." The Consultant shall require any of its subconsultants to secure and maintain insurance as set forth in this Section 6 and indemnify, hold harmless and defend the Village and its officers, officials, agents, employees and volunteers as set forth in this Agreement.

6.2. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) **Commercial General Liability:**

- i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:
 

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00
- iii. Cover all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.

(B) **Professional Liability:**

- i. Per Claim/Aggregate \$2,000,000.00
- ii. Cover all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.

(C) **Workers' Compensation:**

- i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who work on the Project, and in case work is sublet, the Consultant shall require each subconsultant similarly to provide workers' compensation insurance. In case employees engaged in hazardous work under this Agreement are not protected under workers' compensation insurance, the Consultant shall provide, and shall cause each subconsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

**(D) Comprehensive Automobile Liability:**

- i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.
- ii. Limits:  
Combined Single Limit \$1,000,000.00

**(E) Umbrella:**

- i. Limits:  
Each Occurrence/Aggregate \$2,000,000.00

- (F)** The Village and its officers, officials, agents, employees and volunteers shall be named as additional insureds on all insurance policies identified herein except Workers' Compensation and Professional Liability. The Consultant shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, employees, and volunteers.

6.3. The Village and the Consultant agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

6.4. The Consultant understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village and its officers, officials, agents, employees and volunteers as herein provided. The Consultant waives and agrees to require its insurers to waive its rights of subrogation against the Village and its officers, officials, employees, agents and volunteers.

**7. SUCCESSORS AND ASSIGNS.**

7.1. The Village and the Consultant each bind themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Agreement. Except as above, neither the Village nor the Consultant shall assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body that may not be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and the Consultant.

**8. FORCE MAJEURE.**

8.1. Neither the Consultant nor the Village shall be responsible for any delay caused

by any contingency beyond their control, including, but not limited to: acts of nature, war or insurrection, strikes or lockouts, walkouts, fires, natural calamities, riots or demands or requirements of governmental agencies.

## **9. AMENDMENTS AND MODIFICATIONS.**

9.1. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Consultant.

## **10. STANDARD OF CARE.**

10.1. The Consultant is responsible for the quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports and other professional Services furnished or required under this Agreement, and shall endeavor to perform such Services with the same skill and judgment which can be reasonably expected from similarly situated professionals.

10.2. The Consultant shall be responsible for the accuracy of its professional Services under this Agreement and shall promptly make revisions or corrections resulting from its errors, omissions, or negligent acts without additional compensation. The Village's acceptance of any of Consultant's professional Services shall not relieve Consultant of its responsibility to subsequently correct any such errors or omissions, provided the Village notifies Consultant thereof within one year of completion of the Consultant's Services.

10.3. The Consultant shall respond to the Village's notice of any errors and/or omissions within seven (7) days of written confirmation by the Consultant of the Village's notice. Such confirmation may be in the form of a facsimile confirmation receipt by the Village, or by actual hand delivery of written notice by the Village to the Consultant.

10.4. The Consultant shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement.

10.5. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental

disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or the Consultant with respect to this Agreement.

10.6. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or its subconsultants', performance of, or failure to perform, the Services required pursuant to this Agreement or any part thereof.

## **11. DRAWINGS, DOCUMENTS AND BOOKS AND RECORDS.**

11.1. Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be provided pursuant to this Agreement ("Documents") shall be and remain the property of the Village upon completion of the project and payment to the Consultant all amounts then due under this Agreement. At the Village's request, or upon termination of this Agreement, the Documents shall be delivered promptly to the Village. The Consultant shall have the right to retain copies of the Documents for its files. The Consultant shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required herein.

11.2. The Consultant's Documents and records pursuant to this Agreement shall be maintained and made available during performance of Project Services under this Agreement and for three (3) years after completion of the Project. The Consultant shall give notice to the Village of any Documents to be disposed of or destroyed and the intended date after said period, which shall be at least ninety (90) days after the effective date of such notice of disposal or destruction. The Village shall have ninety (90) days after receipt of any such notice to give notice to the Consultant not to dispose of or destroy said Documents and to require Consultant to deliver same to the Village, at the Village's expense. The Consultant and any subconsultants shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Consultant agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Consultant shall

make the Documents available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

11.3. The Consultant shall have the right to include among the Consultant's promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by the Consultant pursuant to this Agreement (collectively "Work Products"). The Village shall provide professional credit to the Consultant in the Village's development, promotional and other materials which include the Consultant's Work Products.

## **12. SAVINGS CLAUSE.**

12.1. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of it requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

## **13. NON-WAIVER OF RIGHTS.**

13.1. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

13.2. This Agreement shall not prohibit the Consultant from providing engineering Services to any other public or private entity or person. In the event that the Consultant provides Services to a public or private entity or person, the Village, at its sole discretion, may determine that such Services conflict with a service to be provided to the Village by Consultant, and the Village may select another civil engineer and/or land surveyor to provide such Services as the Village deems appropriate.

## **14. THE VILLAGE'S REMEDIES.**

14.1. If it should appear at any time prior to final payment that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services to be provided pursuant to this Agreement with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has attempted to assign this Agreement or the Consultant's rights under this Agreement, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Agreement or has failed to pay its debts as they come due ("Event

of Default”), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen (15) business days after Consultant’s receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

14.1.1. The Village may require the Consultant, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Consultant and the Services into compliance with this Agreement;

14.1.2. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price;

14.1.3. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement except for amounts due for Services properly performed prior to termination;

14.1.4. The Village may withhold any progress payment or final payment from the Consultant, whether or not previously approved, or may recover from Consultant, any and all costs but not exceeding the amount of the Contract Price, including attorneys’ fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default; or

14.1.5. The Village may recover any damages suffered by the Village as a result of the Consultant’s Event of Default.

## **15. NO COLLUSION.**

15.1. The Consultant hereby represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village’s option, be null and void and subject to termination by the Village.



**16. ENTIRE AGREEMENT.**

16.1. This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

**17. GOVERNING LAW AND VENUE.**

17.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

17.2 Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

**18. NOTICE.**

18.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by electronic transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:

Village Manager  
Village of Oak Park  
123 Madison Street  
Oak Park, Illinois 60302  
Email: [villagemanager@oak-park.us](mailto:villagemanager@oak-park.us)

If to the Consultant:

Jeff Herrmann  
Technical Design Services, Inc. (TDSi)  
1075 Shore Road  
Naperville, Illinois 60563  
Email: [jherrmann@gotdsi.com](mailto:jherrmann@gotdsi.com)

18.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

18.3. Notice by electronic transmission shall be effective as of date and time of electronic transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event electronic notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

**19. BINDING AUTHORITY.**

19.1. The individuals executing this Agreement on behalf of the Consultant and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

**20. HEADINGS AND TITLES.**

20.1. The headings or titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

**21. COUNTERPARTS; FACSIMILE OR PDF SIGNATURES.**

21.1. This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

21.2. A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

**22. EFFECTIVE DATE.**

22.1. As used in this Agreement, the Effective Date of this Agreement shall be the last date of its execution by one of the parties as reflected below.

**23. AUTHORIZATIONS.**

23.1. The Consultant's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Consultant's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager warrants that she has been lawfully authorized to execute this Agreement. The Consultant and the Village shall deliver upon request to each other copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents which evidence their legal authority to execute this Agreement on behalf of their respective parties.

**24. EQUAL OPPORTUNITY EMPLOYER.**

24.1. The Consultant is an equal opportunity employer and the requirements of 44 Ill. Adm. Code 750 APPENDIX A and Chapter 13 ("Human Rights") of the Oak Park Village Code are incorporated herein as though fully set forth. The Consultant shall not discriminate against any employee or applicant for employment because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work, and further

that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. The Consultant shall comply with all requirements of Chapter 13 ("Human Rights") of the Oak Park Village Code.

24.2. In the event of the Consultant's noncompliance with any provision of Chapter 13 ("Human Rights") of the Oak Park Village Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future Agreements or subcontracts with the Village, and the Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

24.3. In all solicitations or advertisements for employees placed by it on its behalf, the Consultant shall state that all applicants will be afforded equal opportunity without discrimination because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -  
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

**VILLAGE OF OAK PARK**

  
By: Kevin J. Jackson  
Its: Village Manager

Date: February 7, 2023

**ATTEST**

  
By: Christina M. Waters  
Its: Village Clerk


Date: 2/10, 2023

**TECHNICAL DESIGN SERVICES, INC.**

  
By: Jeff Herrmann  
Its: AudioVisual Design Practice Lead

Date: February 13, 2023

**ATTEST**

  
By: Jessica Patten  
Its:

Date: February 13, 2023

**REVIEWED AND APPROVED  
AS TO FORM**

  
**LAW DEPARTMENT**

**FEB 06 2023**



01/06/2023

Joe Kreml  
Video Production Manager  
Village of Oak Park  
708.358.5775

Re: Village of Oak Park – Village Hall/Council/Boardroom Audiovisual Renovation

Dear Joe,

Thank you for the opportunity to propose services for Audiovisual design and specifications for the Village of Oak Park – Village Hall/Council/Boardroom Audiovisual Renovation project. Technical Design Services, Inc. (herein, TDSi) is very excited about the prospect of working with you on this important project, as TDSi offers the breadth of knowledge and experience to provide outstanding technology consulting and design services that will complement the work done by your team.

Per your request, TDSi has developed this engagement letter outlining the proposed scope of services and their related fees.

**PROJECT BACKGROUND**

- The Village of Oak Park (herein “the Village”) is requesting assistance to construct/renovate the audiovisual technology systems within an existing public meeting space, where it is hoped to incorporate some of the industry’s newest technology to improve the Village’s ability to better ingest and present audio and video content to the village Board as well as members of the public, attending village meetings remotely using various video teleconferencing solutions.
- It is the wish of the technologists that the new system offers as much automation as is practical, to allow a higher degree of user friendliness.
- It will be the designer’s intent to maintain as much consistency in the user experience and maintenance programs as possible, by leveraging new audiovisual system designs that will maintain existing concepts wherever possible while also designed to meet current Village design standards.

**PROJECT SCOPE**

TDSi will produce a design document package that will allow the Village to issue an RFP to contractors/vendors of their choosing. The package will contain design documents that will bring the Village’s conference and meeting spaces up to the ‘state-of-the-art’ in Audiovisual presentation and collaboration technology. The spaces to be included in the design effort have been identified in earlier concept development to be defined as:

Council Chambers - 201  
Conference - 101  
Conference - 102

Conference - 124  
Conference - 130  
Conference - 215  
Video Production - 226  
Room Schedulers – multiple locations  
Digital Signage – multiple locations

To meet the objectives of this scope, TDSi will employ the following methodology:

**PROJECT METHODOLOGY**

TDSi will closely coordinate our work with other trades throughout the design, bidding and construction phases of the project. TDSi will perform the following work steps to accomplish the above referenced scope:

**1. Initial Planning and Concept Design Phase (Completed phase)**

**Audio Visual System (AVS):**

- ~~Coordinate with the Village's, or the larger design team's schedule and key milestones.~~
- ~~Coordinate with architectural and engineering disciplines as required for each system.~~
- ~~Request and attend one (1) on-site meeting, to define the required design criteria and capture the required user experience expectations. This meeting would hold the most value when as many key stakeholders (as is practical), representing the Village's interests, are present to contribute.~~
  - \* ~~Discuss some of the Village's past technology experiences, pain points and challenges.~~
  - \* ~~Identify and expound on existing technology design standards.~~
  - \* ~~Discuss objectives and solutions for the systems to be designed.~~
  - \* ~~Begin to define the separation of responsibilities amongst the design team.~~
  - \* ~~Discuss system alternatives that are currently available in the marketplace.~~
  - \* ~~Suggest Best Practices to be followed in both the design and installation of the system.~~
- ~~Following the design criteria meeting, TDSi shall utilize information gathered as the basis for developing the design criteria summary report (aka Design Narrative).~~
- ~~TDSi shall issue the Design Narrative for the Village to review, after which TDSi will request one (1) remote (phone/video conference) formal meeting to review the Narrative, address any concerns, clarify any ambiguity and capture any design changes.~~
  - \* ~~Supplemental ad-hoc phone or email exchanges to ask/respond to questions or clarifications are welcome and expected and would not be considered additional services.~~
- ~~Following the Design Narrative review conference, TDSi shall capture any changes and will finalize the Design Narrative.~~



- ~~TDSi shall issue the final Design Narrative report for the Village's record of design intent.~~
- ~~Supplementing the provided Design Narrative, TDSi will provide a cost estimate for the defined system functionality. This cost estimate can be used by the Village to help determine the financial impact of the desired technology solution and to help determine its viability.~~

~~*Note: To propose the highest value design services, subsequent value engineering efforts beyond the issuance of the final Design Narrative and cost estimates are not included in the Project Investment Summary below. Therefore, any redesign, or "value engineering" efforts after the compilation and delivery of the final Design Narrative will be considered as additional services, with those related costs presented in a supplemental proposal.*~~

## **2. Design Development Phase (Phase 2 – Included services)**

This scope has been defined using the understanding gained by the completion Phase 1, above.

- Following the issuance and acceptance of the Design Narrative report and the cost estimate, TDSi shall begin the design of the system, electrical and data infrastructure related aspects of the solution. The design will be targeted toward the realization of the concepts as presented in the Phase 1 concept summary report.
  - TDSi will build a design package utilizing the TDSi-produced building scans and 3D space model. Into this model, TDSi will place symbols representing every component of the actual A/V solution, so that each of those locations can be scrutinized relative to obstacles or conflicts. The drawings will show the representative Audiovisual device locations on floor and ceiling plan drawings as well as wall elevations, that identify the final location and type of Audiovisual devices and infrastructure. This will include (where applicable):
    - Audiovisual interface devices
    - Direct-view displays
    - Projection systems and screens
    - Speakers
    - Cameras
    - Other major Audiovisual components
    - Data outlets dedicated to the support of the Audiovisual system
  - Additionally, TDSi will produce supporting documents, then when combined with the room-specific information above, will illustrate the complete construction instructions. These supporting documents will include:
    - Wall Elevations
    - Rack layouts
    - Audiovisual custom component assembly details
    - Equipment schedules
      - The design package will include a complete equipment schedule, listing every major component required to provide the conceptualized solution.



- Functional diagrams
  - The design package will include complete functional diagrams, which are provided to assist the contractor with fully understanding the relationship between components, in order to better target the conceptualized solution.
- TDSi will assist with the facilitation of virtual product demonstrations – interest has been expressed in the exploration into the closed-captioning solutions presented in the concept.
- Concurrent with the development of the design drawings, TDSi will also capture the requirements of the solution in the written design specification. This specification will not only define the functional requirements of the solution, but will also provide requirements for every aspect of the procurement and construction process to help ensure the realization of the concept, upon completion.

### **3. Construction Administration Phase (Phase 2 - Included Services)**

This scope has been defined based upon the understanding gained with the completion of Phase 1 above and will be provided following the previously defined design services. These services are provided to help ensure that the construction process follows the design concept as closely as possible, helping to ensure that upon delivery, the solution meets the expectations established during the conceptualization phase.

- During the bidding phase, TDSi will answer contractor questions and prepare any required clarifications or addenda necessary for the contractors to submit a complete bid.
- Once the Village receives the responses from the contractors, TDSi will assist in the evaluation of the bids. TDSi will review each vendor's response to ensure they have proposed a complete solution, in accordance with the requirements defined in the specification. Once the review is complete, TDSi will provide an evaluation summary to assist the Owner with contractor selection.
- If required, TDSi will provide an Issued for Construction document set to be sent to the successful bidder that will incorporate addenda, and selected alternates. If there are other significant changes required, TDSi would inform the Village of the additional time required to complete the Issued for Construction plans and would not proceed without authorization.
- If requested by the awarded contractor, TDSi will attend a remote pre-construction meeting to clarify any questions and discuss the design and intent of the systems to be installed. TDSi will also review the requested product data sheets and shop drawing submittals.
- TDSi may attend, as requested/required, ongoing construction (remote) meetings to monitor/manage the construction of the project and to respond to any construction related questions. It is not expected, not accommodated in the proposal, that TDSi will attend every construction or 'OAC' (owner/architect/constructor) meeting.
- TDSi would produce Field Sketches, as required, to accommodate changes or questions that may arise.
- TDSi will provide input/advice on design considerations pertaining to disciplines that parallel the Audiovisual system (i.e., lighting, acoustics, furniture) and will provide direct instruction and coordination where those discipline will have immediate and

direct impact to the construction of the A/V solution.

- With coordination with the GC or construction manager, TDSi will visit the site early in the construction, monitoring the installation of any potential new infrastructure and system rough-in installation, to ensure that it follows the designed plans and specifications.
- At the conclusion of all construction, programming, configuration and testing, TDSi will conduct a final observation of all systems. This observation is to verify that the contractor/vendor has performed all required construction scope in compliance with the contract documents.
  - Produce a final inspection punch list report of all the items observed as being non-compliant with the specification or the contract documents. *Note: TDSi will not force or compel compliance with the specification. The General Contractor, or other authority having jurisdiction, shall enforce the specification using reported observations provided by TDSi.*
- Review contractor's compliance with the project closeout requirements, as defined in the specifcaiton, including As-Built Documents, Operations and Maintenance Manuals, formal training, warranty service agreement, spare parts inventory, etc.

### **PROJECT INVESTMENT**

Our fees reflect the collective experience and expertise that TDSi brings to your project. The time and resources allocated are determined based upon TDSi's understanding of the requirements of the project, as explained in the project scope. Minor changes to the Project Scope and Project Methodology stated above would not result in a change in our fees. Should there be more significant changes in the scope or required methodology, TDSi would inform the Village of the additional services required and any subsequent impact on the stated fees before proceeding. Please review the following table summarizing the potential Project Investment:

<b>Project Investment Summary</b>	
<b>Audiovisual System Design &amp; Construction Administration Services</b>	
Phase 2 – Design Development, Bid Document production & Construction Administration	<b>\$ 48,505</b>

#### **Notes:**

- 1) All fees quoted are in addition to expenses not detailed above.
- 2) Additional services and work performed that is out of scope would be billed as Time and Expenses at a rate of \$95.00/hr. to \$150.00/hr. depending on the individual performing the task.
- 3) Payment terms: Unless mutually agreed upon otherwise, TDSi will issue monthly invoices for our services rendered. The fees would be payable upon receipt.

### **CONTRACTUAL ASSUMPTIONS**

The following assumptions were considered when establishing the fees for this engagement. Deviations from these assumptions could result in a change in our fees. Please review the following and if any incorrect assumptions have been made, please notify TDSi.

1. No significant changes in scope will occur after approval of the concept design, when Design Development task goals and objectives are initiated.
2. Electronic floor plans to be used for this effort will be those BIM Drafting format (REVIT) files that TDSi has provided to the Owner as part of a parallel service offering.
3. Other Direct Costs will be passed on to the Client at cost. (Example: mileage, postage, reproduction, supplies, etc.)
4. Industrial/Mechanical/Structural/Electrical/Fire Protection engineering and Architectural services are not included in this proposal.
5. Electronic Safety and Security (ESS) Access Control, Intrusion Detection and Video Surveillance design services are not included in this proposal. TDSi has the in-house talent and experience to provide these services and can develop a proposal for performing this type of engagement should the need arise.
6. Structured Connectivity System (SCS) Data, Voice and Wi-Fi design services are not included in this proposal. TDSi has the in-house talent and experience to provide these services and can develop a proposal for performing this type of engagement should the need arise.
7. The proposal includes the coordination of electrical and thermal load information for all the equipment designed under TDSi's scope of work. Excluded is electrical load information for any equipment not included within our design. TDSi will not provide design or engineering services related to electrical and/or mechanical systems in relation to those loads.
8. Excluded from these services is oversight of implementation of any equipment or contractors installing equipment not directly involved in work included in the TDSi's design documents.
9. Excluded from these services are any hands-on installation, configuration, programming and/or integration services of any equipment associated with this project.
10. Notwithstanding anything in this proposal, TDSi shall not be required to make exhaustive or continuous on-site inspections to check the quality and quantity of contractor's work; and TDSi shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, or for safety measures, precautions and programs including enforcement of Federal and State safety requirements, in connection with construction work performed by the contractor.

**ACCEPTANCE OF PROPOSAL**

If the scope, methodology and arrangements outlined in this proposal are acceptable, please sign and return a copy or issue a Purchase Order for the fees listed above. Once TDSi receives authorization from the Village of Oak Park, TDSi will establish a project schedule with you and proceed with the development of the documents. TDSi appreciates this opportunity and looks forward to working with you.

If you have any questions or require any additional information, please contact me directly at 630.388.6583 or [jherrmann@GoTDSi.com](mailto:jherrmann@GoTDSi.com)

Sincerely,  
**TECHNICAL DESIGN SERVICES, INC.**



Jeff Herrmann, CTS-D, CQD  
Audiovisual Design Consultant

Accepted By:  
**Village of Oak Park**  
Name:

Title:

Date:



Village of Oak Park  
Village Hall  
123 Madison Street  
Oak Park, IL 60302

## AUDIOVISUAL SCHEMATIC DESIGN SCOPE

Presented in this document is a preliminary design concept resulting from interviews with the Owner's stakeholders, who shared their interpretation of the spaces which should include audiovisual technology, and how the identified spaces should function to serve the needs of the village. The information gleaned from these discussions was combined with owner provided architectural drawings and 3D laser scans of the facility. Additionally, a technology demonstration at an audiovisual equipment manufacturer to demonstrate how current technology operates, validated the preliminary design discussion's audiovisual requirements.

It is presumed that this report is intended to be a living document and will benefit from active review and editing. The purpose of this exercise is to both establish a working foundation of understanding, from which to build an accurate basis of design, as well as to help the Owner understand the potential costs associated with the desired solutions.

The following report is organized in such a way that the first information to be presented is in a graphic that represents a high-level, at-a-glance function list for each space. From there, utilizing floor plans, maps are included to help the reader understand the scope of work areas. Following the identified scope of work areas are additional room layout plans that identify key audiovisual devices for each space that to help the reader visually understand what technology is being placed into the spaces to serve the requirements of each room or area.

From there, the report provides a plain-language functional narrative, describing the general functional capabilities of each space.

Finally, the report will conclude with a cost estimate matrix that roughly accounts for the components and integration services required to provide the defined functionality.

Phase two TDSi costs to design the solutions will be provided once the overall design intent is established and agreed upon.

## FUNCTIONALITY MATRIX

Room Name	Networked Solid State Audio Recorder	Audio Press Feed For TV Media	Assistive Listening System	Assistive Listening Via WiFi Network	Ceiling/Pendant Loudspeakers	Dais/Lectern Mini-Speakers	Display Speakers	SoundBar/Microphone/Camera Combo	Tabletop Speakerphone	Monitor Loudspeakers	Wireless Microphones	Wired Gooseneck Microphones	Ceiling Microphone Array	Digital Audio Mixing Console	Auxiliary Audio Inputs/Outputs	Audio DSP & Power Amplifier(s)	Wired HDMI Laptop Input	Wireless Presentation Interface	Digital Signage Player	Digital Signage Creation Cloud-Based Application	Wall-Mounted Zoom Camera	Character/Graphics Generator
Council Chambers/Boardroom		✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Video Production Room	✓									✓		✓		✓	✓	✓	✓			✓		✓
Large Meeting Room 101	✓	✓	✓	✓	✓				✓		✓		✓			✓	✓	✓			✓	
Typical Traditional Conference Room							✓		✓								✓	✓			✓	
Atypical Conference Room							✓	✓									✓	✓				
Room Schedulers																						
Digital Signage																	✓	✓				

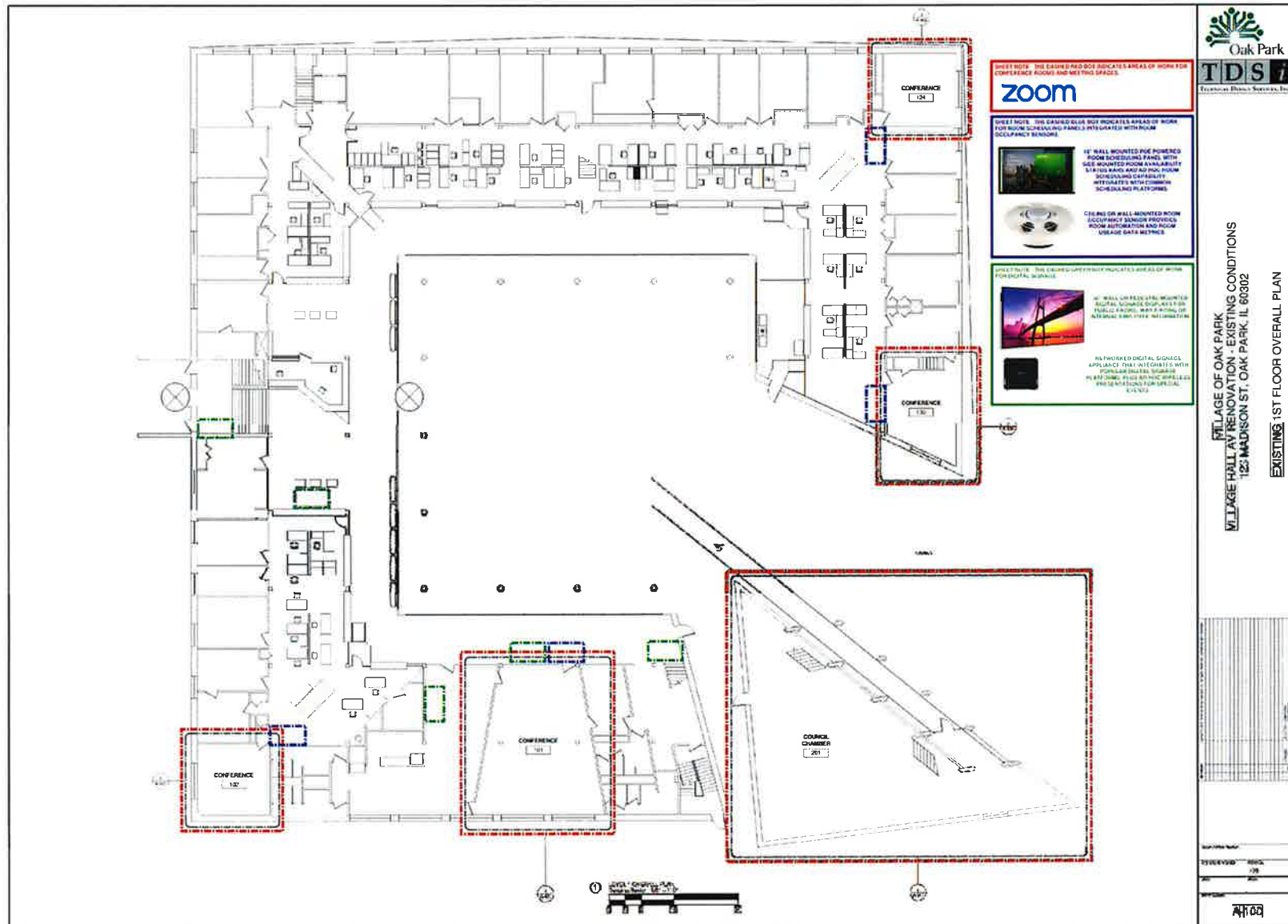
Room Name	Wall-Mounted Auto-Tracking PTZ Camera(s)	PTZ Camera Controller	Video Production Switcher	Video Matrix Switcher	Dedicated Wired PC Input	Dais Video Monitor	Large Screen Display	Medium Digital Signage Display	Video Production Video Monitor	Granicus Recording/Archiving	Cable-Cast Server	Zoom Recording	Zoom UC Conferencing Appliance	Control System Processor	Table-Top Touch Screen User Interface	Wall-Mounted Touch Screen User Interface	Dais Flush-Mounted Touch Screen User Interface	Room Scheduling Panel Wired POE/WIFI	Room Occupancy Sensor	Audiovisual Equipment Cabinet	Audiovisual Credenza	Real-Time Multi-Lingual Closed Captioning
Council Chambers/Boardroom	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓
Video Production Room		✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓					✓		✓
Large Meeting Room 101	✓			✓	✓		✓					✓	✓	✓	✓	✓		✓	✓		✓	
Typical Traditional Conference Room					✓		✓					✓	✓		✓			✓				
Atypical Conference Room					✓		✓					✓	✓		✓			✓	✓			
Room Schedulers																		✓				
Digital Signage								✓														

**DRAWINGS EXPLANATION**

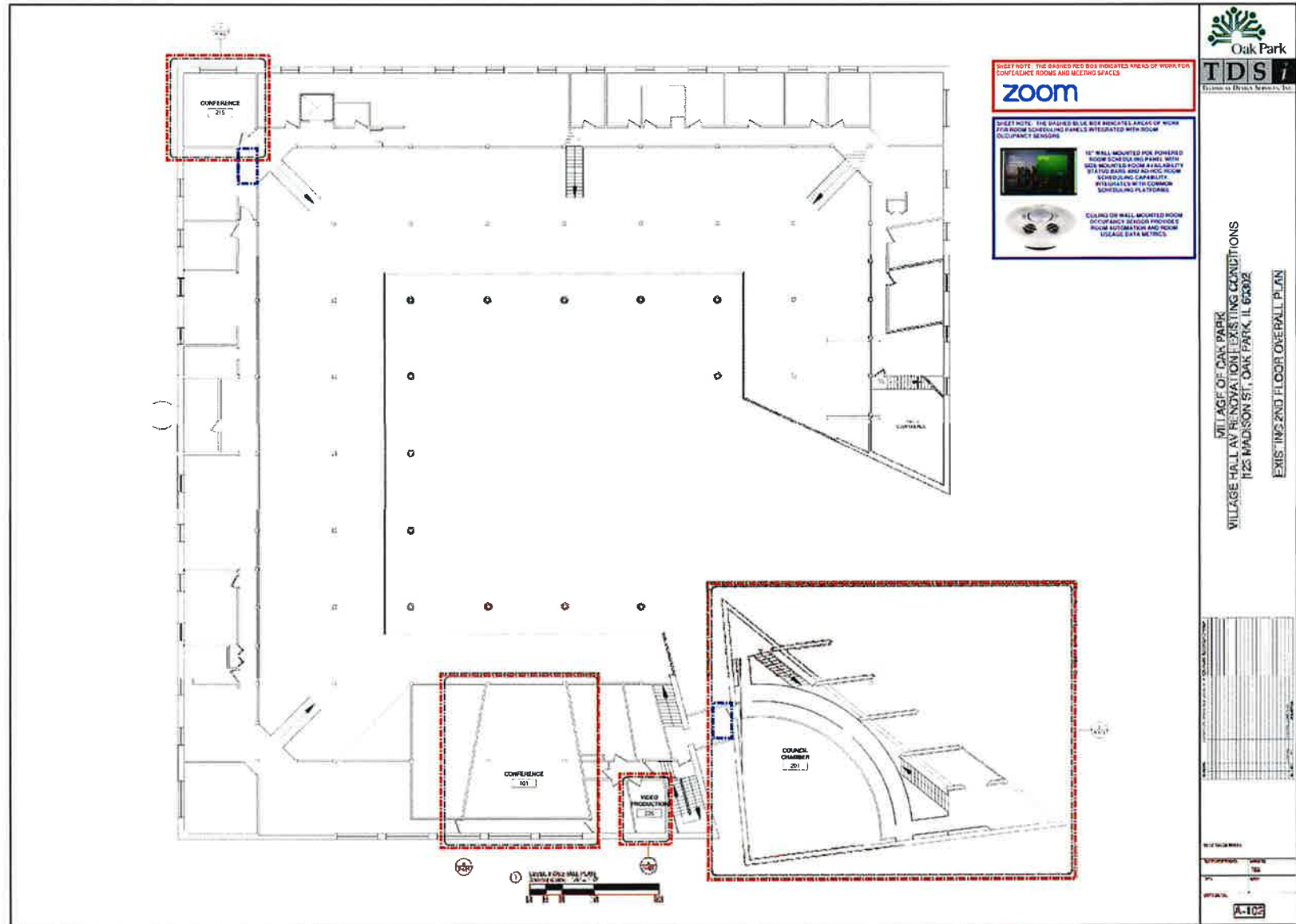
The following drawings are snippets from full size drawings. To better read and review the information on the drawings, please review the separately attached drawing set. Drawings are best viewed on a computer or large screen display.



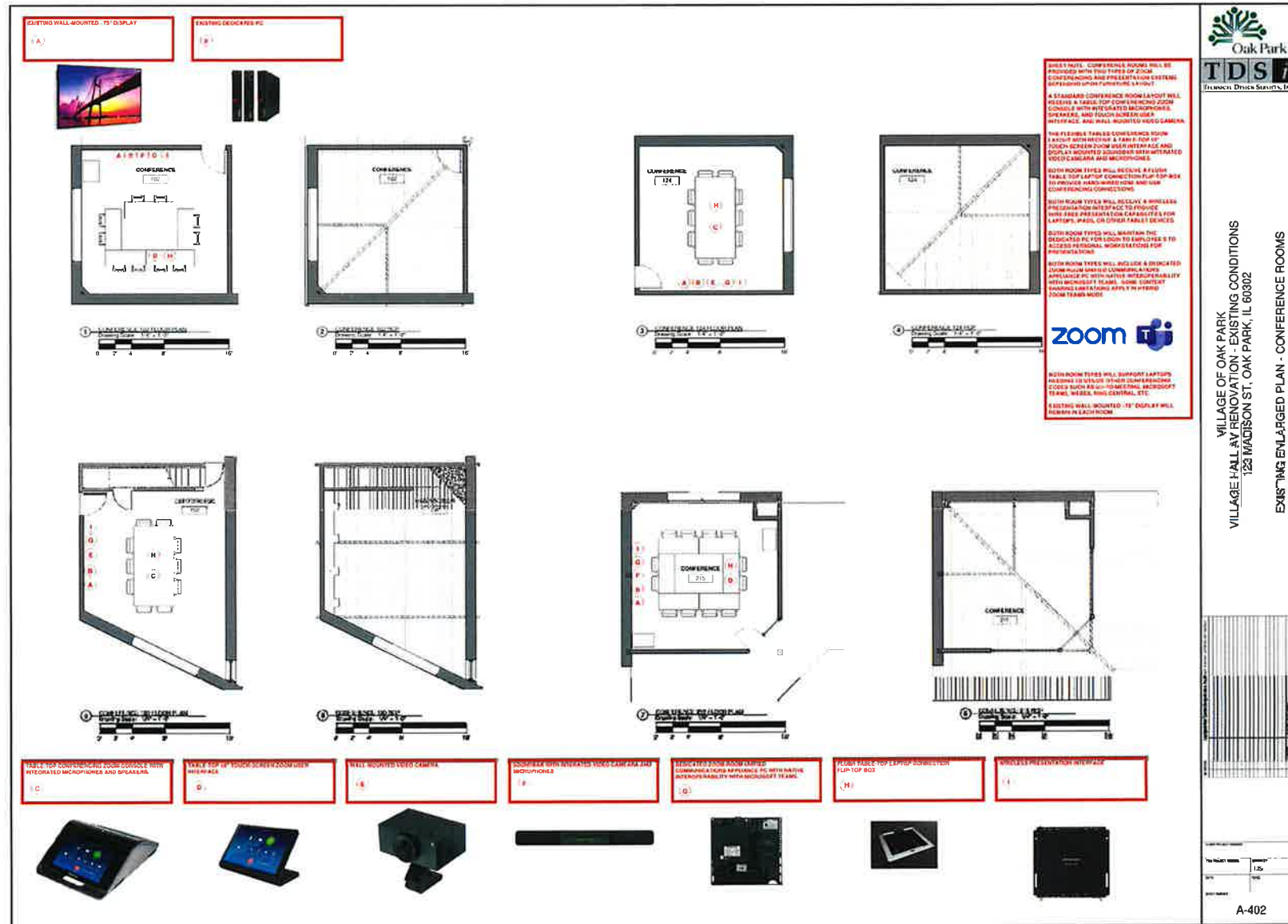
## SCOPE OF WORK MAP - 1<sup>ST</sup> FLOOR CONFERENCE ROOMS & MEETING SPACES – ROOM SCHEDULERS – DIGITAL SIGNAGE



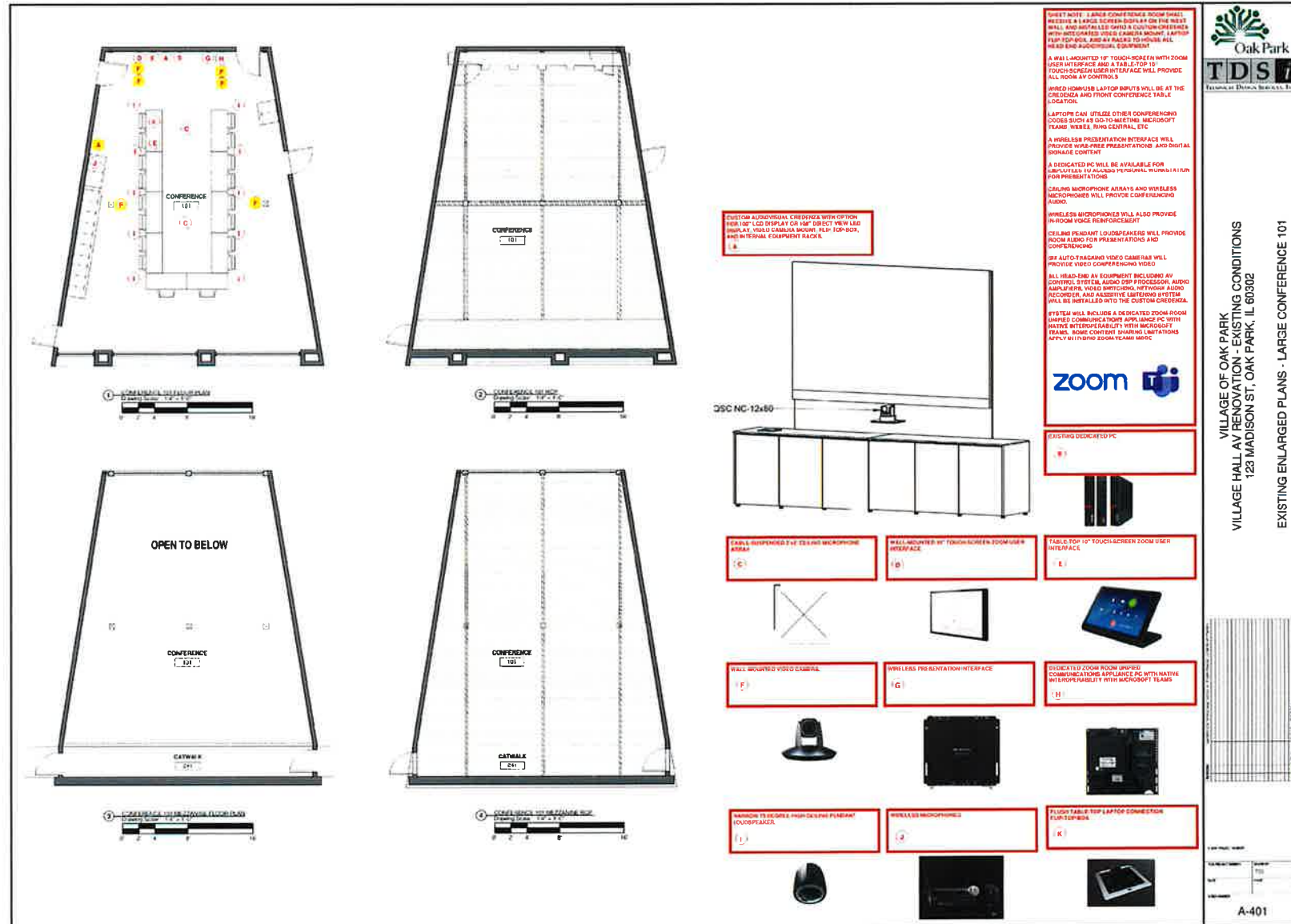
SCOPE OF WORK MAP – 2<sup>ND</sup> FLOOR CONFERENCE ROOMS & MEETING SPACES – ROOM SCHEDULERS



## 1<sup>ST</sup> & 2<sup>ND</sup> FLOOR CONFERENCE ROOMS - ROOM LAYOUTS & AUDIOVISUAL DEVICES

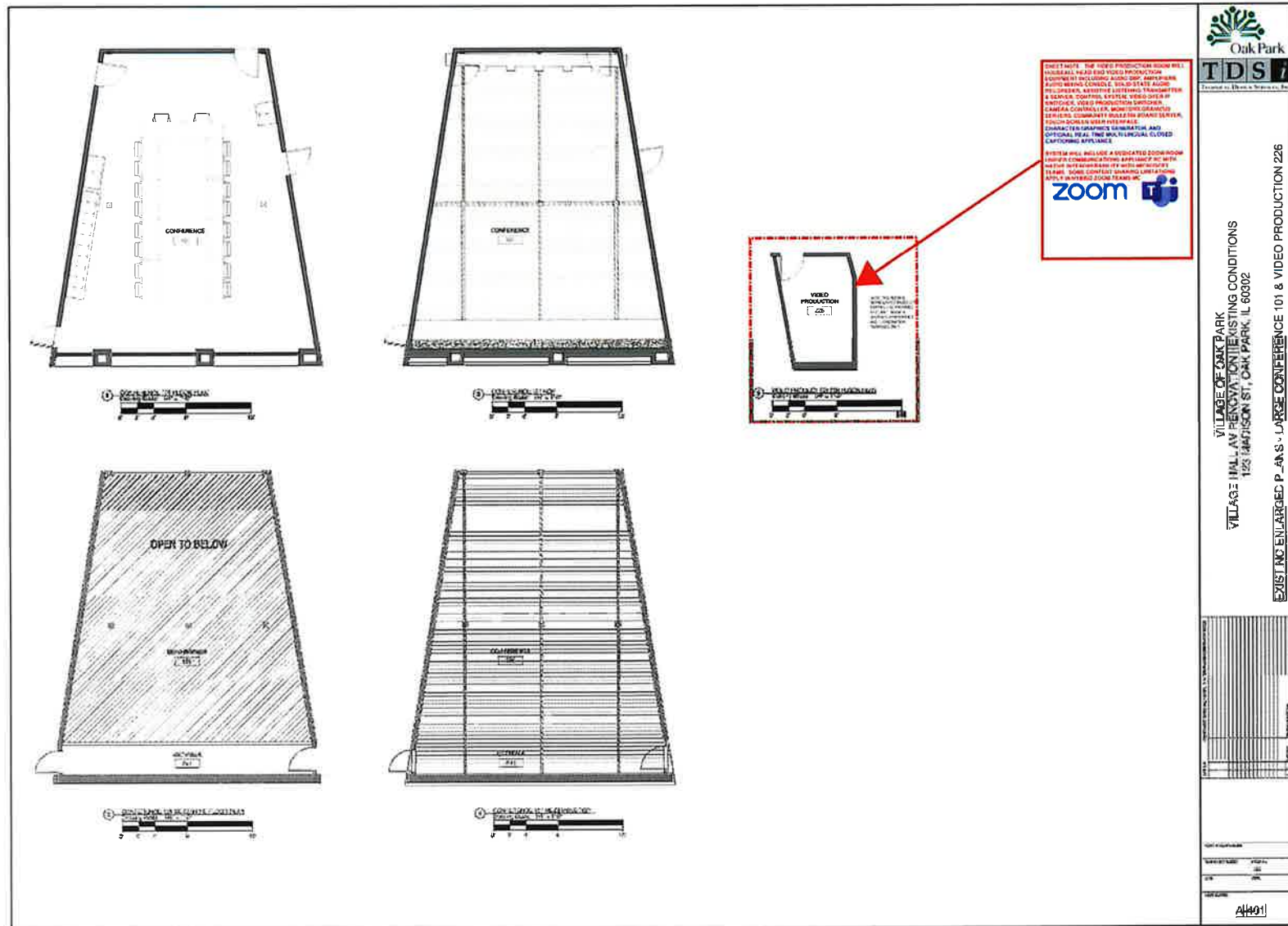


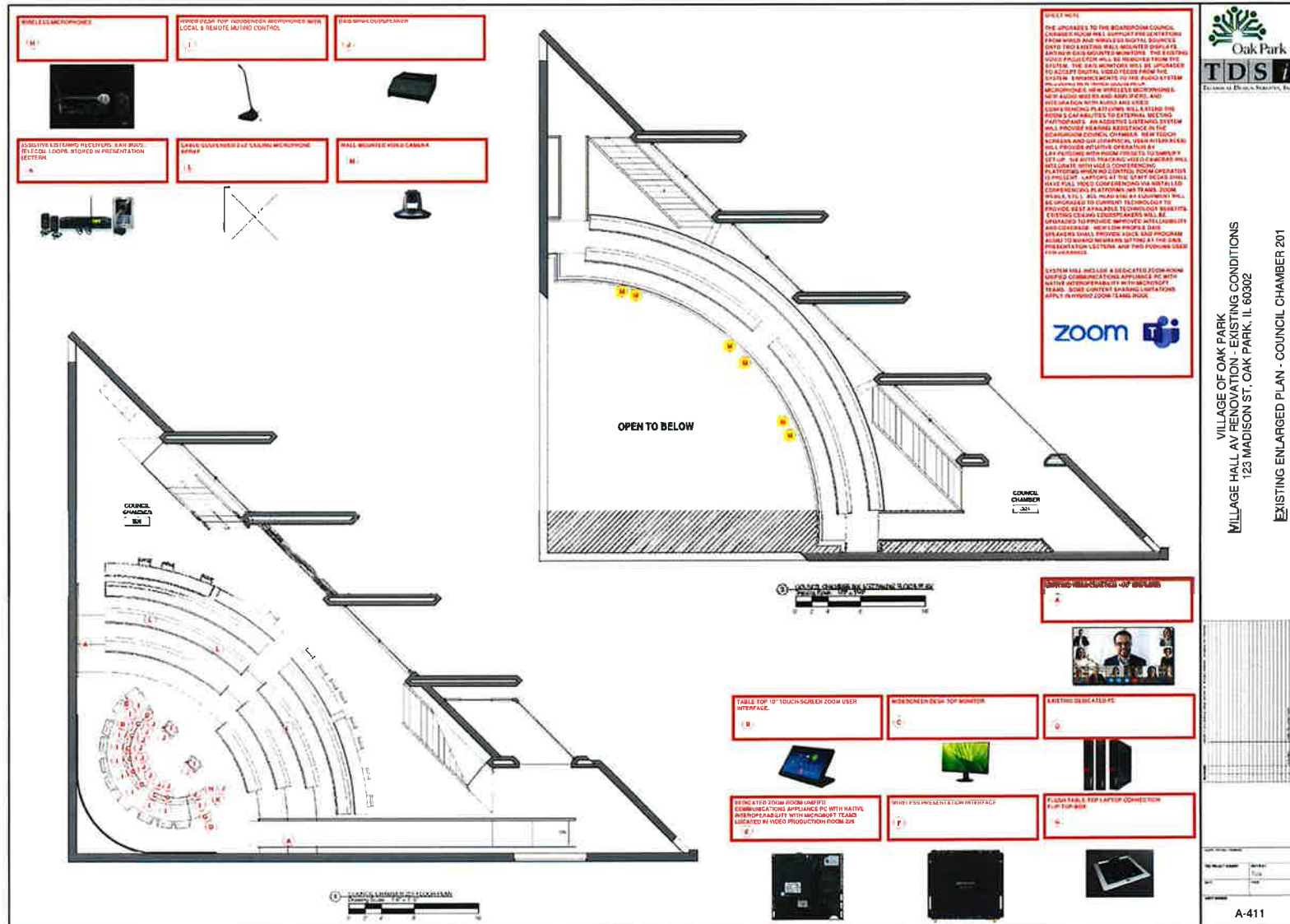
## 1<sup>ST</sup> LARGE CONFERENCE ROOM 101 - ROOM LAYOUT & AUDIOVISUAL DEVICES



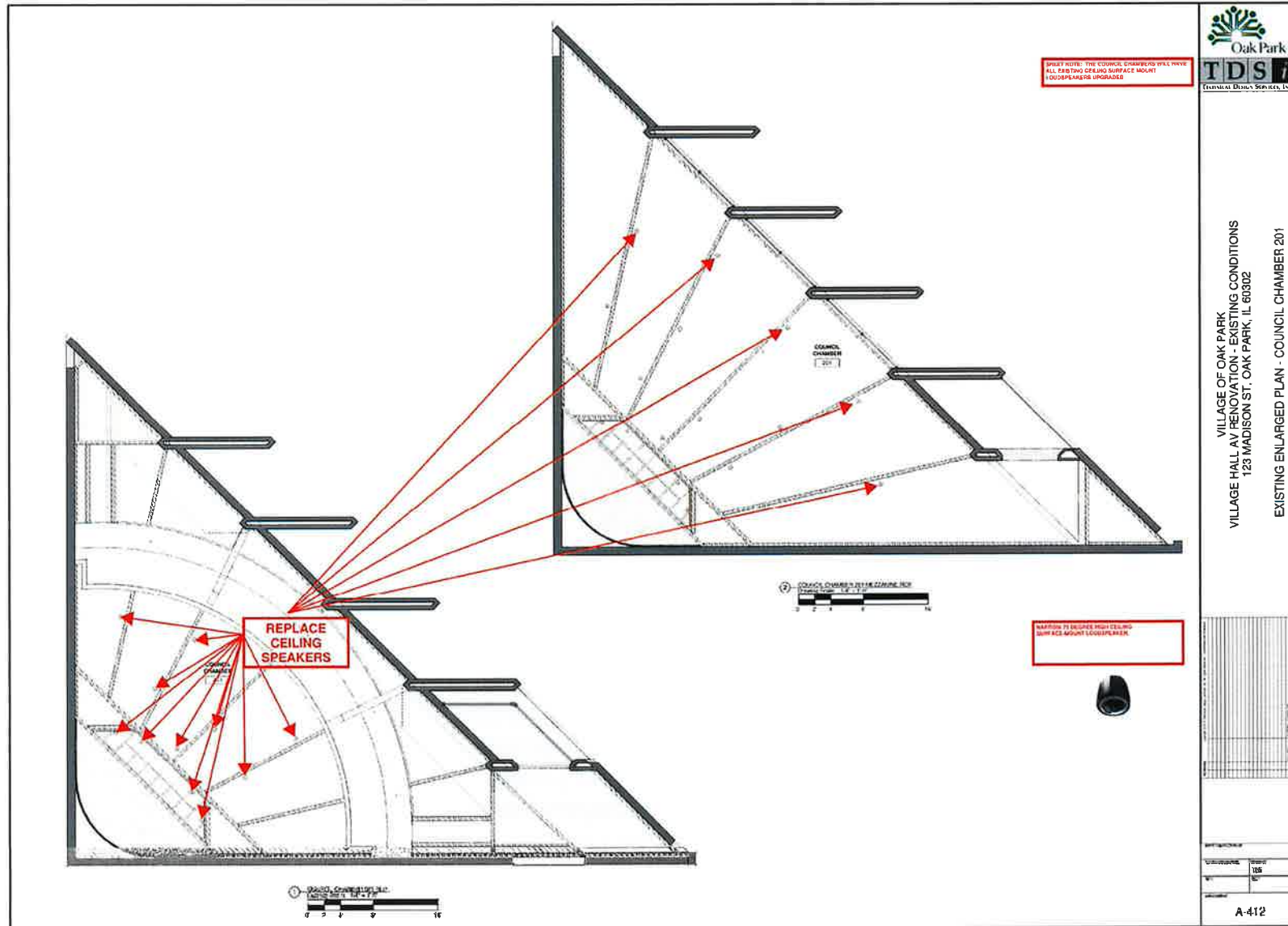


## 2<sup>ND</sup> FLOOR VIDEO PRODUCTION ROOM 226 - ROOM LAYOUT & AUDIOVISUAL DEVICES





## 2<sup>ND</sup> FLOOR COUNCIL CHAMBERS - CEILING ROOM LAYOUT & AUDIOVISUAL DEVICES





## FUNCTIONALITY NARRATIVES - COUNCIL CHAMBERS ROOM

The following space has been identified as potentially containing Audiovisual solutions. The space has been referenced either from the architectural names, or common names derived from their apparent function.

The current capabilities of the Boardroom/Council Chamber room will remain essentially as-is, however significant technology improvements are requiring a complete refresh of the audiovisual systems to address the limitations of the aging “legacy” analog systems. Some examples of where the current technology is impeding efficiency and productivity of the space are the capability to do digital presentations via HDMI video or wirelessly, hybrid video conferencing to support remote board members (a response to COVID-19), cumbersome and unreliable AV controls, failing microphones and audio mixers, incompatible desktop analog displays, and general aging of the audiovisual equipment.

The Boardroom/Council Chamber Room may benefit from some architectural and dais furniture upgrades to better facilitate hybrid meetings and Covid-19 restrictions. TDSi recommends engaging an architect to recommend and design updates to the room that enhance the room’s functions, accessibility, and useability.

The Boardroom/Council Chamber Room will be used for monthly village council meetings where the public is invited to attend and participate in various community board meetings. In addition, the Boardroom/Council Chamber Room will be used for internal meetings and presentations vital to village functions and court hearings. The Boardroom/Council Chamber Room is inter-connected to the Video Production Room.

The Boardroom/Council Chamber Room will be outfitted with appropriate audiovisual equipment to support Video Production Operator controlled meetings as well as less complex self-serve meetings where less critical control is required of the video cameras and audio systems. In self-serve mode, staff will be able to hold hybrid Zoom meetings and presentations without an operator.

The upgrades to the Boardroom/Council Chamber Room will support presentations from wired and wireless digital sources onto two existing wall-mounted displays and new dais-mounted monitors. The existing video projector will be removed from the system. The Dais monitors will be upgraded to accept digital video feeds from the system. Enhancements to the audio system including new wired gooseneck microphones, new wireless microphones, new audio mixers and amplifiers, and integration with audio and video conferencing platforms will extend the room’s capabilities to external meeting participants. An assistive listening system will provide hearing assistance in the Boardroom/Council Chamber. New touch screens and GUI (graphical user interfaces) will provide intuitive operation by lay-persons with room presets to simplify set-up. **Six new auto-tracking video cameras** will integrate with video conferencing platforms when no control room operator is present. Laptops at the staff desks shall have full video conferencing via installed conferencing platforms (MS Teams, Zoom, WebEx, etc.). All head-end AV equipment will be upgraded to current technology to provide the best available technological benefits. Existing ceiling

loudspeakers will be upgraded to provide improved intelligibility and coverage. New low profile Dais speakers shall provide voice and program audio to board members sitting at the Dais, presentation lectern, and two podiums used for hearings.

The upgrades to the audiovisual systems will provide following list of features or functionality:

- ⊕ Two (2) existing wall-mounted displays to remain in the system
- ⊕ Nine (9) New Dais monitors for board members that accept HDMI digital signals
- ⊕ Twelve (12) new wired gooseneck microphones with muting functions and operator override shall provide voice reinforcement to the room speakers as well as conferencing
- ⊕ Three (3) new ceiling microphone arrays to cover front audience area for conferencing only
- ⊕ Two new FCC approved wireless microphone systems for voice reinforcement and conferencing
- ⊕ Audio conferencing via room microphones, wireless microphones, and ceiling loudspeakers
- ⊕ Replace existing ceiling loudspeakers
- ⊕ Twelve (12) new low-profile Dais/lectern speakers
- ⊕ Assistive listening system & receivers
- ⊕ Assistive Listening Server to output assistive listening audio via a public WiFi network
- ⊕ New wall-mounted press feed interface from Control Room audio system and Boardroom/Council Chamber audio system to allow media to capture audio from the room
- ⊕ New wired HDMI inputs at Dais and presentation lectern
- ⊕ Wireless presentation interface to provide wireless presentations from laptops, iPads, and tablets
- ⊕ Dedicated Zoom UC (Unified Communications) system
- ⊕ Zoom recording via license
- ⊕ Six (6) auto-tracking video cameras will integrate with the control room video production system, video conferencing platforms, and laptops
- ⊕ New AV control system and new wired touch screens for staff desk and control room with new GUI (graphical user interface) and intuitive layouts and room function presets, auto system shutdown programming
- ⊕ Web interface that duplicates wired touch screens for control from PC or laptop or tablet (password protected)
- ⊕ USB integration with audio system and video cameras to support BYOC (bring your own codec) video conferencing from dais and presentation lectern via laptops
- ⊕ New AV head-end audiovisual equipment to bring the audiovisual system up to current technology including (audio amplifiers, Audio DSP processors, AV control system, AV switching/Interfacing)
- ⊕ 4K video resolutions supported for presentations end-to-end, day-one will be set to 1080P (except for video conferencing platforms that typically support 720P or 1080P)
- ⊕ Any existing wiring to/from the connected video production room will be removed and replaced with new cabling
- ⊕ All old obsolete cabling shall be removed from the system

**FUNCTIONALITY NARRATIVES - VIDEO PRODUCTION ROOM 226**

The following space has been identified as potentially containing Audiovisual solutions. The space has been referenced either from the architectural names, or common names derived from their apparent function.

The Video Production Room 226 is inter-connected to the Boardroom/Council Chamber Room. Technology improvements are requiring a complete refresh of the audiovisual systems to address the limitations of the aging “legacy” analog systems. Some examples of where the current technology is impeding efficiency and productivity of the space are the capability to do digital presentations via HDMI video or wirelessly, hybrid video conferencing to support remote board members (a response to COVID-19), cumbersome and unreliable AV controls, analog audio mixers, incompatible desktop analog displays, and general aging of the audiovisual equipment.

The Video Production Room 226 will include new digital audio head-end equipment, audio amplifiers, video matrix switcher, digital video production switcher, digital audio mixing console, monitor loudspeakers, video monitors, camera controller, character/graphics generator, auxiliary audiovisual inputs/outputs, and a dedicated Zoom UC (Unified Communications) system. Existing cable-cast and Granicus servers will be updated and integrated into the new system. Existing audio DSP and audio amplifier will be re-purposed into the new system. A shared control system (between the Boardroom/Council Chamber Room and Video Production Room) shall control both rooms and will include new a new touch screen. An optional real-time multi-lingual closed captioning appliance can display closed captioning in the council chambers as well on live TV broadcast feeds.

The upgrades to the audiovisual systems will provide following list of features or functionality:

- ⊕ Rack-mounted networked solid-state digital audio recorder for recording meetings
- ⊕ Auxiliary audio inputs and outputs on head-end AV rack
- ⊕ Auxiliary HDMI video input on head-end AV rack
- ⊕ Dedicated Zoom UC (Unified Communications) system
- ⊕ Zoom recording via license
- ⊕ PTZ Pan-Tilt-Zoom joy-stick controller
- ⊕ Desktop video production switcher with USB interface for Zoom meetings, includes a limited video zoom feature to zoom in on source laptop content in the event the presenter is using small fonts etc.
- ⊕ Desktop audio mixing console USB interface for Zoom meetings
- ⊕ Integrate existing Granicus servers for recording
- ⊕ Update existing Tightrope Cable-Cast server to current model (there is potential to displace Granicus systems here to save ongoing operations costs)
- ⊕ Add onto existing audio DSP system with additional audio DSP devices to fulfill new audio system requirements
- ⊕ Existing QSC touch screens to be re-purposed/re-programmed for audio only functions



- ⊕ Monitor loudspeakers
- ⊕ Video monitors
- ⊕ Desktop touch screen
- ⊕ New AV head-end audiovisual equipment to bring the audiovisual system up to current technology including (audio amplifiers, Audio DSP processors, AV control system, AV switching/Interfacing)
- ⊕ New audiovisual equipment cabinet built to industry best-practices to house all head-end audiovisual equipment
- ⊕ Back-Up UPS for critical components in head-end AV rack built to industry best-practices
- ⊕ Existing audiovisual cabinet to be removed/recycled
- ⊕ Re-purpose video production console furniture
- ⊕ Any existing wiring to/from the connected Boardroom/Council Chamber will be removed and replaced with new cabling
- ⊕ All old obsolete cabling shall be removed from the system
- ⊕ Character/graphics generator for adding titles etc.
- ⊕ Optional multi-lingual closed-captioning appliance

### FUNCTIONALITY NARRATIVES - LARGE MEETING ROOM 101

The following space has been identified as potentially containing Audiovisual solutions. The space has been referenced either from the architectural names, or common names derived from their apparent function.

The Large Meeting Room 101 would benefit from architectural, acoustical, and lighting fixtures changes to provide better audiovisual presentations and hybrid meetings. TDSi recommends engaging an architect to recommend and design updates to the room that enhance the room's functions, accessibility, and useability.

The upgrades to the Large Meeting Room 101 will support presentations from a wired laptop, a dedicated PC, and wireless digital sources onto a 100" credenza-mounted LCD display mounted on the West wall and a second pedestal-mounted 100" LCD display on the South wall. Enhancements to the audio system including ceiling microphone array(s), ceiling or pendant loudspeakers, wireless microphones, audio DSP mixers and amplifiers, audio recording, and integration with audio and video conferencing platforms will extend the room's capabilities to external meeting participants. An assistive listening system will provide hearing assistance in the room. Wall-mounted and table-top touch screens and GUIs will provide intuitive operation by lay-persons with room presets to simplify set-up. Six auto-tracking video cameras will integrate with video conferencing platforms installed on a PC or laptop. A dedicated Zoom UC (Unified Communications) system with recording license will provide always-available conferencing capabilities in the room. All head-end AV equipment will be upgraded to current technology to provide best available technology benefits into an audiovisual credenza.

The upgrades to the audiovisual systems will provide following list of features or functionality:

- ⊕ FCC approved wireless microphone systems for voice reinforcement and conferencing
- ⊕ Ceiling microphone array(s) for audio and video conferencing
- ⊕ Ceiling or pendant-mounted loudspeakers
- ⊕ Rack-mounted networked solid-state digital audio recorder for recording meetings
- ⊕ Assistive listening system & receivers
- ⊕ Assistive Listening Server to output assistive listening audio via a public WiFi network
- ⊕ 100" diagonal credenza-mounted LCD display mounted at West wall for viewing presentations, and video conferencing
- ⊕ 100" diagonal pedestal-mounted LCD display mounted at West wall for viewing presentations, and video conferencing
- ⊕ Wired laptop HDMI input at front West wall credenza
- ⊕ Wireless presentation interface to provide wireless presentations from laptops, iPads, and tablets
- ⊕ Dedicated owner furnished PC with wireless keyboard/mouse
- ⊕ Dedicated Zoom UC (Unified Communications) system
- ⊕ Zoom recording via license
- ⊕ Six (6) wall-mounted auto-tracking video cameras will integrate with video conferencing platforms
- ⊕ Front West wall USB integration with audio system and video camera to support video conferencing via laptops
- ⊕ USB integration with audio system and video camera to support video conferencing via dedicated PC
- ⊕ AV control system with wired touch screen on front West wall with intuitive touch screen page layouts and room function presets, auto system shutdown programming & occupancy sensing
- ⊕ Portable table-top wired touch screen with intuitive touch screen page layouts and room function presets, auto system shutdown programming & occupancy sensing
- ⊕ Web interface that duplicates wired touch screens for control from PC or laptop or tablet (password protected)
- ⊕ New AV head-end audiovisual equipment to bring the audiovisual system up to current technology including (audio amplifiers, Audio DSP processors, AV control system, AV switching/Interfacing)
- ⊕ New audiovisual credenza to house head-end audiovisual equipment
- ⊕ 4K video resolutions supported for presentations end-to-end, day-one will be set to 1080P (except for video conferencing platforms that typically support 720P or 1080P)
- ⊕ Optional multi-lingual closed-captioning appliance

#### FUNCTIONALITY NARRATIVES - TYPICAL CONFERENCE ROOM - QTY = 4

The upgrades to the typical conference room will support presentations from a wired laptop, a dedicated PC, and wireless digital sources onto an existing wall-mounted display. A dedicated Zoom UC (Unified Communications) system with recording license

will provide always available conferencing capabilities in the room. BYOC (bring your own codec) capabilities will be supported by the dedicated PC. Rooms with traditional conference table will utilize a wall-mounted camera and a combination touch-screen/microphone/speaker UC table-top device. Non-traditional conference rooms with u-shaped furniture will utilize a combination camera/microphone/soundbar and table-top touch screen. All head-end AV equipment and Zoom appliance will be installed behind the existing display. Cable pathways and table interfaces will be updated to provide a consistent user-experience in each of the “typical” conference rooms.

The upgrades to the audiovisual systems will provide following list of features or functionality:

- ⊕ Utilize existing wall-mounted LCD display for viewing presentations, video conferencing
- ⊕ Wired laptop HDMI input at table
- ⊕ Wireless presentation interface to provide wireless presentations from laptops, iPads, and tablets
- ⊕ Dedicated owner furnished PC with wireless keyboard/mouse and USB interfacing for supporting various video conferencing platforms (MS Teams, Zoom, WebEx, Go-To-Meeting, Ring Central, etc.)
- ⊕ Dedicated Zoom UC (Unified Communications) system
- ⊕ Zoom recording via license
- ⊕ Wall-mounted video camera or soundbar with integrated camera will integrate with video conferencing platforms
- ⊕ Wired table-top touch screen or wired combination touch screen microphone/speaker UC table-top device

#### FUNCTIONALITY NARRATIVES - ROOM SCHEDULERS - QTY = 6

Potential rooms that would benefit from a room scheduling panel include the Boardroom/Council Chamber Room, large Meeting Room 101, and four typical conference rooms.

Room scheduling panels can improve room utilization, staff participation, reduce unintended interruptions, and reduce meeting room usage conflicts due to the inherent network visibility of the rooms. Visual indicators provide a simple verification that a room is in use. Ad-hoc meetings are supported and provide both visual and network visibility.

Depending on the level of integration, room usage and participant attendance or no-shows can provide valuable data about each room’s use and staff participation. In the “corporate world”, this is commonplace.

Each room will be outfitted with wall-mounted POE-powered 10” scheduling panel and connected via wired LAN or wireless access point.

The scheduling system will provide following list of features or functionality:

- ⊕ 10” wall-mounted touch screen with side room status LED bars provides everything needed for scheduling applications in one compact unit that mounts over a standard electrical box or cutout. The touch screen offers high-speed Ethernet and

PoE/PoE+ connectivity, or, for deployments without access to Ethernet, it can be connected to the network over Wi-Fi® communications via a local wireless access point (WAP).

- ⊕ Supports third-party scheduling applications
- ⊕ Supports enterprise scheduling applications such as Microsoft Exchange Server® software (for users of Outlook® software and Office 365® software), the Google Calendar™ calendaring app (including G Suite™ software)
- ⊕ Room can be reserved on the spot for an ad hoc meeting
- ⊕ Room occupancy sensor can also be paired to the touch screen, allowing for occupancy status to be reported instantly to the scheduling app for no-shows and unscheduled room usage.
- ⊕ Room occupancy sensor will be paired with in-room audiovisual system for automated system power on/off and automated display power on/off

#### FUNCTIONALITY NARRATIVES – DIGITAL SIGNAGE - QTY = 5

Potential areas or rooms that would benefit from a room scheduling panel include the Boardroom/Council Chamber Room, public hallways/corridors, staff break-room, and ad-hoc portable cart location.

The Boardroom/Council Chamber Room may require more than one digital signage display depending on how many entrances will be used.

Digital signage can provide a consistent message to the public that mirrors content on the village website or community access channel. Digital signage can enhance special events, voting procedures, Covid restrictions, or other timely information. Employee-only information can communicate important information regarding events, building updates, health and wellness, parking restrictions, Flu vaccines, etc. Digital signage can also provide wayfinding to the public allowing staff to focus on other day-to-day tasks.

An arbitrary number of five locations is included in this report.

The digital signage system will provide following list of features or functionality:

- ⊕ A 50" wall-mounted or portable cart-mounted display
- ⊕ Wireless presentation interface to provide wireless presentations from laptops, iPads, and tablets
- ⊕ The wireless presentation interface includes integration with third-party digital signage applications over the network/internet
- ⊕ Wayfinding via third-party digital signage applications
- ⊕ Cloud-based digital signage application with three-year license (requires renewal every three years)



## COST ESTIMATE

With the defined functionality above, an estimate of costs based on equipment required to provide the defined functionality can be calculated. Note that these costs are for the purposes of establishing a budget and do not necessarily represent the true, as-installed costs of a final solution. These estimates are calculated using MSRP for major components and are not based on fully designed or engineered solutions. Excluded from cost estimate is owner furnished equipment, software licensing, hardware or software maintenance or operational expenses, as well as costs that may be accounted for by other funding vehicles.

Room Name	Qty of each room type	Display Systems	Video Systems	Unified Communications	Audio Systems	Control Systems + Ancillary	Room Scheduling	Total Equipment Cost	Installation Labor Estimate (35% multiplier)	AV Technology System Cost (EQ + Install)	OPE Install/Admin Related Costs	Consumables/Pro Services	Total Cost Per Room	Room Type Grand Total
Council Chambers	1	\$4,104	\$57,846	\$0	\$53,882	\$6,180	\$0	\$121,792	\$42,627	\$164,419	\$0	\$12,000	\$176,419	\$176,419
Video Production Rm	1	\$1,368	\$22,429	\$4,401	\$20,365	\$13,750	\$0	\$62,313	\$21,810	\$84,123	\$0	\$26,000	\$110,123	\$110,123
Large Meeting Rm 101	1	\$48,934	\$41,858	\$4,401	\$24,180	\$8,180	\$0	\$127,311	\$44,559	\$171,870	\$0	\$12,000	\$183,870	\$183,870
Typical Meeting Rm	4	\$0	\$1,991	\$9,830	\$0	\$500	\$0	\$12,421	\$4,347	\$16,768	\$0	\$0	\$16,768	\$67,073
Room Schedulers	6	\$0	\$0	\$0	\$0	\$830	\$2,200	\$3,030	\$1,061	\$4,091	\$0	\$0	\$4,091	\$24,543
Digital Signage	5	\$1,759	\$3,991	\$0	\$0	\$500	\$0	\$6,250	\$2,188	\$8,438	\$0	\$0	\$8,438	\$42,190
Multi-Lingual Closed Captioning	1	\$0	\$0	\$0	\$0	\$53,000	\$0	\$53,000	\$18,550	\$60,050	\$0	\$0	\$60,050	\$60,050
<b>Total Project Cost Estimate</b>														<b>\$665,166</b>

note - for the sake of efficiency, some base-buiding costs (display electrical enclosures) have been combined with equipment costs



## Agenda Item Summary

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**File #:** RES 24-006, **Version:** 2

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### **Submitted By**

Dan Yopchick, Chief Communications Officer

### **Reviewed By**

A.M. Zayyad, Deputy Village Manager

### **Agenda Item Title**

**A Resolution Approving an Amendment to a Professional Services Agreement with Technical Design Services Inc. to Design the Village's Audiovisual Technology Systems within Existing Public Meeting Spaces to Increase the Not to Exceed Amount to \$53,380 and Authorizing Its Execution**

### **Overview**

Technical Design Services, Inc. (TDSi) is producing a design document package that will allow the Village to issue an RFP to contractors/vendors of its choosing in 2024. The package produced by TDSi will contain design documents that will bring the Village's conference rooms and meeting spaces up to 'state-of-art' in audiovisual presentation and collaboration technology. The spaces within Village Hall to be included in the design effort have been identified to be defined as: Council Chambers (201), Conference Rooms 101, 102, 124, 130, 215, and the Video Production Room (226).

### **Recommendation**

Adopt the Resolution.

### **Background**

On February 6, 2023, the Board adopted a Resolution approving a professional services agreement with TDSi in an amount not to exceed \$48,505. With the requested increase, the not-to-exceed amount will be \$53,380. The request for an increase is a result of meetings and consultations with an audio and architectural consultant, StudioGC, and subsequent recommendations and suggestions made by that firm which staff believes will further enhance audio quality, presentation capabilities, and room layout.

The need to move all equipment from analog to digital is essential to the future of municipal government transparency through livestreams and archiving of public policymaking. The existing control room at Village Hall contains equipment that is approximately two decades old which dates to when the operation was initially established for cablecasting. As existing equipment has failed, the cost of replacing it has grown due to the engineering often required to make it compatible with current systems.

The Village Board approved funding as part of the Capital Improvement Plan for a multi-year project to upgrade the Village's audio/visual (A/V) equipment that allows for the recording and/or streaming of Village Board and commission meetings. Some of the existing equipment has been replaced over time, but it was established that a more comprehensive plan is needed to meet a growing demand to make meetings more

accessible to the public and to better accommodate remote meeting participation.

Staff determined that an A/V consultant was needed to guide the Village through that process. In 2022, staff met with three (3) consultants and agreed that Technical Design Services, Inc. (TDSi) is best equipped to assist the Village in achieving its goal.

During Phase 1, TDSi assisted with initial planning and concept design in late Q3 and Q4 of 2022. The cost for services delivered in Phase 1 was \$4,375 and approved in August 2022 under the Village Manager's authority. It was paid for by the CIP Equipment Replacement Fund. Work included several meetings with Village stakeholders to define the required design criteria and capture user experience expectations.

#### **Fiscal Impact**

The approved Capital Improvement Plan (2024-2028) allocates \$500,000 toward replacing computer equipment within account # 3029-41300-911-570720 (Computer Equipment). Moving forward, approximately 90% of the allocated funding for the project would remain for vendor services, purchase of equipment, installation, etc.

#### **DEI Impact**

The services of TDSi will assist in addressing equity issues when it comes to accessing Village meetings and public events. Closed captioning services will be improved and available through multiple outlets and channels. Additionally, one of the pieces of equipment will enable closed captioning of meetings to be available in an additional language of the Village's choosing (i.e. Spanish). Improved technology will also make recordings more accessible and equitably available for those unable to attend in person.

#### **Alternatives**

The alternative to this recommendation is to delay action and direct staff to engage with other providers to gain additional information. Any delay, however, puts the Village at further risk of equipment failure which could lead to interrupted or lost services.

#### **Previous Board Action**

On February 6, 2023, the Board adopted a Resolution approving a professional services agreement with TDSi in an amount not to exceed \$48,505.

#### **Citizen Advisory Commission Action**

N/A

#### **Anticipated Future Actions/Commitments**

Approval of an RFP written by TDSi to move forward into Phase 3 which will likely include a professional services agreement with additional vendor(s), the purchase of equipment, installation, etc.

#### **Intergovernmental Cooperation Opportunities**

N/A

# ORIGINAL

RES 24-006 | L | 012324

## RESOLUTION

**A RESOLUTION APPROVING AN AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT  
WITH TECHNICAL DESIGN SERVICES, INC. TO DESIGN THE VILLAGE'S AUDIOVISUAL  
TECHNOLOGY SYSTEMS WITHIN EXISTING PUBLIC MEETING SPACES FOR AN ADDITIONAL  
\$4,875 IN AN AMOUNT NOT TO EXCEED \$53,380, AUTHORIZING ITS EXECUTION  
AND WAIVING THE VILLAGE'S BID PROCESS FOR THE AMENDMENT**

**BE IT RESOLVED** by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois ("Village"), in the exercise of their home rule powers, that the Amendment to the Professional Services Agreement for Services ("Amendment") with Technical Design Services, Inc. to design the Village's audiovisual technology systems within existing public meeting spaces in an amount not to exceed \$53,380 is approved, the Village Manager is authorized to execute the Agreement in substantially the form attached and the Village's bid process is waived for the Agreement.

**THIS RESOLUTION** shall be in full force and effect from and after its adoption and approval as provided by law.

**ADOPTED** this 23<sup>rd</sup> day of January, 2024, pursuant to a roll call vote as follows:

Voting	Aye	Nay	Absent	Abstain
President Scaman	✓			
Trustee Buchanan	✓			
Trustee Enyia	✓			
Trustee Parakkat	✓			
Trustee Robinson	✓			
Trustee Straw	✓			
Trustee Wesley	✓			

**APPROVED** this 23<sup>rd</sup> day of January, 2024.

  
Vicki Scaman, Village President

**ATTEST**

  
Christina M. Waters, Village Clerk



# ORIGINAL

**AN AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT BETWEEN TECHNICAL DESIGN SERVICES INC. AND THE VILLAGE OF OAK PARK TO PROVIDE CONSULTANT SERVICES TO DESIGN THE VILLAGE'S AUDIOVISUAL TECHNOLOGY SYSTEMS WITHIN EXISTING PUBLIC MEETING SPACES TO INCREASE THE NOT TO EXCEED AMOUNT TO \$53,380**

**THIS AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT DATED FEBRUARY 6, 2023** (hereinafter referred to as the "Agreement") between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the "Village"), and Technical Design Services, Inc., an Illinois corporation (hereinafter referred to as the "Consultant"), is entered into this \_\_\_\_ day of January, 2024 (collectively referred to as the "Parties").

## RECITALS

**WHEREAS**, the Parties entered into a Professional Services Agreement dated February 6, 2023 ("Agreement"); and

**WHEREAS**, the Parties seek to amend Section 3 ("Compensation for Services") of the Agreement to increase the amount not to exceed \$53380.

**NOW, THEREFORE**, in consideration of the foregoing, and the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereto agree as follows:

1. **RECITALS INCORPORATED.** The above recitals are incorporated herein as though fully set forth.

2. **AMENDMENT TO AGREEMENT.** Section 3 of the Agreement is amended by adding the underlined language and deleting the overstricken as follows:

The Village shall compensate the Consultant for the Services in an amount not to exceed ~~\$48505~~ \$53380. Payments shall be made within thirty (30) days of receipt by the Village of a pay request/invoice from the Consultant. Payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, except as set forth herein.


3. **OTHER PROVISIONS OF THE AGREEMENT TO REMAIN IN EFFECT.** All other terms and conditions of the Agreement shall remain in full force and effect.

4. **EFFECTIVE DATE.** This Amendment to the Agreement shall be deemed dated and become effective on the date of its execution by the Village Manager of the Village of Oak Park.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -  
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

**VILLAGE OF OAK PARK**

  
By: Kevin J. Jackson  
Its: Village Manager

Date: January 26, 2024

**ATTEST**

  
By: Christina M. Waters  
Its: Village Clerk

Date: Jan. 29, 2024

**TECHNICAL DESIGN SERVICES, INC.**

  
By: Jeff Herrmann  
Its: Project Manager

Date: Jan 29, 2024

**ATTEST**

\_\_\_\_\_  
By:  
Its:

Date: \_\_\_\_\_, 2024

**REVIEWED AND APPROVED  
AS TO FORM**

  
**JAN 23 2024**  
**LAW DEPARTMENT**





07/26/2023

Joe Kreml  
Video Production Manager  
Village of Oak Park  
708.358.5775

Re: Village of Oak Park – Village Hall/Council/Boardroom Audiovisual Renovation – Additional Design Services

Dear Joe,

Thank you for the opportunity to propose additional design services for Audiovisual design and specifications for the Village of Oak Park – Board/Conference Room project. Technical Design Services, Inc. (herein, TDSi) is very excited about the prospect of continuing to work with you on this important project, as TDSi offers the breadth of knowledge and experience to provide outstanding technology consulting and design services that will complement the work done by your team.

Per your request, TDSi has developed this scope letter outlining the additional proposed services and their related fees.

**PROJECT BACKGROUND**

- The Village of Oak Park (herein “the Village”) is requesting assistance to construct/renovate the audiovisual technology systems within an existing public meeting space, where it is hoped to incorporate some of the industry’s newest technology to improve the Village’s ability to better ingest and present audio and video content to the village Board as well as members of the public, attending village meetings remotely using various video teleconferencing solutions.
- It is the wish of the technologists that the new system offers as much automation as is practical, to allow a higher degree of user friendliness.
- It will be the designer’s intent to maintain as much consistency in the user experience and maintenance programs as possible, by leveraging new audiovisual system designs that will maintain existing concepts wherever possible while also designed to meet current Village design standards.

**PROJECT SCOPE**

TDSi will further develop an existing design document package that will expand the initial design to include enhancements that had been proposed to the Village on a video call on 07/19/23. The updated design documents will supersede the existing and will allow the Village to issue an RPF to contractors/vendors of their choosing. The package will contain design documents that will not only bring the Village’s large conference and meeting space up to the ‘state-of-the-art’ in Audiovisual presentation and collaboration technology, but will enhance that technology to meet the very specific usage requirements identified by the Village. The spaces to be included in the updated design effort have been identified in earlier concept development to be defined as:

## Conference - 101

To meet the objectives of this scope, TDSi will employ the following methodology:

**PROJECT METHODOLOGY**

The services provided with this proposal will amend the existing work agreement to add these supplemental services. All previously defined services and deliverables will remain, only with these additional service being added.

TDSi will closely coordinate our work with other trades throughout the design, bidding and construction phases of the project. TDSi will perform the following work steps to accomplish the above referenced scope:

**1. Design Amendment Phase**

This scope has been defined using the understanding gained by the completion of all previous design phases.

- TDSi will build an updated design package utilizing the TDSi-produced building scans and 3D space model. Into this model, TDSi will place symbols representing every component of the actual A/V solution, so that each of those locations can be scrutinized relative to obstacles or conflicts. The drawings will show the representative Audiovisual device locations on floor and ceiling plan drawings as well as wall elevations, that identify the final location and type of Audiovisual devices and infrastructure. This updated package will include all previous design elements, but will add new devices (where applicable):
  - Direct-view displays
    - Overhead displays – 2 facing front, 2 facing rear.
- Additionally, TDSi will produce supporting documents, then when combined with the room-specific information above, will illustrate the complete construction instructions. These supporting documents will include:
  - Elevations
  - Any required rack layouts
  - Any required Audiovisual custom component assembly details
  - Updated equipment schedules
    - The design package will include a complete equipment schedule, listing every newly added component required to provide the conceptualized solution.
  - Functional diagrams
    - The new design package will include complete amended functional diagrams, which are provided to assist the contractor with fully understanding the relationship between components, in order to better target the conceptualized solution.
- TDSi will also capture the amended requirements of the solution in an updated written design specification. This specification will not only define the functional requirements of the solution, but will also provide requirements for every aspect of

the procurement and construction process to help ensure the realization of the concept, upon completion.

### **PROJECT INVESTMENT**

Our fees reflect the collective experience and expertise that TDSi brings to your project. The time and resources allocated are determined based upon TDSi's understanding of the requirements of the project, as explained in the project scope. Minor changes to the Project Scope and Project Methodology stated above would not result in a change in our fees. Should there be more significant changes in the scope or required methodology, TDSi would inform the Village of the additional services required and any subsequent impact on the stated fees before proceeding. Please review the following table summarizing the potential Project Investment:

<b>Project Investment Summary</b>	
<b>Audiovisual System Design &amp; Construction Administration Services</b>	
Phase 2.1 – Revise the existing design, Bid Document production	<b>\$ 4875</b>

#### **Notes:**

- 1) All fees quoted are in addition to expenses not detailed above.
- 2) Additional services and work performed that is out of scope would be billed as Time and Expenses at a rate of \$95.00/hr. to \$150.00/hr. depending on the individual performing the task.
- 3) Payment terms: Unless mutually agreed upon otherwise, TDSi will issue monthly invoices for our services rendered. The fees would be payable upon receipt.

### **CONTRACTUAL ASSUMPTIONS**

The following assumptions were considered when establishing the fees for this engagement. Deviations from these assumptions could result in a change in our fees. Please review the following and if any incorrect assumptions have been made, please notify TDSi.

1. No significant changes in scope will occur after approval of the concept design, when Design Development task goals and objectives are initiated.
2. Electronic floor plans to be used for this effort will be those BIM Drafting format (REVIT) files that TDSi has provided to the Owner as part of a parallel service offering.
3. Other Direct Costs will be passed on to the Client at cost. (Example: mileage, postage, reproduction, supplies, etc.)
4. Industrial/Mechanical/Structural/Electrical/Fire Protection engineering and Architectural services are not included in this proposal.
5. Electronic Safety and Security (ESS) Access Control, Intrusion Detection and Video Surveillance design services are not included in this proposal. TDSi has the in-house talent and experience to provide these services and can develop a proposal for performing this type of engagement should the need arise.
6. Structured Connectivity System (SCS) Data, Voice and Wi-Fi design services are not included in this proposal. TDSi has the in-house talent and experience to provide these

services and can develop a proposal for performing this type of engagement should the need arise.

7. The proposal includes the coordination of electrical and thermal load information for all the equipment designed under TDSi's scope of work. Excluded is electrical load information for any equipment not included within our design. TDSi will not provide design or engineering services related to electrical and/or mechanical systems in relation to those loads.
8. Excluded from these services is oversight of implementation of any equipment or contractors installing equipment not directly involved in work included in the TDSi's design documents.
9. Excluded from these services are any hands-on installation, configuration, programming and/or integration services of any equipment associated with this project.
10. Notwithstanding anything in this proposal, TDSi shall not be required to make exhaustive or continuous on-site inspections to check the quality and quantity of contractor's work; and TDSi shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, or for safety measures, precautions and programs including enforcement of Federal and State safety requirements, in connection with construction work performed by the contractor.

#### **ACCEPTANCE OF PROPOSAL**

If the scope, methodology and arrangements outlined in this proposal are acceptable, please sign and return a copy or issue a Purchase Order for the fees listed above. Once TDSi receives authorization from the Village of Oak Park, TDSi will establish a project schedule with you and proceed with the development of the documents. TDSi appreciates this opportunity and looks forward to working with you.

If you have any questions or require any additional information, please contact me directly at 630.388.6583 or [jherrmann@GoTDSi.com](mailto:jherrmann@GoTDSi.com)

Sincerely,  
**TECHNICAL DESIGN SERVICES, INC.**



Jeff Herrmann, CTS-D, CQD  
Audiovisual Design Consultant

Accepted By:  
**Village of Oak Park**  
Name:

Title:

Date: