



**CITY OF NOVI CITY COUNCIL
JULY 31, 2023**

SUBJECT: Consideration of approval of contract award to Creative Dimensions for construction and installation of equipment for the new Studio No.VI on the first floor of the Novi Civic Center in the amount of \$544,511.00 and approval of contract award to Keycode Media in the amount of \$164,353.20 for equipment and video wall and amend the budget.

SUBMITTING DEPARTMENT: Community Relations

EXPENDITURE REQUIRED	\$ 544,511.00 Creative Dimensions <u>\$ 164,353.20 Keycode Media</u> \$ 708,864.20
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUIRED	\$ 710,000
LINE ITEM NUMBER	463-725.10-976.193

BACKGROUND INFORMATION:

Last year, the City of Novi contracted with Creative Dimensions, a single-source design to construction firm, to begin the process of creating a larger broadcast studio at the Civic Center to broaden production capabilities. Our Studio No.VI team worked with Creative Dimensions to best determine the size, location, and scope of a new studio to meet Novi's needs now and well into the future. Discussions focused around two phases:

PHASE 1:

- Studio Set and Storage Space – Physical space, set design, lighting, and storage of remote equipment
- Master Control and Network Connectivity
- Tools and Other Video Equipment
- Editing Suites and Storage Space (reconfigure the current studio on the 2nd Floor) – Two windowless editing bays and three workspaces

PHASE 2:

- Council Chambers – Current room needs updating with possible video wall, refreshed dais, lighting, and speaker reconfiguration.

When the small, current Studio No.VI was first created in 2016, video production had just relocated from SWOCC Studios in-house and we positioned ourselves to create for five to seven years and see where the need for video would take us. Fast forward to 2023 (and looking beyond for the next 10 or so years), our Emmy-award winning team is in constant demand for their services to help tell the Novi story. With the continued demand for video on the internet, television, and social media, a larger studio will provide the opportunity to create more programming in an efficient manner.

The contract awards include all new physical elements to construct the new studio on the first floor. The project will be funded through the PEG Capital Fund. Currently, the fund balance is approximately \$1.6 million.

RECOMMENDED ACTION: Approval of contract award to Creative Dimensions for construction and installation of equipment for the new Studio No.VI on the first floor of the Novi Civic Center in the amount of \$544,511.00 and approval of contract award to Keycode Media in the amount of \$164,353.20 for equipment and video wall and amend the budget.

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment for the Cable Studio No. IV contract awards to Creative Dimensions and Keycode Media is authorized:

	INCREASE (DECREASE)
PEG Cable Fund	
APPROPRIATIONS	
Capital Outlay	710,000
TOTAL APPROPRIATIONS	<u>\$ 710,000</u>
Net Increase (Decrease) to Fund Balance	<u><u>\$ (710,000)</u></u>

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on July 31, 2023

Cortney Hanson
City Clerk



June 1, 2023

Sheryl Walsh
City of Novi
45175 West Ten Mile Road
Novi, MI 48375

Re: City of Novi – Studio Proposal

Dear Sheryl,

We are pleased to provide you with this breakdown for the broadcast studio at the City of Novi building. The below pricing is based on James Yates Design V2 dated 3/11/2023.

Project Breakdown

<u>Item:</u>	<u>Proposed Cost:</u>
Main Studio Set – Walls, Desk, Riser, and Furniture	\$193,725.00
Studio Grade Flooring	\$46,385.00
Green Screen Area	\$30,545.00
Studio Lighting (Lighting fixtures, labor, and grid)	\$211,188.00
Mobilization & Installation (Site Survey, Freight, Installation)	\$62,668.00

<u>Proposed Total:</u>	<u>Summary:</u>
Proposal Total (Does not include sales tax):	\$544,511.00
Keycode Media – Studio AV – Monitors, Cable, Connectors (City of Novi to directly purchase through Keycode):	\$27,005.00
Keycode Media Tech Quote (City of Novi to directly purchase through Keycode):	\$136,148.20

- All labor is non-union during standard hours Monday – Friday 8AM – 4:30PM.
- Exact dates to be determined, project lead time may increase due to rapidly changing market conditions.
- A timeline for this project to be produced for the client upon approval of the budget. This will include considerations the lighting, flooring, AV, and set.
- A complete site survey of the room will need to be performed once the room is ready. This would mean any ceiling work would be done and the room would be clear of anything currently being stored there.



City of Novi
Studio
Page 2 of 2

We thank you for the opportunity to provide this proposal. We look forward to working together. Please contact me with any questions or concerns you may have.

Sincerely,

Jeff Laverty

Jeff Laverty
Director, Experiential Branding
Creative Dimensions, Inc.

Payment Terms: 66% Deposit, Balance Net 30.

- This agreement shall be governed by and constructed in accordance with the laws of the State of Connecticut.
- State Sales Taxes will be separately stated and billed on the final invoice for the project.
- Certificate of insurance will be furnished upon request.
- Due to rapidly changing economic conditions, this quote is valid for 30 days.
- Payment terms: 66% Deposit / Net 30
- Due to the Covid Pandemic, global shortages of a wide range of building materials exist. The estimated lead time for this project is currently **18-20 weeks**, based upon receipt of your deposit payment no later than 6/30/23. An updated new lead time will be calculated on the date we receive the initial deposit payment.
- If the availability of any originally planned material will prevent the project from being completed by the due date, Creative Dimensions may modify and substitute the materials used in manufactured items in order to deliver the finished product in a timely manner provided the modification or substitution is consistent with the concept of the original design. The client will be notified of any such changes in writing and provided with a choice of materials, if available. Alternatively, the client may choose to delay the due date so that the originally chosen materials can be used.
- If a project is canceled by the customer, Creative Dimensions will bill for work performed to date.
- Above pricing assumes one mobilization for installation of all items quoted. Additional mobilizations will require a change order.
- Pricing is based on installation during normal business hours.
- Pricing is based on a non-labor union installation unless otherwise specified above.

DATE: _____

ACCEPTED: _____
Company Name

BY: _____



**Creative
Dimensions**

Key Code Media, Inc. - Michigan

26075 Woodward Avenue
Suite 100
Huntington Woods, MI 48070
866-KEY-CODE
www.keycodemedia.com



City of Novi - Creative Dimensions Partner Project

Quote # 222814 Version 2

Prepared for:
City of Novi

Prepared by:
Lisa Jackson

Equipment

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
1			New Section Switcher			
2	Newtek TC1		TriCaster TC1 2RU	1	\$14,395.00	\$14,395.00
3	TC1SP	NEWTEK	TC1 Small Panel Control Surface (14-Button Control Panel) TC1 Small Panel Control Surface (14-Button Control Panel)	1	\$6,565.00	\$6,565.00
4	TIC-000000008		S/N NA2011632019430 - Trade-in Credit for TriCaster 460	1	(\$2,500.00)	(\$2,500.00)
5	TIC-000000030		S/N N1AN11294076109- Trade-in Credit for 460CS	1	(\$1,000.00)	(\$1,000.00)
6			Cameras Cameras			
7	ILME-FR7K		Sony FR7 Cinema Line PTZ Camera Kit with 28-135mm Zoom Lens	3	\$11,500.00	\$34,500.00
8	RMIP500/1	Sony Corporation	Sony Pro Device Remote Control - For Camera	1	\$2,500.00	\$2,500.00
9	ILMEFX6V	Sony Corporation	Sony Pro Cinema Line ILME-FX6 Professional Digital Camcorder - 3.5" LCD Touchscreen - Exmor R CMOS - High Dynamic Range (HDR) - 4K - 16:9 - 10.2 Megapixel Video - XAVC-I, H.264/MPEG-4 AVC, XAVC-I DCI4K, VBR, XAVC-I QFHD, XAVC-I HD, XAVC Long, XAVC-L QFHD,	2	\$5,900.00	\$11,800.00
10	SEL20TC	Sony Corporation	Sony - Teleconverter Lens for Sony E - Designed for Lens - 2x Magnification - Optical IS - 1.7" Length - 2.5" Diameter	1	\$520.00	\$520.00
11	SELP28135G	Sony Corporation	Sony - 28 mm to 135 mm - f/4 - Zoom Lens for Sony E - 95 mm Attachment - 0.15x Magnification - 4.8x Optical Zoom - Optical IS - 4" Diameter	2	\$2,400.00	\$4,800.00
12	SEL70200GM2	Sony	FE 70-200MM F.28 GM OSS II Full-Frame constant Aperture Telephoto Zoom G Master Lens	1	\$2,700.00	\$2,700.00
13	LX10-STUDIO	LIBEC	H65B (LX10) Head / Dual PH-8B Pan handles / RT50B Tripod / DL-3RB Dolly Supports 35 lbs.	3	\$1,290.00	\$3,870.00
14			New Section Teleprompters			

Equipment

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
15	CSPROD	CUESCRIPT	CueiT Production Prompting Software Package Suitable for all productions not connecting to an NRCS. Features Ethernet and USB interfaces, and both analogue and HD-SDI outputs as standard. Includes: CueB with Production license, power supply, USB and CueiT Production Prompting Software Package Suitable for all productions not connecting to an NRCS. Features Ethernet and USB interfaces, and both analogue and HD-SDI outputs as standard. Includes: CueB with Production license, power supply, USB and CueiT Production Prompting Software Package Suitable for all productions not connecting to an NRCS. Features Ethernet and USB interfaces, and both analogue and HD-SDI outputs as standard. Includes: CueB with Production license, power supply, USB and Ether	1	\$7,200.00	\$7,200.00
16	EMCP17FR7		17" EMC On-Camera Prompter System , for FR7 PTZ Camera	2	\$5,100.00	\$10,200.00
17	CSRAS		Roll Around Stand Only	2	\$625.00	\$1,250.00
18			Studio Monitoring			
19	QN43LS03BAFXZA	Samsung	Samsung The Frame QN43LS03BAF 42.5" Smart LED-LCD TV - 4K UHD TV - Charcoal Black, Black - Q HDR, HLG, HDR10+ - Quantum Dot LED Backlight - Bixby, Alexa, Google Assistant Supported - YouTube, Amazon Prime, Netflix, NOW TV, Disney+, Apple TV, DAZN, CNN - 38	1	\$890.00	\$890.00
20	MBTVSBKBV2	DISPLAYS2GO	Displays2Go - TV Stand with Wheels, Fits Monitors 37" to 65", Height Adjustable Black Displays2Go - TV Stand with Wheels, Fits Monitors 37" to 65", Height Adjustable Black	1	\$405.00	\$405.00
21			COMM			
22	OMS ADVANCED 5F	RTS	Main station Advanced 4ch A5F headset. 40 OMNEO devices, ROAMEO support, 4 ports of analog 2-Wire, 2 program inputs, 1 stage announce, 4 GPI/ 4 Relays, 16 conferences, 4 ports of analog 4-wire AIO ports, 8 tielines, 8 keypad capacity, Fiber support, 4	1	\$6,995.00	\$6,995.00
23	PH-88R5	RTS	RTS PH-88, Single-Sided Lightweight Headset, 6' (18M) Cord, A5M Connector	4	\$185.00	\$740.00
24	AP-1800	RTS	Telex RTS Intercom AP-1800 F.01U.306.045 - Access Point 1.92-1.93 Ghz Telex RTS Intercom AP-1800 F.01U.306.045 - Access Point 1.92-1.93 Ghz Telex RTS Intercom AP-1800 F.01U.306.045 - Access Point 1.92-1.93 Ghz Telex RTS Intercom AP-1800 F.01U.306.045 - Access Point 1.92-1.93 Ghz	1	\$2,417.00	\$2,417.00

Equipment

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
25	TR-1800	RTS	ROAMEO WIRELESS INTERCOM BELTPACK 1.92 - 1.93 GHZ ROAMEO WIRELESS INTERCOM BELTPACK 1.92 - 1.93 GHZ ROAMEO WIRELESS INTERCOM BELTPACK 1.92 - 1.93 GHZ ROAMEO WIRELESS INTERCOM BELTPACK 1.92 - 1.93 GHZ	3	\$1,944.00	\$5,832.00
26	CHG-240, NA	RTS	Bosch Cradle - Docking - Battery Charger - 4 Slot - Charging Capability	1	\$750.00	\$750.00
27	BP-240	RTS	Telex Battery - For Transmitter, Intercom - Battery Rechargeable	3	\$75.00	\$225.00
28			CABLE			
29	Belden 2412-1000		Category 6+ Enhanced Cable, 4 Pair, U/UTP, CMR - 1000 ft	1	\$219.00	\$219.00
30	100026LTC		50 Pack. Platinum Tools -EZ-RJ12/11 Connectors P/N multiple	2	\$17.00	\$34.00
31	202016J	Platinum Tools, Inc	Platinum Tools EZ-RJ45 CAT6 Combo. Includes 50 Conn. & 50 Strain Reliefs. Jar - RJ-45 Network Male - Clear, Transparent - TAA Compliant 50 pieces EZ-RJ45 Cat6+ Connectors 50 pieces EZ-RJ45 Strain Reliefs Work with Solid or Stranded Wire	2	\$53.00	\$106.00
32	BL-1505--F		75 Ohm SDI Coax, RG-59, 22 AWG Str BC, Double 95% TC Braid, PVC Jkt, CM, Flexible	1	\$850.00	\$850.00
33	MBCP-C4F	CANARE	Canare MBCP-C4F Slim 75 Ohm BNC Connector - V-4CFB Belden 1505A & L-4CFB Cable	80	\$4.99	\$399.20
34			Infrastructure			
35	Custom Bulk Heads			2	\$100.00	\$200.00
36	HI5-12G-R0	AJA	AJA HI5-12G 12G-SDI to HDMI 2.0 Mini-Converter AJA HI5-12G 12G-SDI to HDMI 2.0 Mini-Converter	4	\$875.00	\$3,500.00
37	KCM-INT-MAT			1	\$400.00	\$400.00
38			Integration			
39	TSPRO-15	Key Code Media Professional Services	Project Engineer, Per Day Engineering Technician. System commissioning services. Includes installation, standard configuration, and testing.	10	\$1,320.00	\$13,200.00
40	Special Shipping Monitors			1	\$2,186.00	\$2,186.00

Subtotal: \$136,148.20

Video Wall

No.	Part #	Description	Qty	Price	Ext. Price
41		New Section SLM43, USM-EPL MOUNT			
42	998-2762	SLM43 - 43" diagonal, UHD, D-LED backlight, 500 nit brightness, 16x7 reliability, Android operating system, plastic bezel, speakers. landscape only.	1	\$750.00	\$750.00
43	997-6338	USM-EPL Ultra slim flat wall mount 0.4 in. depth, lateral shift, cable kickstand for easy access. Supports displays weighting 125 lbs with VESA hold pattern up to 800mm x 500mm. Landscape only.	1	\$125.00	\$125.00
44		New Section URX100, Profile Mount			
Note - specing a 100" display instead of 98" as it is going EOL. Can still get 98" but depends on clients timeline for purchase.					
45	998-2167	URX100, 100in diagonal, UHD, D-LED backlight, 700 nit brightness, HDR, 24x7 reliability, multi-source viewing, speakers, OPS slot, landscape and portrait.	1	\$16,495.00	\$16,495.00
46	955-0877	Planar Profile mounting system for URX75, URX85, URX100 Landscape models and URX85, URX100 Portrait models	1	\$650.00	\$650.00
47		New Section URP75, FWMG-MXL MOUNT			
48	998-2653	URP75 75in diagonal, UHD, D-LED backlight, 500 nit brightness, 24x7 reliability, malt-source viewing, speakers, landscape and portrait.	1	\$6,200.00	\$6,200.00
49	955-0217	M, FWMG-MXL Fixed Wall mount for ultra large displays, 1in. depth, post-installation leveling, universal hardware kit and lock security barrel. Supports displays weighing up to 300 lbs with VESA hole pattern up to 1110mm x 705mm. Landscape only.	1	\$145.00	\$145.00
50		New Section INSTALLATION			
51	KCMPS-206	An engineer with advanced system knowledge	16	\$165.00	\$2,640.00

Subtotal: \$27,005.00

City of Novi - Creative Dimensions Partner Project

Prepared by:



Key Code Media, Inc. - Michigan
Lisa Jackson
(248)703-9870
ljackson@keycodemedia.com

Bill To:

City of Novi

Joshua Buscher
jbuscher@cityofnovi.org

Ship To:

City of Novi

45175 W, 10 Mile
Novi, MI 48375
Joshua Buscher
jbuscher@cityofnovi.org

Quote Information:

Quote #: 222814

Version: 2
Delivery Date: 05/31/2023
Expiration Date: 06/30/2023
Terms:


Quote Summary

Description	Amount
Equipment	\$136,148.20
Video Wall	\$27,005.00
Subtotal:	\$163,153.20
Shipping:	\$1,200.00
Total:	\$164,353.20

This Sales Quote ("SO") incorporates the Terms and Conditions found at <http://www.keycodemedia.com/terms/salesorder> ("T&C") and constitutes an offer or counter-offer, as applicable, by Key Code Media, Inc. or Burst Communications ("Seller"). This SO, including the T&C incorporated therein, shall become binding on the buyer listed herein ("Buyer") on the earliest of Buyer's: (i) acknowledgement hereof; or (ii) receipt of any goods and/or services ordered hereunder. No Buyer acknowledgement form, purchase order, or other document shall modify the SO or the T&C.

Key Code Media, Inc. - Michigan

City of Novi

Signature: 
 Name: Lisa Jackson
 Title: Regional Account Manager
 Date: 05/31/2023

Signature: _____
 Name: Joshua Buscher
 Date: _____











AFTER THE GAVEL

Approval to award a unit price contract for as-needed concrete pavement repairs.

MATTERS FOR COUNCIL ACTION

Approval to award engineering design services for phase 2 of the water main replacement program along with ductile iron water main replacement.

AFTER THE GAVEL AFTER THE GAVEL AFTER THE GAVEL

Novi
**CONSTRUCTION
UPDATE**
20 22

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NOTE:
 CEILING BEAMS @ 12'-0" AFF
 HVAC @ 9'-11" AFF
 HVAC DIFFUSERS @ 9'-3" AFF

James Yates
 Production Design
 325 West 38th Street
 Suite 1403
 New York, NY 10018
 347.385.4629
 www.yatesdesigntv.com

THIS DRAWING REPRESENTS VISUAL CONCEPTS AND CONSTRUCTION SUGGESTIONS ONLY AS THEY VISUALLY AFFECT THE SCENERY. THE DESIGNER IS UNQUALIFIED TO DETERMINE THE STRUCTURAL APPROPRIATENESS OF THE DESIGN AND WILL NOT ASSUME RESPONSIBILITY FOR IMPROPER ENGINEERING, CONSTRUCTION OR USE OF THE SCENERY. THE SHOP IS TO PROVIDE DETAILED CONSTRUCTION DRAWINGS OUTLINING MATERIALS AND TECHNIQUES IF THEY WILL RESULT IN ANY DEVIATION FROM THE LOOK EXPRESSED OR WILL RESULT IN THE DIMENSIONAL CHANGE OF ANY DESIGN DETAIL. ALL MATERIALS ARE COPYRIGHTED BY THE DESIGNER AND REMAIN SOLELY THE PROPERTY OF JAMES YATES. NO REUSE, RECONSTRUCTION OR MODIFICATION OR ENHANCEMENT IN WHOLE OR PART IS PERMITTED WITHOUT WRITTEN PERMISSION FROM JAMES YATES.

PROJECT



REVISIONS/REISSUES

DATE	DESCRIPTION

SURVEY ALL MEASUREMENTS ON SITE BEFORE CONSTRUCTION

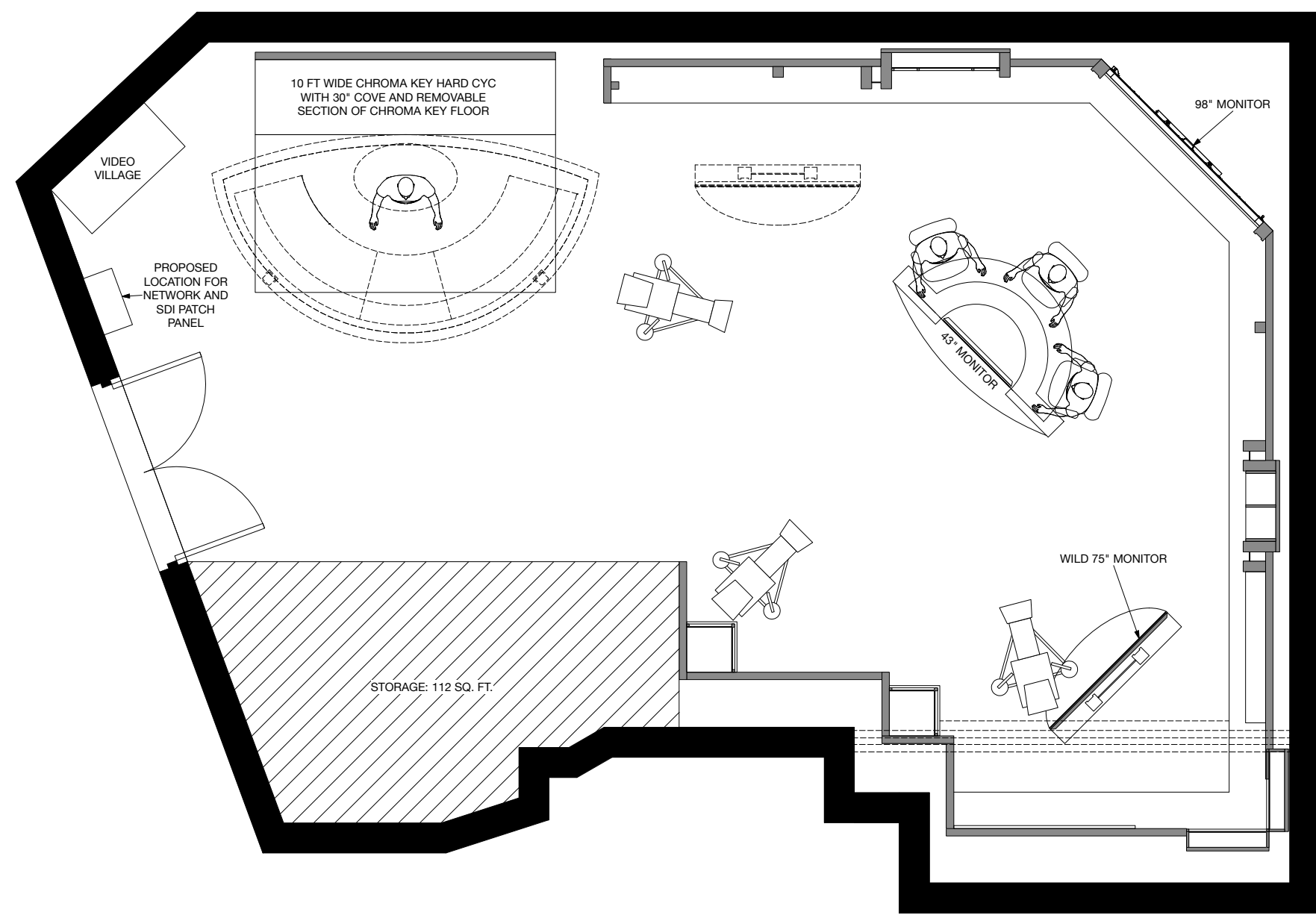
DRAWING NAME

**CITY OF NOVI
 MAIN STUDIO
 GROUND PLAN**

SCALE: 1/2"=1'-0"	PROJ. MGR. : JMY
ORIGIN DATE: 1/19/23	DRAWN BY: JMY
PROJ. NO. :	CHECK BY:
FILE:	

PLATE #

1



FOR ESTIMATE ONLY



CITY OF NOVI
 MAIN STUDIO

V2



MEMORANDUM

TO: VICTOR CARDENAS, CITY MANAGER
FROM: SHERYL WALSH, DIRECTOR OF COMMUNICATIONS
SUBJECT: STUDIO NO.VI UPDATE/POTENTIAL EXPANSION
DATE: JULY 5, 2023

Last year, the City of Novi contracted with Creative Dimensions to begin the process of designing a larger broadcast studio at the Civic Center to broaden production capabilities. Attached are renderings and the specifications, including cost, for the construction and equipment of an enhanced Studio No.VI in the former storage space (affectionately known as the dungeon) just off the staff/Council entrance, across from the Council Chambers. The space previously housed election materials and Community Relations items, but has since been cleared and provides the optimal height and floor area to host a state-of-the-art studio. Background and details follow.

Background

In Spring 2016, following the dissolution of the Southwestern Oakland Cable Commission (SWOCC) and all Franchise Fees (General Fund) and PEG (designated for cable operations) funding reverting back to each respective municipality, the City of Novi created Studio No.Vi. A small studio and editing bay were constructed utilizing the existing PEG funds. All video operations were supported with PEG revenue until 2019 when the Federal Communications Commission (FCC) issued an order restricting PEG funds use for capital video service items. With salaries and operational costs now a part of the General Fund, PEG revenue has continued to grow (see below) with a current balance of more than \$1.6 million.

FUND	GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ACTIVITY	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY	2022-23	
										AMENDED BUDGET	ACTIVITY THRU 06/06/23
GENERAL FUND	101-000.00-604.000	Cable Franchise Fees	951,481	934,665	915,141	905,859	894,798	837,178	804,800	850,000	578,609
PEG CABLE SPECIAL REVENUE FUND	233-000.00-604.100	Cable PEG Fees	382,655	369,702	373,692	362,344	-	-	-	-	-
PEG CABLE CAPITAL FUND	463-000.00-604.100	Cable PEG Fees	-	-	-	-	302,931	393,919	318,061	335,500	231,443

Early 2022 video discussions included limits placed on production due to the current studio size and configuration and the significant role its content was playing in our communications on multiple platforms – website, social media, eNewsletters and more. We also talked about the opportunity an easily accessible studio might provide to ‘package’ our productions and offer services to other municipalities who might not have the ability to create content in exchange for revenue. It was decided that we best engage a creative team to look at the Civic Center space and explore the possibility for a larger studio.

Proposed Design

Our Studio No.VI team worked with Creative Dimensions (a single source design to construction firm) to best determine the size, location and scope of a new studio to meet Novi’s needs now and well into the future. Discussions focused around five categories:

- Studio Set and Storage Space – Physical space, set design, lighting, storage of remote equipment
- Editing Suites and Office Space (Plan will be to reconfigure the current studio upstairs) – Two windowless editing bays, three work spaces
- Master Control and Network Connectivity

- Tools and Other Video Equipment
- Council Chambers (would be a Phase 2, following completion of new studio) – Current room is in need of updating with possible video wall, refreshed dais, lighting and speaker reconfiguration.

The attached show in detail the state of the art, proposed new studio and set design. The just more than \$700,000 includes all new physical elements to construct the new studio. Minor work to raise existing duct work and utilities in the space would increase the cost slightly and we are working with Integrated Solutions to determine those costs, as well as splitting the existing studio in the Manager's Office into two editing bays. All work would be funded through the PEG capital restricted funds.

With your approval, I look forward to bringing this to City Council for consideration later this month and continuing to build upon the amazing accomplishments of Studio No.VI.