

## Punch List

Issued September 14, 2021

Upon request by the City of Bemidji (Owner), MoreCom (Consultant) visited the Council Chambers on June 4, 2021 for the Consultant's Substantial Completion inspection as defined in the Project Manual dated February 11, 2011 (Project Manual), section 01 77 19 Closeout Requirements. At that time, the system was not Substantially Complete.

In August 2021, Owner expressed concerns to the Consultant the system was not operating correctly. Owner explained NLFX (Contractor) had been to the site several times trying to get the system operational and was not able to achieve an operational system that met Owner expectations. Owner wanted to make sure there was not something wrong with Consultant's design or Contractor's construction and wanted to take the necessary steps to get the AV systems operating as intended as rapidly as possible. Owner asked Consultant to return to the site and see if Consultant could figure out what was wrong and fix it if possible. Consultant visited the site on August 11, 2021 and observed The AV system was not Substantially Completed and was not working as intended and did not meet Owner expectations.

Consultant met virtually with the Owner on September 13, 2021 to discuss the various problems Owner is experiencing with the existing system and what the Consultant had observed. Additionally, during this meeting, Consultant and Owner discussed network changes with the Darby Shegrud the Owner's Information Systems technician. At the conclusion of this meeting, the Consultant and Owner determined the best path to complete this project is to have the Contractor complete some physical layer change orders (listed herein) and have the Consultant take responsibility for system commissioning services and coordinate with others as needed to complete the project and deliver a complete and operational system that meets owner operational expectations.

Consultant generated project documents may be downloaded online at [www.morecom.com/bejmidji](http://www.morecom.com/bejmidji)

### Item One: Upgrade Microphones

The Owner has been operating the AV system for a few months now and has determined the existing microphones need to be updated with some of the microphones positioned closer to the users so they can more easily reach the on/off buttons from their seated positions.

#### Action Item One:

Contractor shall provide a cost estimate and timeline to Owner for the removal and replacement of microphones at dais, staff tables and lectern locations. Contractor shall provide and install fourteen (14) Shure, MX418SC, 18" Cardioid Gooseneck Microphones with Mute Switch. Contractor shall install non-shock mount bases. Contractor shall coordinate with Owner the exact locations within the furniture for each new microphone. Contractor shall remove existing microphones, re-terminate existing microphone cables with new soldered XLR connectors and connect them to the new microphones.

### Item Three: Additional Audio Processing

Consultant observed the need for additional audio processing capabilities to provide adequate gain before feedback within the chambers speaker systems.

#### Action Item Three:

Contractor shall issue a quote to Owner to provide, and install, one (1) Symetrix Jupiter 8, App Configurable 8x8 DSP. Manufacturer website is: <https://www.symetrix.co/products/jupiter>. This device shall be installed in the council chambers equipment rack and connected between the audio mixer (MIX.421.01) outputs 01-08 and speaker amplifier (AMP.421.01) inputs 01-08. This device shall be connected to the AV local area network.

### Item Four: Operation and Maintenance Data

As of the creation of this punch list neither the Owner nor Consultant has received Operation and Maintenance Manuals or Project Record Documents (As-Built Drawings) as specified in the Project Manual, page 62, Section 01 78 39.

#### Action Item Four:

Contractor shall provide Consultant the Operation and Maintenance Manuals and Project Record Documents (As-Built Drawings) for review and approval. Consultant expects these documents to be delivered no later than 4:00pm local time, November 1, 2021. Contractor shall coordinate with Consultant via email [kyle@morecom.com](mailto:kyle@morecom.com) with any questions regarding these documents.

This punch list represents the Consultants understanding of the system status and items needing to be addressed. Actions will be taken from this punch list. If there are any issues missing or inaccurate within this document, contact the Consultant in writing within five (5) business days of the issue date of this document with corrections.