

**CITY OF LA VISTA  
MAYOR AND CITY COUNCIL REPORT  
JULY 16, 2013 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
REQUEST FOR PROPOSALS (RFP) COUNCIL CHAMBERS TECHNOLOGY UPDATE	◆ RESOLUTION ORDINANCE RECEIVE/FILE	CHRISTOPHER SOLBERG CITY PLANNER

**SYNOPSIS**

A resolution has been prepared authorizing a Request for Proposals for professional services to update the technology of the Harold "Andy" Anderson Council Chamber.

**FISCAL IMPACT**

The FY 12/13 Capital Fund provides funding for the proposed project.

**RECOMMENDATION**

Approval.

**BACKGROUND**

The technology utilized in the council chambers has not been updated since City Hall was constructed in 1995. The City's Information Technology Strategic Plan has identified deficiencies in the technology of the council chambers.

A subcommittee of the IT Committee has been formed to update the technology of the chambers. This subcommittee has held four meetings with city staff and council members to gather input on the deficiencies of the current technology in the chambers and to recommend possible improvements. The attached RFP was then developed to acquire professional services to update the chambers.

Proposals will be due August 26, 2013 at noon with the approximate contract award date of September 17, 2013.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES TO UPDATE THE TECHNOLOGY OF THE HAROLD "ANDY".ANDERSON COUNCIL CHAMBER.

WHEREAS, the Mayor and Council have determined the Council chambers technology update is necessary, and

WHEREAS, the FY 2012/13 Capital Fund Budget provides funding for the proposed project; and

WHEREAS, Proposals will be due August 26, 2013 with the approximate contract award date of September 17, 2013;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the request for proposals for professional services to update the technology of the Harold "Andy" Anderson Council Chamber.

PASSED AND APPROVED THIS 16TH DAY OF JULY, 2013.

CITY OF LA VISTA

\_\_\_\_\_  
Douglas Kindig, Mayor

ATTEST:

\_\_\_\_\_  
Pamela A. Buethe, CMC  
City Clerk

**CITY OF LA VISTA**  
**REQUEST FOR PROPOSAL**  
**COUNCIL CHAMBERS TECHNOLOGY UPDATE**

**NOT AN ORDER**

From: City of La Vista  
City Clerk  
8116 Park View Blvd.  
La Vista, Nebraska 68128

Published: July 24, 2013

PROPOSALS DUE:  
August 26, 2013 at 12:00pm (noon)  
La Vista City Hall  
8116 Park View Blvd.

(Contract Award Scheduled for 9/17/2013)

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The City of La Vista is requesting proposals for the *Council Chambers Technology Update*. The proposal should consist of an update to the City Council Chambers located within the La Vista City Hall. There are basic specifications attached.

**GENERAL CONDITIONS AND INSTRUCTIONS FOR BIDDERS**  
(Incorporated herein and made part of these specifications)

1. Any discount quoted will be deducted from the price when bill is paid. All appropriate government discounts should apply.
2. The City of La Vista (hereinafter referred to as the "City") reserves the right to reject any or all bids, to waive informalities or irregularities in the bidding, and to negotiate contract terms with the various bidders when such is deemed by the City to be in its best interest. The right is also reserved to accept or reject any part of bid unless otherwise indicated by Contractor.
3. Instructions, manufacturer's catalog numbers, etc., where shown herein are for descriptive purposes to guide the bidder in interpreting the standard, quality, design, and performance desired and shall not be construed to exclude proposals based on furnishing other types of materials.
4. Any substitutions must equal or surpass the specifications. When submitting a substitute article as equal, the full name and description must be given, the City reserving the right, however, of deciding upon its suitability for the purpose intended.
5. BID PRICE ON EQUIPMENT TO BE F.O.B. CITY OF LA VISTA, NEBRASKA AND SHOULD INCLUDE ALL SHIPPING AND DELIVERY CHARGES.
6. Equipment must be of current date (latest model) and meet specifications. The equipment bid shall meet all current Federal Government and State of Nebraska Safety Regulations. Bidder shall be either a manufacturer, factory branch, or agent, engaged in the business of selling, leasing and servicing the equipment offered. All equipment provided shall be equipped with

all factory standard equipment for the model bid. The successful bidder must maintain a full line of replacement parts in order to render the machine serviceable to the City and be able to maintain a service response time of three hours or less.

7. Prices quoted shall not be subject to increase during the entire term of the contract. However, should there be a reduction in the price of any one or more items covered by the contract, during the period of the contract, the price to the City of La Vista shall be reduced to equal the revised list price less the discount herein quoted.
8. The City shall have the right to inspect any material or services specified herein. Equipment, supplies or services that fail to comply with the specification herein in regard to design, material, or workmanship are subject to rejection at the option of the City. Any materials rejected shall be removed from the premises of the City of La Vista at the expense of the Contractor.
9. Warranties for the products purchased as part of this project shall be provided to the City.
10. Each bidder shall submit all necessary catalogs, descriptive literature, etc. needed to describe fully the material the contractor has proposed to furnish.
11. Any bidder's exceptions to those terms and conditions or deviations from the written specifications shall be shown in writing on the attached bid form exception sheets. However, such exceptions may be cause for rejection of the bid.
12. All prices and notations must be in ink or typewritten. Mistakes may be crossed out, with corrections typed adjacent and must be initialed in ink by person signing the proposal.
13. No bid may be withdrawn after the scheduled bid due date for at least sixty (60) days.
14. Bids must be submitted on the forms provided in a sealed envelope plainly marked "**SEALED BID**" with material description, date and time of closing written thereon. All bid proposals must be signed by an authorized officer or employee of the company and include the Contractor name.
14. **Questions should be directed to Pam Buehe, City Clerk, at 402-331-4343 or by e-mail to [pbuehe@cityoflavista.org](mailto:pbuehe@cityoflavista.org) before quotation is submitted.** As required by State Law, neither the Contractor nor his subcontractors shall discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to their hire, tenure, terms, conditions, or privileges of employment or because of their race, color, religion, sex, disability, or natural origin.

## **ADDITIONAL REQUIREMENTS**

Notwithstanding anything in these specifications to the contrary:

1. Purchase Order. The City shall issue a purchase order to the successful bidder that contains "Terms of Purchase." By submitting its bid, each bidder agrees to be bound by all terms and conditions of said purchase order if it becomes the successful bidder.

2. Taxes. Purchases by the City are exempt from the payment of federal excise taxes and Nebraska sales and use taxes and all such taxes shall be excluded from bids. Tax exemption certificates will be provided upon request.

3. Modifications. Bidder understands, acknowledges and agrees that no employee, agent or representative of the City has any authority to make any representations, statements, warranties, agreements or modifications to, of, or regarding these specifications or any contract of the City without the written approval of the City Administrator; provided, however, that any representation, statement, warranty, agreement or modification that has any actual or potential impact to the City of more than \$5,000 shall require the prior written approval of the Mayor and City Council of the City of La Vista.

4. Fair Labor Standards. Pursuant to Neb. Rev. Stat. Section 73-102, by submitting a bid, supplier hereby represents and certifies to the City of La Vista that supplier is complying with, and will continue to comply with, fair labor standards in the pursuit of its business and, if supplier is the successful bidder, in the execution and performance of the contract on which it is bidding; and in the execution and performance of said contract, fair labor standards will be maintained.

## **Section 1 Introduction and Instructions**

### **1.01 Purpose of the RFP**

This Request for Proposal (RFP) is issued by the City. The purpose of this RFP is to establish a contract with a qualified Contractor to provide a high-definition technology upgrade for the Council Chambers video projection, presentation, and broadcasting equipment necessary to meet the future needs of the City.

### **1.02 Contact Person, Telephone, Fax Number, and Email**

Pam Buethe, City Clerk, is the point of contact for this RFP. Unauthorized contact regarding the RFP with other City employees may result in the Contractor being disqualified.

Pam Buethe, City Clerk  
Phone: 402-331-4343  
Fax: 402-331-4375  
Email: [pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org)

### **1.03 RFP Schedule of Events**

This schedule of events represents the City's best estimate of the schedule that will be followed for this RFP. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule will be shifted by the same number of days.

The approximate RFP schedule is as follows:

- |   |                        |
|---|------------------------|
| • RFP approval:                         | July 16, 2013          |
| • RFP published:                        | July 24, 2013          |
| • Preproposal meetings:                 | Week of August 5, 2013 |
| • Deadline for questions:               | August 14, 2013        |
| • Proposals due (12:00-Noon):           | August 26, 2013        |
| • City awards a Contract approximately: | September 17, 2013     |
| • City issues contract approximately:   | September 24, 2013     |
| • Work to be complete by:               | January 15, 2014       |

### **1.04 Return Mailing Address and Deadline for Receipt of Proposals**

Contractors must submit one (1) original hard copy marked "Original" and six (6) hard copies of the proposal in a sealed envelope or package and one copy on CD or DVD.

**Cost proposals are to be submitted in a separate sealed envelope or package clearly labeled "Cost Proposal."**

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the City before the deadline for receipt.

Envelopes or packages must be addressed as follows:

City of La Vista  
Attention: Pam Buethe  
Request for Proposals (RFP: Council Chambers Technology Update)  
8116 Park View Blvd.  
La Vista, NE 68128

Proposals must be received by the City Clerk's Office at the location specified no later than **12:00 (Noon), Central Standard Time, on August 26, 2013.**

Proposals will not be publicly read at the opening. Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means.

Contractors assume the risk of the method of dispatch chosen. The City of La Vista ("City") assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. A Contractor's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

#### **1.05 Questions and Addendum**

Questions regarding this RFP shall be submitted in writing to Pam Buethe, City Clerk, at [pbuethe@cityoflavista.org](mailto:pbuethe@cityoflavista.org). Answers to questions will be posted on the City's website. The deadline for questions is 12:00 (Noon) Central Standard Time, August 14, 2013.

Preproposal meetings will be held on a reservation basis at the La Vista City Hall, 8116 Park View Blvd., La Vista, NE, during the week of August 5, 2013, to answer questions and walk through the facility.

If deemed necessary, an addendum to the RFP will be issued and will be emailed to the proposers. No addenda will be issued after 5 p.m., August 15, 2013.

Responding Contractors are prohibited from communicating in any other manner about this project with any other City employee from the date of issuance of this proposal until the final selection, unless otherwise directed by the City Clerk. Other means of communications or contact may disqualify the submitting Contractor.

## **Section 2 Scope of Work**

### **2.01 Introduction**

The City Council Chambers is the facility where elected officials, City staff, and the public meet to conduct official City business. The primary use of this facility is to host Regular and Special City Council meetings, City Council Informational meetings, City Council Committee meetings, and Planning Commission meetings. A secondary use of this facility is as a meeting center for other City meetings.

The Chambers has a curved front desk that seat up to 11. Two desks behind the chamber desk seat a total of three. All desks face a public seating area that seats 92.

This project will replace most of the current presentation and broadcasting equipment, which was originally installed in 1995. The original equipment includes 16 microphones, one large and two small desks, podium, an undersized retractable projection screen, sound system mounted in a rack in a cabinet, six speakers projecting in to the chambers and two in the foyer, tape recorder and press feeds tied in to the sound system, floor-mounted electrical outlets at the front of the room.

### **2.02 Scope of Work—General Specifications**

- This project includes an engineered system design, equipment/furniture selection, installation, and integration of various presentation, and audiovisual (AV) equipment located in the City Council Chambers. The La Vista City Hall is located at 8116 Park View Blvd., La Vista, NE.
- This upgrade will:
  - Create a high-quality, high-definition, state-of-the-art presentation system to facilitate meetings and presentations held in the Council Chambers.
  - Create a technology-friendly City Council Chambers that will facilitate AV presentations for City employees and the public.
  - To the extent possible, integrate some of the existing AV equipment/furniture with proposed AV equipment/furniture; however, quality of performance will not be sacrificed.
  - Contractor should evaluate City Council Chambers and provide a cost proposal for an engineered turnkey solution to replace the systems currently in place and upgrade the room with high-definition video and presentation equipment.
  - Installation and configuring of equipment, including any and all other cabling installation, as well as modifications/replacement of the podium.
  - Provide staff training on the use of the entire system.



- Contractor must be able to provide onsite service within 48 hours for service calls and a fix within four business days, as well as three years ongoing support and maintenance for all installed equipment. Contractor shall also provide any firmware and software updates.

### **2.03 Contractor—Installation**

- The Contractor shall be responsible for the storage, handling, and installation of the systems in accordance with these specifications and the conditions of the manufacturer's specifications and warranty.
- At the time of installation, systems will be rejected if they have defects, flaws, or damage incurred during manufacture, transportation, storage, or handling. Damaged material shall be removed and replaced at no additional cost to the City.
- Contractor shall state how long installation will take. System shall be installed on appropriate mounting hardware. System shall be installed by manufacturer-trained personnel.
- Contractor shall work with staff to accommodate the various meetings held in the chambers while construction is underway. The chambers shall be fully or near fully functional during these meetings.

### **2.04 Subcontracting**

A list of all contract's subcontractors shall be made available to the City upon request.

### **2.05 Equipment Requirements/Specifications**

Contractor must be able to provide complete high-definition video projection and presentation solution and be able to attend meetings on site as required. Installation and training must be provided to the City's satisfaction. Include warranty information in proposal.

## **Required Key Features**

***Contractor must provide, install, and connect the following:***

### **1. Presentation system/podium upgrade:**

- **High-definition projector:**

- Provide a solution for a ceiling-mounted high-definition projector located in the City Council Chambers. Output of projector will appear on projector screen and be viewable on monitors mounted to the Chamber desk.
- Include mounting and any other work to support the projector.
- Ambient light should not affect on-screen image, double bulb preferred.
- Projector will be used to display output from:
  - Two computers.
  - DVD/Blu-ray player.
  - Document camera.
  - Output from annotation device.

- **High-definition projector screen:**

- High-definition projector screen to be installed in the City Council Chambers, replacing the current screen in the City Council Chambers. Contractor to provide a solution to improve screen location for better viewing for the public. Also provide an option to add multiple screens for audience viewing.
- 16:9 HDTV projection screen.
- Ability to raise and lower screen via switch on wall.
- Quiet motor.
- Low voltage.
- Contractor responsible for complete installation/reconfiguration of mounting and installation of projection screen and optional multiple screens.

- **High-definition televisions (2) in foyer:**

- High-definition televisions to be installed immediately outside of the City Council Chambers, in the foyer under the existing speakers, to display presentations during times of overflow audiences.
- 1080P HDTV.
- Installed with a digital media controller allowing connection to the content displayed in the City Council Chambers or independent media.

- **Eleven (11) LCD monitors, providing one monitor between each council member chair on the Chamber desk and an auxiliary viewing location at the southwestern desk within the chambers.**
  - Monitors will have to be mounted in manner to not block the view of persons in council member chairs to the persons addressing the council from the Chambers' floor in front of the Chamber desk.
  - Monitors will be fed by source router
- **Podium replacement. Replace existing podium with a new podium to allow easier method for presenter to present/view PowerPoint slides and access video while giving presentation. Contractor is responsible for installing a new podium. The podium needs to also be capable of being turned around so speaker can face audience, or moved aside to clear space on Chambers floor. Complete with a removable umbilical connection.**

Functions needed at podium:

- The podium shall include space for the installation of a Computer will be provided by the City. Contractor shall provide the mounted LCD monitor. Network connections shall be provided.
- A wireless keyboard and mouse mounted within easy reach of the presenter.
- External laptop hookup at podium with network access.
- A document camera.
- A microphone.
- Provide multiple ways to incorporate playing audio and video from podium.
- LCD monitor should be able to annotate

## **2. Touch-panel control system:**

- The touch panel shall be located at City Clerk's position at southeast desk.
- Functions to include in touch panel:
  - Control presentation equipment located in City Council Chambers, including selection of projector, DVD/Blu-ray player, document camera, or video input turning projector on and off.
  - City Clerk's desk will be able to have full control routing of video and audio from all inputs.
  - City will determine which functions are needed at each touch panel.
- Provide for touch pad control.

## **3. Audio equipment:**

- Install shock mounts for 15 existing gooseneck microphones on Chamber desk and the desks in the southwest and southeast corners behind the Chamber desk.

- Incorporation of a wireless microphone with adequate wireless coverage.
- Replace the existing audio mixer/compressor. Connect existing microphones and four Press Feed connections on west wall.
- Replace existing cassette recorder with a hard drive recorder. Hard drive recorder shall be accessible through the network to access audio recordings remotely.
- Add a new amplifier for the overflow speakers in the foyer. Existing amplifier is new and adequate for existing speaker system within the City Council Chambers.
- Replace existing ceiling-mounted speakers with pendant-style speakers.

**4. Miscellaneous equipment:**

- A VGA/DVI and HDMI connection at the City Clerk's desk and the center of the Chambers desk.
  - DVD/Blu-ray player. Installation location to be discussed with City.
  - Any additional hardware and cabling required for complete installation.
  - Installation of additional cabling for use of possible future camera system.
  - All cables, connectors, amplifiers, and miscellaneous products not specified in RFP but necessary for project completion must be provided by the contractor.
  - Provide backup UPS/power surge system. Contractor to provide recommendation on what equipment should be protected. The primary objective is to protect the equipment from power outages and spikes. The backup UPS/power surge system should sustain the running of the equipment running during a meeting in the event of a power outage for a minimum of 15 minutes.
- 5. If the following current equipment/furniture located in the City Council Chambers isn't compatible with the overall solution being proposed, provide new replacement equipment/furniture for the following:**
- Video/audio cabling.
  - Racks, shelves, cabling, and desks.
- 6. Complete installation, programming, and labor costs for all software and equipment. All operating and maintenance manuals shall be included. Contractor shall provide documentation and drawings of configuration.**
- 7. Include information describing the maintenance support you are able to provide (include average turnaround time).**
- 8. Alternate 1: Replace proposed projector/display system with two (2) 70" LED televisions. Installation complete with connection to presentation system.**
- 9. Alternate 2: Two additional televisions on the sidewalls in the audience area.**

#### **10. Alternate 3: Replace voting system.**

Replacement of existing with a four-button voting panel at each council member location (11). In place of the existing wall mounted voting results tally board, results should be displayed on the new video presentation system.

- New voting system shall be fully configurable for the different councils, commissions, and committees that use the chambers.
- Control of the system shall be held at the City Clerk's desk behind the main council desk.

#### **11. Alternate 4: Add audio/visual capabilities to Conference Room**

**The City's conference room currently seats approximately 10 and includes no built-in audio/visual capabilities. This bid alternate would incorporate:**

- **A ceiling-mounted projector**
  - Ambient light should not affect on-screen image, double bulb preferred.
- **A ceiling-mounted projection screen**
  - 16:9 HDTV projection screen
  - Ability to raise and lower screen via switch on wall.
  - Quiet motor
  - Low voltage
- **Ceiling-mounted speakers**
- **Conference table based connections to audio/video equipment**
- **Necessary associated equipment, cabling and installation-related work**

#### **2.06 Cost Proposal**

The City is requesting a complete itemized cost proposal including all options. All prices should include equipment, software, cabling, electrical, any necessary drywall repairs, installation, labor, shipping, performance bond, and surcharges, etc. Based on the available budget, the City reserves the right to ask for revised pricing from the awarded contractor to modify the needs of the City.

## Section 3 Proposal Format and Content

### 3.01 Submittal Requirements

The submittal must contain the following information:

1. **Cover Letter.** Provide name and address of the Contractor(s) and project contact person with address, telephone number, and email address. Acknowledge receipt of any addendum if applicable. Summarize your understanding of the project scope and services being required. Provide a statement indicating your ability to provide timely services for this project and to meet the requirements of the proposed schedule. Indicate your acceptance of the requirements of this RFP. Provide a one-page summary of the benefits you believe the City would receive from selecting your Contractor.

The cover letter **must be signed** by a duly authorized official of the Contractor. Consortiums, joint ventures, or teams submitting proposals must establish contractual responsibility rests solely with one company or one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team. The Contractor's offer must be good for 60 days.

2. **References.** Contractor shall provide a list with contact information of agencies that your company is currently providing video projection, presentation, and broadcasting equipment.
3. **Experiences.** Provide examples/references for past performance on similar projects including integrating video projection, presentation, and broadcast equipment as outlined in this document.
4. **Understanding of Project.** State your understanding of what the project entails and provide an itemized listing with pricing for all equipment and installation.
5. **Statement of Work and Project Approach.** Discuss how your organization accomplishes the scope of work. Include details of how and when you will interact with staff throughout the process from planning to implementation and training.
6. **Project Schedule.** Provide your schedule for performing the work, including major milestones and deliverables.

## **Section 4**

### **Review of Proposals and Selection of Finalists for Interviews**

#### **4.01 Selection Criteria**

Upon receipt of the proposals, an evaluation team will determine the best proposal deemed most qualified based on the following criteria. The evaluation team will rely on the qualitative information contained and presented in the proposals and reference checks in making the decision to select the most qualified Contractor to provide services for the City. Selection criteria will be based on:

#### **Evaluation Criteria (100 Point Potential Score)**

- Degree that Contractor demonstrates an understanding of the project objectives and proposes a solution to accomplish those objectives and is able to meet these objectives and project timetable. **25 points**
- Project team experience including references. **20 points**
- Reasonableness of proposed equipment and implementation cost. **30 points**
- Examples of and references of similar projects designing, integrating, implementing, and supporting video projection, presentation, and broadcast equipment. **10 points**
- Customer service during installation and after the sale is extremely important. Contractor's availability to provide onsite service within 24 hours. **15 points**

#### **4.02 Interviews**

The City may interview the highest ranked Contractor(s). The order of interviews will be determined by the City. The interview will consist of up to a 30-minute interview with the Contractor and a question-and-answer session. The proposed key Contractor personnel must participate in the interview. Only Contractor personnel who will have an active key role in providing the solution should participate in the interview. Interviews may be conducted in person, via teleconference, or by video conference.

#### **4.03 Special Conditions**

Excluding proprietary information, the proposal for the equipment and software contract of the Contractor awarded the contract is deemed public record and shall be available to the public upon request.