

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
DECEMBER 2, 2014 AGENDA

Subject:	Type:	Submitted By:
AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS COUNCIL CHAMBERS TECHNOLOGY UPDATE	◆ RESOLUTION ORDINANCE RECEIVE/FILE	CHRISTOPHER SOLBERG CITY PLANNER

SYNOPSIS

A resolution has been prepared authorizing the advertisement of request for proposals (RFP) for professional services to update the technology of the Harold "Andy" Anderson Council Chamber.

FISCAL IMPACT

The FY 15 Capital Fund Budget provides funding for the proposed project.

RECOMMENDATION

Approval.

BACKGROUND

The technology utilized in the council chamber has not been updated since City Hall was constructed in 1995. The City's Information Technology Strategic Plan has identified this project as a priority.

A subcommittee of the IT Committee has been working on this project. This subcommittee has held four meetings with city staff and council members to gather input on the deficiencies of the current technology in the chamber and to recommend possible improvements. An RFP was approved in 2013, however the bids received were significantly higher than the amount budgeted and the bids were rejected.

The committee has since reassessed the project and developed changes to the original RFP to efficiently complete this project within the amount budgeted.

Proposals will be due January 6, 2015 at noon with the approximate contract award date of January 20, 2015.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTISEMENT OF REQUESTS FOR PROPOSALS FOR PROFESSIONAL SERVICES TO UPDATE THE TECHNOLOGY OF THE LA VISTA COUNCIL CHAMBERS.

WHEREAS, the Mayor and Council have determined that requesting proposals for professional services to update the technology of the Harold "Andy" Anderson Council Chamber is necessary, and

WHEREAS, the FY 15 Capital Fund Budget provides funding for this project; and

WHEREAS, Proposals will be due January 6, 2015 with the approximate contract award date of January 20, 2015;

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

PASSED AND APPROVED THIS 2ND DAY OF DECEMBER, 2014.

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: December 10, 2014

PROPOSALS DUE:
January 6, 2015 at 12:00pm
(Noon)
La Vista City Hall
8116 Park View Blvd.

(Contract Award Scheduled for 1/20/2015)

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 Buethe, City Clerk, at 402-331-4343 or by e-mail to pbuethe@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

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:	December 2, 2014
• RFP published:	December 10, 2014
• Preproposal meetings:	Week of December 15, 2014
• Deadline for questions:	December 22, 2014
• Proposals due (12:00-Noon):	January 6, 2015
• City awards a Contract approximately:	January 20, 2015
• City issues contract approximately:	January 27, 2015
• Work to be complete by:	April 13, 2015

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 January 6, 2015.**

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. Answers to questions will be posted on the City's website. The deadline for questions is 12:00 (Noon) Central Standard Time, December 22, 2014.

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 December 15, 2014, 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., December 29, 2014.

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 Chamber 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 Chamber has a curved front desk that seats 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, and 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 audio visual (AV) equipment located in the City Council Chamber. 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 Chamber. Create a user-friendly City Council Chamber 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 of the system will not be sacrificed.
 - Contractor should evaluate City Council Chamber and provide a cost proposal for a solution to replace the systems currently in place and upgrade the room with high-definition video and presentation equipment.
 - Contractor will be responsible for the installation, programming, and configuring of equipment.

- Contractor will work with the City's public works department (at the city's discretion) for modification of furniture, any and all installed cabling, and mounting hardware required for installed equipment.
- Contractor will 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 according to manufacturer's guidelines and recommendations. This also includes mounting of hardware.
- Contractor shall work with staff to accommodate the various meetings held in the chambers while construction is underway. The chamber shall be fully or near fully functional during these meetings.
- Contractor must be able to provide a 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.

2.04 Subcontracting

A list of all contractor's subcontractors shall be made available to the City upon request, along with information regarding the which tasks will be assigned to them.

2.05 Equipment Requirements/Specifications

1. Video System.

The video system will include the following items listed, as well as all needed cabling, connectors, distribution equipment, routing switcher(s), and any other equipment needed to make the system functional.

- **Two (2) High-definition Monitors:**

- Monitors will be LED or LCD that are approximately 80" in size when measured diagonally.

- Monitors will be mounted flush onto the two structural columns located left and right, behind the council seating position.
- Monitors must be mounted above head height, and provide optimum viewing from the audience position.
- Monitors will display sources located at the podium, chamber desk, and city clerk's position. These monitors will share the source that is routed to them.
- Video sources will include, but are not limited to: (2) computers, document camera, as well as additional A/V inputs located at the podium, and chamber desk. Location of sources will be determined by the city.

- **Eleven (11) 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 be mounted in manner as to not block the view of persons in council member chairs to the persons addressing the council from the Chamber's floor in front of the Chamber desk.
- Monitors will be fed from a source router located at the City Clerk's position. These monitors will share the same feed from the source router.
- Monitors shall be LED, or LCD, and be between approximately 19" and 21" in size when measured diagonally.
- All cabling, and video distribution equipment will be installed in a professional, aesthetically pleasing manner.

2. Audio System.

The audio system will include the following items listed, as well as any cabling, connectors, amplifiers, processing equipment, and any other needed equipment to make the system functional.

- If possible, re-use existing microphones located in the Chamber.
- Install shock mount microphone holders onto existing microphones.
- Install an audio processor(s) capable of auto-mixing the Inputs, as well as having assignable outputs. Inputs will include the existing (15) microphones, and video playback device(s) as determined by the city, and contractor. Audio outputs will be assigned to the recording device, loudspeakers in the Council Chamber, loudspeakers in the foyer, and (4) existing press feeds.
- Replace existing cassette recorder with a digital recorder capable of accessing audio recordings remotely through the network.
- Re-use existing amplifier, currently used to power the chamber loudspeakers, to power the existing foyer loudspeakers.

- Install loudspeaker(s) in the Council Chamber. The loudspeaker(s) should be of a low-impedance, point source type device. Installed loudspeakers should be 'flown', and aimed towards the audience seating positions. The loudspeakers should cover the space evenly, and provide clear, and intelligible reinforcement of speech as well as recorded media. **Contractor must work with city building personnel in determining proper rigging spots for loudspeakers.**

3. Voting System.

Replace existing voting system, with a four-button type, voting panel located at each council member location (11 locations total). This system will replace 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 chamber.
- Control of the system shall be held at the City Clerk's desk behind the main council desk.

4. Podium replacement:

Contractor will work with the city in finding a podium suitable for the space. The proper podium will be determined by both the aesthetic nature, and functionality.

- The selected / approved podium will need to be aesthetically pleasing. The podium's style and finish should match as closely as possible with the furnishings pre - existing in the space.
- Functionality is equally as important as the aesthetic quality. The podium will need to be easily moved within the space for storage, or positioning. Items that will be installed into the podium include:
 - 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 (if possible use pre – existing microphone with an installed shock mount).
 - Provide Audio and Video connections for external playback devices. Connections should be capable of accepting a variety of formats.
 - Provide an 'umbilical' that will allow for quick and simple connections of electrical, audio, data, and video lines going to, or coming from the podium.

5. Audio / Video Control:

- Control shall be located at City Clerk's position at southeast desk.
- Functions to include:

- Control presentation equipment located in City Council Chamber and entryway, including selection of monitors, A/V sources, and audio level control, and routing.
- Control should be configured to provide simple and reliable service and operation to the end user.
- Provide necessary equipment to control power sequencing of the components of the audio and video systems.

6. Miscellaneous equipment:

- VGA/DVI and HDMI connection at the City Clerk's desk, the center of the Chamber's main desk, and podium. Audio inputs should also be provided for playback devices at these locations.
- Any additional hardware and cabling required for complete installation.
- All cables, connectors, equipment, and miscellaneous products not specified in the RFP, but are necessary for project completion, will be provided by the contractor.
- Provide backup power (UPS), and/or surge suppression 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 power system, during a power outage, should sustain equipment run time for a minimum of 15 minutes.

7. If the following current equipment/furniture located in the City Council Chamber 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.

8. 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.

9. Include information describing the maintenance support you are able to provide (include average turnaround time).

Alternate 1: High-definition televisions in foyer:

- (2) High-definition televisions to be installed immediately outside of the City Council Chamber, in the foyer to display presentations during times of overflow audiences.
- Monitors should be between 46" and 50" in size, and mounted underneath the existing JBL loudspeakers.
- Installed with a digital media controller allowing connection to the content displayed in the City Council Chamber or independent media.

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.