

REQUEST FOR PROPOSALS

MARCH 8, 2017

COUNCIL CHAMBER  
AUDIO / VIDEO SYSTEM  
UPDATE



CONTACT: DEBORAH PRESSON, CITY CLERK  
CITY OF CHICO  
PO BOX 3420  
CHICO, CA 95927

## REQUEST FOR PROPOSAL

The City of Chico ("City") is soliciting proposals for Professional Services to update, replace, and add audio, video, and control components to the City Council Chambers and Conference Room facilities used by the members of the City Council, Commissions, and staff. The current system was installed approximately 23 years ago when the building was updated and includes a video booth for a videographer to broadcast City related meetings. While a few pieces of equipment have been upgraded over the past few years, the equipment has degraded and shows signs of wear and tear. Repair of the system is futile as replacement parts are scarce or non-existent. All technology upgrades must be able to work hand in hand with the Granicus programs and hardware for the iLegislate and Vote Cast components which are used to stream, record and archive all City Council meetings.

It is the intention of the City of Chico to have all HD compatible equipment installed. However, the capability to use other analog systems must be included as part of this update as Comcast has not yet updated the fiber optics line for use at the Council Chamber. Our Information Systems Department is currently working on the Comcast upgrade and more information and a status of this project will be provided at the mandatory Open House scheduled for March 17, 2017. Based on IT and bid proposals, the City may drop the "analog" capability requirement after award but prior to actual project start without penalty or being considered a change order. If dropped, City costs will be adjusted accordingly.

In addition, a separate remodel of the Council Chamber is being planned if funding can be identified during the upcoming budget cycle. Should the funds become available, the project completion date may be amended in order to allow additional time for the coordination of both the technology upgrade and Council Chamber remodel. If approved, it will be imperative for the contractor selected for the technology upgrade to work in close cooperation with the Facilities Manager responsible for managing the Chamber remodel.

The enclosed RFP will more clearly define the requested services and the selection procedure for the application. For your convenience, we have briefly outlined the procedure below:

### ANTICIPATED PROJECT TIMELINE

RFP available on the City's website or via email	March 8, 2017
Notification of Interest	Strongly Encouraged
<b>Mandatory</b> Open House for prospective vendors (9:00 a.m. – 4:00 p.m.)	March 17, 2017
Deadline for written questions regarding RFP	March 24, 2017
City's response to questions due to Vendors	March 29, 2017
<b>RFP Proposal Due Date (by 5pm PST)</b>	<b>April 28, 2017</b>
Interview of considered vendors	May 5, 2017
Request for City Council to award contract	May 16, 2017

**Project Completion Date** - *Estimated*

**July 31, 2017**

Additional dates for the mandatory "Open House" will not be provided. If you have any questions regarding this schedule, or the contents of the RFP package, please do not hesitate to contact Deborah R. Presson, City Clerk & Elections Official at (530) 896-7251 or [debbie.presson@chicoca.gov](mailto:debbie.presson@chicoca.gov).

## CITY COUNCIL CHAMBER AUDIO/VIDEO SYSTEM UPDATE

**DUE DATE: APRIL 28, 2017 BY 5:00 P.M.**

**LATE PROPOSALS WILL NOT BE ACCEPTED**

### SUBMISSION REQUIREMENTS

- Submit proposals electronically, via e-mail. All documents submitted shall be in PDF format.
- Proposals must bear electronic signatures. (Scanned signatures are acceptable)
- Submit proposals to:

**City of Chico**

**City Clerk Department**

**Subject: RFP – Council Chambers AV**

**Attention: [debbie.presson@chicoca.gov](mailto:debbie.presson@chicoca.gov)**

### SUBMISSION RESTRICTIONS

- No oral, text, fax, or telephone proposals or modifications will be considered.
- Proposals received after the established deadline will not be accepted.

### QUESTIONS OR REQUESTS FOR CLARIFICATION

- Any request for clarification or other questions concerning this RFP or attachments must be submitted via e-mail to [debbie.presson@chicoca.gov](mailto:debbie.presson@chicoca.gov) no later than March 24, 2017 at 5:00 p.m.
- All responses will be e-mailed to those on the list by 5:00 p.m. on March 29, 2017.

### ABOUT THE CITY

The City of Chico is situated approximately 90 miles north of Sacramento and 3 hours from the San Francisco Bay Area. Today, the City has grown to over 33 square miles with a population of 91,795 (January 2016) in the incorporated area and a greater urbanized area population of approximately 115,000.



## SYSTEM DESCRIPTION

### TV FACILITY:

#### 1. Overview:

- a. *The facility is comprised of four interconnected areas, the City Council Chamber, Conference Room 1 - which is adjacent to the video control room, and Conference Room 2, with audio only.*
- b. *The system is best described as two live television production systems each connected to a video server system which distributes video and audio to the Comcast POP for distribution. Both video production systems share a 32 by 32 HD-SDI router so that all sources and destinations may be routed through components of either system. Video may be delivered to the servers either in data format from nonlinear edit systems or baseband audio and video and play out for live production*
- c. *For redundancy, there will be two server systems with I/O to the common video routing system.*

#### 2. Council Chamber and Conference Rooms:

##### a. Robotic Camera Systems

- i. *Council Chamber*
- ii. *Conference Room 1 (one camera only)*
- iii. *Conference Room 2 (audio and presentation capabilities only)*
- iv. *Cameras are capable of HD, SD and possibly analog video*
- v. *Each camera will be connected to a CCU for camera shading*
- vi. *Each camera is tied into the control system for that room and receives a tally signal from the video switcher.*

##### b. Interface to Council Chamber A/V System

*The Council Chamber currently includes an A/V presentation system with a source router. The router is to be replaced and the DVI output of the router will be fed through a new scalar as input to the video switcher. The VGA output of the scalar will be fed to an existing VGA DA to feed the Council Chamber displays.*

##### c. Broadcast Support Panels

- i. *Broadcast support panels are to be installed in the Council Chamber and meeting rooms and cabling pulled to the equipment rack area. The contractor will be responsible for terminating the cabling into the equipment racks at patch bays. The panels support mic and line level audio, video inputs and outputs including a feed for press recording of video and audio.*
- ii. *Other panels throughout the Council Chambers, small meeting room and Old Municipal Building are also brought into the Control room and will need to be terminated at patch bays.*

## SCOPE OF WORK

### 1. AUDIO

- a. Replacement of audio system to include any combination of amplifiers, preamps, breakout boxes, or additional equipment as necessary to operate the system.
- b. Replacement of (18) gooseneck microphones (on dais and staff areas) with updated microphone technology to ensure quality speech reinforcement for not only the audience but for digital recording as well.
- c. Add minimum of (2) sound reinforcement speakers inside the Council Chambers to improve the audience's listening experience.
- d. Replace existing wireless microphones with updated versions. Add additional microphones to provide a total of (2) handheld microphones and (1) lapel microphone.
- e. Installation of a microphone cut off switch at both the seat of the Mayor and the City Clerk.
- f. Provide any combination of additional equipment, cabling, and configuration necessary for the system to function properly.
- g. Recommend any additional improvements to the audio system that are not mentioned in the request for proposals.

### 2. VIDEO

- a. Replace existing display monitors on each side of the dais (no less than 70") that can be readily seen by all audience members, including the voting results and speaker information currently being seen via the Granicus VoteCast program.
- b. Add (7) HD monitors on the dais for Councilmembers that will display same content as main projection screen, with (4) additional HD monitors to be used by the City Manager, City Attorney, City Clerk and Assistant City Manager. The monitors shall be placed in a manner that does not interfere with the Council proceedings.
- c. Add (7) 7.9" iPads, mounted on the dais for standalone utilization of the VoteCast system.
- d. Wireless presentation gateway that allows users to conduct a visual presentation wirelessly from any device, throughout the Council Chamber, Conference Room 1 and 2.
- e. Replace (4) existing mounted cameras with new cameras with HD capability. Three are to be PTZ and one is steady mount. Video signal to be routed into an encoding device for online distribution. (Encoder provided by 3<sup>rd</sup> party.)
- f. Replace existing DVD recorders with commercial grade recorders.
- g. Remove and replace existing countdown timer by utilizing the "speaker" component of the VoteCast program. Will need to install a small monitor on the lectern where the speaker can see countdown timer or recommend another way to project the remaining time limit on the podium/lectern. (The speaker information will already be showing on the large monitors using the Granicus program.)

h. Provide real time encoding and playback of the following formats:

1. MPEG I frame(SD/HD)
2. MPEG-2 IBP (SD/HD)
3. DVC Pro
4. DVC Pro 50
5. DVC Pro HD
6. XD Cam
7. HDV
8. XD CAMHD

i. Provide the following operational features:

1. Recording of HD video in real time
2. Playback of HD video in real time
3. Preview output in addition to program output
4. Automation system based on “stack play” or play at specific times
5. Graphics overlay
6. Still graphics on playlist events
7. Crawl with RSS feeds
8. Control of nVision router for automatically switching between live production and playback of material stored on the server
9. Bug overlay (for branding)
10. Segment Utility for dividing clips for playback segments
11. Remote server management
12. Auto-loop for filling unscheduled time slots

j. Provide any combination of additional equipment, cabling, and configuration necessary for the system to function properly.

k. Recommend any additional improvements to the video system that are not mentioned in the Request for Proposals for consideration, for consideration by the City.

### 3. OTHER SERVICES

- a. While the Video Booth will house all the controls for the video technology and streaming capabilities, a separate control site for ease in handling the presentation, audio and video functions needs to be installed at the City Clerk's desk for switching between components during a meeting.
- b. Review and enhance the existing voting capabilities which are part of the VoteCast program currently being utilized on Council iPads, along with the voting results projected on all monitors throughout the Council Chambers. "Request to Speak" button or option on touchscreen would be beneficial, which is included with the Granicus VoteCast program.
- c. Identify a program or solution that will allow the City Clerk to electronically communicate with the Mayor during the meeting.
- d. Replace existing plastic name plates on dais with smaller monitors that display the person's name.
- e. Purchase of a portable PA system for use on the Chamber steps. ***The City reserves the right to identify the preferred system and may purchase this capability separately.***
- f. Integration of the AV Technology into a podium/lectern which is flexible enough to support a wide range of presentation; easy for anyone to operate, and functions consistently without technical issues. Will include a touch-screen panel to easily switch and control devices and is integrated with pretested AV equipment that ensures reliability. ***The City reserves the right to identify the preferred system and may purchase this capability separately.***
- g. Depending on the final design and funding of the Council Chamber remodel, there may be an additional presentation area created for staff directly in front of the dais. ***More details will be provided during the Council Chamber walk through on March 17, 2017.***

### 4. TRAINING

- a. Vendor will provide up to three training sessions to cover complete operation of the updated system. The trainings should include specific operation of each of the components and how they will be used in a meeting setting. One of the trainings should be conducted under a mock meeting scenario.
- b. Vendor will provide (2) printed training manual documents, (1) digital.pdf training manual document, and (1) binder with operating manuals for all new/updated equipment.

### 5. WARRANTY

Vendor will provide a minimum one-year warranty on all equipment and installation.

### 6. EXISTING EQUIPMENT

All equipment is to be replaced except for a new video switcher and character generator that were recently installed, unless this equipment will not work with the new system.

## 7. BUDGET

- a. The project budget – To be determined.
- b. Project shall be priced as a lump sum.

## 8. MANDATORY TIME REQUIREMENTS

Project work to be coordinated with City staff as to not impact regularly scheduled City Council meetings. The preferred project completion would be no later than the end of July 2017. However, this time frame is flexible based on vendor timeline, as well as the potential remodel of the Council Chamber if funding is secured.

## 9. INSTALLATION AND TESTING

- a. All equipment shall be tested and pre-configured by vendor before delivery and subsequent onsite installation. Configuration shall be completed as specified by City staff or their designated representative. Installation and configuration of all equipment bid includes all connections, installation, configuration, and coordination with local cable carrier to implement a complete working video production, recording and playback system.
- b. The work to be provided by Contractor shall include labor, materials, equipment, and services necessary or reasonably incidental to the installation of a complete and fully functional production, recording and playback system.
- c. All materials supplied for this project must be new and completely tested before installation and cut-over.
- d. Storage space on the premise will be limited. Therefore, equipment and materials deliveries, storage, and work must be planned accordingly.
- e. All installation personnel must be factory trained. All station equipment and cable installers must have received professional training and be certified for this purpose.
- f. Contractor shall be responsible for the preparation and implementation of a comprehensive cut-over plan which includes a schedule of tasks and dates by which they must be accomplished. The cut-over plan must be included with the bid package. This plan shall include, but not necessarily be limited to, specifying:
  - i. Equipment delivery
  - ii. Installation tasks
  - iii. Anticipated “down time,” if any
- g. Equipment requirements to include equipment racks and control room furniture. Design to be approved by the City.
- h. Equipment shall be firmly held in-place and comply with all building code requirements. Fastenings and supports shall be adequate to support their loads with ample safety factors.
- i. Installation of the system must be accomplished in the safest possible manner to protect the property of the City of Chico and its employees and their health. The contractor accepts full responsibility for damages caused by the installation personnel.



- j. Care must be exercised during installation to avoid damage to all in-place wiring and equipment. Connections shall be made with approved mechanical connectors. Any wiring and connections installed by the contractor shall be installed in strict accordance with National Electric Codes (NEC) and accepted practices.
- k. The City shall have the right to request changes in the system configuration and shall furnish with reasonable promptness any required additional instructions by means of change orders, necessary for the execution of the work. The Contractor shall not perform work without written instructions. No changes shall be made, nor will changes, alterations, modifications, deviations, and/or additional orders be recognized or paid for, except upon prior written order of the City.
- l. The Contractor shall perform all work in full compliance with local, state and federal health and safety regulations. Contractor shall immediately correct any dangerous condition caused or resulting from its work. If Contractor fails to correct, or to act diligently to correct any condition, which the City reasonably believes to be a hazard to persons or property, then immediately upon oral or written notice to any supervisory or similar personnel of successful Contractor, the City may, but shall not be required to correct same at successful Contractor's expense. The City shall confirm in writing any oral notice given within five (5) day thereafter.

## 10. GENERAL

- a. In developing these specifications, the Contractor must identify hardware and software components that will provide a complete, turn-key video production and video server system for the City of Chico that will meet the City's needs for a minimum of seven (7) years. The system must be easily expandable to accommodate new software, added features, or future needs.
- b. Contractor must submit a detailed written project plan identifying dates and steps required to completely install, configure, cut-over, and test the new system. The plan must address and include product delivery services and logistics including delivery schedules and return policies; product staging including equipment setup, configuration, burn-in and testing; onsite installation including equipment setup, configuration, connection, testing and removal and disposal of existing equipment. All coordination with Comcast cable must be done by Contractor and must be included in the project plan. A training plan for technical staff and users must also be included.
- c. All specified hardware and associated software purchased for this project must be provided and installed by the Contractor. It is incumbent upon Contractor to identify and include any additional equipment or installation services required to fully complete the project. Installation and testing will be overseen by City Information Systems designated representatives.
- d. Any additional cabling for television production systems, power protection, needed components such as UPS's computers, servers, or other devices and/or racking components are the responsibility of the Contractor. Any requests for design modification, equipment substitutions, or change orders shall be reviewed and approved by the Information Systems designated representative.
- e. The right of general supervision by the City shall not make the Contractor an Agent of the City, and the liability of the Contractor for all damages to persons or to public property, arising from the Contractor's execution of the work, shall not be lessened because of such general supervision. The City shall supervise the Contractor only as to the result to be accomplished but not as to the means to accomplish such result, with the Contractor working closely with the Facilities Manager's Council Chamber remodeling project should that project be approved.

- f. The general concept and design of the system is intended to use the existing Comcast Cable head end currently used for the City's connection to broadcast City meetings and to provide recording services. In the event a proposed system does not interface to the existing Comcast head end as well as a new digital head end, all costs associated with replacing and/removing lines must be included.
- g. Vendor shall provide hardware, software and related components.
- h. Installation of all hardware and software must be done with minimal disruption to City staff. This may require work to be done after hours, weekends, and/or holidays.
- i. City staff will not be available to assist in any manner to install, configure, connect cables, etc. All connections and/or wiring including disconnecting old system shall be done by Contractor.
- j. Configuration of hardware and installation of any software must be done in advance if possible.
- k. Disconnection of existing equipment and installation of new equipment must be coordinated with the Information Systems designated staff. It is anticipated that this will be done during regular business hours and/or weekends.
- l. Contractor is responsible for coordinating interface and testing of signal path to Comcast and others as necessary.
- m. Any modifications, addenda, amendments or changes to this scope of work will be distributed to all potential vendors. Bidders are required to acknowledge receipt of any such addenda and attach it to the bid form.

## ADDITIONAL SERVICES (TASK ORDERS)

Additional task order assignments beyond the scope may be required as the City believes it to be in the best interest of the City.

## PROPOSAL FORMAT

Vendors are encouraged to keep their proposals brief and relevant to the specific information requested herein. Proposals should be straightforward, concise and provide "layman" explanations of technical terms that are used. **Each proposal must be submitted using the sample bid proposal form contained in "Exhibit A."**

Proposals must be presented in a format and order that corresponds to the numbering and lettering contained herein with minimal reference to supporting documentation so that proposals can be accurately compared.

All proposals should include the following:

### 1. Cover Letter

- a. Signed by an official authorized to bind the firm;
- b. Printed name, address, phone number, and email address of firm's contact person;
- c. Location of firm's main office;
- d. Location of the office that would service this project;
- e. A validity statement stating that all information and pricing provided in the proposal is valid for at least ninety (90) days; and
- f. A statement that any individual who will perform work for the City of Chico is free of any conflict of interest.

- 2. Company Background**
  - a. Number of years in business;
  - b. Taxpayer Identification Number;
  - c. Number of years working with government agencies;
  - d. Resumes of the project manager and key personnel who will be responsible for performance of any contract resulting from this RFP;
  - e. Firm ownership and, if incorporated, the state in which the firm is incorporated and the date of incorporation; and
  - f. If the firm is a subsidiary of a parent company, identify the parent company.
- 3. References of California government agencies for similar services within the last three (3) years**
  - a. Client name, client project manager, telephone number and email address;
  - b. Project description;
  - c. Project start and end date;
  - d. Staff assigned to each project by your firm; and
  - e. Discussion of outcome.
- 4. Disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending, which involves the Proposer or in which the Proposer has been judged guilty or liable within the last five years. If there is nothing to disclose, Proposer must state as such in writing.**
- 5. Description of Proposer's warranty/guarantee of work product.**
- 6. Subcontracting any portions(s) of the Scope of Services is not preferable. However, if a Proposer can demonstrate to the City's satisfaction that it is in the best interest of the project to permit a portion of the service(s) to be subcontracted by Proposer, it may be considered. Provide details on the role of any subcontractor that will be used.**

## NOTIFICATION OF INTEREST

Although not required, it is suggested to send a Notification of Interest to the City's Project Leader, Debbie Presson, via e-mail to [debbie.presson@chicoca.gov](mailto:debbie.presson@chicoca.gov).

## SELECTION PROCESS

Proposals shall be reviewed and rated based upon overall approach and pricing to the information requested by this RFP. Special consideration may be given to responses that have clearly demonstrated successful, innovative methodologies, while addressing projects similar in nature. Proposers are encouraged to submit examples of recent successes working with similar organizations. Closely ranked firms may be asked to participate in a telephone or in-person interview or furnish evidence of capability and financial and insurance resources to adequately provide the service. The interview panel, which will be comprised of City staff, will make a recommendation for City Council consideration on May 16, 2017.

The City reserves the right to contact references and clients, perform background checks, and research Proposer's company profile or other information pertinent to the evaluation process. A contract will be prepared for signature which will also include any related insurance requirements.

The City reserves the right to modify or cancel this RFP process at any time with or without cause and without further notice.

## ADDITIONAL CONDITIONS OF AWARD

Award of contract/agreement, if any, will be made in the best interest of the City of Chico and will be based upon various factors, including but not limited to the Proposer's qualifications, experience, references, and price structure.

The City reserves the right to waive any irregularities or informalities in any proposal or in the proposal procedure and may accept other than the lowest quotation offered.

After award of the contract/agreement or final rejection of all proposals, all responses become public information, subject to disclosure.

## ANTICIPATED PROJECT TIMELINE

RFP available on the City's website or via email	March 8, 2017
Notification of Interest	Strongly Encouraged
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Request for City Council to award contract	May 16, 2017
<b>Project Completion Date - Estimated</b>	<b>July 31, 2017</b>

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## COMPENSATION SCHEDULE

Payment to the contractor will be made in the following manner:

1. 40% upon delivery of equipment;
  2. 40% upon cutover of all systems;
  3. 10% upon completion of training; with
  4. Final 10% of the contract price to be paid 35 calendar days after the filing of a notice of completion and upon acceptance of systems by the City.
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The request to receive proposals will close at 5:00 p.m. on Friday, April 28, 2017. The proposal packages are to be submitted electronically (PDF format) to: [debbie.presson@chicoca.gov](mailto:debbie.presson@chicoca.gov). If your proposal is in excess of 5Mb and undeliverable, please make appropriate arrangements to deliver an electronic copy via thumb drive (no paper copies will be accepted).

**BID PROPOSAL FORM – CAPITOL PROJECT NO. 50163**  
**CITY OF CHICO VIDEO PRODUCTION AND SERVER SYSTEM**

In addition to total cost of the system, the following criteria will be used to determine the lowest responsible Bidder with the most cost effective system and the best return on investment for the City of Chico. The experience and demonstrated ability of the contractor in projects of similar size and scope will also be considered.

- A. Overall installation and maintenance reputation and integrity of the contractor among installed customer base.
- B. The reliability of the proposed system and Contractor's ability to demonstrate other customers using the same equipment in the same or similar configuration.
- C. Overall maintenance reputation and integrity of the Contractor among installed customer base.
- D. The quality of maintenance and service including response time, experience of technicians, number of technicians, and help desk.
- E. The technology and architecture involved in the system including scalability and annual software and/or hardware support charges.
- F. Dependability in terms of product quality control, system documentation, factory support, and documented "mean time between failure" of major components.
- G. The total cost of the system.
- H. Annual maintenance fees for all hardware and software support.
- I. Estimated annual local phone costs to SBC.
- J. Ease of maintaining, updating and upgrading the system.
- K. Ability of the system to meet the demands for the City of Chico for the next seven years.
- L. Redundancy, disaster recovery, and fail-over plan to assure maximum reliability.
- M. Financial stability of the company.

Total Cost of all Hardware, Software	
Annual Maintenance Cost for all Hardware and Software	
<i>(Note: If maintenance cost will vary from year to year, please give schedule for at least seven years)</i>	
Installation of Equipment	
Additional Miscellaneous Services and/or equipment (Specify on attached sheets)	
Training	
Contingency	
Total Bid Price	

The undersigned is licensed by the Contractor's State License Board of the State of California to perform the work described herein:

Name \_\_\_\_\_

State Contractor's License No. \_\_\_\_\_

Classification Expiration Date: \_\_\_\_\_

ADDENDUM FORM

CITY OF CHICO VIDEO PRODUCTION AND SERVER SYSTEM

**PROJECT NO. 50163**

**ADDENDUM NO. \_\_\_\_**

The specifications for the above noted project are hereby modified as follows:

ITEM	PAGE/SHEET#	DESCRIPTION OF CHANGES

This addendum shall accompany each bid proposal submitted, shall become a part of the contract documents, and shall be acknowledged by the Bidder by signing where indicated below.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

NOTE: Attach Addendum to bid proposal

By \_\_\_\_\_

**ADDENDUM ACKNOWLEDGMENT**

PLEASE ACKNOWLEDGE RECEIPT OF ADDENDUM NO. \_\_\_\_ FOR PROJECT NO., AND E-MAIL TO:  
[DEBBIE.PRESSON@CHICOCA.GOV](mailto:DEBBIE.PRESSON@CHICOCA.GOV)

AS SOON AS POSSIBLE. FAILURE TO RETURN ACKNOWLEDGMENT COULD INVALIDATE BID.

Please Type Name and Sign

\_\_\_\_\_