



Request for Proposal/Qualifications

**City Commission  
Chambers A/V and  
Technology Update**

*City of St. Joseph  
700 Broad Street  
St. Joseph, MI 49085*

06/21/2023

## **I. Purpose**

This Request for Proposal (“RFP”) is to provide interested firms with sufficient information to submit proposals for consideration by the City of St. Joseph (“City”) in connection with its needs to update A/V and technology features in the City’s Commission Chambers.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, direct experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the bidder will be significant factors in the award of this contract. The final decision on the selection of the bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take whatever action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at [www.sjcity.com](http://www.sjcity.com), or mailed by contacting the City Clerk at 269-983-6325 or [clerk@sjcity.com](mailto:clerk@sjcity.com).

**REQUEST FOR PROPOSAL: City Commission Chambers A/V and Technology Update**

**CLOSING DATE AND TIME: Tuesday, July 18 at 3PM**

## **II. About the City of St. Joseph**

The City of St. Joseph, with a population of approximately 8,000, is located on the west coast of Michigan. We are part of a “small town” chain stretching from the state line along the beautiful shoreline of Lake Michigan. St. Joseph’s location along the beaches of Lake Michigan and the St. Joseph River, as well as its close proximity to major metropolitan areas such as Chicago, Milwaukee, Indianapolis, and Detroit, makes it a premier tourist destination for visitors throughout the Midwest. St. Joseph’s small-town charm, high quality of life, excellent schools, and site as the headquarters for major employers, i.e., Whirlpool Corporation, make it a wonderful place to live year-round.

## **III. Current Conditions**

The City Commission Chambers is located in City Hall, located at 700 Broad Street in St. Joseph. The building was constructed in 1998 with a number of upgrades taking place since the building first opened.

The Chambers are used for City Commission meetings twice a month. These meetings are recorded and streamed live on Zoom. In addition, the space hosts a number of other Committee and Board meetings that are open to the public. Staff also use this space for internal meetings.

The Commission Chambers are currently in need of an IT and A/V upgrade as some aspects of the set up no longer work and others are dated or less than ideal given the City's latest needs for streaming, presenting, etc.

The current IT and A/V set up for the space is detailed below:

- The City currently uses Zoom to stream and record Commission meetings
- Wifi is currently available in the Commission Chambers
- The Commission Chambers has its own network switches fed from the basement IT room with fiber
- The Commission Chambers is on its own subnet, which segments it away from all the computers and servers in the building
- The Commission Chamber relies on onsite servers and firewall
- Guest wireless is available for presenters; however, it is throttled and can only access the internet; City side wireless is not throttled; however, it can only get to the internet as well
- The Commission Chambers are roughly 54' X 30' or 1,620 sq ft



A view of the City's Commission Chambers taken from Zoom during a recent City Commission meeting.

#### **IV. Project Summary**

The City is soliciting a consultant with the desire, experience, and talent to design and install an A/V and IT update to the City Commission's Chambers that meets the needs of Commissioners, staff, in person attendees, and those viewing remotely.

Goals of this effort include:

1. Creating a modern, stable, reliable and streamlined design for the City's Commission Chambers, ensuring that the audio-visual needs of Commissioners, staff and attendees – in person and online – are seamlessly met.
2. Providing for live and recorded City Commission meetings and any other essential meetings, allowing for the integration of presentation materials, multiple presenters, and multiple cameras and microphones
3. Ensuring that presentations are easy to access, present, hear and view for Commissioners, staff, presenters and meeting attendees in person and online, including accommodating those who are hearing impaired.
4. Establishing cameras that display the Commissioners, staff, presenters and attendees at each Commission meeting, with the ability to seamlessly integrate presentations for view in person and remotely.

## **V. Scope of Work & Specifications**

The City of St. Joseph seeks a highly qualified consultant with experience designing and installing modern IT and A/V systems for conference spaces similar to the City's Commission Chambers.

The following needs should be considered:

- Visual Needs
  - Improved options for displaying presentations (presented remotely and in person), to meeting attendees (both in person and virtually)
  - Access to screen(s) for Commissioners and staff who sit at the front of the room (max seating capacity is currently 9).
- Audio Needs
  - High quality sound for all in attendance and remote participants
  - Microphones with on/off switches
  - Microphones that limit feedback, cross talk, etc.
  - Options to accommodate those who are hearing impaired, such as closed captioning, Bluetooth integration, etc.
- Camera Needs
  - Cameras that offer clear images of the meeting, including:
    - Commissioners and staff seated at the front of the room
    - Meeting attendees
    - Anyone speaking or presenting at the podium
    - Tying directly into a presentation to ensure that it is displayed to remote viewers
- Computer Needs
  - Internet access to allow guest users to pull up presentations as needed
  - Wifi access to the City's server enabling staff to log in to access presentations or other information as needed

- Ability to regularly update software to remain current and secure
- Security Needs
  - The selected solution must prioritize IT security and ensure alignment with the City's IT policies
- Other Needs
  - Redundancy: The system should be designed to offer redundancy to ensure that one failure point does not impact the entire set up
  - Presenter Screen: A screen that can be utilized by the presenter at the podium or seated elsewhere allowing them pull up a presentation and seamlessly maneuver through it. Note that this does not have to be separate from the computer, listed above, if set up in a seamless way for both purposes
  - Furniture: Note that the City is open to replacing furniture if doing so helps to facilitate the needs listed above
  - Maintenance: The frequency of and responsibility for performing maintenance should be identified
  - Schedule: Note that the City prefers that installation and maintenance work not interfere with scheduled board and commission meetings
  - Security: Any IT connected to the City's internet or servers must adhere to the City's security protocols
  - Operation: Solutions proposed should require minimal personnel to operate.

As part of the proposal, the consultant is encouraged to leverage their own experience and expertise to make suggestions and or recommendations reflective of their past successes or best practices that may not have been directly requested in this RFP. Any additional suggestions and/or proposed steps, changes, actions or deliverables should be identified in the proposal along with associated costs, if applicable.

## **VI. Project Phases**

The scope of work is expected to develop in phases, generally described below:

### **Phase 1: Confirm and Validate Solution Design**

- Work with City staff and the City's IT consultant to make any necessary tweaks or changes to the proposed solution.
- Update original schematic to reflect any changes

### **Phase 2: Implementation**

- Procure necessary hardware and software on behalf of the City
- Directly or with a subcontractor, work with the City's Facilities staff to schedule and implement installation
  - Note that any access to City servers or firewall will have to be done in coordination with the City's IT consultant.

### Phase 3: Training

- Conduct a brief training with key city staff or consultants to ensure that all necessary staff are familiar with the new solutions and can easily set up, operate and troubleshoot the system

### Phase 4: Deliver final schematic, original documents and manuals

- Complete a final as built schematic to the City in a user-friendly format. It is the City's intent to use the final schematic to represent the work done, to support troubleshooting in the future, and to reflect any updates going forward.
- Provide digital copies of the original documents for each component installed in an organized fashion to be linked to the final schematic with exact names, models, etc. for each component.

## **VII. Submittal Requirements**

Proposals should demonstrate the qualifications, experience, service level, cost of services, competence, and capacity to satisfactorily implement the Scope of Work outlined in this RFP.

Proposals must include the following information:

1. Cover letter. The letter should include a Project Statement, describing the proposer's understanding of the goals and objectives, as well as the approach and philosophy regarding the project.
2. Firm Background. Full name and address of the firm with a short description of the firm, including the following information:
  - a. Business organization
  - b. Year established
  - c. EIN
  - d. Michigan tax ID number, if applicable
  - e. The firm's legal formation (e.g. corporation, sole proprietor, etc.)
  - f. State of incorporation, if applicable
  - g. List of the firm's officers (up to three)
3. Solution Design. Proposers are to submit schematic designs of their solutions in addition to a list of components needed to affect that design. Note that the City reserves the right to seek modifications.
4. Work Plan. A proposed approach / work plan and timeline for the project.
5. Proposed Project Team Members. Include a description of the organization, an organizational chart, and the primary role and responsibility of each team member. Clearly designate the team leader and primary contact for this project.

6. Individual Experience. Include information on the background of key members and detail their specific contributions to past projects, as related to this project.
7. Specific Project Experience. Provide examples of similar successfully executed government projects.
8. Affirmative statement regarding ability to start immediately upon award of the contract.
9. Additional suggested and/or proposed steps, actions or deliverables which members of the firm deem advisable, along with associated costs, if applicable.
10. References. Include a minimum of three (3) references for similar projects completed within the past five (5) years. Include the name, telephone number and email address for the primary contact, as well as the year the project was completed. List services provided to each client.
11. Compensation/Fees: Provide a complete, detailed breakdown of costs to complete the work as described for each phase, as outlined in this Request for Proposal. Clearly delineate the following costs:
  - a. Hardware
  - b. Software
  - c. Installation costs
  - d. Any ongoing expenses, such as subscriptions, maintenance, etc.
  - e. Reimbursable expenses
  - f. Any additional recommendations submitted in your proposal

**Note that the City may elect to procure or install aspects of the proposed technology solution.**

### **VIII. Walk Through**

Interested parties are welcome to attend a walk through of the City's Commission Chambers – located at 700 Broad Street in St. Joseph MI - either Monday June 26<sup>th</sup> at 8:30 AM or Tuesday, June 27<sup>th</sup> at 3:30 PM. Any questions asked during these walkthroughs will be shared with all interested parties.

### **IX. Questions**

Questions regarding the scope of work to be accomplished may be directed to Emily Hackworth, Assistant City Manager at (269) 983-5541 or by email at [ehackworth@sjcity.com](mailto:ehackworth@sjcity.com) by **4:00 pm Friday, June 30, 2023**.

### **X. Registration and Addenda**

In the event it becomes necessary to modify any part of this Request for Proposal, addenda will be issued to all parties who received the original RFP.

Interested parties are encouraged to send an email to [ehackworth@sjcity.com](mailto:ehackworth@sjcity.com) to register their intent to respond to this RFP. All firms expressing interest will be added to the email distribution list and will be notified if additional information related to the RFP is issued.

### **XI. Instructions to Proposers**

Sealed proposals are due at the St. Joseph City Clerk's Office no later than **3:00 pm Tuesday, July 18, 2023**.

Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: City Clerk  
Re: **City Commission Chambers A/V and Technology Update**  
700 Broad Street  
St. Joseph, MI 49085

It is the sole responsibility of the Proposer to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened.

### **XII. Incurring Costs**

The City is not liable for any costs related to respondents' preparation of their proposal.

### **XIII. Withdrawal of Proposal**

Any Bidder may withdraw its proposal in person, by facsimile or by letter any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

### **XIV. Opening of Proposals**

Proposals will be opened publicly at **3:15 pm Tuesday, July 18, 2023** in the City Hall Commission Chambers, 700 Broad Street, St. Joseph, Michigan.

### **XV. Evaluation of Proposals**

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the July 24, 2023 City Commission meeting.



## **XVI. Negotiations**

The City reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

## **XVII. Award of Contract / Acceptance of Proposal (Terms and Conditions)**

The contents of this RFP and the bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

The successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability Insurance**, including Michigan No-Fault coverage, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Bidder's insurance shall be primary and any other insurance City may have in effect shall be considered secondary and/or excess. Coverage shall be maintained throughout the term of the agreement. The stated insurance requirements shall not be interpreted to limit the successful bidder's liability.

All insurance shall include an endorsement that contains a thirty (30) day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

## **XVIII. Nondiscrimination**

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the

duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the agreement.

**XIX. Payment Terms**

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.

Proposal Form for **City Commission Chambers A/V and Technology Update**

Please attach the following cover page to your proposal.

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Total Not-to-Exceed Cost: \$\_\_\_\_\_

**Proposal Deadline: 3:00 pm Tuesday, July 18, 2023**

**Proposals shall be delivered or mailed to:**

City of St. Joseph

Attention: City Clerk

Re: **City Commission Chambers A/V and Technology Update**

700 Broad Street, St. Joseph, MI 49085

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_