Request for Proposal/Qualifications

City Commission Chambers A/V and Technology Update

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

Questions and Responses

Selection Criteria
1. What is the total budget for this project? $75,000
2. How will you evaluate the proposals? The proposals will be evaluated using the following criteria:
   - Cost
   - Project understanding and approach
   - Previous relevant experience
   - Project schedule
   - Strength of team

Room Layout
3. Can the City seal on the back wall be removed? Yes - we are open to removing the seal on the back wall behind the dais
4. Do you want to keep the podium where it is? We like where the podium is located, however we are open to relocating the podium as long as it stays in a location where presenters can easily present to the Commission and be seen (live or with camera) by the audience
5. Is there anything mounted to walls (art work, photos, etc.) that can't be relocated? Not that we are aware of.
6. Having a HDMI wall plate to manually connect a laptop is a good backup idea, where would you prefer a HDMI wall plate for connectivity? This likely makes the most sense in one of the closets, at the podium, or at the dais.
7. Does a confidence monitor have to fit under the existing table furniture? If new furniture, does an AV integrator need to source it? The existing table can be replaced or removed entirely. No solution needs to be designed around the existing table. The City is open to purchasing new furniture if needed, but assumptions about City purchases should be identified. Please also note that all costs for this project will be drawn from the same budget.
8. Please provide a Reflected Ceiling drawing of the room? Floor plans for the Commission Chambers can be found [here](#).

TVs
9. Where do you want TV screens? We do not have specific locations determined. There should be one or more screens that are easily seen from the dais along with two or more screens that are easily seen from the audience.
10. Are you open to ceiling mounted tvs? Yes
11. The two TVs on carts- do you prefer to continue using them? Or to at least have connections at those wall plates? We do not have a preference for these tvs on carts, but are very open to recommendations for locations and set up. We will defer to you on connection locations and recommendations.

Microphones
12. What microphone changes are you seeking? Microphones should be lower so that they do not block faces and should include a way to mute those who are not speaking. The selected system should limit cross talk.
13. How many microphones do you need? We need eight microphones at the dais, one microphone at the podium, and a floating microphone that can be used by audience members.
14. Are there any preference on microphone types (hand held, gooseneck, lapel, etc)? We would like to replace our current gooseneck microphones with something lower profile and easy to use. A handheld microphone will be needed for audience participation and for the podium.

Cameras
15. Would you like fixed or PTZ cameras? We are open to whatever you recommend, but it is worth noting that we do not have someone who can control cameras during meetings. Anything that moves, zooms, etc. will have to be automated and reliable.

16. Do you want cameras that can zoom or otherwise be moved? We are open to whatever you recommend, but it is worth noting that we do not have someone who can control cameras during meetings. Anything that moves, zooms, etc. will have to be automated and reliable.
17. How many cameras / camera angles do you need? It would be best to have a camera or cameras that can capture the size of the audience, the City Commission, and any presenter at the podium.
18. Do you want something that shows documents on the podium or on a whiteboard? That would likely be used infrequently. It might be worth including as an optional additional cost.
19. Cameras can us a preset system for camera coverage of the room? We are looking for an independent camera system in this room.

Software
20. What technology do you use to broadcast your meetings? We currently use zoom and are happy with it, but we are open to using another solution if recommended.
21. Are your public meetings broadcast? We do not broadcast, although we currently use a Zoom webinar to make City Commission meetings available to remove viewers.
22. Do residents or presenters participate remotely? No. We currently use zoom to stream our meetings live, but we set it up as a webinar, limiting participants to only viewing the meetings.
23. Do you want closed captioning? Yes. Closed captioning should be an option for attendees in person and for those watching remotely.
24. Is there a desire for room control through a touch panel or button panel? That sounds great.

Hardware
25. Will any computers or other IT equipment be purchased by the City or the selected proposer? The City is open to making any purchases necessary but assumptions about City purchases should be identified. Please also note that all costs for this project will be drawn from the same budget.
26. Do you want to use a projector? No.
27. Does the existing projector and screen need to be removed? The selected consultant should remove the projector. The recessed screen can stay. City staff will cover the location where the projector used to be.
28. How wide is the screen that is currently at the front of the Commission Chambers? This screen is 120 inches wide.

Network and Physical Infrastructure
29. Is there a desired location for the system equipment to live (basement IT closet, room podium, etc)? There are two closets that currently store the Commission Chambers' computer, amplifiers, network switches, etc. These closets should be used for storing most system equipment. It may also make sense to have access to some equipment from the podium and/or dais for presenters to utilize.
30. What is your network setup? The IT in the Commission Chambers sits on its own network that is protected by firewall.
31. Will the consultants be required to include network switches? The City will provide the ports. There are currently 7 extra ports.
32. Do you have a preference for wired vs. wireless? No. We want a solution that is easy, seamless and secure.
33. What space is there to work with above the ceiling and below the floor? The floor is concrete. There is a drop ceiling on the first floor, just below the Commission Chambers, that is about two feet. There are about two feet above the ceiling as well, although space above the lower ceiling is much more limited.
34. Confirm, there are cable pathways to the Dias and Lectern? There is an opening that can be used for wiring to the dais and podium.
35. Who will handle cabling and electrical services? The City is open to providing cabling and electrical services but assumptions about City labor should be identified. Please also note that all costs for this project will be drawn from the same budget.

36. All Power and Network connections required to complete this installation will be provided by City of St Joseph? The City is open to providing labor for this installation but assumptions about City labor should be identified. Please also note that all costs for this project will be drawn from the same budget.
37. Confirm all cable pathways provided by City of St Joseph? The City is open to providing cable pathways but assumptions about City labor should be identified. Please also note that all costs for this project will be drawn from the same budget.

Other
38. Should this be a 100% system refresh or use functional existing hardware? The City is open to using any functional existing hardware, although we suspect that this will be very limited.
39. Do you want to keep the equipment that is retired, such as old cameras, VCR, etc.? No. The City would appreciate the contractor disposing of / recycling any outdated IT equipment.
40. What is your average attendance? We have five City Commissioners who sit up front at the dais along with our City Manager, City Attorney and City Clerk. The number of meeting attendees can vary widely depending on the items on the meeting agenda.
41. What are the City's IT policies and protocols? The City has many IT policies and protocols but these are not necessary for responding to this RFP. The most relevant information was included in the RFP. The City will be happy to work with the selected proposer to tailor the proposal if needed based on our IT policies and protocols.
42. Provide addition photos of the room? See blow

Image 1: Dais at front of room – Seats 5 Commissioners and 3 staffers

Image 2: Commission Chambers from the back of the room

Image 3: Dais + Podium + Audience Seating

Image 4: Dais + IT closets + Audience Seating

Image 5: IT Closets

Image 6: Back of room from dais