

City of Casper, Wyoming

Request for Proposal

Council Meeting Audio-Video Upgrade

The City of Casper, Wyoming (hereinafter referred to as “City”) is seeking qualification statements and service proposals from individuals and/or organizations (hereinafter referred to as “Vendor”) for an upgrade to its audio-video system in the City Hall Council Chambers and Council Meeting Room. The proposals should be designed to provide the City with a clear understanding of the costs for materials, installation, and service fees. Such proposals shall be submitted to the City of Casper, Attn: Michael Szewczyk, Information Technology Office, 123 W 1st St., Casper, WY 82601, by 4:00 p.m. local time, April 30th, 2024.

I. Introduction

The City of Casper is seeking to complete an upgrade to the audio video system used by the City Council, Planning and Zoning Commission, and various staff members. The upgrade will include two rooms – the Council Chambers where official proceedings are held, and the associated meeting room.

The vendor shall supply a detailed proposal, outlining the recommended solution, proposed project timeline, schedule of deliverables, and expectations of the City.

II. Scope of Services

Background/Existing Equipment

The existing audio/video system at Casper City Hall was disassembled in May of 2023 due to a building remodel. The legacy equipment is stored and available for use as part of this project if desired. Materials include:

2	Sharp LC-80LE650U	80” Sharp LCD Display
2	Sharp LC-70LE757U	70” Sharp LCD Display
3	Planar SL3250	Planar 32” Commercial LCD Display
1	WolfVision Eye-14	WolfVision Eye-14 Ceiling Mounted Document Camera
1	Lectrosonics SPN1612	Lectrosonics Aspen Mixer
1	Lectrosonics SPN16i	Lectrosonics Aspen Input Expander
1	Williams Sound FM ADA	Williams Sound FM ADA Kit
2	Williams sound FM Rx Kit	Williams Sound FM FM Receivers
12	Shure MX410LP/S	Shure 10” Gooseneck Mic – No Preamp
1	Redundant Pro Host SSD	Savant Primary and Redundant Hos with SSD
1	Pro Host SSD	Savant Host for Video Overlay
3	Panasonic AW-HE130	Cameras
1	Panasonic AW-HS50	Camera Switcher
1	AW-RP50	Camera Controller

1	Atem Mini Pro	Camer Switcher
1	Shure MXA 920	Ceiling Array Microphone
8	Soundtube CM-600i	Sound Tube InCeiling 6" Speakers
4	Soundtube CM42-EZ	Soundtube InCeiling 4" Speakers
1	BlackMagic Design SmartviewDuo	BlackMagic 8" Dual Preview Video Monitor

Council Chambers

- Two cameras side by side, pointed at the Council dais
- One camera behind Council pointing back at staff, the lectern, and the audience
- Four large TV's for audience and staff viewing
- Three small TV's for Council viewing
- Staff operate the backroom camera equipment

Council Meeting Room

- One Shure MXA 920 for the room
- One camera for the room

Technical Requirements

The proposed turnkey solution shall provide full audio/video (A/V) capabilities within the Council Chambers and Meeting Room, as well as over a IP based broadcast stream. Features of the system shall include, but not be limited to:

- Microphone access for Council, Staff, Lectern, and Meeting Room
- Two wireless microphones
- Video displays for Council, Staff, Lectern, and Meeting Room
- Integration of ceiling mounted document camera to A/V system
- HDMI based inputs at staff, lectern, and Meeting Room locations
- Teams Video Conferencing integration for presentations, remote participation, and broadcasting
- Integration of camera switching equipment with video conferencing and broadcast
 - OPTIONAL – Ability for cameras to automatically switch to individual who is speaking w/o staff intervention
- Integration with ADA hearing system
- Adequate number of speakers for both Council Chambers and Meeting Room
- Ongoing systems support and maintenance – Four hour response time 7am-7pm, Monday through Friday.
- One year full system warranty
- Professional design and installation inline with City building and electrical codes

General Requirements

Vendors are advised that proposals should be as responsive as possible to the provisions of this RFP. However, Vendors may make exceptions to, or propose alternative methods, without their proposal being disqualified. These exceptions must be duly noted in the response documents.

The City reserves the right to reject any or all proposals. The City reserves the right to request more information for clarification or due to omission of information. Vendors should be prepared to make an oral presentation as part of the evaluation process.

III. Timeline

The following table presents the RFP and Award Schedule. The City reserves the right to alter this schedule at any time.

Milestones	Date
RFP Issue Date	March 21, 2024
Site Visit	April 10, 2024 3pm
Vendor Question Deadline	April 17, 2024
City Response to Questions	April 24, 2024
Proposal Submission Deadline	April 30, 2024
Finalists Notified	May 8, 2024
Finalist Interviews	Week of May 13, 2024
Vendor Selection & Contract Approval	June 18, 2024

IV. General Criteria for Evaluating Qualification Statements

All proposals received shall be subject to evaluation by a Selection Committee comprised of City staff. The evaluation shall be for the express purpose of selecting the proposal that most clearly meets the RFP requirements. The City reserves the right to select a Vendor/solution it considers best fit for the organization. The following areas will be considered in the selection:

Criteria	Weight
Technical Requirements	30%
System Management & Support Services	25%
Cost (One-Time & Recurring)	25%
References & Experience	20%

V. Subcontractors

The Vendor shall be responsible to retain, and pay for the services of, any subcontractor necessary to complete the work. The City shall approve of any subcontractor the Vendor may retain, and such approval shall not be unreasonably withheld.

VI. Contract

The Vendor will be required to sign a City contract document. A contract template has been attached for review.

VII. Submission of Proposals

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are provided, the document and page number shall be referenced. The proposal shall be divided into sections as indicated below:

Experience, Expertise, and Workability: The experience of the proposed Vendors should be documented, including any experience in projects similar to the project proposed by the City of Casper. This experience will be examined (at a minimum) on the basis of actual experience, length of time in business, and established working relationship with the City.

Conflicts of Interest: The qualification statement shall specifically address any possible conflicts of interest and the Vendor's position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this project.

Special Qualifications: The qualification statement shall identify any specific credentials which might make the Vendor uniquely skilled to provide the requested services. These may include similar work experience related to another community of similar size or a project of similar design.

Statement of Project Requirements: Each Vendor shall state in sufficient terms its understanding of the project requirements presented in this RFP. Please use the Functional Requirements worksheet to indicate the ability to meet designated requirements.

Scope of Work: Each Vendor shall describe in narrative form their plan for accomplishing the work. Please use the Scope of Services tasks provided in this RFP as the point of departure. Additions to, or modifications of the Scope of Services descriptions are permissible, but reasons for changes shall be fully documented.

Personnel and Prior Experience: Each proposal should identify specific executive, professional and technical personnel who will be assigned to the project. The proposal shall indicate the responsibilities each person will have in the project and indicated the

previous related work experience of each individual. Personnel indicated having appropriate expertise for this project must be assigned to the project and actively engaged in completion of the tasks. Please clearly identify the project manager and list their three (3) most recent projects. Any changes in assignment of personnel shall be reviewed with the City of Casper to assure consistent technical expertise throughout the term of the project.

The Vendor is requested to make specific recommendations to the City of Casper for the successful implementation of this project. In addition to providing specific steps to be taken to accomplish the specific concerns identified, an itemized breakdown of the costs should be included.

Pricing: Pricing shall be for a complete solution, including, but not limited to, equipment, installation, configuration, implementation, travel, training, and associated maintenance costs. Pricing shall be separated with line items for each.

Sealed Proposals: Each sealed proposal shall be submitted to the City of Casper, Attn: Michael Szewczyk, IT Division, 123 W 1st St, Casper WY, 82601

VIII. Interviews

City staff will review all proposals and may require that the Vendor appear before a selection committee for an interview.

IX. Contract Award

The City of Casper reserves the right to accept, reject, or request changes in proposals. The City is not liable for any costs incurred by the Vendor prior to contract issuance.

X. Addenda to the Request for Proposals

In the event that it becomes necessary to revise any part of this RFP, addenda will be posted on the City's website.

XI. Late Proposals

Late proposals will not be accepted. It is the responsibility of the Vendor to ensure that the proposal arrives prior to the stated deadline.

XII. Response Material Ownership

The material submitted in response to the RFP becomes the property of the City of Casper and will only be returned to the Vendor at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Casper has the right to

use any or all ideas presented in reply to this request. Disqualification of a Vendor does not eliminate this right.

XIII. Acceptance of Proposal Content

The contents of the proposal of the successful Vendor may become a contractual obligation if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Vendor to accept these obligations in a contract may result in cancellation of the award and such Vendor may be removed from future solicitations.

XIV. Reference Checks

The City of Casper reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Vendor's performance on previous assignments. In reverse chronological order, please list references for municipality projects of similar size and scope over the last four years.

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