

Request For Proposal:

Audio-Visual Upgrades to the Washtenaw County Road Commission Board Room



August 2021

Prepared by:

Washtenaw County Road Commission
555 North Zeeb Road
Ann Arbor, Michigan 48103

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Section 1: General Information

Purpose

The Washtenaw County Road Commission (WCRC) boardroom is the centerpiece of the WCRC administration building. It is primarily used by the Washtenaw County Board of County Road Commissioners (the WCRC Board) to conduct its business on a semi-monthly basis. The WCRC Board believes in conducting its business in an open and transparent manner and providing the public ample opportunity to provide input and comment in the process.

The WCRC Board's bylaws allow members of the board to participate remotely in board activities. In addition, the WCRC Board has determined that allowing both virtual and in-person public participation is important when conducting business in an open and transparent environment.

The purpose of this Request for Proposals (RFP) is to solicit and select the most qualified vendor to design and install audio-visual equipment in the WCRC boardroom for WCRC to conduct both in-person and virtual meetings including public comment in both formats. The finished product is to allow for local presentations, hybrid meetings and live streaming/recording of meetings. It is to be automated and not require additional staff to operate during a meeting.

Issuing Office

All correspondence, questions or requests for additional information regarding this RFP should be submitted to:

Chris Quinter
Information Technology Manager
quinterc@wcroads.org
Washtenaw County Road Commission
555 N. Zeeb Rd
Ann Arbor, MI 48103
(734) 327-6699

Deadline for question submissions is **Thursday, September 2, 2021, at noon.**

Examination of the Request for Proposal

Vendors should carefully examine the entire RFP and all related materials and data referenced in the RFP. Vendors should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

Changes in RFP

Should any vendor be in doubt as to the true meaning of any portion of this RFP, or should a vendor find any ambiguity, inconsistency or omission therein, the vendor shall make a written request for an official interpretation or correction. Such requests shall be submitted to the issuing office not less than five (5) business days prior to the final date of submittal of the proposal. The person making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP provisions that the WCRC may decide to include, will be made only as addenda, which will be emailed to each vendor recorded as having received a copy of the RFP. Addenda will also be posted to wcroads.org. Any addenda issued by WCRC shall become a part of the RFP and taken into account by each vendor in preparing its proposal.

Section 2: Proposal

Proposal Format

Proposals shall be submitted as an electronic document in PDF format. Proposals should provide a straightforward, concise delineation of the vendor's capabilities to satisfy the requirements of this RFP.

Emphasis should be placed on:

- (1) Conformance to the RFP
- (2) Responsiveness to the RFP requirements
- (3) Completeness and clarity of content.

Each proposal must remain valid at least sixty (60) days from the due date of this RFP.

Mandatory Pre-Bid Site Visit

A mandatory pre-bid site visit shall be held on **Monday, August 30, 2021, at 10 a.m.** at:

Washtenaw County Road Commission Administration Building
555 N. Zeeb Rd
Ann Arbor, MI 48103

Per WCRC's latest COVID-related workplace rules, all visitors must wear a face mask while inside a WCRC facility.

Proposal Submission

One digital copy of the proposal must be received by WCRC prior to the date and time specified below. Proposals shall be emailed to:

Chris Quinter
WCRC Information Technology Manager
quinterc@wcroads.org

Proposal Receipt

Proposals must be electronically submitted on or before **Friday, September 10 at 3 p.m.** Each vendor is responsible for the timely delivery of its proposal. Late proposals will not be considered.

Required Information for Proposals

Refer to Section 4: Proposal & Submission Requirements for required information for proposals.

Signature Requirements

All proposals must be signed. Proposals submitted by corporations must be signed by the president of the corporation or by an agent authorized to sign contracts on behalf of the corporation. Proposals submitted by limited liability companies must be signed by an authorized member or manager. Proposals submitted by limited liability partnerships must be signed by the general partner. Proposals submitted by partnerships must be signed by all partners. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

Proposal Review Process

All proposals submitted will be reviewed by WCRC staff. The proposals will be evaluated based on the vendor's ability to:

- Design and install audio-visual equipment in the WCRC boardroom in order for WCRC to conduct both in-person and virtual meetings including public comment in both Microsoft Teams and Zoom formats.
- Provide an audio-visual system that is automated and does not require additional staff to operate during a meeting.
- Recognize and address all the proposal criteria set forth in Section 4.
- Provide positive recommendations from previous clients.

Anticipated Schedule for Proposal Review and Acceptance

- September – WCRC reviews proposals
- October – WCRC Board approves contract
- Early-October – Work begins
- December 30, 2021 – Work complete

Rejection of Proposals

WCRC reserves the right to reject all proposals in whole or in part.

Preparation Costs and Cost Liability

WCRC assumes no responsibility or liability for costs incurred by a vendor prior to execution of a contract. All costs incurred during a proposal presentation, or in any way associated with a proposal's preparation, response, submission, presentation or oral interviews (if held) shall be the sole responsibility of the vendor and shall not be reimbursed by WCRC.

Disclosures

All information in a vendor's proposal is subject to disclosure under the provisions of Public Act 442 of 1976 known as the "Freedom of Information Act." This Act also provides for the complete disclosure of contracts and attachments thereto. All unsuccessful proposals will be retained for sixty (60) days after acceptance of the successful proposal.

Type of Contract

The selected vendor will perform services under a contract as provided by WCRC. WCRC reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in WCRC's sole judgment, the best interests of WCRC will be so served.

Approval of Subcontractors

Any and all subcontractors must be approved by WCRC before they can work on this project.

Section 3: Scope of Work

Overview of Audio-Visual Upgrades

The selected vendor will design and install audio-visual equipment in the WCRC boardroom in order for the Board and staff to conduct both in-person and virtual meetings. The vendor will remove older and/or incapable equipment and install an up-to-date system. The finished product will allow for local presentations, hybrid meetings and live streaming/recording of meetings in both Microsoft Teams and Zoom formats.

Audio

The vendor shall provide and install a new audio system that will provide audio from the program sources in the board room as well as for audio conferencing and web conferencing. The vendor shall replace the existing five (5) microphones around the dais to allow for up to seven (7) people to participate from the dais. In addition, the existing microphone at the podium shall be replaced.

The vendor shall replace existing ceiling and in-wall speakers to provide source audio to board members and board meeting attendees. An assisted listening transmitter system will be installed in the board room to allow attendees who are hard of hearing or would like a personalized listening experience to participate in the meeting. The vendor shall also provide recommendations for closed captioning options.

Visual

The vendor shall remove the existing projector and any rack equipment that will not be reused for the audio-visual upgrades.

The vendor shall install multiple displays in the board room to maximum meeting participation from in-person or remote board members, staff and the public.

At the dais, the vendor will install appropriate hardware to allow up to seven (7) people to give local presentations. Hardware will be installed at the podium to allow for guests to present locally into the system. Hardware will be wall-mounted in the back of the room to allow for input for a room administrative person to run a presentation. Input should contain hot detection capability to switch between presenters.

The vendor shall install multiple room cameras that will have pan tilt and zoom capability. These cameras should capture the WCRC Board members, the speaker at the podium and the boardroom guest seating. The vendor shall supply equipment to allow WCRC to stream and record live meetings. The equipment will allow stream of all room cameras at the same time. The feed going out will be all cameras in one window. The system does not need to auto track who is speaking.

Control

The vendor shall provide, install and program a control system that includes a wired touch panel installed on one of the walls of the board room.

The control panel will include the following functions:

1. Video source routing
 - a. Single source to single display
 - b. Single source to multiple displays
 - c. Multiple sources to multiple displays (only one source shown at a time)
2. Audio conferencing through Microsoft Teams and Zoom
 - a. Phone book dialing
 - b. Notification of incoming calls
3. Audio controls
 - a. Generic volume controls
 - b. Program audio
 - i. Single source to single zone
 - ii. Multiple sources to single zone
 - iii. Single source to multiple zones
 - iv. Multiple sources to multiple zones (only one source heard at a time)
 - v. Multiple sources to multiple zones (full matrix)
 - vi. Wireless microphones
 - vii. Wired microphones
 - c. Auxiliary outputs
 - d. Conference audio (video and phone)
 - i. Ceiling microphones
 - ii. Table microphones
 - iii. Wireless microphones
 - e. Lighting controls
 - f. Room automation
 - i. One touch on/off system control to begin streaming and the meeting
 - ii. Automated system power down
 - g. Touch panel items
 - i. Password protection
 - ii. Technical pages accessible
 - iii. Annotation

Equipment Rack and Furniture

If possible, all equipment will be stored in the existing rack location. The vendor will populate the rack with necessary power, cable, rack shelves and hardware for any new audio and video gear.

Training

Vendor shall supply an experienced trainer to train staff. Training shall include general use, troubleshooting, maintenance and how to contact support, if needed.

Warranties

All work shall include a minimum one (1) year equipment warranty.

Service Contracts

The vendor shall provide a minimum three (3) year service contract for services such as help desk and technician labor, preventative maintenance, break/fix and additional training. All services shall include a 24-hour on-site response, if needed.

Section 4: Proposal and Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below and contain all specified information.

Title Page

Identify the proposal, the name of the vendor, address, telephone number, name of contact person and date.

Letter of Transmittal

Briefly summarize the vendor's understanding of the services to be provided and a guarantee to provide the services as specified. Included in this statement shall be an assurance that all work will proceed economically, efficiently, continuously and without interruption.

General Information

Provide general information about the vendor's company including principals and firm history.

Staff Resources

Summarize the experience and technological expertise of the staff who will design and install the proposed audio-visual system, including any applicable licenses. Describe the responsibilities and the role that each of these individuals will have on the project. Please indicate whom the main contact will be and the preferred methods of contacting this person.

Provide verification that the vendor is in compliance with all applicable state and federal laws and visa requirements regarding the hiring of non-US citizens, evidence of equal employment opportunity programs and assurance that the vendor is an equal opportunity employer that does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation or gender identity, height, weight or disability.

Project Plan and Schedule

The proposal shall include a work plan and schedule for the project, including the total number of hours to be spent on the project.

Cost

Provide the following items:

1. The full cost to complete the design and installation of the proposed audio-visual system for the WCRC boardroom.
2. Any additional licensing cost(s) that would be the responsibility of WCRC and if said cost(s) are a one-time cost or reoccurring fee.

Financial Capacity

Provide proof of insurance including certificates of insurance stating the amount of coverage for liability, property damage and workers compensation. In addition, supply evidence of bonding capacity to cover the cost of the proposed work.

Safety

Provide documentation of a MIOSHA-approved safety training program for staff who will be used for the proposed work.

Audio-Visual Systems Experience

Detail the vendor's experience designing and installing audio-visual systems for public meeting purposes over the past five (5) years. Provide a reference contact name and telephone number for a representative of the organizations or firms for which the vendor developed these facilities.

Ideas/Recommendations

Please provide any ideas or recommendations beyond what is included in this RFP that the vendor thinks may improve the upgrades to the WCRC boardroom audio-visual system.

Section 6: Contract

The selected vendor will be required to enter into a contract with the Washtenaw County Road Commission. The contract will be provided by WCRC, and will incorporate, by reference, the RFP documentation.