



***REQUEST FOR PROPOSALS  
FOR  
COUNCIL CHAMBER AUDIO/VIDEO  
UPGRADE***

***DUE DATE: Monday, October 23rd at 3:00 p.m***

## CITY OF ARROYO GRANDE

### REQUEST FOR PROPOSALS FOR COUNCIL CHAMBER AUDIO/VIDEO UPGRADE

#### I. PROPOSAL INTENT

The City of Arroyo Grande is soliciting the services of a qualified Audio/Video company to upgrade the Audio/Video installation at the City's Council Chambers building. The existing system was installed in 2017. Since that time, equipment warranties have expired, and technology has progressed.

The City has made every effort to include sufficient information within this Request for Proposals for the company to prepare a responsive, comprehensive proposal. To achieve an equitable dissemination of information, a pre-proposal teleconference will be held on October 12th, 2023, at 2:00 pm to allow all interested companies to ask questions for the mutual benefit of all involved. All questions and correspondence must be directed to Kevin Waddy, IT Manager, at [kwaddy@arroyogrande.org](mailto:kwaddy@arroyogrande.org) no later than October 23rd, 2023. The questions and answers will then be forwarded to all Bidders that provide an email address, and posted on the City's website, no later than December 1, 2023.

#### II. BACKGROUND

##### The City of Arroyo Grande:

The City of Arroyo Grande (the City) is a full-service city, which currently comprises 5.45 square miles and serves approximately 17,900 residents. It is located on the Central Coast of California, halfway between Los Angeles and San Francisco.

The City provides full range of services including: police protection, the transmission and distribution of water and wastewater, recreation and cultural events, the construction and maintenance of parks, facilities, streets and highways, as well as other general government activities.

The City provides fire service to its citizens through the Five Cities Fire Authority (FCFA), a Joint Powers Authority between the Cities of Arroyo Grande and Grover Beach. The City provides financial and information technology services to FCFA.

#### III. SCOPE OF WORK

The selected company will perform a review of the existing system to determine the best upgrade path and technology.

The company will examine the current policies related to making the Council Chambers, and any other meeting, accessible to the public. This includes in-room technologies, streaming to the City website and any other streaming destination (vendor website, YouTube, etc.).

The company will interface with Spectrum Channel 20 to determine the feasibility of continued streaming to the channel.

The company will report any known, legal or policy concerns regarding recording and streaming of all public meetings.

City Responsibilities:

The City responsibilities will be to make the existing systems and any system documentation, processes and procedures, related to the Audio/Video Council Chamber technology, available to the company for the purpose of building an upgrade proposal.

The City staff will be available for any meetings and/or walkthroughs of all technology related to the Audio/Video Council Chamber technology.

**IV. PROPOSAL REQUIREMENTS**

A. Certificate of Insurance

Company will provide a Certificate of Insurance.

B. Company Qualifications and Experience

The proposal should state the size of the company, the location of the office from which the work on this engagement is to be performed, and the number of the staff that will be assigned to the upgrade/installation. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

The company shall have completed projects for other similar sized cities and provide examples of other city systems that have been installed.

C. Installation Staff Qualifications and Experience

The company shall identify the principal technical staff who would be assigned to the engagement and indicate the experience level of the techs. The company should also provide information on the staff's governmental installation experience.

D. Total All-Inclusive Maximum Price

The proposal should contain all pricing information relative to this request for proposal. The total all-inclusive maximum price to be proposed is to contain all labor and parts cost.

The proposal should include a schedule of professional services fees and expenses, which support the total of the all-inclusive maximum price.

The proposal should itemize the maximum price option for:

1. Parts cost
2. Labor costs

E. Agenda Scheduling and Display

The City utilizes eScribe Agenda software. The proposal should include any and all additional (if any) hardware and software to integrate with eScribe Agenda Management.

F. Existing Systems and Devices

Where possible the proposal should include any and all existing equipment that is up to date and meets the overall scope and needs requirements.

G. Pre-proposal Information Meetings and Tours

An optional meeting and facility tour will be offered to introduce interested applicants to the City's equipment and cablecast operations. This will be an opportunity to ask questions regarding the City's request for proposal, however the City shall not be bound by any such oral inquiries.

Thursday, October 12, 2023, at 10:00am  
City Council Chamber  
215 Branch St, Arroyo Grande, CA

H. Acceptance of Proposal Contents

After the company is selected by the City, the contents of the submitted proposal will become a contractual obligation. The successful company will be required to execute a standard consultant agreement with the City.

I. Acceptance or Rejection and Negotiation of Proposals

The City reserves the right to reject any or all proposals, to waive non-material irregularities or information in the request for proposal, and to accept or reject any item or combination of items. By requesting proposals, the City is in no way obligated to award a contract or to pay expenses of the Bidder in connection with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to the execution of the contract(s), with no penalty to the City of Arroyo Grande.

**V. PROPOSAL FORMAT AND CONTENT**

Bidders desiring to respond shall make their proposals brief and concise, yet with sufficient detail to allow for a thorough evaluation. The purpose is to demonstrate the qualification, competence and capacity of the Bidders seeking to undertake the independent audit of the City. As such, the substance of the proposals will carry more weight than their form or manner of presentation. Each proposal shall include as a minimum the following information in this format:

A. Introduction

Present an introduction to the proposal describing the company's understanding of the desired work. Include a detailed description of the methods by which the Bidder intends to perform the work set forth in the Scope of Services.

B. Qualifications

Include a brief description of the company's background, experience with similar projects, and resumes of key personnel proposed to work on the project.

C. Work Plan

Provide a tentative schedule by phase, key task, and proposed compensation for completing the work. This schedule, as modified to be acceptable to the City, will be used as an Exhibit to the Agreement between the City and the successful consultant.

D. Costs

The proposal should include, a total proposed, "not to exceed" costs of the services, including a fee and rate schedule describing all charges and hourly rates for services. Cost will not be the deciding factor in making the selection.

E. References

List former clients for whom similar or comparable services have been performed. Include the name, mailing address, and telephone number of the appropriate contact person.

**VI. SELECTION PROCESS**

The proposals will be evaluated by the IT Manager and Director of Administrative Services. Evaluation considerations will include the following:

- A. Responsiveness of the proposal in clearly stating the understanding of the work to be performed and in demonstrating the intention and ability to perform the work.
- B. Cost. Although a significant factor, other factors will be considered.
- C. Bidder's experience in Audio/Video Conference Systems.
- D. Technical experience and professional qualifications of the installation and support teams
- E. Ability of proposed approach to meet the needs of the City.

**VII. TENTATIVE SCHEDULE**

The timing of the proposal process is subject to change, depending on the needs of the City, but is anticipated as follows:

RFP released .....	September 29, 2023
Pre-Proposal Conference .....	October 12, 2023
Proposals Due .....	October 23, 2023
Proposal Review .....	November 2 – 6, 2023
Interviews (if requested) .....	November 9 – 13, 2023
Contract Approval by City Council .....	November 28, 2023
Services to Commence .....	December 4, 2023

**VIII. SUBMITTAL**

A. Submit a total of 1 hard copy and one electronic copy to:

Kevin Waddy  
kwaddy@arroyogrande.org  
IT Manager  
300 E. Branch Street  
Arroyo Grande, CA 93420  
805-473-5409

B. Show the following information on the outside of the package:

- Company’s name and address
- Chamber of Commerce Audio/Video Upgrade Proposal

C. The proposal must be received at the above address by the closing date and time. Bidders mailing or shipping their proposals must allow sufficient delivery time to ensure timely receipt of their proposals by the time specified. Late proposals will not be accepted.

D. **Closing Date: All proposals must be received by Friday, October 23, 2023, at 3:00 p.m.**

F. The City reserves the right to reject any or all proposals for any or no reason.

G. For more information, please contact Kevin Waddy at kwaddy@arroyogrande.org.