

REQUEST FOR PROPOSAL

AUDIO-VISUAL (AV) EQUIPMENT UPGRADE

The City of Parksville is requesting proposals from qualified firms to provide and install audio-visual (AV) equipment in the forum at the Parksville Civic & Technology Centre which is also used as council chambers.

Attached are the Terms of Reference, Submission and Evaluation Criteria, and Instructions to Proponents which are to be used as the basis for your submission.

ISSUED BY: City of Parksville, Information Systems

CONTACT PERSON: Raman Tiwana, Manager of Information Systems

ISSUE DATE: September 21, 2023

CLOSING DATE: **Responses must be received prior to 2 pm, Pacific time,
Tuesday, October 10, 2023**

Two (2) complete hard copies or one (1) digital copy prepared in PDF format submitted via email.

CLOSING LOCATION: City of Parksville, Civic & Technology Centre
Administration Department, First Floor
100 Jensen Avenue East
PO Box 1390
Parksville, BC V9P 2H3

Proposals will not be opened publicly. The City appreciates all proposal responses; however, only short-listed or successful candidates will be contacted.

CITY OF PARKSVILLE
REQUEST FOR PROPOSAL
AUDIO-VISUAL (AV) EQUIPMENT UPGRADE
TERMS OF REFERENCE

INTRODUCTION

The City of Parksville is requesting proposals from qualified Consultants/consulting firms to provide and install audio-visual (AV) equipment in the forum, also used as council chambers, at the Parksville Civic & Technology Centre with compatible recording and live stream capabilities.

BACKGROUND

The Forum is located at 100 Jensen Avenue East, Parksville, British Columbia. The existing audio system is no longer meeting user expectations. The mic system we had last installed is no longer functioning for required needs and there has been failure of several microphones. While they have been repaired, concern is that this will not be able to continue.

The room is used primarily as a council chamber, but it is also used by the other owners of the building, Qualicum School District No. 69 and Vancouver Island University both use the Forum for their own meetings, as well as to run some classes periodically. It is also occasionally used for ceremonies which requires council chamber furniture to be moveable.

EXISTING ENVIRONMENT

There are a total of fifteen (15) spaces in the forum for council members and staff. Each seat has an ethernet corded desk microphone. There is one wireless microphone used by delegates and other presenters.

We have a stationary high definition (1080) camera used to produce the recordings that are integrated with presentations. Meeting agendas are linked to videos at a later date to help make it easier for the audience to follow along.

There is a wall painted with reflective paint used as a screen at the front of the room and a projector is located near the rear of the room, in a loft. There is one television in the middle of the room mounted on a movable desk, this provides Council with a view of what is being displayed. Currently, councillors find viewing the projector or the desk mounted screen to be problematic.

The central desk is used to connect presenter's laptops; there is also an additional connection located near the front right of the room.

Meeting formats sometimes include hybrid models where some members of council attend in-person and others join virtually, other times all of council may participate as a group in an online meeting.

Equipment in the forum currently links into a secondary meeting room and allows for the computer in that room to display to the projector.

Live Streaming:

The current live stream set up includes pre-existing equipment to offer a virtual option to the public, specifically for public hearings. Streaming is recorded using zoom via a personal computer (PC) utilizing the camera and microphones from the audio system via a BlackMagicDesign video box.

AV equipment:

There is an audio box located near a central point in the room, slightly to the right of the council seating area that contains all the AV equipment.

There are six (6) speakers in the room, two that were added above the council members, and four smaller speakers located above the audience.

Audio Conferencing System/Microphones (15)

Make: Shure

Model: DC5980

Year Installed: 2018

Wireless Microphone and Receiver

Make: Audio-Technical/Seinhauser

Model: ATUC50CU

Year Installed: 2018

LCD TV

Make: Samsung

Model: 460FP-2

Year Installed: 2010

Projector
Make: Panasonic
Model: PTMZ780WU
Year Installed: 2021

Encoder
Make: Blackmagic
Model: ATEM Television studio HD switcher
Year Installed: 2021

Control System/Panel
Make: Crestron
Model: AV2
Year Installed: 2010

Camera
Make: Panasonic
Model: AWHE38HWPC
Year Installed: 2021

TOA Wireless headsets
WM-2110
2000

Tesira BiAmp Forte DAN VT
Added to Eliminate feedback

Two Amps
Crown XLS202
QSC-SPA2-200

PROJECT GOALS

The purpose of the project is to replace existing old and failing equipment and provide reliable audio video technology in the forum.

SCOPE OF WORK

The City would like to implement an AV solution that will provide a professional level of audio and video for attendees both in person and virtually. The solution must be reliable and stable, as well as easy to administer by non-technical staff at the City.

PROJECT REQUIREMENTS

The following works shall be undertaken by the Consultant within the scope of the project submitted:

- A. The preferred design provides replacement for sixteen (16) desk microphones, with ability for the meeting chair to control microphones from a touch panel or screen. Wired option is preferred due to its reliability; however, wireless options with demonstrated consistent performance may be considered.
- B. The design must include at least two additional wireless/portable microphones to be used for the presenter/delegate.
- C. The design must include flat screen displays for left and right side walls and an upgrade for the one in the center of the room on the movable desk. Those mounted on the sidewall would be for councillors to view what is being presented.
- D. The design must denote whether new speakers or if the existing ones will be distributed and installed around the room to ensure sound is delivered effectively. Consideration might be given to visible wiring in the room as well; perhaps provide an option to hide the wiring.
- E. Provide accessibility options for people with hearing disabilities; for example, live captioning or assistive listening systems. The live captioning might be projected, or on the side displays. Assistive listening systems would be shared out to the public as required.
- F. The design must also include an option to provide sound and video in the atrium. The atrium is located outside of the forum, and it provides overflow for busy meetings. A display screen and the possibility of mounted speakers in the atrium should be considered.
- G. The proposal will include all equipment necessary for capturing the audio and video feed from the council chambers for recording purposes or streaming.
- H. Live streaming capability is required. The system must be able to integrate with services such as Microsoft teams and zoom so that participants can join meetings remotely either by video or teleconference.
- I. All AV equipment must be serviceable by the provider. Warranty information must be provided with the supplied proposal.
- J. Equipment supplied must integrate with the current system in the council chambers or the proposal will include the replacement of the existing equipment with new products that are compatible.

- K. All equipment will be installed in a professional manner, properly dressing all cabling & connections.
- L. The system will allow for testing and adjustments until the City's needs are satisfied.

OBJECTIVE

The objective of this request for proposal is to provide the City with an innovative and efficient Consultant who will work with City and provide upgraded audio-visual equipment in its Forum. The successful vendor(s) will work with City in developing and recommending a strategy for satisfying the City's current and ongoing functional audio-visual (AV) requirements.

REPORTING STRUCTURE

The Manager of Information Technology will be the primary point of contact for this Request for Proposal. The IT Coordinator and the IT Technician will provide secondary reporting as required.

KEY STAKEHOLDERS

Raman Tiwana, Manager of Information Technology
Bill Tkach, IT Coordinator
Kevin Barnes, IT Technician
All City staff and Council that make use of this technology

CITY RESPONSIBILITIES

The City is committed to providing the vendor with information in a timely fashion and has dedicated resources to this project.

DELIVERABLES

The phases of work and deliverables listed in the "Scope of Work" section of this Request for Proposal must be present.

TIMELINE

The project shall be completed no later than six (6) months after award or provide a schedule of dates based on interim deliverables.

FUTURE WORKS

The City reserves the right to engage the Consultant chosen from this Request for Proposal for future work related to this project.

CITY OF PARKSVILLE
REQUEST FOR PROPOSAL
AUDIO-VISUAL (AV) EQUIPMENT UPGRADE
SUBMISSION AND EVALUATION CRITERIA

PROPOSAL SUBMISSION

Your submission should be organized into the documents and file types listed below:

- Cover Letter
Proposal submission
Complete proposal submission highlighting the below evaluation criteria,
including links or samples of similar work,
- Financial Submission
- Appendices – if required

EVALUATION CRITERIA

The following items should be included in your proposal submissions and ***will be the basis for evaluation***. Information should be provided sequentially as shown:

No assumptions should be made that information regarding the Proponent or its participants, their experience, expertise and performance on other projects is known, other than the documentation and responses submitted by the Proponent.

Cover Letter

0 points

Your proposal should include a Cover Letter containing the following information:

- Should identify the Prime Consultant and any sub-consultants that make up the team.
- Should contain company name, address, website, telephone number, email address and primary contact person.
- Signed by the person or persons authorized to sign on behalf of the company.
- Should acknowledge any addendums issued for this Request for Proposal.

Qualifications

20 points

- Provide qualifications and resume for the Project Manager who has the overall responsibility for the project. The Project Manager should designate the backup person to act on their behalf during holidays, sickness, etc.
- Provide qualifications and resume of the key staff or any key sub-consultants in each discipline who will be involved in the project; their duties, their role in the project and percentage of their time devoted to this project.

Knowledge and Experience

30 points

- The proposal shall demonstrate the knowledge and experience of the individual proposed as Project Manager as well all required specialists and experts that may be necessary to complete the work.
- Teams must demonstrate they have expertise and experience in projects of similar scope, size and complexity (please provide a sample final report which the City will maintain in confidence) and are familiar with challenges of the project.
- Provide a matrix with a minimum of three (3) projects for each team member, highlighting their previous experience in their area of specialty.
- Provide a minimum of three (3) references from clients that the Proponent has served, highlighting similar previous experience.

Project Understanding and Methodology

40 points

- Proponents shall outline an approach to the project reflecting a clear understanding of the Scope of Work.
- Demonstrate your understanding of the project by describing key issues and potential resolutions that are appropriate for the Parksville context.
- Outline your abilities to use creative solutions, innovations, methodology or other traits that will allow your firm to successfully complete this project.
- Proponents should provide their methodology and work plan to achieve the program objectives and timelines.

- Provide cost control procedures and the Proponent's method for monitoring the project time frame, quality of work and budget.

Fee Proposal

10 points

Proponents should provide a fee proposal, preferably in an Excel styled spreadsheet, including a detailed explanation of the makeup of the total cost for this project including:

- breakdown of project tasks, personnel responsible, number of hours, total number of staff hours, hourly rates and total proposal costs;
- submit a schedule of hourly rates should additional services be required;
- list of expected expenses, disbursements and any other probable costs; and
- all applicable value added taxes.

EVALUATION CRITERIA – GENERAL NOTES

This RFP asks proponents to provide information about their internal efforts that align with the City's goals.

The Evaluation Committee may apply the evaluation criteria on a comparative basis, evaluating the proposals by comparing one Proponent's proposal to another Proponent's proposal. The Evaluation Committee will not be obligated to select the proposal that offers the lowest price or cost or any proposal at all.

The weighting listed above with the evaluation criteria indicate the relative weighting anticipated by the City and is shown to give general guidance to Proponents in the preparation of proposals. The evaluation criteria will be applied to all proposals fairly and without bias to any Proponent or Proposal and the same criteria and weightings will be applied to all proposals.

The Evaluation Committee reserves the right to not complete a detailed evaluation of a proposal if the Evaluation Committee concludes, having undertaken a preliminary review of the proposal, that the Proponent or proposal as compared to all the proposals is not in contention to be the selected proposal.

CITY OF PARKSVILLE
REQUEST FOR PROPOSAL
AUDIO-VISUAL (AV) EQUIPMENT UPGRADE
INSTRUCTIONS TO PROPONENTS

1.0 SUBMISSION REQUIREMENTS

1.0 The following terms and conditions will apply to this Request for Proposal. Submission of a proposal indicates acceptance of all the terms that follow and that are included in any addenda issued by the City.

- Proposals clearly marked “City of Parksville, Audio-Visual (AV) Equipment Upgrade” must be received by the **Closing Date: before 2 pm, Pacific Time, on Tuesday October 10, 2023.**
- Proposals should be delivered to the attention of Raman Tiwana, Manager of Technology, at the City of Parksville Administration Department as follows:

By email:

Raman Tiwana
Manager of Information Technology
email: rtiwana@parksville.ca

By hand delivery, courier, or mail:

City of Parksville
PO Box 1390
100 Jensen Avenue East
Parksville, BC V9P 2H3

- 1.1 Proposals received and not conforming to Item 1.0 above, will be returned (unopened) to Proponent(s) without consideration.
- 1.2 Proposals, rather than tenders, have been requested in order to afford proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the City's needs in a more cost-effective manner. Proposals should be based on these Instructions and the attached Terms of Reference.
- 1.3 Any addenda to this Request for Proposal will be posted on the BC Bid Portal as viewed [here](#). **It is the sole responsibility of each proponent to make sure that it is in receipt of all addenda prior to the Closing Time and acknowledge receipt of all addenda on their cover letter accompanying its proposal.**
- 1.4 Proponents are solely responsible for any costs or expenses related to the preparation and submission of proposals.

- 1.5 After the Closing Time all proposals received by the City become the property of the City.
- 1.6 Your proposal must be irrevocable and capable of acceptance for a period of 90 days after the Closing Time.
- 1.7 This Request for Proposal is subject to the City's Purchasing Policy which may be viewed [here](#) and the laws of the *Province of British Columbia*.
- 1.8 This Request for Proposal is subject to the terms and conditions of the New West Partnership Trade Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA).

2.0 DEFINITIONS

- 2.1 The Corporation of the City of Parksville is referred to as the "City".
- 2.2 The entity submitting a proposal is referred to as the "Proponent".
- 2.3 The successful Proponent is referred to as the "Consultant".

3.0 **CONFIDENTIALITY**

- 3.1 The City recognizes the importance to Proponents that their ideas and plans remain confidential; otherwise, they may be reluctant to disclose such information. The City will endeavour to respect and protect the confidentiality of such information and will treat it as supplied in confidence within the meaning of section 21 of the *Freedom of Information and Protection of Privacy Act*.
- 3.2 By submission of a proposal the Proponent agrees to maintain in confidence all information provided by the City in relation to the RFP. The contents of the RFP and any information provided by the City or its Consultants in relation to this RFP may not be used or disclosed by a Proponent for any purpose other than in relation to the proposed or actual submission of a proposal.

4.0 **COPYRIGHT OR OWNERSHIP**

- 4.1 All documents, reports, working papers or other materials submitted to the City shall become the sole and exclusive property of the City, in the public domain, and not the property of the Consultant. The Consultant will be required to assign any and all copyright to the City. The City will have exclusive rights to copy, edit, publish and re-use all material in connection with this project and as reference material for future works at the City without further compensation to the Consultant.

5.0 **PRICING**

- 5.1 Your proposal should identify the "Net Total Cost" (which must include materials costs, labour costs, expenses/disbursements, sub-Consultant(s) fees and expenses and any other charges) **excluding applicable taxes**, so as to be the final cost to the City for the proposed services.
- 5.2 The activities or tasks listed in the attached Terms of Reference are minimum requirements to be undertaken. Proponents may also provide separate pricing on additional requirements they feel would benefit the City in meeting its goal.
- 5.3 All prices proposed should be in Canadian funds.

6.0 INVOICES

- 6.1 All invoices paid as a result of this Request for Proposal will be paid as per the City's standard payment terms – Net 30 Days.
- 6.2 All invoices, quoting the City's Purchase Order Number, should be submitted electronically to ap@parksville.ca

7.0 INDEMNIFICATION

- 7.1 In carrying out these works the Consultant, and/or their sub-Consultant(s) will act as an independent Consultant(s). The Consultant must agree to keep the City indemnified against any and all claims, actions or demands that may be brought, made or arise in respect of anything done or omitted to be done by the Consultant or its' employees who shall be and remain at all times and for all purposes, the servants or employees of the Consultant or their sub-Consultant(s), save and except to the extent that such claims action or demands arise from or relate to the negligence, wrongful act or omission of the City, or any of its officers or employees.

8.0 CONFLICT OF INTEREST

- 8.1 Proponents must ensure that they are not in a position that may be perceived as a conflict of interest.

9.0 COMPLIANCE WITH LAW

- 9.1 The Consultant shall comply with, and observe, all applicable laws and relevant regulations of any federal, provincial or municipal government or authority applicable to the supply of the service.

10.0 BUDGET

- 10.1 Acceptance of any proposal may be subject to budget considerations and available funding.

11.0 CANCELLATION

- 11.1 The City reserves the right to cancel this Request for Proposal at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.
- 11.2 The City reserves the right to cancel the Contract, at its sole and absolute discretion, with 30 days' written notice to the Consultant, and the Consultant will have no rights or claims against the City. The Consultant

will be entitled to be paid for all authorized work and expenses to termination date. Cancellation would not, in any manner whatsoever, limit the City's right to bring action against the Consultant for damages for breach of contract.

12.0 PROPONENT'S EXPENSES

- 12.1 Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. If the City elects to reject all proposals, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

13.0 LIMITATION OF DAMAGES

- 13.1 No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, or as a result of the City's rejection of that Proponent's proposal, or as a result of the City's award of a Contract to another Proponent or no Proponent and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

14.0 RESPONSIBILITY OF PROPONENTS

- 14.1 Each Proponent is responsible for informing themselves as to the contents and requirement of this proposal. Each Proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the proposal and to prepare and submit their proposal. The City will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this proposal, or as a result of any misunderstanding or misinterpretation of the terms of the proposal on the part of any Proponent.
- 14.2 If a Proponent is in doubt as to the true meaning of any part of this Request for Proposals, or finds omissions, discrepancies or ambiguities, a request for interpretation or correction may be submitted to the Project Manager and, if deemed necessary by the City, an addendum will be issued in accordance with section 1.3. This procedure also applies should the City, of its own accord, wish to expand or delete any part of this Request for Proposal.

15.0 ACCURACY OF INFORMATION

- 15.1 The City makes no representation or warranty, either expressed or implied, with respect to the accuracy or completeness of any information contained in or referred to in this RFP or any record or document associated with it.

16.0 SOLICITATION

- 16.1 If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to the Mayor, any Councillor, officer or employee of the City with respect to the Proposal, whether before or after the submission of the Proposal, the City shall be entitled to reject the Proposal.

17.0 PUBLICITY

- 17.1 The Consultant shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals or resulting Contract to the media or any member of the public without the prior written authorization of the City.
- 17.2 All publicity relating to this project is subject to the approval of the City and no mention of the Project in advertising or articles in any publication will be permitted unless authorized in advance, in writing by the City.

18.0 EVALUATION PROCESS

- 18.1 An evaluation committee made up of City representatives will be reviewing proposal submissions. The City reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value offered to the City and not necessarily the lowest price.
- 18.2 The City reserves the right to conduct pre-selection meetings with Proponents. The City further reserves the right to conduct post-selection meetings in order to correct, change or adapt the selected proposal to the wishes of the selection committee.
- 18.3 The Proponent acknowledges that the City shall have the right to reject any and all proposals for any reason or to accept any Proposal which the City in its sole unrestricted discretion deems most advantageous to itself, including any Proposal that does not contain the content or form required by this Request for Proposal, or for failure to comply with the process for submission noted in this Request for Proposals. By submitting a proposal,

the Proponent acknowledges the City's right under this clause and absolutely waives any right of action against the City for the City's failure to accept the Proponents' proposal whether or not such right of action arises in contract, negligence or any other cause of action.

18.4 The lowest or any proposal will not necessarily be accepted.

19.0 CONTRACT AWARD AND EXECUTION

19.1 The Consultant will be required to enter into a written contract, in a form approved by the City Solicitor.

20.0 INQUIRIES

20.1 All inquiries regarding this Request for Proposal must be directed in writing to Raman Tiwana, Manager of Information Systems, by email to rtiwana@parksville. All questions should be received at least ten (10) days prior to the closing time and date.

20.2 The City will not be responsible for, and the Proponent shall not rely upon, information, instructions or clarifications given to a Proponent other than in the form of a written addendum issued by the City. Without limiting the foregoing, any verbal representations, promises, statements or advice made by any employees of the City shall not be relied upon.