

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**COUNCIL CHAMBER AUDIO SYSTEM RENOVATION**



**CITY OF STANTON**

*Administration Department*

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Stanton, CA 90680

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Approved for Advertising:

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**KEY RFP DATES (Subject to Change):**

Issue Date:	<b>Thursday, February 29, 2024</b>
Mandatory Site Visit:	<b>Thursday, March 14, 2024, at 10:00 am PST</b>
Deadline for Questions:	<b>Friday, March 22, 2024, at 5:00 pm PST</b>
Proposal Due Date:	<b>Friday, April 5, 2024, at 5:00 pm PST</b>
Presentation/Interviews:	<b>Early May 2024</b>



## **I. GENERAL DESCRIPTION AND INTRODUCTION**

The City of Stanton ("City") is requesting proposals from qualified firms to conduct a detailed inspection and assessment of the City's Council Chamber audio system, recommend renovations for sound quality and ADA compliance, and complete such renovations ("Council Chamber Audio System Renovation Services").

A Mandatory Site Visit event will be held at Stanton City Hall (7800 Katella Ave., Stanton, CA 90680) at **10:00 a.m. on Thursday, March 14<sup>th</sup>, 2024**. City staff will provide access to the audio/visual equipment and explain the desired audio system functionality. **Only firms with a technical representative in attendance for the Mandatory Site Visit are eligible to have their proposal reviewed.**

All questions and/or inquiries regarding this RFP shall be directed to Jason Huynh, RFP Administrator, via email at [JHuynh@StantonCA.gov](mailto:JHuynh@StantonCA.gov) by **5:00 p.m. on Friday, March 22<sup>nd</sup>, 2024**. Responses to inquiries, if they significantly change or clarify the RFP requirements, will be forwarded via written (emailed) addenda to all proposers and posted publicly.

Proposals must conform to the requirements of this RFP, and proposals must be submitted via email to the RFP Administrator no later than **5:00 p.m. on Friday, April 5<sup>th</sup>, 2024**.

## **II. CITY AND PROJECT BACKGROUND**

The City of Stanton's council chamber audio system was most recently updated in December 2013. In addition to hosting the meetings of the City Council and Commissions, the council chambers are also utilized occasionally for staff training sessions, staff meetings with developers, and large conferences. Although the council chambers are used on occasion for overflow meetings, the primary use of the space is for Council and Commission meetings which, on average, last between two and four hours. Diagrams and photos of the council chambers have been included as **EXHIBIT A**, "Council Chamber Images and Plans." (NOTE: The attached plans are to be used for reference only.)

The basic specifications of the council chambers are as follows:

- Council Chamber Dimensions
  - Floor space: approx. 1,570 square feet (30.6 feet wide by 51.2 feet long)
  - Ceiling height: approx. 28-30 feet
- Standard/Comfortable Seating Arrangement
  - 36 audience attendees
  - 8 members on the dais
  - 6 department directors at two executive tables
  - 150 official room capacity
- Standard Microphone Count
  - 8 hard-wired gooseneck microphones along the dais—seven of which are input-activated (i.e., turning on only when speech is detected within its “bubble”)
  - 1 wireless, handheld microphone for presentations and public comment at a podium facing the dais—roughly in the center of the council chambers
  - 2 wireless, handheld microphones—one placed at each department directors executive table
- The well space of the council chambers is bounded by the podium, the dais, and the two department directors executive tables that face each other.

The existing sound system in the council chambers consists of a ceiling-mounted Atlas Sound 8” coaxial 8-speaker system with 70.7V / 100V - 60W transformer and BΩ bypass. The existing sound system in the council chamber *lobby* consists of a ceiling-mounted Atlas Sound 8” coaxial 2-speaker system with 70.7V / 100V - 60W transformer and BΩ bypass, along with 2 additional Bose speakers. The volume level for each system is controlled by a 10-level attenuator knob/dial.

The City utilizes the Zoom Communications application on a DTEN ON interactive whiteboard to allow members of the public to virtually attend public meetings in the council chambers. The Zoom meetings are recorded and uploaded to the [City of Stanton YouTube channel](#). A separate audio recorder, powered by an aging (Windows) PC laptop operating an outdated For the Record software application, is operated by the City Clerk during public



meetings; those .mp3 files are uploaded to the City's website under "[Agendas & Minutes](#)."

The existing sound system fails to provide satisfactory performance in three main respects:

- Audio Input. The current system lacks the strength to receive sound from both the hard-wired and wireless microphones in order to sufficiently capture live meeting audio by the City's recording system. Speakers have to position their hand-held microphones very close to their face (or lean towards the dais microphones) in order for audio to be reliably picked up.
- Speaker Output. The City's only functional control is to either increase or lower the volume of the speaker system. This limited functional control results in the sound pickup sensitivity becoming either too low (i.e., speech is inaudible or barely audible) or too high (i.e., amplified, high-frequency feedback is projected throughout the speaker system).
- Connectivity. The current system is incompatible with key external devices, including accessibility technology and video conferencing equipment. Communication with meeting participants via Zoom utilizes the microphone and speakers of the DTEN digital whiteboard, which is not ideal.

The City does not have documentation, schematics, or programming code pertaining to the original installation of the audio system. Contractors are required to familiarize themselves with the existing audio equipment through the Mandatory Site Visit.

### **III. SCOPE OF SERVICES**

The City is seeking qualified contractors with a minimum of three (3) years of experience providing Council Chamber Audio System Renovation Services similar to those requested in this Scope of Services. Contractors with experience and current contracts with public agencies, particularly in Orange County, are highly desirable. Contractor shall be prepared to furnish all labor, including travel and per diem, materials, non-consumable supplies, equipment, transportation, and every other line-item of expense necessary to successfully provide Council Chamber Audio System Renovation Services. **The City desires the most economical solution that fully meets the City's requirements.**



The Council Chamber Audio System Renovation Services shall include all services that can be reasonably expected to design, develop, and install an upgraded audio solution that provides all of the following:

- Ease of use- durable, fully integrated design centered around a wireless touchscreen controller/mixer with ability to mute and adjust the volume on individual microphones and speakers.
- Sound quality- reliable, even, and controlled sound coverage throughout the council chambers and council chambers lobby for all forms of media, including speech, music, and recording playback. Must provide an easy listening experience for both in-person and remote audiences.
- Audio recording & archiving (optional)- a more intuitive, system-compatible network recorder/archiver.
- Efficient & effective setup- complete compatibility with the existing visual equipment, and energy-efficient wireless microphones (handheld and lapel) that have a long battery life.
- Accessibility elements- compatibility with wireless assistive devices for those with hearing and vision impairments, in compliance with the Americans with Disabilities Act (ADA) and California accessibility requirements (collectively, "Accessibility Requirements").

The Council Chamber Audio System Renovation Services shall include all of the following:

1. Listing and detailed specifications of all materials
2. Detailed description of all labor required for (removal and) installation
3. Replacement of council chamber audio system
4. Programming, testing, and adjustments
5. Single-line diagram, schematics, and programming code information
6. Operating manual and warranty information for all installed equipment
7. Training and limited-term post-installation support

#### **IV. SUBMISSION REQUIREMENTS**

**In order to be considered, the Contractor must submit before the deadline one (1) electronic copy of the complete proposal to: [JHuynh@StantonCA.gov](mailto:JHuynh@StantonCA.gov).**

Contractors must submit their proposals as set forth below:

- Proposals shall be titled “**Proposal for Council Chamber Audio System Renovation Services**”.
- All materials shall be sized to 8 ½” x 11” sheets, with a minimum of 11-pt font, and saved to a PDF version for transmission.
- Proposals should not include any unnecessarily elaborate promotional material.
- Proposals should be clear and concise—lengthy narrative is discouraged.

**A complete proposal consists of the following two (2) separate elements: the services proposal and the cost proposal.**

##### SERVICES PROPOSAL

The Services Proposal shall consist of the following sections (in order):

1. Submission Transmittal Form

**EXHIBIT B**, “Submission Transmittal Form,” shall be fully completed and submitted in PDF format.

2. Qualifications, Relevant Experience, and References

This section of the proposal shall establish the ability of the Contractor to satisfactorily perform the required work by reasons of:

- Experience in performing work of a similar nature to the required services shown in the Scope of Services
- Proven competence in the services to be provided
- Strength and stability of the firm
- Staffing capacity
- Track record of meeting schedules on similar projects and supportive client references

This section shall, at a minimum:

- Describe the firm's relevant experience in performing work of a similar nature to that solicited in this RFP, highlighting the participation in such work by the key personnel proposed for assignment to the City.
- Describe the firm's financial condition by identifying any conditions that may impede the Contractor's ability to provide these services (e.g., bankruptcy, settlements paid in the last five years, pending litigation, planned office closures, impending merger, etc.).
- Identify sub-contractors by company name, address, contact person, telephone number, email address, and project function, if applicable. The list should include a summary of the roles and responsibilities of each sub-contractor.
- Using **EXHIBIT C**, "References Form," provide a minimum of three (3) references for completed work in the past five (5) years similar to the required services shown in the Scope of Services.
- Provide a list of all organizations which in the past five (5) years have contracted with the firm for work similar to the required services shown in the Scope of Services. The list should identify which, if any, of the organizations terminated or cancelled their contract with the firm; failure to list any such organizations, willfully or otherwise, may be grounds for rejection of the proposal.

### 3. Proposed Team

- Identify a proposed Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work. The Project Manager will serve as the City's day-to-day contact for this project.
- Describe key personnel's specialized training, experience, and professional competence in the area(s) directly related to this RFP. If providing résumés of key personnel, limit them to two pages maximum per résumé.
- Describe the specific project responsibilities for each key personnel member (and sub-contractor). Specify if any of the key personnel are based outside of the area (25-mile radius).

- Include a statement that key personnel will have undergone criminal background and fingerprinting checks (at Contractor's sole expense) that finds such personnel clear of any sexual, drug-related, or felony convictions.
- Include a statement that key personnel will be available to the extent proposed for the duration of the required services, acknowledging that no person designated as "key" shall be removed or replaced without the prior written concurrence of the City.

#### 4. Understanding of Project Needs

Contractor shall provide a detailed narrative describing the deficiencies in the current audio system that were observed during the Mandatory Site Visit, including wiring/electrical problems, broken equipment, unused equipment, poor installation, etc.

#### 5. Approach and Project Schedule

Contractor shall provide a detailed narrative and critical-path timeline of the project approach, methodology, and services they will employ to reach project milestones and deliverables. Contractor shall include a detailed description of specific activities, if any, they will require of City staff.

Contractor shall also provide a detailed narrative of its on-call maintenance & technical support abilities post-implementation.

Contractor shall list the hours of availability and standard in-person response times for their technicians. Technicians must be familiar with the audio system equipment & software and come prepared with the tools and diagnostic equipment to troubleshoot and repair common issues. The City expects that Contractor be able to commit to responding *via telephone* to support requests within **thirty (30) minutes** during regular business hours. Should staff require *in-person support*, the City expects that Contractor be able to commit to having a technician arrive at the council chambers within **ninety (90) minutes**.





## 6. Exceptions and Deviations

Contractor shall state any exceptions or deviations from the requirements of this RFP, segregating “technical” exceptions from “contractual” exceptions. Where the Contractor wishes to propose alternative approaches to meeting the City’s technical or contractual requirements, these shall be thoroughly explained. **If no contractual exceptions are noted, Contractor will be deemed to have no objection to the contract requirements as set forth in EXHIBIT D, “Sample Professional Services Agreement.”**

## 7. Proof of Insurance

Contractor shall provide a current certificate of insurance that verifies the Contractor has insurance coverage that meets the insurance requirements set forth in EXHIBIT D, “Sample Professional Services Agreement,” barring any contractual exceptions made.

## COST PROPOSAL

**In a separate file**, Contractor shall provide their Cost Proposal. All taxes, insurance, and licenses, including, but not limited to, a Stanton City Business License, required for this work shall be obtained at the sole expense of the Contractor. Contractor shall state any assumptions on which costs are based.

The Cost Proposal shall consist of the following sections (in order):

### 1. Project Costs

Contractor shall present project costs broken down by project phases. Project costs shall be on a fixed-price, all-inclusive basis, meaning that mileage, printing, mailing, and other reimbursable costs shall be built into the pricing. Contractor shall note any Consumer Price Index (CPI) and other annual cost increases, with the understanding that such year-over-year cost increases will be judged unfavorably by the City.

### 2. Schedule of Hourly Rates

Contractor shall provide a schedule of hourly rates for each staff member of the proposed team, as well as any other relevant specialty personnel for the purposes of on-call maintenance and repair services regarding the audio system.



If and when the Contractor is performing, or is requested to perform, work beyond the Scope of Services, an amendment to the Professional Services Agreement will be executed between the City and Contractor. In such instances, unless the work was described and quoted in the proposal as an add-on service, payment will be based on the rates identified in the schedule of hourly rates.

## **V. EVALUATION CRITERIA**

The City alone, using criteria determined by the City, will select the most qualified candidate. Submitted proposals will be evaluated based on the following factors, but may not be limited to just these factors:

<b>Criteria</b>	<b>Approximate Weight</b>
<b>Approach</b> to providing services, including the methods and techniques to be utilized for assessment and ongoing management, and customer service	25%
<b>Cost</b> of the services to reflect value and fiscal prudence	25%
Demonstrated <b>record</b> of success on similar work performed for other municipalities or enterprises	25%
<b>Qualifications</b> and <b>ability</b> of the firm in regard to providing the services outlined in the “Scope of Services”	25%

## **VI. EVALUATION PROCESS**

Selection of the Contractor will be made in accordance with the provision of Chapter 10 of the California Government Code, Sections 4526 and 4529.5, stating that the selection of professional services shall be made based on competence and qualifications for the types of services to be performed at a fair and reasonable price. The cost proposals will be opened and evaluated after qualification evaluations of all proposers are complete. The contract award shall be made to the Contractor providing the best value to the City.

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP will be cause for rejection of the proposal. The City may reject any proposal if it is conditional, incomplete, or contains irregularities. The City may request written clarification or additional documentation for any proposal. The City may waive any immaterial deviations in a proposal, but this shall in no way



modify the proposal document or excuse the Contractor from compliance with the contract requirements if the Contractor is awarded the contract.

The City reserves the right to require in-person interviews with and/or presentations from Contractors, if deemed necessary, after the evaluation of the written proposals by a selection panel. In this case, the Contractors of the highest-scoring written proposals will be invited to interview/present.

In the event that a Contractor is selected, the successful Contractor to whom work is awarded shall, within ten (10) days after being notified, enter into a contract with the City for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract. Failure of the successful applicant to execute the contract within the ten (10)-day window shall be just cause for the City to contract with the next most responsible Contractor. The terms and conditions set forth in **EXHIBIT D**, "Sample Professional Services Agreement," are subject to change without notice at any time prior to contract award. Upon execution of the contract, the contract shall take precedence over the RFP in the event of a conflict between the two documents.

A kick-off meeting shall be held after the final execution of the contract. Contractor and its team will meet with City staff to conduct introductions, discuss scope of services, and confirm the implementation process.

## **VII. GENERAL PROVISIONS**

Pre-contractual expenses are defined as expenses incurred by the Contractor in: (1) preparing the proposal; (2) submitting the proposal to the City; (3) presenting during the selection interview; (4) negotiating with the City on any matter related to the proposal; and (5) any other expenses incurred by the Contractor prior to an executed Agreement.

The City shall not, in any event, be liable for any pre-contractual expenses incurred by the Contractor. Services shall not commence until the Professional Services Agreement has been executed by the City.

By submitting a proposal, Contractor attests that they have not been a party to any collusion among proposers in restraint of freedom of competition. This means that the Contractor has not directly or indirectly entered into any agreement, express or implied, with any other vendor(s) for the purposes of



controlling the price or scope of services of said proposal or limiting the number of proposals submitted to the City.

The City reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 *et seq.*). Any language purporting to render the entire proposal confidential or proprietary will be ineffective and disregarded.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement, shall be vested in the City.

The City reserves the right to amend or withdraw this RFP at any time without prior notice. Further, the City makes no representations that any Agreement will be awarded to any Consultant responding to this RFP. The City expressly reserves the right to postpone reviewing the proposals for its own convenience and to reject any and all proposals responding to this RFP without indicating any reasons for such rejection(s).