



**CITY OF CORONADO**

**Request for Qualifications**

**For**

**Audio Visual Communications Consultant Services**

**August 23, 2017 / Solicitation**

## **Introduction**

The City of Coronado seeks a qualified Audio Visual Communications Consulting Firm to assist the City with assessment of its current standard-definition broadcast and presentation systems, development of specifications necessary to purchase and install a high definition system for recording and broadcasting municipal meetings and City produced videos, and assistance with project specifications and request for proposal documents, to solicit an integrated, turnkey solution.

## **Background**

The City of Coronado produces and broadcasts City Council and other commission meetings held in the City Council Chambers. Meetings are broadcast live on the City's government channel, "Coronado TV" (Spectrum Channel 19 and AT&T Channel 99) and as a live stream online using 12 Miles Out for Internet streaming. Meetings and other City produced videos are digitally recorded for scheduled rebroadcasting on Coronado TV, and for on demand viewing from the this [City web page](#).

The video recording, broadcasting, microphones, and presentation equipment are at the end of life (more than 10 years old). For your convenience, a list of the current equipment is in Attachment A at the end of this document. The replacement system shall support high-definition video from end to end. The replacement system shall be composed of but not limited to: cameras, wide-screen video review monitors, wide-screen monitors for council presentation review, up to two projection projectors, switching hardware and software, graphic/titling hardware and software, digital recording hardware and software, and broadcast scheduling hardware and software. The lighting in the Council Chambers also will need to be assessed for adequacy.

## **Scope of Services**

The City of Coronado is seeking statements of qualifications from vendors to assess its current standard-definition broadcast/presentation system, and identify products and specifications necessary to purchase and install a high definition broadcast/presentation system for recording and broadcasting municipal meetings and City produced videos. The selected Consultant will be tasked with evaluating the City's existing conditions sufficient to prepare a Request for Bids to purchase, install, integrate, and train selected staff on the recommended solution. To prepare this Request for Bid, Consultant should be knowledgeable in the areas of system design, equipment selection, component installation, training, and integration of broadcast, presentation, audiovisual, and broadcast scheduling equipment for local government Council Chambers and Broadcast Control Room.

To demonstrate experience, consulting firms are being asked to submit a Statement of Qualifications (SOQ), three references, and a rate sheet.

It is the intent of the City to use the selected consultant for a six-month term. The specific scope of work and fee schedule for each work product will be determined once a Consultant is selected.

### **Submittals/Inquiries**

**A pdf copy of the SOO must be received by 3 p.m. on Friday, September 15, 2017.**

Late submittals will not be accepted. Submittals will be limited to 20 pages. Inquiries regarding this RFQ, as well as emailed or mailed submittals, should be directed to:

Tom Ritter  
Assistant City Manager  
1825 Strand Way  
Coronado CA 92118  
Phone: (619) 522-7330  
E-mail: [tritter@coronado.ca.us](mailto:tritter@coronado.ca.us)

### **Submittal Contents**

Submittals shall contain the following information:

Cover Letter (including a completed “Cover Sheet” – Attachment B to this RFQ).

Firm’s Capabilities: This relates to the firm’s capabilities to provide Audio Visual Communications Consultation Services within the City of Coronado. This section should demonstrate the firm’s capabilities for the variety of anticipated work as described in the Scope of Services section.

Firm Organization: This relates to the key personnel that will be assigned to Coronado’s projects. The “Principal in Charge” should be identified as a one-person contact for all on-going projects. The “Principal in Charge” shall remain the point of contact for the duration of the contract. If the firm has an office in San Diego County, as well as an office outside of the County, the staffing of the San Diego office must be clearly indicated separately from the firm’s total staffing.

Rate Sheet: This identifies the rates for various positions proposed to work on City of Coronado projects. It is expected that the rates will remain in effect for the duration of the contract. In no case shall rates be changed unless agreed to in writing by the City of Coronado. The rate sheet shall also include the standard mark-up rates for the use of subconsultants and allowable reimbursables.

References: A list, including a minimum of three references, that the City can contact to evaluate the firm’s past work experience (Attachment C of this RFQ includes a format for reference contact information that can be utilized to fulfill this requirement).

## **Selection Criteria**

Each submittal shall be judged as to the consultant's capabilities and experience to perform Audio Visual Communications Consulting Services. Selection will be based on a 100-point criteria as follows:

- (40) Capabilities, Experience and Past Performance: Each firm will be evaluated on its demonstrated capabilities and experience to provide audio visual and communication consulting services to the City. Past performance on similar types of work will be reviewed and judged on quality of work, adherence to schedule, availability and compliance to local codes and regulations.
- (20) Key Personnel: Each firm will be evaluated on the experience and education of the key personnel that will be assigned to the City's projects.
- (20) Ability to Accomplish Work: Each firm will be evaluated on its ability to provide audio visual communications consulting services in a timely manner. Items to be considered include number of qualified staff (emphasis on local staffing), support staff, available equipment and facilities.
- (10) Local Experience: Each firm will be evaluated on its familiarity with the City of Coronado's codes, regulations, procedures and infrastructure requirements.
- (5) Firm's Location: Each firm will be evaluated on the location of its office, location of the "principal in charge" and other key staff.
- (5) Other: Each firm will be evaluated on any supportive information that demonstrates their capabilities to best suit the needs of the City of Coronado.

An evaluation committee will review and rank the submittals based on the above criteria. The top-rated firms will be short listed and invited to an interview. Based on the submittals and interviews, a consultant(s) will be recommended to the City Council for a Professional Services Contract. Upon the Council's approval, the contract will be awarded. Should the City and the selected Consultant(s) be unable to agree on contract terms, the award of the contract will be offered to the second ranking firm, and so forth, as necessary.

The City recognizes that the consultant may desire to supplement their capabilities by teaming with subconsultants. It is important to describe these partnerships; however, the selection consultant will be based on the submitting firm's capabilities as described in the preceding selection criteria.

## **Contract Duration**

It is anticipated the contract term will be for a six-month term. The City reserves the right to terminate the contract when it is determined it is in the best interest of the City.

**Attachment A**

**City of Coronado  
RFQ for Audio / Visual / Communications Consultant**

**EXISTING EQUIPMENT INVENTORY**

<b>Broadcast System</b>			
<b>MODEL No.</b>	<b>Manufacturer</b>	<b>Description</b>	<b>Qty</b>
PSN6.5	AMX	12vdc Power Supply	4
ABS	AMX	Axlink Bus Strip	1
FG10-757-04	AMX	Camera Control Cable	3
NXC-COM2	AMX	Netlinx Dual Port rs 2323 control card	3
NXS-MHS	AMX	Netlinx Hub Module Shell	1
NXC-NH	AMX	Netlinx ICSNET hub Expander Card	1
NI-700	AMX	Netlinx Master Control Unit	1
NXS-NMS	AMX	Netlinx Net Module Shell	3
ACRK	AMX	Rack Mount Kit	2
RM-3	Burst Electronics	Rack Mount Kit	1
SG-8	Burst Electronics	Video Loss Det/Bar & tone generator	1
60-202-02	Extron	CVDA-6MX Dual 1 x 6 Video Dist. Amp.	1
60-692-20	Extron	DA-6A 1 x 6 Stereo Audio Dist. Amplifier	1
60-190-01	Extron	Universal Rack Shelf (holds 2 units)	1
RSIO -LX1	FEC	Rack mount for Pioneer PRV-LX1	1
AG-MX70	Panasonic	8 input Professional Digital A/V Mixer	1
PRV-LX1	Pioneer	Industrial Dual DVD Recorder	1
1690	RGB Spectrum	Video/Link Video Scan Converter	1
PVM-14L1	Sony	13" Color Video Monitor 9 Preview/Program Monitor	2
KV-13FS100	Sony	13" Television Monitor (Broadcast Monitor)	1
MB502B	Sony	13" Monitor rack Mount	2
BRC-300	Sony	3 chip Cpmponent PTZ camera	3
PVM-9L1	Sony	8" Color Video Monitor ( Camera Monitors )	3
MB509	Sony	9" Monitor Rack Blank	1
MB520	Sony	9" Monitor Rack Mount ( 2 Monitors)	2
BRBK-301	Sony	Component Camera output card	3
CCXC-9DB/US	Sony	Component Breakout Cable	3
VP-181s	Viewsonic	Viewsonic 18" LCD Monitor	1
AMP2A	Wohler	2RU Rack Mount Audio Monitor w/meters	1
MON3-3	Wohler	Tripple 4" Video Monitor System	1
WRK-44-32	Middle Atlantic	44RU Equipment Rack	3
CBS-WRK-32	Middle Atlantic	Rack Casters Base	3

SPN-44-312	Middle Atlantic	Rack Side Panel	2
GANG-10	Middle Atlantic	Rack Ganging Hardware	1
MW-VT	Middle Atlantic	Vented Rack Top	3
LACE-P	Middle Atlantic	Vertical Cable Lacing Bars	1
PD-1415C	Middle Atlantic	24 Outlet Vertical Power Strip	3
PD-915R	Middle Atlantic	9 Outlet Rack Power Strip	3
RSH4ALC VP181B	Middle Atlantic	Rack Shelf For Viewsonic Monitor	1
WS3-W32-24	Middle Atlantic	3- Bay Work Surface Shelf	1
RSH4A8X KV13FS100	Middle Atlantic	Rack Shel for Sony 13" Sony TV	1
1402 - VLZPRO	Mackie	14 Channel Audio Mixer	1
RM1402- VLZ	Mackie	Rack Mount Kit	1
RM-BR300	Sony	Camera Pan Tilt Controller	1
LCG7000	Compix	Media Component Character Generator	1
MVS-3	Echolab	6 Input Component Switcher	1

<b>COUNCIL CHAMBER EQUIPMENT LIST</b>			
<b>MODEL No.</b>	<b>Manufacturer</b>	<b>Description</b>	<b>Qty</b>
GN50ES	AKG	Goose Neck Microphones	11
VE510B	Viewsonic	Displays	11
AXP-PLV	AMX	Camera Control	1
Rack	Middle Atlantic	Rack under right side Credenza	1
PM8II	Furman	Power Strip	1
PMD351	Marantz	Cass/Compact disc Player	1
AG-3200	Panasonic	SVHS Player	1
DN-V300	Denon	DVD Player	1
FBB-44	Rane	Balance Buddy	1
CVC-200	Extron	RGB Converter	1
Rack	Middle Atlantic	Rack Under left side Credenza	1
AXT-CA10	AMX	Touchpanel	1
SM58	Shure	Wireless mic	1
PM8II	Furman	Power strip	1
124 104	Aphex	Interface	1
RGBHVDA2	Extron	DA RGB/YUV Series	1
PX61XM3A	NEC	Displays	1
CP-WU9411	Hitachi	WUGA 8500 Lumens Pro Series Projector	1
LL-905	Hitachi	Long-throw lense	1
	Draper	Ceiling Lift	1
76x101	Stewart	Electric Screen	1
Podium	Extron	With Extron Interface	1

**Monitor Replacement**

<b>MODEL No.</b>	<b>Manufacturer</b>	<b>Description</b>	<b>Qty</b>
Sharp		Provided by The City Of Coronado	1
XTMU	Chief	Tilt Mount assembly	1
60-1331-12	Extron	DTP HDMI 4K 330 TX Transmitter	1
60-1331-13	Extron	DTP HDMI 4K 330 Rx Receiver	1
26-531-01	Extron	SYM BNC/F 0.5 Cable	1
E2-HDSEM-M01.5	Liberty	HDMI CBL HS W/NET Cables	2
60-1074-01	Extron	RGB-HDMI 300 A	1

**Video Switcher Replacement**

<b>MODEL No.</b>	<b>Manufacturer</b>	<b>Description</b>	<b>Qty</b>
CPSSOLO-1012-001	Ross Video	12 Input ALL-IN-ONE Processing Engine and 10 source	1
BMD-CONVMH/DUTYAAS	Black Magic	Mini Converter H/Duty - Analog to SDI	8
BMD-CONVMH/DUTYASA	Black Magic	SDI To Analog Converter	3

**Broadcast Equipment - NEW - Not provide by AVI-Need to confirm**

<b>MODEL No.</b>	<b>Manufacturer</b>	<b>Description</b>	<b>Qty</b>
CBL-SX2-3121	Tightrope	Tightrope Cablecast SX@, TV Automation System	1
CBL-CG310	Tightrope	Tightrope Carousel Digital Message Player for SX Servers	1
CBL-VS-010	Tightrope	Tightrope Loose Spare Video Hard Drive	1
RS8x8HB-BAL	Knox	Knox Routing Switcher, 8x8 Video & Balanced Stereo A.	1
TSAP-1	KVM	Turnkey System Accessory Package	1
		(8-Port gigabit switch, 4-Port KVM Switch, System	
V-R82DP-2C	Marshall	Marshall Dual 8" LCD Monitors	1
		(2 x 8.4 inch Color LCD Monitors	
AR-AM4-BG	Marshall	Marshall 4-Channel Audio Monitor with DSP	1
MDX2600	Behringer	Behringer Audio Compressor Limiter	1
SAV-1A	Radio Design	Stereo Audio/Video Distribution Amplifier	1
ST-UMX3	Radio Design	Radio Design Labs Universal Audio Mixer, Stick-on	1
Spyglass Pro	Spyglass	One Channel Spyglass Channel Failure Detection	1
811	Kramer	Kramer Test Signal Generator, Composit and SDI	1
RK-1	Kramer	Kramer Rack Mount Kit for 811 Test Signal Generator	1





**Attachment C**

**References**

**Provide at least three references with telephone numbers:**

\_\_\_\_\_  
Reference: #1 \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
Representing \_\_\_\_\_

\_\_\_\_\_  
Project Title: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Reference: #2 \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
Representing \_\_\_\_\_

\_\_\_\_\_  
Project Title: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Reference: #3 \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
Representing \_\_\_\_\_

\_\_\_\_\_  
Project Title: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_