



The Corporation of the Town of Atikokan

Request for Proposal - Council Chambers AV Retrofit

1. Background

The Town of Atikokan (Town) invites qualified firms to design, provide and install an audio visual (AV) system in the Town of Atikokan Council Chambers located in the Municipal Office, 120 Marks Street, Atikokan, Ontario, a floor plan of which is included in Appendix A.

2. Scope Of Work

At minimum, the following will be delivered to the Town:

- A new central conference system to be installed including individual microphones or a microphone system for a minimum of nine (9) fixed individual seats and one staff desk. Consideration will be given to both wireless and wired options if they are suitable for the Council Chambers set up. Six (6) additional wireless/portable microphones to be used for the three Department Head desks, staff desk and movable podium are required.
- The design must include functionality to amplify sound within the Council Chambers while simultaneously recording the audio to a live feed.
- The design must include an appropriate number of speakers that will be distributed and installed around the room to ensure sound is distributed effectively through the Council Chambers.
- Purchase and installation of network cameras that will adequately capture the entire Council Chambers, staff desk, and department head tables. The specific number of cameras is at the proponent's discretion. Images must be captured in high definition (1080p) or higher.
- The proposal will include all equipment necessary for capturing the audio and video feeds from the Council Chambers, including the ability to switch camera feeds or record all members of Council, staff, and any delegates simultaneously.
- The system must have the ability to provide live output capacity for media, such as Shaw Cable and the ability to integrate with iCompass Video Manager HD software. The provider will be required to work directly with Shaw and iCompass to ensure technology is integrated.
- To integrate with the iCompass Video Manager HD software, a BoxCast encoder will be provided. All online streaming, editing and closed captioning is provided by iCompass.

- Purchase and installation of display screens through the Council Chambers as required for any person in attendance to view the display. The number, size and distribution of display screens is at the proponent's discretion. At least one screen must be interactive and of sufficient size to display presentations to Council (65" or more).
- The system will be tested and adjusted until the Town's needs are met.
- Training will be provided to Town staff on the use of the new equipment.
- All audiovisual equipment must be serviceable by the provider. Warranty information must be provided with the supplied proposal.
- The system must have the ability to provide live output capacity for media, such as Shaw Cable and the ability to integrate with meeting management software iCompass to livestream meetings. The provider will be required to work directly with Shaw and iCompass to ensure technology is integrated.
- All work must be completed and the system shall be functional by October 15, 2022.

3. Proponents to Investigate

It is understood and acknowledged that while this RFP outlines a scope of work and includes specific requirements, proponents shall satisfy themselves fully as to the extent of the work required and shall provide all services required to complete the intent of the project. Items not herein specified, but required to complete the project, shall be provided as if specified. Any misinterpretation of requirements within this RFP shall not relieve the proponent of the responsibility of providing the services aforesaid.

There will be a site visit on June 21, 2022 12:00 p.m. (noon) local time. A 3D model of Council Chambers will be available the week of June 13, 2022.

4. Submission

All proposals must be received by July 13, 2022 3:00 p.m. local time by email, mail or at the Atikokan Municipal Office mail in a sealed envelope labeled "Town of Atikokan Municipal Website" to:

Sue Bates, Clerk
Town of Atikokan
120 Marks Street
Box 1330
Atikokan, Ontario
P0T 1C0
info@atikokan.ca

5. Timeline

| | |
|-----------------------|---------------|
| Release RFP | June 8, 2022 |
| Closing for questions | June 29, 2022 |
| Questions answered | July 7, 2022 |
| Close RFP | July 13, 2022 |

Questions or items requiring clarification are to be submitted by email (info@atikokan.ca) prior to 3:00pm June 29, 2022. Responses to questions will be sent to all proponents as Addenda and will form part of this RFP.

6. Evaluation Of Proposals

Proposal Requirements

Before a detailed evaluation is completed, the proposal must be formal, on time and not lacking any of the following submission requirements:

1. A detailed proposal outlining the fee for each proposed component of the project including a total bid price and any per diems or hourly rates should they be required.
2. Proponents shall clearly identify and include any costs believed not to be covered in this RFP, but considered necessary for completion of the assignment, and shall specifically identify them in the proposal.
3. A summary of the Proponent's qualifications, experience, and resources available to complete the proposed work.
4. Examples of previous work.
5. A timeline demonstrating the project's main tasks, activities, and milestones.
6. Warranty and service details of the proposed system.

Staff Assigned

The successful proponent shall assign and dedicate a Project Manager for this undertaking. The Project Manager must be available and assigned to this project. As list of all project staff, including titles, abilities and previous experience shall be provided.

Mileage/Travel

Mileage, travel time and meal expenses will not be paid as separate costs and as such are to be included in the proposed price.

Scoring Criteria

Where a submission satisfies the mandatory Proposal Requirements, submissions will be evaluated by the Town based on the following criteria:

- Pricing/value of services
- Qualifications and experience
- Compliance with Scope of Work
- Quality of proposed services and system
- References/Reputation
- Timeline
- Functionality and features of proposed system
- Proposed value-added services

7. Other

- The contractor, and all sub-contractors hired by the contractor in the completion of its work, will meet or exceed compliance with all applicable regulations under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time. It is the contractors' responsibility to ensure they are fully aware of and meet all requirements under the Accessibility Act.
- The contractor confirms that it has a written statement of health and safety policy compatible with the Town's health and safety policy, a copy of which may be required.
- The Town of Atikokan reserves its right to choose any or none of the submitted proposals, waive irregularities and informalities therein, and make changes to this RFP without penalty as it requires.
- The Town of Atikokan reserves the right to negotiate the final contract with the selected proponent, if any.
- The Town of Atikokan reserves the right to terminate the contract due to unsatisfactory service as deemed by the Town, due to budget constraints, or for any other cause as reasonably determined by the Town. The Town of Atikokan is not responsible for any costs incurred by the organizations in the preparation of their proposal or attendance at any meetings or presentations.

All proposals submitted to the Town of Atikokan become the property of the Town and as such, are subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

