City of Los Banos
At the Crossroads of California

ADDENDUM #2
June 16, 2017
City of Los Banos
City Council Chambers A/V Upgrade
Vendor Meeting questions and answers

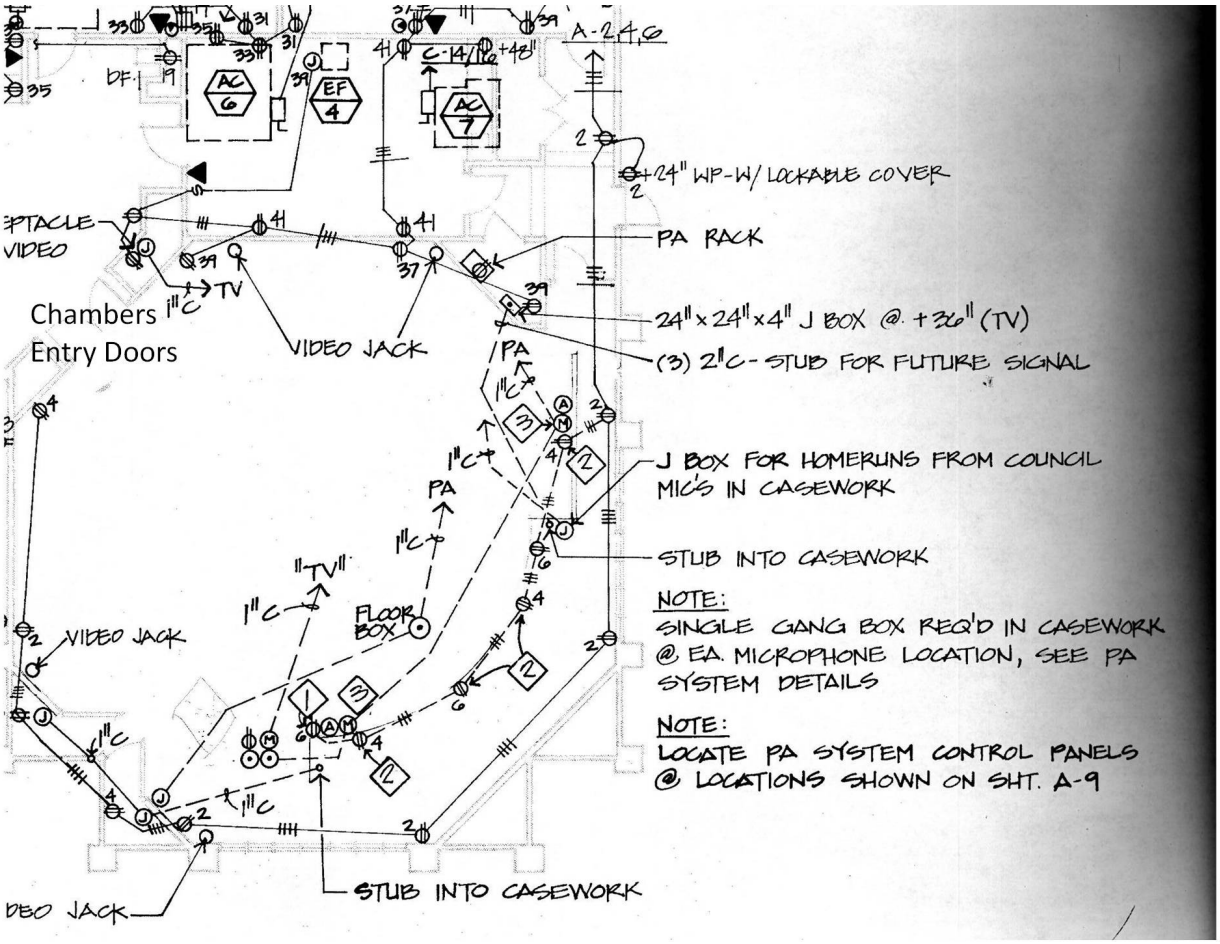
For the sake of clarity, the following terms are used to describe the various areas affected by the Council Chambers A/V Upgrade:

- **Council Chambers** is the audience seating area, podium, staff seating areas, and dais. The **staff desks** are at the left end of the dais when standing at the entry from the lobby, and the **staff tables** are at the right end of the dais when standing at the entry from the lobby. The existing **Chambers console** in the back of the chambers will be abandoned as part of this project.
- **A/V server closet** is the triangular closet in the hallway outside of the chambers. This room shares a wall with the chambers.
- **A/V control room** is the room that will contain the components that replace those with similar functionality in the existing Chambers console.

Questions and responses

1. Can we get blueprints of the areas on the building involved in this project? **A scanned copy of the blueprint of the section of City Hall including the Council Chambers, A/V server closet, and A/V contol room is included. The entry from the lobby to the Council Chambers is noted (toward to top left of the document), with the Podium located toward the bottom right where "Floor Box" is shown. The A/V server closet is located in the area where "PA Rack" is noted. The A/V control room is above the A/V closet, where the double-doors are shown (to the right of the AC7 hexagon). The lines**

indicating walls are very faint but I found that they are easier to see when zoomed in.

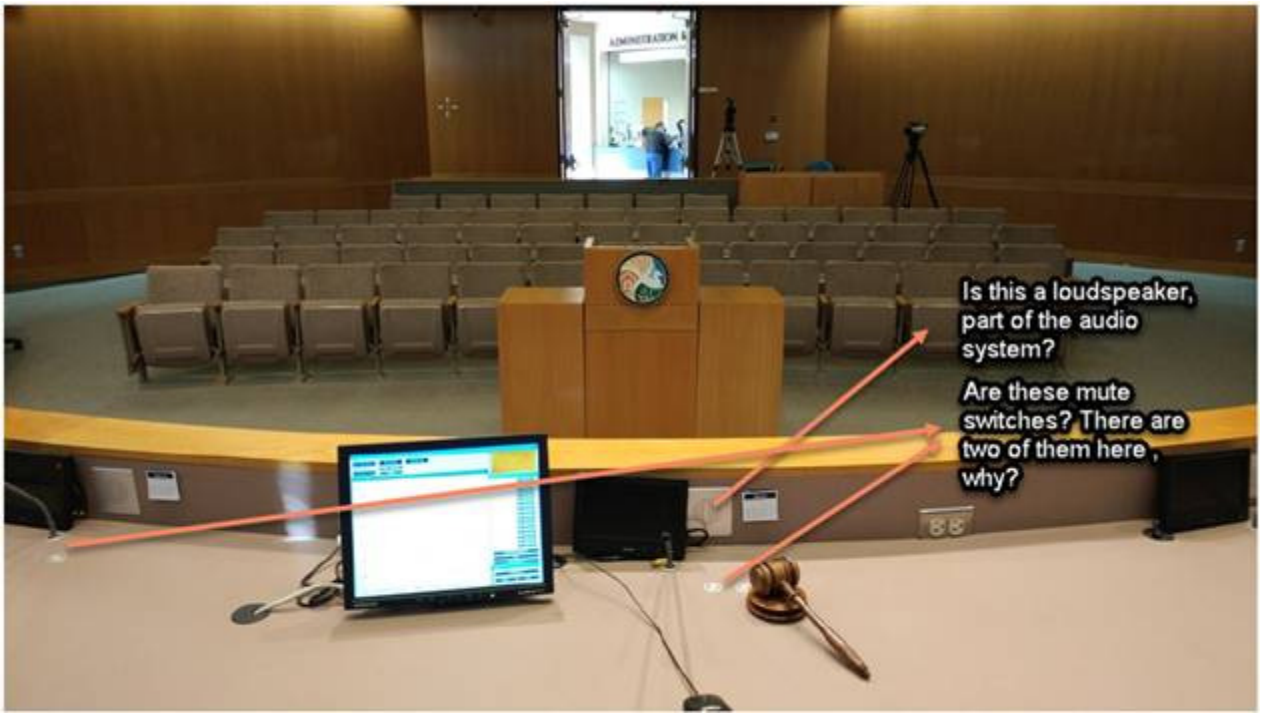


2. What types of services should be included in the warranty – hours the vendor should be available for support, rates and charges for service? **Warranty/support requirements are noted in V. Scope of Services, C. First-year Support Requirements; and VI. Proposal Format, J. Project Pricing, paragraphs 1 (First Year Support), 2 (Ongoing Support), 3 (Hardware Updates), 4 (Annual Maintenance); VI. Proposal Format, J. (inadvertently repeated paragraph numbering) Warranty, Manufacturer; and VI Proposal Format, K. Warranty, Vendor. The vendor's response should include options for service level agreement for initial response, on-site response if needed, escalation if needed, replacement of equipment if needed, etc.**
3. Do we wish to include a voting system in this solution? Do we wish the results of votes to be displayed on the large-screen TV's? **The City is interested in a meeting management solution to facilitate the operation of microphones (from the dais chair seat) and cameras (from the control room) during the meeting, as well as a display showing time remaining when a timed microphone is active (specifically the podium), as well as other functionality described in the RFP.**

A voting and agenda display solution (along with other modules that facilitate the flow of information prior to, during, and after the meeting) would be considered for deployment after this project is finished. If included with the proposed solution, this added functionality should be able to be disabled without affecting the meeting management solution needs identified above. The requirement defined in IV. Technical Requirements, 2. Audio requirements, item (c) regarding voting is to be available for future use.

4. Is there a bid bond required? **Bonding requirements are identified in Attachment A, Section IIA (Bonding).**
5. Is there a performance bond required? **Bonding requirements are identified in Attachment A, Section IIA (Bonding).**
6. Is there a payment bond required? **Bonding requirements are identified in Attachment A, Section IIA (Bonding).**
7. Does prevailing wage apply to this project? **Prevailing wage requirements are identified in Section VIII (General Terms & Conditions) under <u>Prevailing Wage</u>**.
8. Will additional electrical work associated with this project be the responsibility of the vendor awarded this RFP? What licensing would be required – C10, C7? **All low-voltage work is to be performed by the vendor, and requires a C-7 low voltage electrical certification. All electric work is to be done by the vendor, and requires a C-10 electrician certification.**
9. Will the small-screen monitors need to stay at the dais? **Councilmembers have asked that they be able to view the video that is broadcast and recorded from monitors at each of their seats, or one monitor visible to all at the dais.**
10. Will the video solution need to accommodate user-provided equipment? **Yes** Will this connectivity be available using hard-wired connections? **The solution should provide two video inputs, one each at either side of the dais at the staff table and desk areas.** Will this connectivity be available over WiFi? **We would like to allow the public to introduce video into the system wirelessly when we give the client access to do so.** Will the user-provided equipment include Apple equipment? **Yes**
11. Is there adequate space in the conduits for microphones to accommodate wiring for the microphone system? **The microphone system at the dais extends to each microphone using a daisy-chain approach. The existing microphone system does not have a "hub-and-spoke" arrangement where each microphone is connected directly to the microphone hub. Narrow conduits are used to extend the microphone system (one cable each) to the staff table area, the staff desk area, and the podium. One cable from the microphone system runs through conduit at the dais area to the existing A/V server closet.**
12. Would a wireless microphone system be considered? **Yes.**

13. Do ADA requirements need to be addressed, and what specific requirements are included? Is this project exempt based on the dollar amount of the project? **The new A/V control room will be considered a mechanical room for employee access only. Therefore, the room is exempt from ADA retrofit requirements under existing circumstances.**
14. What ceiling space is accessible, and how is it accessed? **The ceiling space above the new A/V control room and A/V server closet is accessible through an opening in the new A/V control room. This ceiling opening is at the left of the room when facing the door entry to the room from the hallway. Ceiling space around the Council Chambers is not accessible, but wiring can be run around the perimeter of the room alongside the fluorescent lighting.**
15. Can we be provided with the dimensions of the eventual A/V control room (current a closet/washroom)? **The door opening is 58 inches wide. On the left side when facing from the hallway, the room extends 22 inches beyond the door frame. On the right side, the room extends 31 inches beyond the door frame. The measurement from the door to the opposite wall is 40 inches. The entry door is seven feet tall, and the ceiling is three feet above the door frame (ten feet total from floor to ceiling).**
16. Are additional wired video inputs to be included at staff tables at either end of the dais? How about other locations? **Wired video inputs should be provided at the staff tables at either side of the dais, as noted in question #10 above.**
17. Is there to be an external audio output provided – for example, for the press to feed their recording of an event? Where is this audio output to be located? **An audio output, such as for the press, should be made available in the council chambers on the wall shared with the A/V closet.**
18. Does the City have a preference in an audio system? **City staff is familiar with the functionality and operation of the existing audio system noted in the RFP document.**
19. Has the City had a demonstration of an audio system? **The City has not had a demonstration of an alternative audio system solution.**
    a. If so what was the name of the manufacturer? **N/A.**

20. 

Regarding the loudspeakers at the dais seats: These are not included in the 16 speakers noted in the diagram. This is further explained below in Question #24.

Regarding the mute switches: There is one button (request to speak, release microphone) at each dais seat, other than the chair. There are a few buttons at the chair seat that are not used.

21. In one of the pictures there is a document camera, is document camera still needed? **The document camera (Elmo MV-3000XG) may be abandoned after the new A/V system is deployed.**
22. Is Request to Speak function needed? **Yes. Microphone operations available to members include request to speak and release microphone using one button per seat.**
23. Voting - Does displaying the vote once tallied, suffice for the City Clerk to then enter into the record manually? **There currently is no voting system in place. All votes are audibly cast during the meeting and recorded in writing by the clerk. The proposed solution should include the voting capability described in IV. Technical Requirements, #2c and #2d. Voting capabilities may be deployed in the future, as described in question #23.**
24. The system block diagram shows (16) loudspeakers. How many are ceiling mounted and how many are on the dais? Is it possible to give us a breakdown. **There are seven speakers at the dais, one at each seat, that are part of the microphone system. When a microphone at a dais seat is active, the speaker at the same seat is muted. In addition, there are sixteen overhead speakers as noted in the system diagram. Two wide angle pictures of the ceiling area showing the microphones is attached in the response to Question #29.**

25. Are there any overflow areas except outside of the chambers? If yes, how many loudspeakers does each area have? **The lobby outside the chambers can be an overflow area. There is a speaker in the lobby, but it is not connected the Council A/V system. There is an existing TV in the lobby area described in III. Technical Requirements, B. Existing Solution – Functionality, #9.**
26. As mentioned in the RFP there are two staff tables, one at the west end (Seating 5 - All seats have microphones) and one at the east end which seems to be two tables, a single seat and the other double seat. We see in the pictures that the single seat has a microphone, do the other two seats need microphone as well? **One microphone is sufficient for the two desks toward at the east end. The existing microphone is at the table closest to the dais, which is used by the meeting clerk. The table behind the clerk's desk is for the press and currently does not need a microphone. However, an audio system that can provide microphones beyond the existing 15 would be helpful. The staff table at the opposite side of the podium has six microphones, one for each seat. The microphones at the staff tables and staff desks are in stand-alone units that are not installed within the tabletop like the dais microphones.**
27.

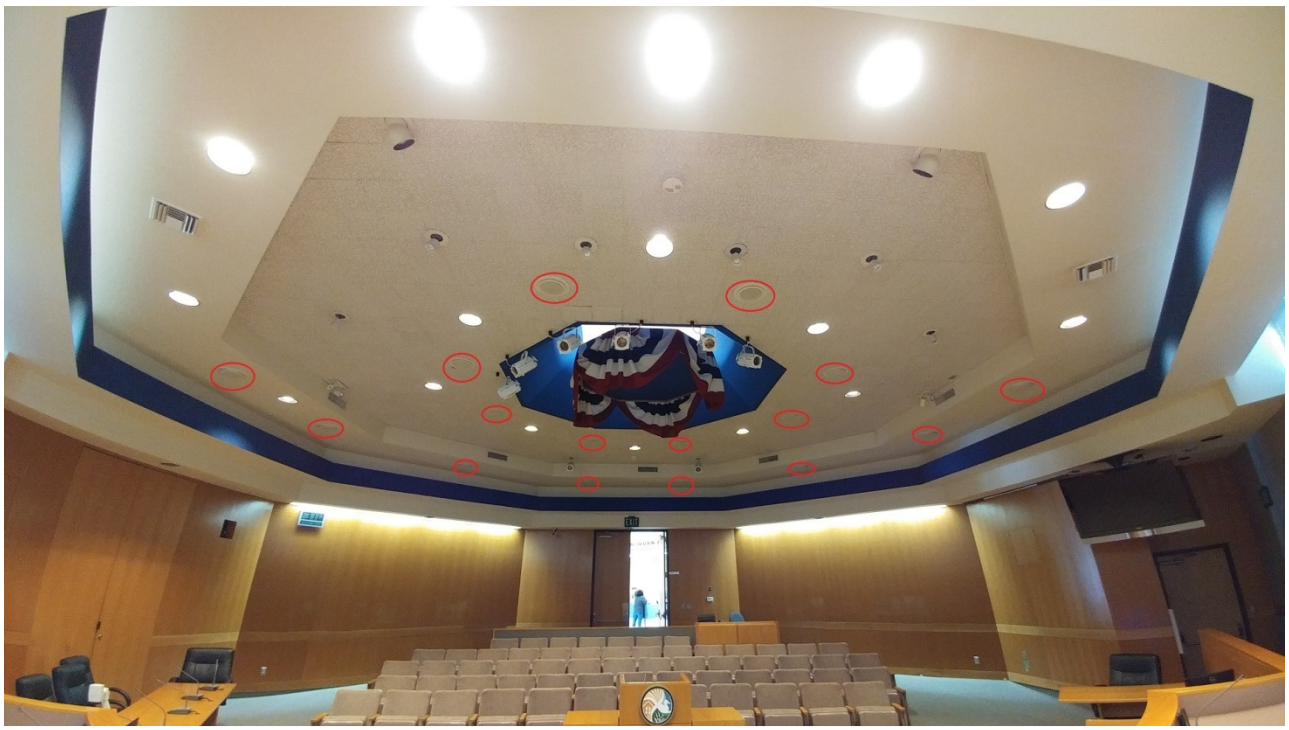
The height is 6 inches.

28. Page 8 question 4 states, "Each dais seat will have a touch panel which can display the outbound video, and a video channel dedicated to the staff. This panel may be a tablet computer and would allow the member to look up a document online."
    a. Would you please elaborate on why it is necessary to have the members see themselves as usually outbound video includes video of the dais? Past experience tells us that members are uncomfortable seeing themselves on video. **Staff and elected officials who sit at the dais have expressed in the past a need to see in real time what is being broadcast to the public over the Government Channel and/or recorded.**

b. Usually the monitor is there for the members to see the content only, such as computer content that is being displayed on the large screens, as they are facing the public and the large screen monitors are behind them. **There is a large-screen monitor directly above the exit door at the west end of the dais, as shown in the third picture in the RFP as well as noted in the diagram, as well as two large-screen monitors visible to the public. These monitors have an option to display the VGA feed from the laptop by selecting the RBG input. These monitors are often viewed by those at the dais and the public. The video feed that is recorded and sent over the Government Channel broadcast is sent to the small-screen TV's at the dais; however, the quality and resolution of the pictures on these small-screen TV's is very poor due to the functionality of the existing video system. The Government Channel feed can also be displayed on the large-screen TV's by selecting the AV1 input.**

c. We just need clarification on this request. Is the intention to provide the members internet and network access as well as see presentation content? **Yes. There are existing CAT6 ports at each seat at the dais for network access. There are also existing CAT6 ports at the staff desk area (1) and staff table area (1).**

29. Is it possible to take couple of pictures of the ceiling and email it to us? **Pictures are included below. The locations of the existing speakers are in red circles.**

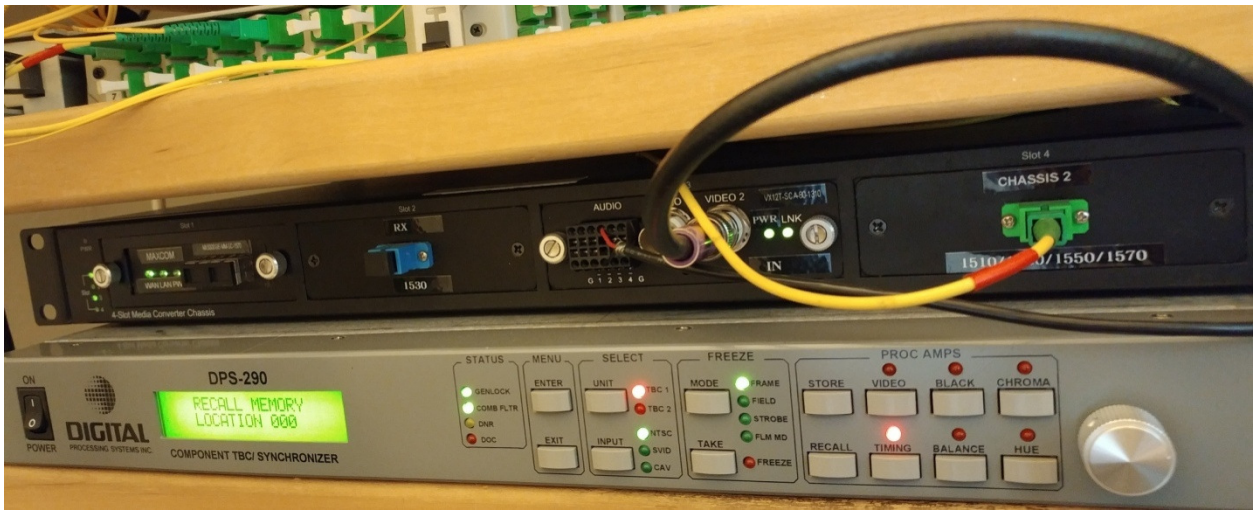


30. Will the audio system need to be ready for conferencing purposes? In other words, do you think that the City will need to be able to dial a phone number and conduct a phone conference? If so this is the time to have the feature available. **This functionality is currently not available with the existing A/V system but may be useful. You may include this as an option in your proposal. This feature may be portable such that it needs to be set up before the meeting and removed after the meeting.**
31. Who's responsibility is it to remove tech console? **The City will remove the existing console at the rear of the chambers upon the completion of the A/V upgrade project.**
32. Are we to leverage existing cabling or required to remove and install new? **The existing wiring for the microphone system is outdated wiring that is not compatible with CAT5 or CAT6 standards. The existing video wiring is RCA-type wiring, and is substandard at several locations, and contributes to the poor quality of the displayed Government Channel picture within the chambers. Reusing the existing wiring may degrade the performance of a new solution.**
33. Does the City have an Ethernet network switch standard for their enterprise? **The City uses Cisco equipment in our data network.**
34. Any other preferred equipment manufacturers such as TV screens, council member tablets, wireless equipment, etc. desired as a company standard. **The City does not have a standard for this equipment and would welcome a recommendation by the vendor awarded the contract.**
35. Additional power to new control room, who's responsible. **The vendor (or integrator) is responsible for supplementing the power in the A/V control room. This work will require an electrician with appropriate certifications. There is currently one power outlet visible in the A/V control room.**

36. Need speaker specs so as to match impedance and power requirements as needed at the mixer/amp. or maybe even current mix/amp spec's that push power out to existing speakers. **The make/model of the speakers is unavailable. The settings of the Crown cd1000 amplifier for Channel 1 (which feeds the 16 overhead speakers) is as follows: 70V; Low Z; Stereo Y; XOV=OFF; EQ OUT; Delay 0MS; Limit Off -12DB; Bridge – Stereo.**
37. Are any electrical drawings available showing the conduit, low voltage and electrical runs? **The attached diagram (see question #1 above) shows the electric layout when the building was built. Note that there have been changes to low voltage and electrical runs to the Chambers area since the building was built.**
38. Who is responsible for recycling old equipment that will not be re-used? **The City will arrange for the disposal of equipment that will not be re-used.**
39. Would you like to upgrade video resolution to 720i or 1080i for recording/storage server (Encoder Server Osprey 260e)? **The City is interested in upgrading to a video format that offers picture clarity to the viewing public in the chambers and remotely during the broadcast and replay. We have not decided on a format, but would rely on the vendor to propose a solution that will meet the requirements stated in the RFP.**
40. Confirm the Comcast and AT&T appliances that are existing and in working condition. **Comcast and AT&T appliances are provided by Comcast and AT&T. The make, model, and configuration of this equipment is not available as the equipment is provided by Comcast and AT&T.**

AT&T-provided Government Channel broadcast equipment is below:

Comcast-provided Government Channel broadcast equipment is below:



41. Is it possible to fit and install full AV rack (40-44HE size) into separate closet space near the AV closet area? Who is responsible to install electrical power outlets for this rack? Is there a good air conditioning? **It is not possible to install a full rack (40-44HE size) in an area close to the A/V server closet, other than perhaps in the A/V control room. The A/V control room currently does not have any air conditioning and likely does not have adequate power for the amount of equipment housed in a full-sized data rack. Costs to introduce added power and air conditioning, if needed, should be included in your quote.**
42. Pos. IV.1.a – could you please clarify – why do you need the audio to be sent from recording system not from DSP (as a current configuration)? **If the DSP is required in the proposed configuration to provide audio to the devices that will be part of the eventual solution, or to devices that will continue to be in service as part of the eventual solution, then the audio feed would sent from the DSP. If the new solution will remove the need for the existing DSP, then the DSP can be removed from the new solution.**
43. Who is responsible to provide backing and structural support for new Lobby 50" display? **Please provide the costs for the installation of the Lobby 50" display as a separate option in your quote. We may have City staff do this work. However, the provision of audio and video connectivity for Lobby display should be included in your quote.** And, for large-screen TV by the DAIS (80" display)? **Please provide the costs for the Dais 80-inch displays in your quote – we wish for this to be included in the project.**
44. Would you like to upgrade projector and screen? In case of screen replacement who is responsible for ceiling millwork? **The projector and screen have been abandoned, are not part of the existing solution, and are not be included in the new solution.**

45. How many open microphones (simultaneously live) are required? **At least five simultaneous active microphones would be great, with the potential for more if supported by the microphone system. Any limit to the number of active microphones should be identified, including the reason for the limit (limitation of the microphone system, likelihood of interference, or other functional issues)**
46. Would you like to have both production switcher with tiles option AND separate character generator with graphics? **If both services can be incorporated into one device with the same functionality we have today from the production switcher and titler (two devices), that would be acceptable. This is noted in IV. Technical Requirements, 3. Video Requirements, item h.**
47. Do you have a dedicated location for ADA connection (i.e., microphone, input panel, etc.)? **We do not have a dedicated location for an ADA connection. Currently, a speaker who is physically unable to use the podium would speak over the wireless microphone, and the podium PTZ camera would be moved to view the speaker. ADA access for a staff member or Councilmember will be addressed when needed.**
48. Are you considering the same microphone gooseneck lengths or should the AV contractor specify longer ones? **The length of gooseneck microphones should be specified, with options given if possible. We do have occasions now where a speaker at the dais has to lean forward to be heard through his/her microphone.**
49. Do you need a separate Audio local SD/Flash recorder to archive event audio recordings in compressed format that replaces ZOOM? **If the ZOOM device is compatible with the proposed solution, the ZOOM device can remain. The solution needs to provide a way to record the audio from a meeting to a file in a standard audio format.**
50. Would you like to have Speaker Timer integrated into microphone discussion system? **The timer is mostly used for speakers at the podium. However, it could be useful for the timer to be activated for any seat with a microphone, such as during a candidate forum, so please include this in your proposed solution.**
51. Do you have speakers located outside of the building that are part of Chamber AV system? **The television in the City Hall lobby (see IV. Technical Requirements, item 8), should be able to broadcast both real-time audio and video. Using the feed from a Government Channel broadcast, such as the existing scenario that uses the Comcast broadcast, is not acceptable because of the delay introduced by the Comcast system. Other than this, there is no need for additional speakers other than what is part of the existing solution.**
52. Are you expecting Document camera upgrade? **No.**
53. Would you like to have Wireless AV control touch panel (iPad) as an additional option to other control devices? **This would be considered if proposed as an option.**