



**Request for Proposal – Issued 04/06/2021**  
**Video and Audio Improvements for Meeting Rooms RFP**  
**Village of Shorewood**

**Proposal Requested**

The Village of Shorewood is publishing a request for proposal for video and audio improvements for Village meeting rooms in Village Hall and Village Center.

**Project Background**

Village Hall

Village Hall has two rooms where the general public and volunteer committees meet: the Court Room and the Committee Room. The Village implemented video recording equipment for the Court Room in 2016. Later, video recording equipment was installed in the Village Hall Committee Room. The Village records Village Board, Community Development Authority, and Plan Commission meetings, downloads the content on a Village backup server as well as the Village’s YouTube channel, and links the video content to our website. The quality of the video recording, especially the audio, needs an improvement. In addition, the Village would like to explore the following video enhancements: video control panels on the wall, automatic downloads from the video to the server, increased server space, enhanced virtual meeting capabilities, alternative/multiple viewing angles, streaming live video, and improved microphones.

Village Center

The Village Center is home to our Library, Senior Resource Center, and the North Shore Health Department. Several staff and community groups utilize the lower level meeting room to coordinate meetings and events that utilize the technology in this space for a number of reasons. The room currently has A/V equipment and a projector. The Spector Conference Room is another meeting space in the Village Center but currently has no type of technology installed in the space. Currently there is no recording or streaming capability in either space. The Village would like to explore video, streaming, and audio installation for both spaces.

**Estimated Timeline**

Action items in the estimated timeline are at the discretion of the project manager and are meant to provide a clear understanding of the proposal steps; the schedule is subject to change. The Pre-Meeting will be utilized to give a more detailed assessment of the current setup in all meeting spaces.

| <b>Action Step</b>  | <b>Date</b>       |
|---|-------------------|
| RFP Issued  | April 6, 2021     |
| Deadline to Schedule Pre-Meeting                            | April 23, 2021    |
| Deadline to Conduct Pre-Meeting                             | April 30, 2021    |
| Proposals Due   | May 7, 2021       |
| Interviews (if needed) and Review of Proposals              | May 17 – 28, 2021 |
| Make Recommendation on Vendor                               | June 4, 2021      |
| Finalize Service Agreement with Vendor                      | June 16, 2021     |
| Strategic Initiatives Committee Considers Service Agreement | June 21, 2021     |
| Village Board Considers Service Agreement                   | July 5, 2021      |

## **Project Scope**

### *Task 1 Perform video and audio upgrades to Village Hall Court Room and Committee Room*

- A. Meet with Village staff to assess current setup in Village Hall. Village staff will include personnel from Clerk and Customer Service, Village Manager's Office, Building Maintenance in DPW, Planning and Development, and contracted IT support.
- B. Install selected video and audio upgrades, which may include video control panels on the wall, automatic downloads from the video to the server, increased server space, enhanced virtual meeting capabilities, alternative/multiple viewing angles, streaming live video, and improved microphones.
- C. Provide training on new equipment, software, and any web-based system to Village staff so that Village staff is proficient in using.
- D. Provide contact information and availability for technical support when troubleshooting assistance after installation is needed.

### *Task 2 Perform video and audio upgrades to Village Center Meeting Room and Spector Conference Room*

- A. Meet with Village staff to assess current setup in Village Center. Village staff will include personnel from Clerk and Customer Service, Village Manager's Office, Building Maintenance in DPW, Library, Senior Resource Center, and contracted IT support.
- B. Install selected video and audio upgrades, which may include updates to our video control panels on the wall, automatic downloads from the video to the server, increased server space, enhanced virtual meeting capabilities, alternative/multiple video camera viewing angles, streaming live video, and microphones.
- C. Provide training on new equipment, software, and any web-based system to Village staff so that Village staff is proficient in using.
- D. Provide contact information and availability for technical support when troubleshooting assistance after installation is needed.

## **Proposal Content**

The proposal should not exceed ten (10) single-sided pages and should address the following. This does not include any supporting documents the vendor would identify as an attachment:

1. Transmittal Information.
  - a. Firm's name, address, telephone number and contact person.
  - b. Firm's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.
2. Approach.
  - a. Provide a description of the anticipated equipment and services.
  - b. Outline your proposed staffing levels and activities.
  - c. Provide description on how installation will be performed.
  - d. Summarize how the Village can contact you after installation for troubleshooting issues.
3. Personnel Experience. For each project team member please submit a BRIEF description of the following:
  - a. Name
  - b. Proposed responsibilities
  - c. Professional registrations
  - d. Description of related past experience, particularly experience of a similar capacity on projects of comparable size and/or scope – include experience with listed equipment and enhancements listed in the project background

4. Cost.
  - a. Please complete the attached cost sheet with the following information:
    - i. For equipment costs, specify if the cost is one-time or annual (i.e. annual software license). Include if there are any equipment warranties or other significant considerations in the notes section. Also provided the expected life span of the equipment.
    - ii. For labor costs related to installation, provide an hourly rate for each project team member and a detailed estimate of the hours spent by task.
  - b. The Village would like all vendors to complete the cost sheet as a list of menu options. This means that if the Village removes any of the specified items in the project background or project scope that all other costs and rates remain the same. If the vendor would alter any costs or rates if the Village decides to remove items from the project scope, that needs to be specified in the proposal.
  - c. Include support service rates for troubleshooting assistance after installation. Specify if these rates would change for 2022.
  - d. Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the hourly rates. Only document reproduction costs will be reimbursable.
  - e. Include a proposed billing cycle and schedule.
5. Contract.
  - a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.
6. Insurance
  - a. The proposal must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.
7. Examples of Work
  - a. Please provide up to three different examples of programs or services you've performed for other municipalities or public agencies. The work should demonstrate a high quality service.
8. References
  - a. Please provide references of current or previous clients you have worked with in the past.
  - b. It is highly recommended to include at least one municipality as a reference.

## **Terms and Conditions**

### *Payment Terms*

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement. If approved service agreement identifies labor services to be paid hourly, invoice must specify deliverable(s) completed and performed as well as any additional costs for equipment or materials. Invoice will be paid upon completion of service unless specified differently in the service agreement. If approved service agreement identifies an annual flat fee for services, the Village asks to receive monthly invoices based on equal installments over contract period.

### *Insurance*

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

### *Nondiscrimination*

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

### *Assignment or Subcontract*

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

### *Independent Contractor Status*

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

### *Amendments to Contract*

This contract may be modified only by written amendment to the contract, signed by both parties.

### *Waiver*

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

### *Indemnification and Defense of Suits*

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

### *Contract Period*

The term of this contract will be for 2021 to complete installation. Village may use support services for troubleshooting issues any time thereafter.

### *Termination of Contract*

To be defined in the contract document.

### *Professional Services Contract*

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

### **Selection Criteria**

Village staff will consider the following in evaluation of the proposals:

1. Past record of performance of the vendor and team on similar projects (i.e. references, work examples).
2. Quality and content of the written proposal.
3. Experience and technical competence of the vendor and project team assigned to the project.
4. The vendor's approach to the project, including the Village's confidence in the vendor's ability to satisfactorily perform the work.
5. Cost.

### **Instructions to Firms**

#### *Submittal Instructions*

1. Please provide (1) digital copy of the proposal via email and (4) physical copies to:  
Tyler Burkart, Assistant Village Manager  
Mailing Address: 3930 N. Murray Ave. | Shorewood, WI 53211  
Email Address: [tburkart@villageofshorewood.org](mailto:tburkart@villageofshorewood.org)  
Identify proposal name into subject line of the email: Video and Audio Improvements for Village Hall and Village Center  
Deadline: Friday, May 7, 2021 by 4:00 p.m. CDT
2. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
3. Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

### *Amendments*

Amendment of proposals may be done as follows:

By Village: Proposals may be amended by the Village in response to need for clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

### *Contract Administration*

The staff member is the primary contact for contract administration of this proposal:

Tyler Burkart, Assistant Village Manager

Phone Number: 414-847-2705

Email Address: [tburkart@villageofshorewood.org](mailto:tburkart@villageofshorewood.org)

In the absence of the primary contact, the secondary contact for contraction administration is

Rebecca Ewald, Village Manager

Phone Number: 414-847-2701

Email Address: [rewald@villageofshorewood.org](mailto:rewald@villageofshorewood.org)



**Request for Proposal – Issued 04/06/2021**  
**Video and Audio Improvements for Village Hall and Village Center Meeting Spaces**  
**Village of Shorewood**  
**Attachment A – Cost Sheet**

**Instructions:** Please provide the following details to inform the Village of estimated costs. Identify if the cost is an annual or a one-time cost by including it in the appropriate column. Also include information on life expectancy of the equipment and any warranties that may come with the equipment. The Village is requesting all costs included in the proposal to serve as a menu of options, meaning that if the Village removed any items from the project scope the other estimated costs would remain. The vendor shall note in the proposal if costs for each line item would change if anything was removed from the proposal.

**Village Hall Court Room**

| Equipment or Software | One-time Cost<br>Purchasing and<br>Installation | Annual Costs<br>Ongoing fees and<br>licenses | Other Notes<br>Life expectancy, warranties,<br>alternative pricing, etc. |
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| <b>Total</b>          |   |  |  |

**Village Hall Committee Room**

| Equipment or Software | One-time Cost<br>Purchasing and<br>Installation | Annual Costs<br>Ongoing fees and<br>licenses | Other Notes<br>Life expectancy, warranties,<br>alternative pricing, etc. |
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| <b>Total</b>          |   |  |  |

**Village Center Meeting Room**

| <b>Equipment or Software</b> | <b>One-time Cost<br/>Purchasing and<br/>Installation</b> | <b>Annual Costs<br/>Ongoing fees and<br/>licenses</b> | <b>Other Notes<br/>Life expectancy, warranties,<br/>alternative pricing, etc.</b> |
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| <b>Total</b>                 |  |   |   |

**Village Hall Spector Conference Room**

| <b>Equipment or Software</b> | <b>One-time Cost<br/>Purchasing and<br/>Installation</b> | <b>Annual Costs<br/>Ongoing fees and<br/>licenses</b> | <b>Other Notes<br/>Life expectancy, warranties,<br/>alternative pricing, etc.</b> |
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