ADDENDUM #2
GEN-RFP-2021-01

Regional Boardroom Audiovisual System Evaluation, Improvement, and System Maintenance Services

March 8, 2021
ADDENDUM #2
GEN-RFP-2021-01

This document, Addendum #2, is issued to provide the following information:

- Pre-proposal conference attendance and presentation materials;
- Procurement-related questions and responses; and
- Technical questions and responses.

I. Pre-Proposal Conference Attendance and Presentation Materials

The mandatory, virtual Pre-Proposal Conference for RFP No. GEN-RFP-2021-01 was held at 2:00 p.m. on Friday, March 5, 2021. A copy of the presentation and the attendance list is provided in Attachment A.

II. Procurement-Related Questions and Responses

1. We are non-DBE. Can we bid?
   
   Yes, non-DBE companies are welcome to submit proposals.

2. Are DBE and SWaM firms treated the same for the 10% factor? e.g. if a firm is SWaM certified, but not DBE certified, would it count the same?
   
   Yes.

3. If the Prime Contractor holds a DBE certification, would this fulfill the DBE participation requirement even if we do not contract DBE subcontractors?
   
   Yes.

4. If we have the DBE paperwork submitted by the bid due date, but we will not have our DBE Certification number yet. If we have the number by the time of the award date, would this be acceptable?
   
   Please submit proof of your application for DBE certification with your proposal and provide the DBE certification number as soon as possible.
5. I would like to drive down for a site survey this week if possible or very soon after the Pre bid meeting? If that’s possible please let me know.

The building is closed to the public due to the COVID-19 public health concerns; site surveys are not being permitted at this time.

Should you decide to submit a proposal, please base your submittal on the information provided in the RFP and RFP addenda. During the proposal evaluation process, should more than one proposal stand out, the Offerors of the top proposals will be contacted for oral presentations. These in-person oral presentations will be conducted in the Boardroom, and arrangements will be made for each presenting team to a walk through the facility. The oral presentation and walk-through will be coordinated as one appointment to efficiently use time onsite.

6. Accessibility of Firm and Key Personnel has the highest point value in the evaluation. How will you measure or evaluate this factor?

We would describe the accessibility of the firm and key personnel in terms of geography and expertise. This information will be utilized in our assessment of the proposal.

- Geography: We believe that having a local firm in our community offers geographic advantages. While remote service and support is possible, our Organization often requires timely onsite technical support for troubleshooting and emergencies that arise. We would hope to have a provider located within reasonable driving distance from our building. To illustrate the degree to which your firm is accessible, please describe your idea of responsiveness and your commitment to a timeframe for service call response (i.e., how long should we expect to wait before receiving a call back, and how long would it take to have your staff onsite).

- Expertise: Please describe how we, as the client, would initiate routine and emergency service calls. Will we have direct access to experts? Who will be our point of contact for service and support? How will our contact person evaluate and expedite emergency service calls? Please describe the steps your firm would employ to match the most appropriate and efficient technician/technical expertise to each service call or request for assistance. What will be done to ensure that, upon arrival onsite, the technician has the knowledge, equipment and other resources necessary to efficiently diagnose and correct the issue?

As far as key personnel, please describe those who we will be able to directly access and how they provide multidimensional support to our staff.
7. Is today [the 3/5/21 Pre-Proposal Conference] the only time for questions? Normally after a meeting like this we usually have a couple days to ask questions after evaluating information that has been disseminated.

The deadline for submitting questions was 2:00 p.m. on March 2, 2021 (see p. 4 of the RFP). The Pre-Proposal Conference is the last opportunity to ask questions about the solicitation.

8. Will we be able to submit questions today, after this meeting [the 3/5/21 Pre-Proposal Conference]?

The Pre-Proposal Conference is the last opportunity to ask questions about the solicitation.

III. Technical Questions and Responses

9. Who are the primary users of the Boardroom?

The boards of the following organizations utilize the Regional Boardroom on a regular basis:

- Hampton Roads Transportation Planning Organization (HRTPO) https://www.hrtpo.org/
- Hampton Roads Military and Federal Facilities Alliance (HRMFFA) https://www.hrmmfa.org/
- Southeastern Public Service Authority (SPSA) https://spsa.com/
- Southside Network Authority (SNA) (see HRPDC’s website for meeting schedule)

Advisory committees and working groups of these organizations also hold monthly meetings and special meetings in the Boardroom as needed. Staff meetings and occasional training sessions and workshops are also conducted in the room.

10. Does the Boardroom host meetings subject to the Virginia Freedom of Information Act? If so, how frequently does this type of meeting occur?

Yes, the boardroom hosts approximately 200 hundred meetings per year, with approximately 50 percent of those meetings subject to the Virginia Freedom of Information Act. Committee and board meetings are typically held monthly, however,
some committees/boards meet quarterly with additional special meetings called as needed.

11. Can you provide a copy of the existing system line drawings showing how everything is currently connected?

A copy of the system line drawings we have on file is included as Attachment B. Please note that the drawing is marked “Preliminary.”

12. Is there a drawing of the each of the rooms? Just a simple drawing with dimensions. Also pictures of the room if possible.

Photos and a drawing of the boardroom and lobby area are included in the Pre-Proposal Conference presentation (see Attachment A).

13. Is there a budget for new equipment?

The budget for new equipment will be contingent upon the final negotiated scope of work.

14. Is there an incumbent who currently provides the requested services?

Currently, the system is not being serviced by a vendor. The most recent maintenance agreement expired in 2020.

15. You said you used Zoom, Webex, and MS Teams already. How did you do that with the equipment you currently have, or did you add something else?

Staff currently utilizes software and applications including, but not limited to Zoom, Webex, and MS Teams on a daily basis to conduct and participate in various meetings through their individual work stations. Laptops may also be setup in conference rooms as temporary staff work stations. Each virtual meeting software or application is used separately, depending on the meeting requirements. Multiple virtual meeting platforms are not used during the same meeting.

16. Are you looking for more of a consultant or are you looking to really replace the solution you have?

We would rely on the selected Offeror’s expertise in answering this question. The Organization made a significant investment in the existing system. In developing your proposal, please carefully consider the AV system capability goal and the three AV system performance objectives in the Scope of Work (see RFP p. 49-50).
17. In one of your pictures, your typical setup for board meetings, it looks like you have more than two projectors in the ceiling. Is that correct? Maybe you are only using two?

There are three projectors in the ceiling; two are for displaying PowerPoint presentations and one projector is for the VTC system.

18. On the video that you put in the RFP, it showed them hooking a laptop to a Crestron Dm transmitter. How many of those transmitters do you have or do you use?

There are two Crestron Dm transmitters, one for each side of the Boardroom. The Boardroom can be divided into two meeting rooms using a center partition.

19. If you don't have current line drawings, is it possible to take a picture of the rear of the Dm-MD 16x16?

Please refer to Attachment B for a copy of the line drawings we have on file. The requested photo is below:

20. Can a copy of the current Crestron control system code be provided?

The code is not available at this time. Arrangements will be made to provide a copy to the selected Offeror.
21. Is current Crestron programming code available uncompiled?

The code is not available at this time. Arrangements will be made to provide a copy to the selected Offeror.

22. Do you want displays for quoted for the lobby?

Yes.

23. What SLA’s are you expecting for this board room?

Examples of desirable Service Level Agreements are listed below:

- The Vendor shall provide audio-visual technology troubleshooting/assessment, repair and replacement services.
- The Vendor is expected to provide a support phone number and email address to receive service requests from the Organization’s staff.
- Regular support and service is expected during the hours of 8am to 5pm, Monday through Friday.
- The Vendor shall coordinate and provide standard onsite assessment of malfunctioning equipment within two days of the request, as a standard response time. However, it is acknowledged that a more expedient response may be warranted should system malfunctions occur in the time frame leading up to or during board meetings.
- The Vendor shall coordinate and provide onsite emergency assistance and assessment of malfunctioning equipment within four business hours on the same day of the request, if such request is received before 02:00 PM Eastern Standard Time (EST).
- The Vendor shall provide and install loaner equipment if repairs or replacements are to exceed forty-eight hours and assistance in securing that equipment from a third-party vendor if necessary.
Attachment A

Pre-Proposal Conference Attendance and Presentation Materials
GEN-RFP-2021-01: Regional Boardroom Audiovisual System Evaluation, Improvement, and System, Maintenance Services
Mandatory Pre-Proposal Conference, 2:00 p.m. on 3/5/21
Attendance recorded at 2:10 p.m.

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<th>3/5/21 Attendance</th>
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<td>Barker</td>
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<td>Carlos</td>
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<td>Brewer</td>
<td>Richard</td>
<td>AVI-SPL</td>
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<td>Flores</td>
<td>Desiere</td>
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<td>Garrett</td>
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<tr>
<td>Present</td>
<td>Goldey</td>
<td>Laura</td>
<td>G-Star Telecom, Inc.</td>
<td>laura.goldey@g-star Telecom.com</td>
</tr>
<tr>
<td>Not present*</td>
<td>Grub</td>
<td>Mike</td>
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REGIONAL BOARDROOM AUDIOVISUAL SYSTEM EVALUATION, IMPROVEMENT, AND SYSTEM MAINTENANCE SERVICES

MANDATORY PRE-PROPOSAL CONFERENCE
HAMPTON ROADS PLANNING DISTRICT COMMISSION
MARCH 5, 2021

GEN-RFP-2021-01
Please note:

- For attendance purposes, the virtual meeting doors will “close” at 2:10 p.m.

- Following an informational presentation, attendees will have the opportunity to ask questions.

- Written responses will be provided in a 3/8/21 RFP addendum.

- The attendance list and a copy of this presentation will be included in the addendum.
# Registered Attendees

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<td>Todd</td>
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<tr>
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<td>Charles</td>
<td>Weems Integrated Solutions</td>
<td><a href="mailto:cweems@weemsintegratedsolutions.com">cweems@weemsintegratedsolutions.com</a></td>
</tr>
</tbody>
</table>

Meeting entry closes at 2:10 p.m.
The HRPDC mission is to:

- Serve as a forum for local elected officials and chief administrators to deliberate and decide issues of regional importance;
- Provide the local governments and citizens of Hampton Roads credible and timely planning, research and analysis on matters of mutual concern; and
- Provide leadership and offer strategies and support services to other public and private, local and regional agencies, in their efforts to improve the region's quality of life.

- Chesapeake
- Franklin
- Gloucester County
- Hampton
- Isle of Wight County
- James City County
- Newport News
- Norfolk
- Poquoson
- Portsmouth
- Smithfield
- Southampton County
- Suffolk
- Surry County
- Virginia Beach
- Williamsburg
- York County

www.hrpdcva.gov
Regional Boardroom - Board Meetings

Board meetings are public meetings live-streamed and available for viewing on the “Regional Connection” YouTube channel: https://www.youtube.com/channel/UCbfXhXsIMTXxq9wEIltbPBVg

- Hampton Roads Transportation Planning Organization (HRTPO) https://www.hrtpo.org/
- Hampton Roads Military and Federal Facilities Alliance (HRMFFA) https://www.hrmffa.org/
- Southeastern Public Service Authority (SPSA) https://spsa.com/
- Southside Network Authority (SNA)
Regional Boardroom – Facility

Video:
Boardroom AV system & related IT components:  https://youtu.be/_LOHUQpJPo8

- Located at 723 Woodlake Dr., Chesapeake, VA 23320
- 2770 square feet of meeting space (can be partitioned into 2 approximately equal spaces)
- 992 square feet of lobby space
- Average of 380 meetings per year
- Meeting participation ranges from 10 to 120 attendees
- Monthly public board meetings for several agencies
- Monthly advisory committee and working group meetings
- Staff meetings, occasional training sessions and workshops
Pre-COVID-19 Monthly Board Meetings
View of Boardroom from side entry door off bathroom hall
Typical table setup for board meetings
Display system:
- Two (2) Panasonic PT-FX400U, 400lm, XGA, 4:3, projectors
- One (1) Panasonic PT-LB60U, 3200lm, XGA, 4:3, projector

Taiden 5300 Infrared Wireless conferencing system microphones and appurtenances:
- Two (2) Chairman Microphones
- Fifty (50) Delegate Microphones
- Two (2) Charging/Storage Carts

AV rack equipment in rack order:
- 2x SHURE QLXD4
- Taiden Digital Infrared system (box 1)
- Taiden Digital Infrared system (box 2)
- Taiden Digital Infrared system (box 3)
- Listen LT-800 FM Transmitter
- Crestron 3 Series advanced control processor AV3
- Switch for picking Floorbox to use
- Oppo Blu-ray player
- Polycom VSX 8000
- Extron SMP-351
- Crestron DM-MD16x16
- Biamp TESIRA Server IO
- QSC AMP CX402V
- QSC AMP CX302V
- UPS
Taiden conferencing system microphones

Infrared ceiling sensor
Overhead lighting controllers (integrated with Crestron system)
Microphone charging and storage carts
Future Meetings

On Site?

Virtual?

Hybrid?

Livestream?

Lobby?
Request for Proposal

- Soliciting proposals to establish a nonprofessional services contract for the evaluation, improvement, and maintenance of the Organization’s Regional Boardroom audiovisual system.

- Scope of Work: The contract resulting from this procurement will ideally include the following services and deliverables:
  1. Completion of an evaluation of the existing AV system and related IT components;
  2. Interviews with Organization leadership to evaluate the Organization’s AV and related IT needs;
  3. A report documenting recommendations for improvement and a proposed implementation plan or plan options; and
  4. Development and execution of a service agreement for system management and maintenance.
The report documenting recommendations for improvement and a proposed implementation plan or plan options should address the following goal and objectives for audiovisual system capabilities and performance:

**AV System Capability Goal:**

1. Optimize and enhance the Organization’s ability to host regular onsite meetings, virtual/online meetings, and hybrid meetings that include both real-time, face-to-face components and virtual components, such as remote participation tools, and live-stream webinar/event broadcasts.

**AV System Performance Objectives:**

1. Leverage the existing equipment with recommendations for improvements to realize the best-value combination of system infrastructure, capabilities, and performance.

2. Integrate the AV and IT components to ensure system dependability and ease of operation, enhance administrative system controls, and provide for meeting documentation. Control of the existing Lutron lighting must also be integrated.

3. Facilitate a positive participant/audience meeting experience for face-to-face, virtual, and hybrid meeting spaces.
# Proposal Evaluation

<table>
<thead>
<tr>
<th>Evaluation Factors</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offeror’s General Approach to the Project</td>
<td>20%</td>
</tr>
<tr>
<td>Qualifications and Experience</td>
<td>20%</td>
</tr>
<tr>
<td>Capabilities, Skills, and Resources</td>
<td>20%</td>
</tr>
<tr>
<td>Accessibility of Firm and Key Personnel</td>
<td>25%</td>
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<tr>
<td>DBE/SWaM Participation</td>
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</tr>
<tr>
<td>Cost</td>
<td>5%</td>
</tr>
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</table>

(Please refer to p. 9 - 10 of the RFP for details)
Timeline

- March 8, 2021 – RFP addendum published
- March 30, 2021 – Proposals due by 2:00 p.m.
- Date to be determined – Oral Presentations
- Date to be determined – Intent to Award Notice
- Date to be determined – Contract award
Questions Received by 2:00 p.m. on 3/2/21:

1. We are Non DBE can we bid?
2. Can you provide a copy of the existing system line drawings showing how everything is currently connected?
3. Is there a drawing of the each of the rooms? Just a simple drawing with dimensions. Also pictures of the room if possible.
4. Who are the primary users of the Boardroom?
5. Does the Boardroom host meetings subject to the Virginia Freedom of Information Act? If so, how frequently does this type of meeting occur?
Questions?

All questions and answers will be documented in the March 8, 2021 addendum to be posted at:
• https://hrpdcvav.gov/page/procurement
• https://www.hrtpo.org/page/procurement/

A copy of this presentation will be included in the addendum.
Attachment B

System Line Drawings

(Marked Preliminary)