



# Request for Qualifications

## AV Upgrade Project #A Council Chambers

City of Atascadero  
Information Technology Division  
October 25, 2024

Responses Due Monday, November 11, 2024, by 5:00 pm

Working together to **serve**, build **community** and enhance **quality of life**.

# AV Upgrade Project #A - Council Chambers

Request for Qualifications

10/25/2024

## 1. Background

### a. City of Atascadero

The City of Atascadero (City), California was founded in 1913 and incorporated in 1979 and has roughly 30,000 residents. Atascadero is located halfway between Los Angeles and San Francisco, along California's Central Coast. The City government is comprised of one mayor, four council members and seven departments: Administrative Services, City Manager's Office, Community Development, Community Services & Promotions, Fire & Emergency Services, Police, and Public Works.

The City is seeking to upgrade audio/visual equipment in the Council Chambers in City Hall.

### b. Tentative Schedule (final schedule will be negotiated with the selected vendor)

i. Release RFQ	October 25, 2024
ii. RFQ response deadline	November 11, 2024
iii. Review RFQ responses	November 11-15, 2024
iv. Job walk	November 15, 2024
v. Vendor interviews	November 18-22, 2024 (if needed)
vi. Project proposals due	December 6, 2024
vii. Proposal review	December 9-13, 2024
viii. Vendor selection	December 20, 2024
ix. Council approval	January 14, 2025
x. Contract signed	January 15, 2025
xi. Project Start Date	January 15, 2025
xii. Go-live	May 13, 2025

### c. Purpose of RFQ

The City is requesting qualification responses for the design, procurement, installation, and support of a new Audio/Visual system in the Council Chambers at City Hall. This Request for Qualifications (RFQ) document is provided to initiate conversation and is not intended to overly formalize this process. The content of each response to this RFQ should be sufficient to let staff know that the vendor is willing and able to partner with the City on this project. A design and

cost proposal will be due on December 6, 2024. At this time a full RFP level response is not requested or expected.

**d. General Information**

Questions regarding the contents of this RFQ must be submitted in writing and directed to:

Luke Knight  
Deputy City Manager  
[lknight@atascadero.org](mailto:lknight@atascadero.org)  
(805) 470-3452

**e. Submission of Qualifications**

Each vendor responding to this RFQ must submit their response to:

Luke Knight  
Deputy City Manager  
[lknight@atascadero.org](mailto:lknight@atascadero.org)  
Email Subject should be: "AV Upgrade #A RFQ Response - <vendor name>"

All responses must be received by November 11, 2024, at 5:00 pm.

Qualifications are expected to include the following items:

1. Company profile with contact information and relevant certifications and licenses.
2. Brief response to how vendor can help meet goals listed in section 2, 'Project Overview & Goals'.
3. Examples of at least two completed Council Chambers/Board Room installations.
4. At least three (3) or more client references:
  - a. At least 1 municipal entity
  - b. At least 1 within the State of California
  - c. Clients with roughly the same population as Atascadero
5. Acknowledgement that vendor will be able to meet the proposed timeframe.

## 2. Project Overview & Goals

The City's AV system in the Council Chambers has been in use for over 11 years and is starting to show signs of its age. It is currently running on Crestron and QSC. The City would like a refreshed system with cameras installed to enable a semi to fully automated system. The

Council Chambers are primarily used for City Council and Planning Commission meetings. Other uses include trainings, strategic plannings, workshops and presentations.

The goal of this project is to replace and refresh all AV equipment in the Council Chambers. The City would also like a new semi or fully automated video switchboard installed and programmed. Staff would expect to be able to select what meeting the Chamber is being used for and have the system turn on the projector, cameras, microphones and speakers that are programmed for that meeting. Detailed needs and expectations will be distributed at the job walk on November 15, 2024.

### 3. Evaluation

RFQ responses will be evaluated on experience, technical qualifications and ability to meet the needs of the City. Successful RFQ responders will be invited to a job walk on November 15, 2024. Proposals, due on December 6, 2024, will be evaluated on design and functionality of the systems and cost. Interviews may be held if needed or requested.