



Request for Qualifications

AV Upgrade Project #B Conference Rooms

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 #B - Conference Rooms

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 conference rooms in several City facilities.

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 9-12, 2024
viii. Vendor selection	December 12, 2024
ix. Contract signed	December 13, 2024
x. Project Start Date	December 16, 2024
xi. Completion Date	February 28, 2025

c. Purpose of RFQ

The City is requesting qualification responses for the design, procurement, installation, and support of new Audio/Visual systems in conference rooms in several City facilities. 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
(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
Email Subject should be: "AV Upgrade #B 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 hybrid Conference 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

Conference rooms in City facilities have old TVs and are lacking any AV system. The City would like new AV systems installed where appropriate to enable staff the ability to better utilize the conference rooms. There are six conference rooms at City Hall, one at the Zoo, one at the Colony Park Community Center and one at the Public Works Yard. The City would like to upgrade as many rooms as the budget will allow.

The City currently uses Microsoft Teams for scheduling hybrid meetings. Staff would like to be able to join meetings from the conference rooms and have the TV, cameras, microphones and speakers available. Staff would like to be able to easily connect laptops to the system. 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.