

City of International Falls

REQUEST FOR PROPOSALS (RFP)

July 20, 2020

To provide professional services to design, install, and train in the use of

AUDIO/VISUAL COMMUNICATIONS EQUIPMENT FOR BROADCAST AND VIDEO TELECONFERENCING



CITY OF INTERNATIONAL FALLS, MINNESOTA
600 4th Street
International Falls, MN 56649

Proposal due date August 7, 2020 at Noon
Award contract August 17, 2020 at 5:30 P.M.

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REQUEST FOR PROPOSAL NOTICE

Notice is hereby given that the City of International Falls will accept proposals for professional services with a listing of qualifications for the design, installation, and training on the use of high definition audio/visual communications equipment and software in the City Council Chambers of the Municipal Building, 600 4th Street, International Falls, MN 56649. The Request for Proposals (RFP) must describe the equipment specifications and labor costs with a not-to-exceed fee to install improved audio and video equipment and software in the Council Chambers. The goal is to build system features and capacity to allow for high-quality sound and video communications during remote meetings via Zoom, WebEx and other teleconferencing systems during the COVID-19 pandemic (and afterwards). Another high priority goal for upgrading the current equipment is to allow for better quality of City Council Meeting videos for broadcast and viewing online and on KCC-TV, the local cable access channel provider (MIDCO Channel 7). The equipment may also be utilized for broadcast or recording of other meetings and presentations held by other community organizations. The consultant shall also train staff to use and maintain the installed equipment and software. The RFP may be found at www.ci.international-falls.mn.us

All proposals shall be submitted ***not later than Noon on Friday, August 7, 2020*** in a sealed container that is clearly identified as the ***"Proposal for Professional Services"*** to update the Council Chambers A/V Communication Equipment for the City of International Falls, Minnesota. The submittal shall consist of eight (8) hard copies of the proposal, one (1) electronic copy in pdf format, and one (1) electronic copy in Microsoft Word format. The proposals should be forwarded to the City at the respective U. S. Mail and e-mail address listed as follows:

Todd Ojala, Information Systems Administrator
City of International Falls
600 4th Street
International Falls, MN 56649
E-mail: toddo@ci.international-falls.mn.us

At the discretion of the City of International Falls, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. An invitation to present the proposal may be provided by August 12, 2020 to those firm(s) selected to interview with the City Council. Presentations of proposals may then be made to the City Council on August 17, 2020. The award of a contract will be made by the City Council at the August 17, 2020 meeting. The City reserves the right to reject any or all proposals, waive nonmaterial irregularities or deviations from RFP instructions, negotiate terms and conditions, and to select the consultant with the proposal that represents the best approach to meet City needs.

Prior to the submission of proposals to the City Council, the City of International Falls reserves the right, where it may serve the City's best interests, to request additional information or clarifications from consultants, or to allow corrections of errors or omissions. Inquiries or clarifications should be directed in writing via e-mail to the City contact listed above.

INTRODUCTION

PURPOSE

The City of International Falls, Minnesota (the “City”) is requesting proposals and qualifications from qualified consultants to design, install, and train staff on the use of high definition audio/visual communications features, equipment, and software in the City Council Chambers of the Municipal Building, 600 4th Street, International Falls, MN 56649. The Request for Proposals (RFP) must describe the equipment specifications and labor costs with a not-to-exceed fee to install compatible, improved audio and video equipment in the Council Chambers. There are a number of goals for the upgrade:

- To allow for elected official, staff, and public access to remote meetings using video teleconferencing software such as Zoom and Cisco WebEx during the COVID-19 pandemic and afterwards.
- To allow for better quality of City Council Meeting videos for broadcast and viewing online and on KCC-TV, the local cable access channel provider (MIDCO Channel 7).
- The equipment may also be utilized for broadcast or recording of other meetings and presentations held by other organizations.
- The consultant shall also train staff to use and maintain the installed equipment.

COMMUNITY OVERVIEW

The City of International Falls is established as a Home Rule Charter city under authority of Minnesota Statutes and is governed by a Mayor and four Councilors. The City of International Falls consolidated with the City of South International Falls in 1989.

Location

The City of International Falls is located on the border between the United States and Canada, directly across the Rainy River from the Town of Fort Frances, Ontario, Canada. The natural boundary between these two “Sister Cities” is the Rainy River, a waterway that flows 80 miles west to Baudette, Minnesota. The two communities are connected by the International Bridge and cooperate in event planning and by providing mutual support services as available and as needed.

Transportation

The City of International Falls is an official port of entry city with United States Customs and Border Protection services on the International Bridge, at Falls International Airport, at the rail port of entry in Ranier, and at the seaplane base on the Rainy River.

Falls International Airport: The Falls International Airport is a key airport facility within North America as it serves as an official United States Port of Entry. The Falls International Airport is

served by SkyWest Airlines, an affiliate of Delta Airlines, and offers daily flights to and from the Minneapolis - St. Paul International Airport (MSP).

Airport Amenities:

- Free parking
- Rental cars
- Wi-Fi service
- Convenient check-in and baggage claim
- United States Port of Entry with Customs and Border Protection services

Major Highways: The City of International Falls is served by -

- United States Highway 53
- United States Highway 11/71
- In addition, the area is served by County State Aid Highway 332 which is an industrial truck route that bypasses the developed portions of the City and is a connecting link to Highways 53 and 11/71.
- Canadian Highway 11 East and West link up in Fort Frances at the International Bridge border crossing.

History

On August 10, 1901, the Village of Koochiching was incorporated and two years later its name was changed to International Falls, in recognition of the river's role as a border between the United States and Canada.

Realizing the potential for water power and mills in the area, industrialist E.W. Backus, President of the Minnesota and Ontario Paper Company in the early 20th century, built a dam on the Rainy River to power the company's mills. The mill was purchased in 1965 by Boise Cascade Corporation and sold to an investment group in 2003. In 2013, it was sold to Packaging Corporation of America and continues to sell product under the name of "Boise Paper." The company remains the largest business and employer in the area.

Voyageurs National Park

In 1975, Congress created the Voyageurs National Park, a 218,000-acre island-water National Park, in which the City of International Falls serves as the full-service community and northern gateway to the Park. Tourism is the area's second largest economic activity.

Population

According to the 2010 United States Census, the City population was 6,424. The City of International Falls is the county seat for Koochiching County. The County's population was 13,311 in the 2010 Census. The most recent population estimate from the Minnesota State Demographer is 6,121 people in the City of International Falls.

Size and Elevation

The City of International Falls encompasses about 6.53 square miles and is at an elevation of 1,122 feet above sea level.

Education

The City of International Falls area offers a wealth of learning opportunities, beginning with preschool and extending into college, including St. Thomas Aquinas Catholic School, Independent School District # 361, and Rainy River Community College (RRCC). RRCC works with local business to customize workforce training.

Minnesota Careerforce Center

RRCC houses the local Minnesota Careerforce Center office. The Careerforce Center engages closely with people seeking employment and also with businesses searching for talent.

Health Care

The City of International Falls serves as a regional medical center offering patients both primary and secondary levels of health care services from two service providers as well as care in multiple senior housing options. Service providers include Rainy Lake Medical Center (RLMC), Essentia Health Clinic, and the Evangelical Lutheran Good Samaritan Society.

PROJECT SUMMARY

The consultant will be expected to coordinate all the tasks necessary to design, install, and train personnel on the use of high definition audio/visual communications equipment in the City Council Chambers of the Municipal Building, and any software systems that are to be utilized with it. The RFP must describe the equipment specifications and labor costs, with a not-to-exceed fee, to install compatible, improved audio and video equipment in the Council Chambers. The goal for upgrading the current equipment is to provide facilities for public video teleconferencing capabilities from remote sites during and after the COVID-19 pandemic, and to allow for better quality of City Council Meeting videos. The videos are recorded and broadcast for viewing online and on KCC-TV, the local cable access channel provider (MIDCO Channel 7). The equipment may also be utilized for display, broadcast or recording of advisory boards and committee meetings and other organizations meetings or presentations. The consultant shall also train staff to use and maintain the installed equipment.

SCOPE OF WORK

This RFP is not intended to be totally and absolutely prescriptive in nature. Rather, the consultant should incorporate its professional and technical expertise to design and install an affordable, reliable, and modern communications system that effectively functions for public participation, education, and monitoring of meetings and events held in the City Council Chambers. In

preparing a scope of work for this proposal, the consultant should be comfortable in offering independent, creative approaches and methodologies to this work. The consultant must design a system to meet our need for public viewers to clearly observe and comfortably listen to events held in this venue, and thus promote public interest and understanding of local government and other organizations in action.

The proposal should be framed to respond to the basic design and communication concepts that are outlined below. Additionally, the consultant should advise whether the lighting system and/or room acoustics need to be altered to maximize audio and visual broadcast quality. The proposals should identify the features and costs for a high definition system. Costs, warranty information, training, and technical support services should be identified. The proposal should be all-inclusive and identify required appurtenances and hardware to be installed. Quantities, product descriptions and part numbers should also be identified as well as labor hourly fees and travel and other miscellaneous expenses. Proposals shall be valid for at least 60 days. Past meeting videos are available for review at the City web page – <https://www.ci.international-falls.mn.us/category/city-council/city-council-meeting-videos/>

Request: Upgrade the room camera(s) and video, monitoring, and broadcast system to be compatible with the installation and operation of the audio system upgrades installed in 2019, if possible.

Current system:

The current system in the Council Chambers consists of:

- One camera mounted on a tripod in the back end of the room with a fixed view from about shoulder height. This is a distant view of the City Council table, each side table (2), and the mid-room table.
- Seven Shure MX412D/C cardioid condenser desktop microphones.
- One Shure handheld wireless microphone, Shure SM58
- Shure SCM810 8 channel microphone mixer
- Onkyo PCA1120 mono power amplifier
- Shure BLX4R wireless system
- Four JBL 2-way 6.5 inch coaxial flush ceiling mounted loudspeakers
- Microphone stand (one stand-up, one table top)
- Linux laptop for Zoom control in council chamber
- Windows laptop for audio inserting into sound system in equipment closet
- Digital Life 7.1 channel USB external sound card with SPDIF, model no: U2AUDIO7-1
 - Used for input/output from Windows laptop
- Dukane Image Pro8800A projector (portable)

Proposed system: The City wishes the proposal to expand on the current system with improved resolution and/or upgraded high definition visual/camera capabilities for the room configuration, i.e., wall mount versus tripod, elevated view versus ground level, zoom or wide angle features, etc.

- Multiple room cameras to view Council proceedings and discussion between elected officials and/or audience member(s), perhaps with fixed preset positions,
- Camera(s) to view an audience member presentation, viewing monitor(s) positioned for audience viewing and elected officials viewing,
- Camera and display system to view maps, images, pictures, plats, surveys, audits, and other print media, as well as the capability to connect directly to electronic devices (for example, a laptop computer for PowerPoint presentation or other digital media presentation), and project the images to the room viewing monitors and recording media, and
- A control console for multiple room cameras that can alter camera views of elected officials, presenters at a dais or table, and audience members during meeting discussions.
- The equipment must be compatible with the most popular video teleconferencing and collaboration systems, such as Zoom and WebEx. Include eight (8) compatible devices for elected official/staff use to participate in meeting broadcasts from remote locations. Examples of portable devices include laptops, tablets (iPads), or other devices. The COVID-19 pandemic has made the capability to remotely attend City Council meetings a critical infrastructure need.

TENTATIVE PROJECT SCHEDULE

RFP available/sent	July 21, 2020
Proposals due	Noon, August 7, 2020
Evaluation period	August 10, 2020
Consultant interviews (Optional)	August 17, 2020
Award contract	August 17, 2020
Project completion	October 16, 2020
First meeting use	October 19, 2020
Final invoice approval	November 2, 2020

PROPOSAL FORMAT AND SUBMISSION

PROPOSAL SUBMISSION REQUIREMENTS

The Consultant shall submit one (1) original, eight (8) hardcopies, and (1) electronic copy (via e-mail) of the proposal. Hardcopies shall be bound or stapled. The deadline for proposal submission is Friday, August 7, 2020, at Noon, Central Time. Proposals submitted

after this time may not be considered. The proposal and any associated materials shall be submitted in a sealed container labeled "**Proposal for Professional Services**" to:

Todd Ojala, Information Services Administrator
City of International Falls
600 4th Street
International Falls, MN 56649

PROPOSAL FORMAT

Title Page - Provide the name of your firm, address, telephone number, and name of contact person.

Tab #1 Letter of Transmittal

- 1.1 Briefly state your firm's understanding of the services to be performed and express a positive commitment to provide the services as specified.
- 1.2 Provide the name(s), title(s) and contact information of the person(s) authorized to make representations for your firm.
- 1.3 The letter of transmittal shall be signed by an individual who has the authority to legally bind the firm. Include the printed name and title of the individual signing the proposal immediately below their signature.

Tab #2 Table of Contents - Clearly identify the materials by tab and/or page number.

Tab #3 Project Team Experience

- 3.1 Identify the project team including assisting consultants ("subs") and provide a statement of qualifications for each individual to include credentials.
- 3.2 Identify the Project Manager, as well as the role of each individual team member, including subs and the relative percentage each team member is expected to spend on the overall project.

Tab #4 Available Resources and Consultant Location

- 4.1 Provide information on the size, location, available resources, and business history of your firm.
- 4.2 Provide a brief description of the general project approach and processes to be employed. If there are items that the firm/team feels should be included in the scope

of work, but are not identified herein, please also include those items, with an explanation of why they should be included.

Tab #5 Timeline

- 7.1 Provide a proposed preliminary schedule for the complete project as described in this RFP and to have the system operational on or before October 16, 2020.

Tab #6 Cost Proposal

- 8.1 Provide a not-to-exceed fee schedule to include product costs, labor, training, and travel and material expenses for the project
- 8.2 Provide a fee schedule for additional services which should include, at a minimum, the hourly rate for each team member and sub, reimbursable costs, and any other costs that may be required to complete the additional services.
- 8.3 Fees shall be invoiced monthly based on the actual costs incurred to date. Final payment will be made upon satisfactory completion of the work and training of staff personnel and is expected to be not later than November 2, 2020.

Tab #7 References

- 9.1 Provide a list of at least three (3) references along with their contact information for similar project work.

Tab #8 Supporting Information (Optional)

- 10.1 Provide additional supporting information not otherwise requested.

ADDITIONAL SUBMITTAL INFORMATION

Failure to provide the information requested may be sufficient reason to disqualify the Proposal from consideration. To the extent permitted by law, all documents pertaining to the Proposal will be kept confidential until a proposal is approved/contract awarded. No information about any proposal will be released to the public until the selection process is complete.

EVALUATION AND CONSULTANT SELECTION

EVALUATION CRITERIA

Proposals that comply with the instructions set forth in this document will be evaluated by the City; however, the City reserves the right to reject any or all proposals. At its discretion, the City may waive nonmaterial irregularities or deviations from the RFP instructions. The evaluation process may reveal additional information that may also be considered.

All proposals received may be evaluated based upon the quality of the proposal and on the best value for the City. In determining best value, the City may consider:

1. Project team qualifications and experience;
2. Responsiveness and proposed approach to work scope and project needs;
3. Demonstrated experience and technical competence in similar projects;
4. Capacity and capability of the firm/team to perform the work in question, including specialized services;
5. Proposed approach to the project;
 - Although the City has identified the general nature of services to be provided, the consultant is given flexibility in their approach to provide the requested services. Innovation and creativity are encouraged to reduce costs and ensure good quality audio and visual services.
6. Available resources and consultant location;
7. Qualifications of key personnel assigned;
8. Performance record (references);
9. Past record of performance of the firm with respect to such factors as working relationship with subs or peer consultants on the same project, control of costs, quality of work, and ability to meet schedules;
10. Past working relationship with City, if any;
11. Completeness of submittal; and
12. Any relevant criteria specifically listed in the solicitation.

SELECTION PROCESS

The results of the review and evaluation of the responses to the criteria outlined herein will be used to select a consultant or perhaps multiple consultants to meet with the City for interviews. Upon completion of successful interviews, if desired, the City will rank the responses and select a firm with which the City will award the work.

This RFP does not commit the City to award a contract or to pay any costs incurred in the preparations or submission of proposals.

Selection of the successful proposal for interview or award of work will be made based up on the following criteria:

- Responsiveness and proposed approach to work scope and project needs.
- Past record of performance of the firm with respect to such factors as working relationship with sub-consultants or peer consultants on the same project, control of costs, quality of work, and ability to meet schedules.
- Demonstrated experience and technical competence in similar projects.
- Cost-effectiveness.
- Capacity and capability of the firm/team to perform the work in question, including specialized services.
- Qualifications of key personnel assigned.
- Understanding of local conditions related to the completion of the improvements and capacity to complete the work within the prescribed timeline; and
- Other factors the City deems desirable.

Questions regarding the RFP must be submitted in writing to Todd Ojala, Information Systems Administrator, via e-mail at toddo@ci.international-falls.mn.us.

SUPPLEMENTARY INFORMATION

Conditions and Limitations:

1. Proposals that do not include all of the submittal requirements outlined herein may not be considered.
2. At the City's sole discretion, the City may choose to republish this RFP.
3. Until such time as the project work is awarded, there are no express or implied obligations or commitments on the part of either the City or the consultant concerning either this RFP or any proposal associated with it.
4. At the City's sole discretion and with notice being provided to the consultants, the City may amend the selection process and/or tentative project schedule at any time.
5. By submitting materials for the City's consideration pursuant to this RFP, the consultant is waiving any claim of confidentiality, trade secrets, or privilege with respect to materials submitted. All submittal materials may be subject to disclosure under the Minnesota Data Practices Act.
6. Any changes resulting from the questions submitted affecting specifications, the scope of work, or which may require an extension to the proposal due date will be reduced to writing in the form of an addendum to this RFP.
7. The selection of a consultant and the execution of a contract or approval of project work, while anticipated, shall not be guaranteed by the City. The City reserves the right to determine which proposal is most favorable to the City and in its best interest and to award the contract on that basis. Additionally, the City may award a contract for completion of components of the scope of work and not all work specified.
8. The City of International Falls promotes affirmative action and, therefore, the consultant selected shall not discriminate under this engagement against any person in accordance with federal, state and local regulations. The City of International Falls does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual preference, disability or any other basis protected by law in the admission or access to, or treatment or employment in, its programs, activities, or services.
9. The RFP may also be found on the City website at www.ci.international-falls.mn.us

Consultants responding to this RFP are encouraged and welcome to view the facility to assist in preparing a responsive proposal. Current equipment specifications are available upon request.