



## REQUEST FOR QUALIFICATIONS No. 20005

### Replacement of Village Board Meeting Room AV Equipment

<https://www.wilmette.com/purchasing/bids-rfps/>

<b>Last Date/Time for Questions</b>	10/22/2020 2:00 pm local time
<b>Last Addendum Issued</b>	10/26/2020 2:00 pm local time
<b>Qualifications Due and Opened on DemandStar.com</b>	10/29/2020 2:00 pm local time
<b>Consultant Interviews</b>	11/09/2020 thru 11/13/2020

**Submit Questions To:**  
[purchase@wilmette.com](mailto:purchase@wilmette.com)

**Submit Qualifications At:**  
[www.DemandStar.com](http://www.DemandStar.com)

**Note:** This cover sheet is an integral part of the Qualifications documents and is, as are all of the following documents, part of any contract executed between the Village of Wilmette and any successful Consultant.

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**Consultant Company Name** *(please print)*

**VILLAGE OF WILMETTE  
NOTICE TO CONSULTANTS**

Notice is hereby given that the Village of Wilmette (the "Village") will receive Statement of Qualifications on DemandStar.com until 10/29/2020 at 2:00 pm, local time for the replacement of the Village Board meeting room AV equipment.

**Description of Services**

The proposed Work is officially known as the "Replacement of Village Board Meeting Room AV Equipment", as further described in the Project Description section of this RFQ.

**Consultant Interviews**

Consultants must be prepared to attend one or more interviews and negotiate the final Scope of Services and Contract with the Village prior to the awarding of the Contract. Interviews are expected to be conducted virtually at a mutually agreeable time during the week of November 9, 2020 to November 13, 2020.

**Availability and Clarification of Documents**

This RFQ and any addendums will be posted on the Village's website at DemandStar.com and the Village's website at <https://www.wilmette.com/purchasing/bids-rfps/>.

Any questions related to this RFQ should be submitted in writing to Cliff Ruemmler, Purchasing Manager, at [Purchase@wilmette.com](mailto:Purchase@wilmette.com). Questions received by the Village, including the Village's responses will be consolidated and posted on the Village's website.

The deadline for submitting questions is 2:00 pm central time 10/22/2020. Consultants will provide written acknowledgment of each addendum issued with their submitted Qualifications. Oral explanations will not be binding. No clarifications, interpretations or addenda shall be issued after 2:00 pm local time on 10/26/2020.

It is the sole responsibility of the Consultant to check the Village' website to determine if an addendum has been posted.

**Confidentiality**

Submitted Statement of Qualifications, in their entirety, are subject to the Illinois Freedom of Information Act and no part of the Qualifications will be considered confidential by the Village.

## **PROJECT DESCRIPTION**

### **Project Background**

The Village hosts content from three (3) different primary sources and simultaneously broadcasts some of that content live on the Village's local cable TV station channel and YouTube channel.

#### Live Meetings at Village Hall

Live meetings held in the Village Board meeting room are managed by Village personnel using the Village's Crestron system and broadcast live on the Village's local cable TV channel and YouTube channel via the Village's Leightronix Ultra Nexus machine.

The Leightronix machine also records the live meeting for storage and rebroadcasting on the Village's local cable TV channel.

YouTube does not allow for the recording of the live streamed meeting. Instead, a separate file must be created from the Leightronix recording and separately uploaded to the Village's YouTube channel after the meeting is done.

#### Live Offsite Meetings

The Wilmette School District hosts live board meetings at a separate location using their own hardware and software to generate a live feed with a two (2) minute delay directly to the Leightronix machine. The meeting is then streamed live on the Village's local cable TV channel.

#### Prerecorded Content

The Village also hosts prerecorded content from a number of different sources on the Leightronix machine for rebroadcast on the Village's local cable TV channel. Prerecorded content in a mpeg format is received via DVD or Google Drive, downloaded to a Village computer and then uploaded into the correct library on the Leightronix machine.

The existing AV hardware used to broadcast and record meetings and control the microphones and cameras is antiquated; and new replacement parts for major components of the system are no longer available.

Previously recorded content for all three (3) sources can be found at <https://www.youtube.com/user/villageofwilmette>.

## **RFQ No. 20005**

### **Project Objective**

The objective of this project is to replace the existing AV equipment in the Village Board room with commercially available equipment with at least the same functionality currently in use by the Village before the Illinois State of Emergency declared by Governor Pritzker expires and in person meetings are once again required by the State.

In addition, the Village would like to be able to support:

1. A mix of in person and tele-presence participants.
2. Remote access by production staff to control the meeting experience.
3. Creation and broadcasting of ad-hoc content to display when the Board is in executive session.
4. Integrating MS Teams and other meeting software (Zoom, Good Meet, etc.).

### **RFQ Timetable**

The Village expects to award the Work before the end of the year. The expected timetable for obtaining the Village Board's approval for this project is as follows:

10/29/2020	Statement of Qualifications due.
11/02 to 11/06/2020	Selection committee evaluates the responses received.
11/09 thru 11/13/2020	Consultant interviews conducted.
11/16 thru 11/20/2020	Scoping of Work and contract.
12/08/2020	Expected Village Board approval.

## **SCOPE OF SERVICES**

The scope of services sought by the Village shall include the provision of all required labor, materials, equipment, expertise and consultation services related to the successful completion of this project. The tasks may include, but not be limited to:

1. Quickly developing a Plan and Budget to replace the existing system to meet the Village's Project objective.
2. Acquire, install and test the necessary hardware and software.
3. Provide Village production staff with end user training and documentation necessary to successfully use the new system.
4. Provide the Village IT staff with the system documentation and drawings necessary to install software updates and troubleshoot future software / hardware issues.

The Village expects to reuse as much of the existing hardware, equipment and wiring as possible. Proposed solutions should utilize commercially available hardware and software. Solutions containing custom built hardware and/or software will not be considered.

The Village believes that the following AV components are still in good working order and able to be utilized by the Village for the next three (3) to five (5) years:

1. Cameras in front/back of room
2. Microphones
3. Ceiling mounted retractable presentation screen
4. Wall mounted speakers
5. Ceiling mounted AV projector.

The Village has no plans to reconfigure the room and will not be upgrading or replacing the existing dais, lectern, staff table or public seating.

## **QUALIFICATION SUBMISSION**

### **Submission of Qualifications**

All Statement of Qualifications must be submitted electronically through DemandStar.com by the specified opening date and time of the RFQ. Statement of Qualifications submitted after the specified date and time will not be accepted. Mailed Statement of Qualifications and Statement of Qualifications emailed to the Village will not be accepted without prior written approval by the Village.

It is the sole responsibility of the Consultant to submit the pdf copy of the Statement of Qualifications on DemandStar.com. Instructions for submitting Statement of Qualifications may be found at <https://www.wilmette.com/purchasing/purchasing-forms/>

### **Disqualification**

The following will be cause for disqualification of statement of qualifications:

1. Reasonable basis to suspect either conflict of interest or collusion among Consultants;
2. Consultants fails to submit required information, literature, or affidavits with statement of qualifications;
3. Late submissions;
4. Failure of any authorized person to sign any required forms;
5. Consultant is prohibited by local, state or federal law from entering into public contracts;
6. Consultant is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village;
7. Consultant has failed to perform faithfully any previous contract with the Village; and
8. Anything to be in violation of the procurement policies and procedures for the Village of Wilmette.

The Village reserves the right to waive any technicalities, irregularities or award in part or in whole or to not award at all, reject any and all Qualifications and may order a re-advertisement for new Statement of Qualifications or whatever is in the best interest of the Village.

## **SUBMISSION INSTRUCTIONS TO CONSULTANTS**

The following sections, at a minimum, must be included in the Firm's submission.

### **Firm Qualifications, Experience & Specialized Expertise**

Provide a detailed statement of this project describing the scope of the project and items that may require special attention or detail.

In addition, in a concise and narrative form, demonstrate your firm's specific relevant experience in the performance of at least three similar projects on which the proposed project manager has successfully managed similar Consulting projects. For all projects referenced, the services must have been performed, or are currently being performed, by the Firm within the last three (3) years.

The information outlining the services performed or currently being performed shall include, but not be limited to:

- a. Description of services provided by your firm.
- b. Start and end dates of services performed.
- c. Contract value (total value of services performed by you and your sub consultant).
- d. Project manager for project.
- e. Key personnel involved in project.
- f. Subcontractors and other entities assisting with project.
- g. Indicate whether said projects were completed on schedule and within budget.
- h. The staff hours of full and part time labor expended in the performance of the contract.

### **Technical Approach**

Provide a detailed description of the proposed technical approach to be taken for performance of the required services for each task in the Scope of Services, and a schedule for completion of said tasks, including milestones associated with each task. The schedule shall be developed based on the overall Scope of Services. Factors addressed in your technical approach shall include, but are not limited to, your proposed methodology and strategy for performing the services, as well as any specific software or other technology you may employ in the performance of these services.

**Staff Capabilities (Prime/Sub)**

List the name(s), title(s) and provide detailed resumes of all personnel (including Sub-consultants, if any) who will be assigned to perform the services requested.

The resumes shall include, but not be limited to, the following:

1. Educational background.
2. Chronological history of employment.
3. Previous work relevant to this assignment.
4. Length of time on the relevant assignments.
5. Relevant licenses and/or certifications.
6. Years of experience in the field related to the tasks for which the individual will be responsible.

**Addendum Acknowledgement**

Consultant's Statement of Qualifications shall include the following statement:

"Consultant has carefully examined all of the documents included in this RFQ, including Addenda Nos. \_\_\_\_\_ (if none, write "NONE") and accepts the terms and conditions therein."

**Past Performance / References**

Provide at least three (3) references for similar project work completed or in process. Include the name of the company / government agency; the project title; and the name title, phone number and email address of the person who was routinely involved in the project so that the Village may contact them.

**Consultant Information Sheet**

**Company Name:** \_\_\_\_\_

**DBA:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Numbers:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Federal Employer Identification # (FEIN):** \_\_\_\_\_

**IL Secretary of State File #:** \_\_\_\_\_

**IL Department of Employment Security #:** \_\_\_\_\_

**IL Department of Revenue Registration #:** \_\_\_\_\_

**IL Department of Professional Regulation #:** \_\_\_\_\_

Please include an explanation for any blank or "n/a" responses above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate below how your company heard about this RFQ. Select all that apply.

- Email from the Village of Wilmette
- DemandStar.com
- Other, \_\_\_\_\_

**ATTACHMENTS**

The following documents are provided at the end of this RFQ for information purposes only. Respondent is advised to confirm the information provided in these documents before placing any reliance on them.

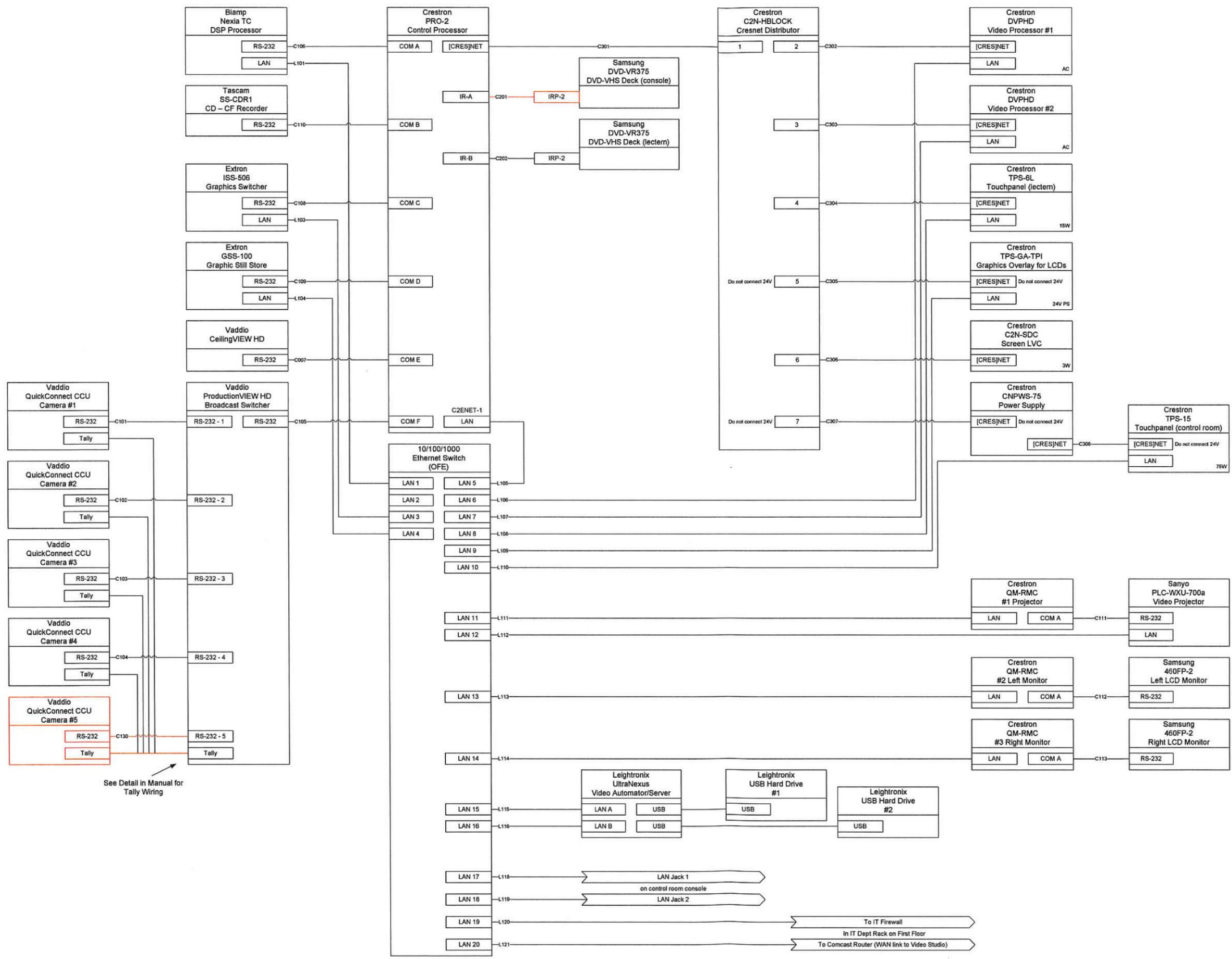
1. Existing AV System Drawing
2. Floor Plan and Measurements
3. Summary Equipment List

Consultants are encouraged to view previously recorded in person and virtual board meetings using the following link <https://www.youtube.com/user/villageofwilmette> to see how the Village utilizes the existing system prior and subsequent to March 2020.

**Council Chambers Broadcast System**  
 Village of Wilmette  
 1200 Wilmette Ave  
 Wilmette, Illinois

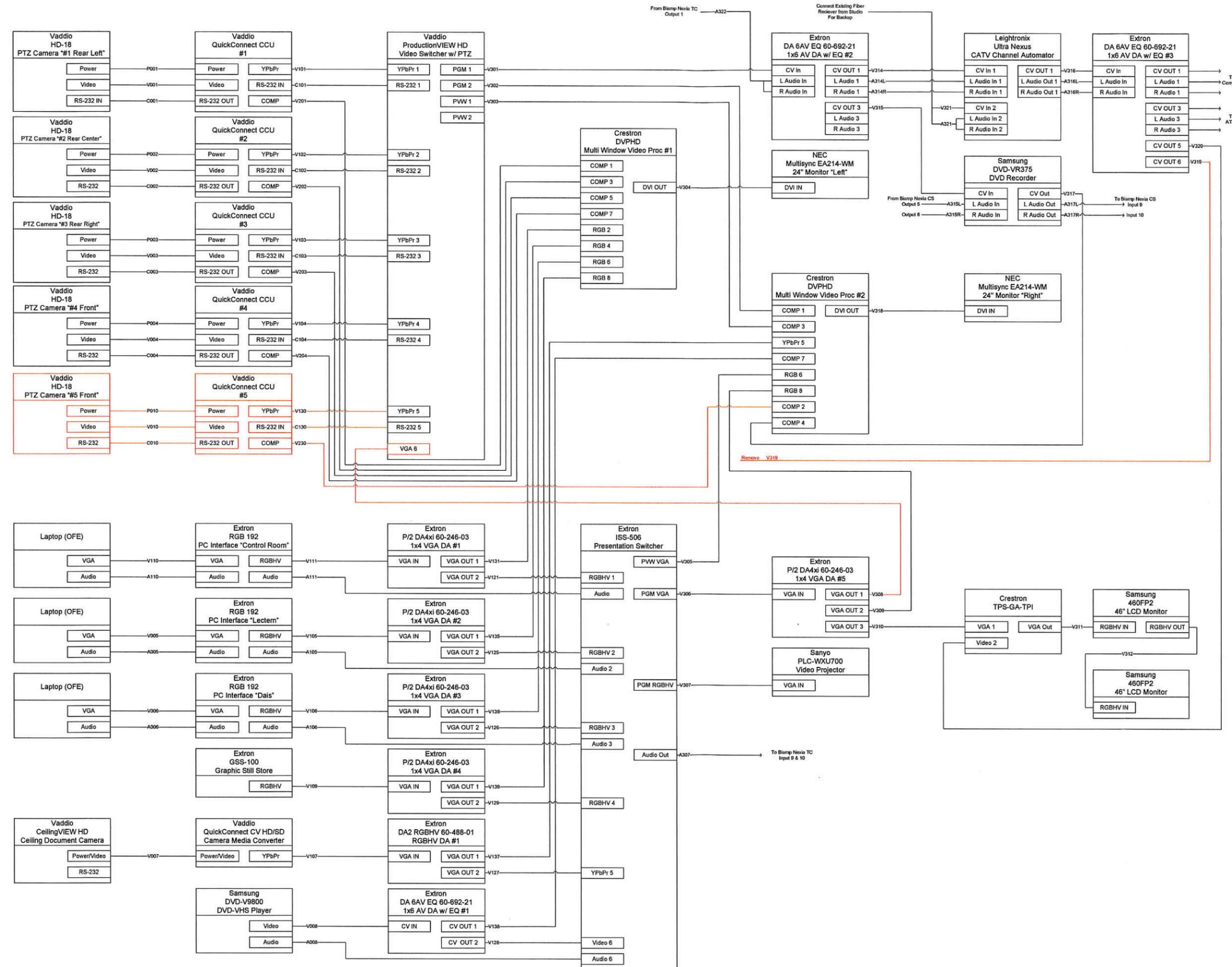


SYSTEM DESIGN CONSULTING



TITLE	CONTROL SIGNAL FLOW	
DESCRIPTION	COUNCIL CHAMBERS BROADCAST SYSTEM	
DRAWN BY	JON CHUCHLA	SCALE 1:1
DATE	5/17/2010	REVISED 12/14/2010
FILE NAME	R:\WILMETTE, VILLAGE OF\PHASE 2 - VIDEO SYSTEM\DRAWINGS\COUNCIL CHAMBERS DRAWINGS.VSD	

ATTN: SEALS AND APPROVAL STAMPS BELOW



**PROJECT**  
**Council Chambers Broadcast System**  
 Village of Wilmette  
 1200 Wilmette Ave  
 Wilmette, Illinois



SYSTEM DESIGN CONSULTING

TITLE		AV SIGNAL FLOW	
DESCRIPTION			
COUNCIL CHAMBERS BROADCAST SYSTEM			
DRAWN BY	JON CHUCHLA	SCALE	1:1
DATE	5/17/2010	REVISED	12/14/2010
FILE FOLDER: ROWILMLETTE, VILLAGE OF PHASE 2 - VIDEO SYSTEM DRAWINGS/COUNCIL CHAMBERS DRAWINGS.VSD			
AFFIX SEALS AND APPROVAL STAMPS BELOW			

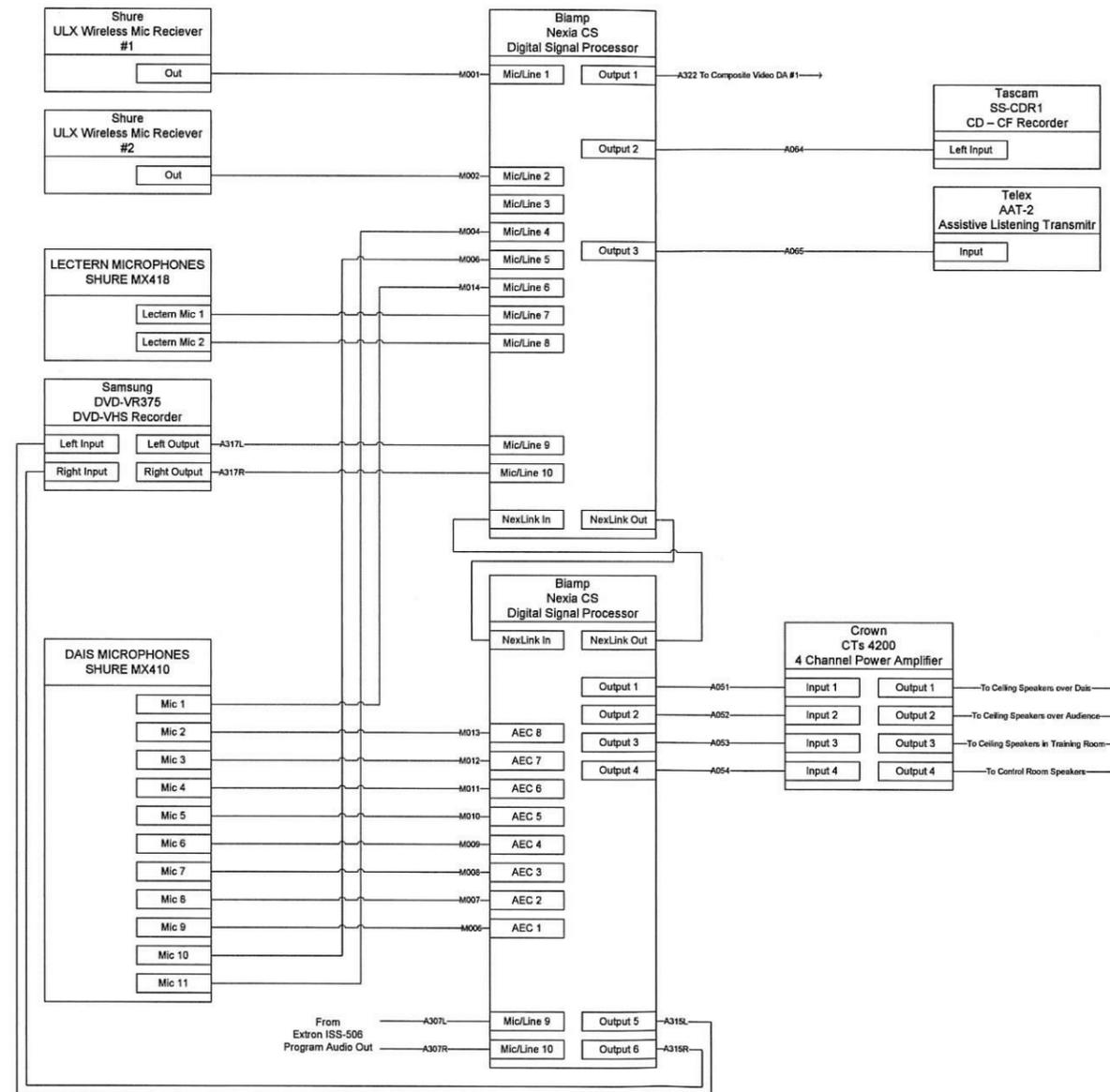
**PROJECT**  
**Council Chambers Broadcast System**  
 Village of Wilmette  
 1200 Wilmette Ave  
 Wilmette, Illinois

ENGINEERING AND INTEGRATION BY



**AUDIO VISUAL SYSTEMS, INC.**  
 315 SOUTH GREEN STREET  
 CHICAGO, ILLINOIS 60607  
 (312) 669-9692

SYSTEM DESIGN CONSULTING



TITLE		AUDIO SIGNAL FLOW	
DESCRIPTION			
COUNCIL CHAMBERS BROADCAST SYSTEM			
DRAWN BY	JON CHUCHLA	SCALE	1:1
DATE	5/17/2010	REVISED	12/14/2010
FULL FILENAME: R:\WILMETTE, VILLAGE OF\PHASE 2 - VIDEO SYSTEM\DRAWINGS\COUNCIL CHAMBERS DB\AMK31.VSD			
AFFIX SEALS AND APPROVAL STAMPS BELOW			



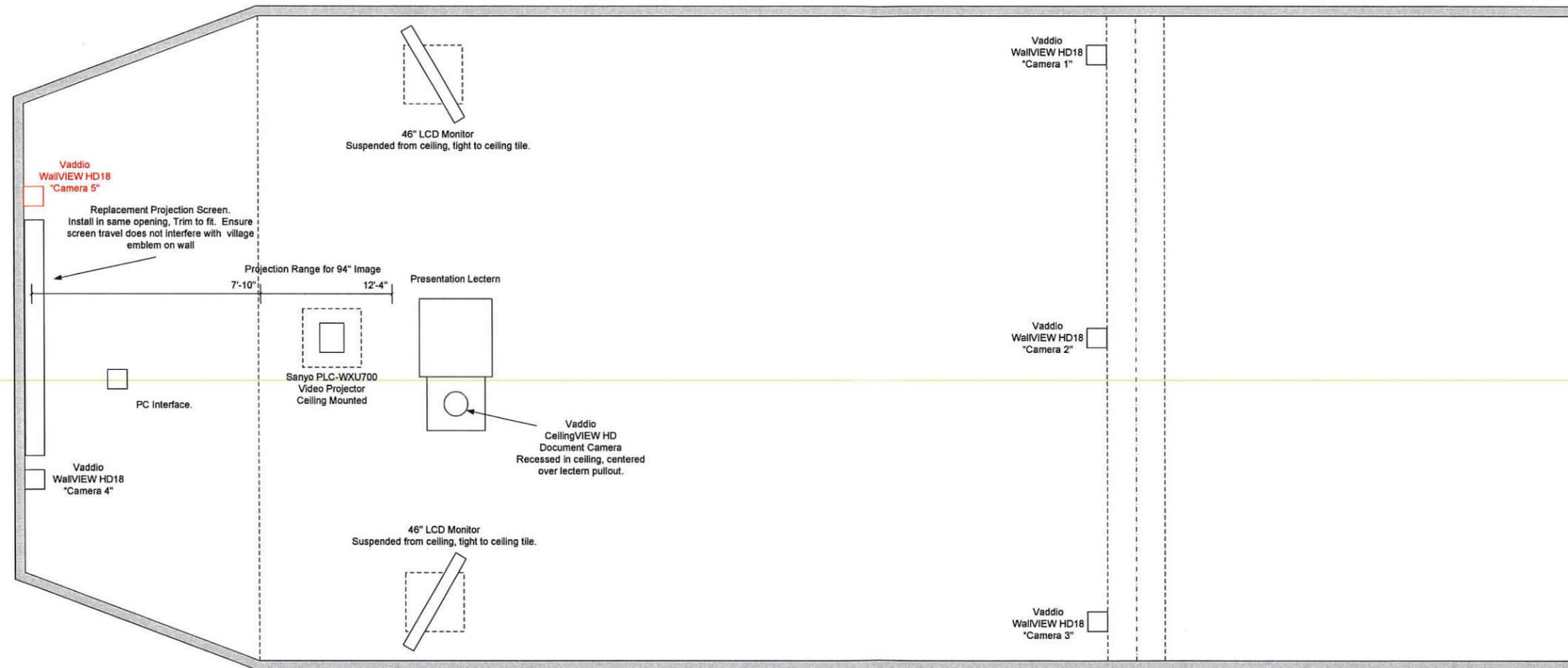
**PROJECT**  
**Council Chambers Broadcast System**  
 Village of Wilmette  
 1200 Wilmette Ave  
 Wilmette, Illinois

ENGINEERING AND INTEGRATION BY:

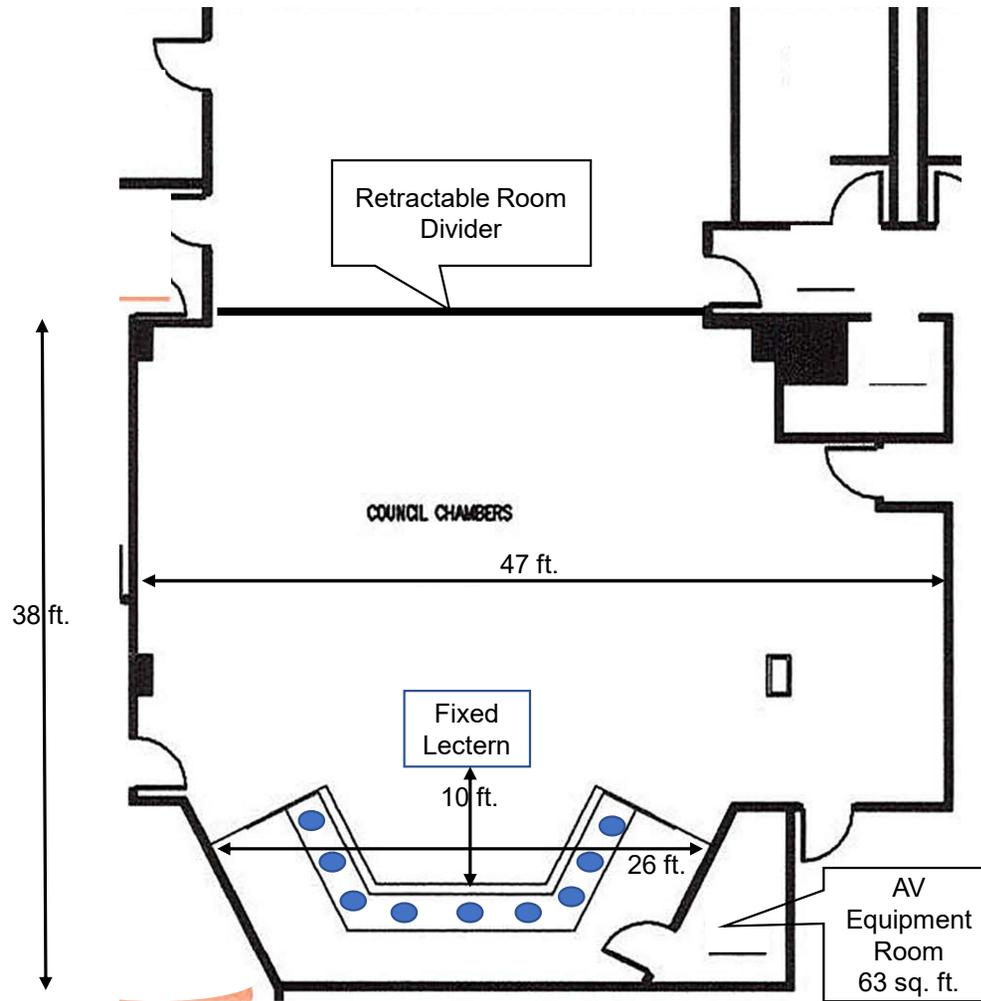


**AUDIO VISUAL SYSTEMS, INC.**  
 315 SOUTH GREEN STREET  
 CHICAGO, ILLINOIS 60607  
 (312) 669-9692

SYSTEM DESIGN CONSULTING



TITLE	
CHAMBERS EQUIPMENT LAYOUT	
DESCRIPTION	
COUNCIL CHAMBERS BROADCAST SYSTEM	
DRAWN BY	SCALE
JON CHUCHLA	1:1
DATE	REVISED
5/17/2010	12/14/2010
FILE NUMBER	
R:\WILMETTE, VILLAGE OF\PHASE 2 - VIDEO SYSTEM\DRAWINGS\COUNCIL CHAMBERS\DRAWING\15.VSD	
AFFIX SEALS AND APPROVAL STAMPS BELOW	



**General Information**

10 foot ceiling height.

Nine (9) seat dais table with individual microphones.

All measurements are approximate and included for information purposes only.

Measurements must be confirmed before using in design drawings.

1	Drawings	13	Microflex
2	Crestron DVPHD	14	Nexia
3	Crestron TPS-GA-TPI	15	Samsung LCD MONITOR
4	Crestron QM-RMC	16	Samsung DVD-VR375
5	Crestron C2ENET-1/-2	17	Sanyo PLC-WXU700A
6	Crestron TPS-6L	18	SHURE SLX-Wireless systems
7	Crestron CNX10-16	19	SHURE UA-844
8	Crestron AV2&PR02	20	Tascam SS-CDR1
9	Crestron TPS-12G/15G-QM	21	Vaddio Ceiling View HD
10	Crown	22	Vaddio Wall View CCU HD-18
11	Da-lite	23	Vaddio Production View HD
12	Linksys	24	

**RFQ No. 20005**

**END OF DOCUMENT**