

**RESOLUTION NO. 18-07-61**

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING THE FINAL RANKINGS AND RECOMMENDATIONS OF THE RFP 18-13 EVALUATION COMMITTEE FOR AUDIO-VISUAL RECORDING AND BROADCASTING SYSTEM UPGRADE; AUTHORIZING THE VILLAGE MANAGER AND VILLAGE ATTORNEY TO NEGOTIATE AND ENTER INTO A PROFESSIONAL SERVICE AGREEMENT FOR THE REQUESTED SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Islamorada, Village of Islands (the “Village”) broadcasts and records a variety of public meetings live over local Cable TV and streamed over the Internet; and

**WHEREAS**, the current Audio-Visual equipment for the broadcast booth only supports SD quality and the control panels are old and unreliable; and

**WHEREAS**, the Village needs to upgrade the system to provide HD quality video; and

**WHEREAS**, the Village advertised a Request for Proposals for Audio-Visual Recording and Broadcasting System Upgrade (“RFP 18-13”) from June 1, 2018 through June 22, 2018 (Exhibit A); and

**WHEREAS**, the Village Manager created an Evaluation Committee (the “Committee”) to review responsive proposals and make a recommendation to the Village Council for the selection of a consulting firm; and

**WHEREAS**, the Committee reviewed the two (2) proposals received using the selection criteria and point system detailed in the RFP; and

**WHEREAS**, the Committee has recommended Encore Broadcast Solutions for selection; and

**WHEREAS**, the Village Council of the Village desires to approve the rankings and select Encore Broadcast Solutions for the audio-visual recording and broadcasting system upgrade; and

**WHEREAS**, the Village Council has determined that the procurement and utilization of

these services is in the best interest of the Village and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are true and correct and incorporated into this Resolution by this reference.

**Section 2. Approval of Ranking.** The Village Council of Islamorada, Village of Islands, hereby approves the Committee's final rankings and recommendations as follows:

- 1. Encore Broadcast Solutions**
- 2. BCI integrated Solutions**

**Section 3. Authorization of Village Officials.** The Village Manager and/or his designee and the Village Attorney are authorized to enter into and negotiate the terms and conditions of a Professional Services Agreement with Encore Broadcast Solutions, for the audio-visual recording and broadcast system upgrade, at a cost not to exceed \$106,022.40 and as set forth in their response to RFP 18-13 .

**Section 4. Effective Date.** This Resolution shall take effect immediately upon adoption.

Motion to adopt by Vice Mayor Deb Gillis, second by Councilman Mike Forster.

**FINAL VOTE AT ADOPTION**

**VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS**

Mayor Chris Sante	YES
Vice Mayor Deb Gillis	YES
Councilman Mike Forster	YES
Councilwoman Cheryl Meads	ABSENT
Councilman Jim Mooney	YES

**PASSED AND ADOPTED ON THIS 19<sup>th</sup> DAY OF JULY, 2018.**

  
\_\_\_\_\_  
CHRIS SANTE, VILLAGE MAYOR

ATTEST:

  
\_\_\_\_\_  
KELLY TOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF ISLAMORADA,  
VILLAGE OF ISLANDS ONLY

  
\_\_\_\_\_  
ROGET V. BRYAN, VILLAGE ATTORNEY



***ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA***

**REQUEST FOR PROPOSALS  
FOR  
AUDIO-VISUAL RECORDING AND BROADCASTING SYSTEM UPGRADE  
(RFP 18-13)**

**Issue Date:** June 1, 2018

Islamorada, Village of Islands (the "Village") will receive formal proposals from qualified firms to provide an upgrade to its existing Audio-Visual Recording and Broadcasting system.

Interested firms are invited to submit Proposals for consideration in accordance with this RFP to the Village Clerk. Original signed Proposal Documents, an electronic copy in Adobe Acrobat PDF format, and five (5) hard copies of the Proposal Documents must be received prior to **3:00 P.M. Eastern Standard Time (EST) on June 22, 2018** by:

Attention : Village Clerk  
Islamorada, Village of Islands  
Village Administrative Center, 3<sup>rd</sup> Floor  
86800 Overseas Highway  
Islamorada, Florida 33036  
Telephone: (305) 664-6412  
Fax: (305) 664-6466

It is the sole responsibility of proposing firms to ensure that their submittal is received in a timely manner. Any proposal package submitted past the deadline and/or submitted to other locations of offices shall be deemed non-responsive and will be rejected.

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**I. PURPOSE**

The purpose of this Request for Proposals (RFP) is to solicit sealed proposals from qualified firms to upgrade its existing Audio-Visual Recording and Broadcasting system. This equipment will be located within the Village Community Center at 87000 Overseas Highway, Islamorada, Florida 33036 (inside Founders Park) and will be used to broadcast and record a variety of public meetings including but not limited to Village Council Meetings, Local Planning Agency Meetings, Special Call Meetings, and other events of public interest).



## **II. BACKGROUND AND HISTORY**

### **Description of the Village**

Islamorada, Village of Islands (the "Village") is a municipality located in the upper Florida Keys and is comprised of four (4) islands spanning approximately eighteen (18) miles. The Village was incorporated in 1997, and the current population is approximately 6,200. As a Florida municipality, the Village must operate within the provisions of Florida Statutes as it relates to public records, public meetings and Sunshine laws. The Village undergoes an annual financial audit pursuant to Florida Statutes. Additionally, the Village must follow the guidelines of its purchasing ordinance when purchasing capital, supplies and services.

### **Project History**

The Village broadcasts and records a variety of public meetings live over local Cable TV and streamed over the Internet. The meetings are archived and available for the public to play back on-demand. The current AV equipment only supports Standard Definition ("SD") quality. The Village is looking to upgrade the system to provide High Definition ("HD") quality video (720p). The current audio and video control panels are old; their reliability and inability to repair are concerning. The current microphones, speakers and cameras are several years old but work well enough to meet needs currently and can be repaired or replaced easily should the need arise.

## **III. PROJECT SCOPE**

### **GENERAL REQUIREMENTS**

- Supply and install a new Audio-Visual Recording and Broadcasting system with the following capabilities:
- Transmit SD and HD (720p) quality broadcast streams to Comcast and Earthchannel.
- Produce DVD copies of broadcast.

### **COMCAST SPECIFIC REQUIREMENTS**

Comcast provides the Village with a dedicated channel, including a fiber uplink. The Village controls content and scheduling of that content. The new system must be able to:

- Broadcast in both SD and HD.
- Send live feed to Comcast during events.
- Include text overlays and luma keying in live feed and recorded video.
- Record live broadcast locally for replay.
- Replay (loop) previous event(s).
- Schedule multiple events to be looped.
- Add third party PSA's to events to be looped.
- Dedicated monitor in the Control Booth connected to a Comcast cable box, to verify what the public is seeing.

## **EARTHCHANNEL SPECIFIC REQUIREMENTS**

The Village currently uploads a data stream to EarthChannel, which in turn publishes the stream over the internet (webcast). The new system must be able to:

- Stream SD and HD feeds.
- Support live streaming during events.
- Record live events and archive these recordings on a local server in real time.
- Include text overlays and luma keying on live feeds and recorded video.

## **VIDEO CAMERA REQUIREMENTS**

The current system uses five (5) wall-mounted Panasonic AW-HE60HN PTZ cameras. A 6<sup>th</sup> camera is installed but is fixed-mount and does not support PTZ. The Village does not envision using the 6<sup>th</sup> camera in the future. Existing analog cabling could be repurposed to support SDI connectivity. Re-use of existing cameras and/or cabling is encouraged.

- Integrate 5 cameras + 1 spare.
- Cameras must support HD quality (720p) or better.
- Cameras must be low light capable (No IR illuminators).
- At least 2 Cameras shall have high dynamic range with automatic dynamic range adjustment.
- All Cameras shall be capable of PTZ control.
- If IP Cameras are proposed, a Cisco 12-port (or greater), POE, layer-2 managed switch must be included.

## **CAMERA LOCATIONS**

PTZ cameras will be installed in the following locations (all have analog wiring).

- Rear of room facing front table (Mayor's seat).
- Front of room facing rear (audience).
- Left side facing front right.
- Left side facing rear right.
- Right side facing front left (podium)
- One Spare (not installed)

## **VIDEO SWITCHING REQUIREMENTS**

- 8-input switcher with the following features for each input:
  - Joystick for controlling PTZ.
  - At least 8 memories (per each of five (5) inputs; 40 total) to retain the following settings:
    - PTZ camera settings;
    - Auto and manual focus;
    - Auto and manual aperture (iris).

- Ability to generate characters for digital text overlay and luma keying for identifying presenters.
- Ability to create (can be created offline) and display a sequence of templates used to present informational slides before or after a live event.
- Connect each of the five (5) cameras identified in “Camera Locations” Section to one (1) of the eight (8) switcher inputs.
- Connect one (1) of the switcher inputs to a PC in the Control Booth (the Village will supply this PC) to allow for presentations to run on the PC and the output from the PC input to the switcher.
- Connect two (2) of the switcher inputs to HDMI cables that will run from the switcher to wall ports located in the Community Center.
- Connect one (1) of the switcher outputs to the Comcast encoder.
- Connect one (1) of the switcher outputs to the EarthChannel encoder.
- Connect one (1) of the switcher outputs to the Program Monitor.
- Connect one (1) of the switcher outputs to the ceiling mounted projector via HDMI cable.
- Connect one (1) of the switcher outputs to the 55” TV in the event room via HDMI cable.
- Connect any extra or remaining switcher outputs available to HDMI cables leading to wall sockets in the meeting room.

### **VIDEO MONITOR REQUIREMENTS**

Space within the Control Booth is limited. All monitors must fit within the control booth. It is the contractor’s responsibility to ensure the equipment fits.

- Supply a Program Monitor, 32” or less, capable of displaying 720p output as sent to Comcast and EarthChannel.
- Supply a Preview 1 Monitor, 28” or less, capable of displaying single camera feed or multiple camera feeds (with a multiplexor).
- Supply a Preview 2 Monitor, 28” or less, capable of displaying single camera feed or multiple camera feeds (with a multiplexor).
- Supply a Comcast return Monitor, 28” or less, mounted on the side wall.

### **VIDEO PROJECTION REQUIREMENTS**

- Screen Control-motorized screen deployment and retraction controlled from within AV booth with 2<sup>nd</sup> switch on wall near the screen.
- Supply a Ceiling mounted projector with the following features:
  - WSGA resolution, at least 2500 lumens;
  - No audio features required;
  - Two (2) inputs selectable from AV booth; One connection to PC in AB booth via HDMI or ethernet and other connection to HDMI jack in the wall for users to connect a mobile device.
  - Optional Inputs (also selectable from AV booth):
    - Wireless (either built-in or via plugging in a wi-fi dongle into a USB port);

- Wired network (ethernet).
- Supply handheld remote for presentations
- Supply a Desktop projector for informal presentations with the following features:
  - Easily Interface with as many different mobile devices as possible (e.g. laptops, tablets, cell phones);
  - At least one (1) USB input for user's flash drive;
  - Use built-in audio output jacks with external amp and speakers;
  - Supply a handheld remote for presentations.

### **INTEGRATION OF EXISTING EVENT ROOM TV/MONITOR**

There is currently a 55" TV in the event room, connected via HDMI to the video switcher in the AV booth. This TV/Monitor must be integrated to the new system to retain this functionality.

### **AUDIO-CONTROL REQUIREMENTS**

- Supply a 16-channel digital mixer with the following features on each channel:
  - Level with clipping indicators;
  - At least three (3)-band EQ;
  - Dynamic processing;
- Four (4) sub group outputs;
  - Stereo main outputs;
  - Digital output (audio input to switcher).

### **AUDIO-MICROPHONES**

The current AV system uses Shure podium mics and Sennheiser wireless mics (2 handheld, 1 lavalier). Up to 16 mics can be connected to a snake, which leads back to the AV booth. All microphones can be used simultaneously. Unless there is a compelling reason to upgrade the microphones, prospective bidders are encouraged to use the existing microphones and cabling in their proposal.

### **AUDIO SPEAKERS**

The current AV system uses JBL in-ceiling and box speakers, powered by three (3) stereo amplifiers. These amplifiers and speakers produce acceptable volume and sound quality. However, proposers may recommend upgrades.

Any upgrades to speakers or amplifiers will require the successful bidder to perform a spectral analysis after installation to ensure the system has a measured, unequalized, in-room frequency response of 100-10,000 Hz +/- 5db. A chart showing compliance with this specification shall be provided to the Village as part of the documentation described in the "General Requirements" Section of the RFP.

### **LIGHTING CONTROLS**

The event room has a sliding screen that can divide the room into two (2) smaller rooms. Each of the smaller rooms has three (3) different sets of lights, controlled by wall switches. In

general, events that require broadcasting also require using the full event room. Thus, there are six (6) sets of lights that operate independently.

- Ability to control room lighting from the Control Booth.
- Add a small light directed at the podium to illuminate presenter when house lights are turned down. This light should be dimmable and controlled from a wall switch and from within the Control Booth.

### **RECORDING REQUIREMENTS**

The Village is required to make copies of all public meetings. Occasionally, there are meetings that are not broadcasted but need to be recorded. The Village has existing DVD recording equipment and has Network Attached Storage available for archiving recordings.

### **OTHER REQUIREMENTS**

- Test the new system to ensure proper operation. To the extent that existing equipment is retained (e.g. microphones, cameras, speakers, cabling, etc.), system testing must include verification that all new components function properly with existing equipment and cabling.
- Installation and testing of the new system shall not be scheduled to occur during scheduled public meetings. (The Village will coordinate with the successful proposer the date and time for installation and testing).
- Obtain any required permits. The Village will waive any permitting and inspection fees associated with the project.
- All work must comply with applicable building codes.
- Submit a detailed schematic documenting the wiring connecting the entire system.
- Submit copies of all manufacturer's documentation, including User's Manuals, Installation Manuals, Technical Reference Manuals, etc.
- Provide all documents required for a warranty claim.

## **IV. PROPOSAL REQUIREMENTS AND SUBMITTAL**

To be eligible for selection consideration, interested proposers must submit one (1) original printed package, five (5) printed copies, and one (1) electronic copy provided by e-mail or on CD or flash drive. The electronic copy should be identical to the original printed package, in natively converted PDF format and should be labeled "Request for Proposals for Audio-Visual Recording and Broadcasting System Upgrade (RFP 18-13).

Proposal packages must contain the following information:

1. **Cover Letter:** Provide a cover letter introducing your firm and proposal summarizing in a brief and concise manner the Proposer's understanding of the work to be performed, the commitment to perform the work within the anticipated time period, a statement explaining why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal remains in effect for ninety (90) days. An

authorized agent of the Proposer must sign the Letter of Transmittal indicating the agent's title or authority.

**2. Company Overview:** provide an overview of the company detailing the total number and expertise of professional staff, describing staff credentials, and identifying office locations and staff assigned to those offices throughout the Florida Keys or the nearest locations to the Florida Keys. Please note that the Village prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect proposal scoring.

**3. Project Management Experience/Project Examples:**

- a) Detail the qualifications and experiences of the firm and services offered, including specific experience in upgrading and integrating existing audio-visual systems.
- b) Describe the firm's familiarity with the Village area and any experience with other Florida Keys jurisdictions.
- c) Provide examples of completed similar projects and services rendered.
- d) Provide an organizational chart, identifying key personnel and the reporting relationship of key personnel within the organization.

**4. Project Staffing:** Detail the number of available staff, experience and qualifications.

**5. References:** Provide references from at least three (3) clients, preferably municipalities for whom the Firm has completed similar projects within the last two (2) years. The references should include the name, address, telephone number and email address of a contact person for each reference cited. References will be verified.

**6. Cost Proposal:** Proposal should include a breakdown of the cost for proposed new equipment and the cost for services. Any maintenance required must also be included.

**7. Insurance:** Provide proof of professional liability insurance, commercial general liability insurance, commercial automobile liability insurance, and worker's compensation insurance coverage as required by laws and as explained in Exhibit A to this RFP.

All inquiries and requests for clarification or interpretation regarding this Request for Proposals shall be made in writing to the attention of the Procurement and Grants Administration by mail to 86800 Overseas Highway, Islamorada, Florida 33036 by email to [ana.hernandez@islamorada.fl.us](mailto:ana.hernandez@islamorada.fl.us); or by fax to (305) 664-6464 no later than June 15, 2018.

The Village shall issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com> and on the Village's website at <http://www.islamorada.fl.us>. No oral change or interpretation of the provisions contained in this Request for Proposal is valid. Written addenda shall be issued when changes, clarifications or amendments to the RFP

document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretations, clarification or additional information can be given.

## **V. EVALUATION SCORING AND TIMELINE**

An Evaluation Committee will convene after the opening of the proposals to evaluate them for responsiveness to the RFP and to prepare a ranking of recommendations to the Village council for entering into contract negotiations. Negotiations will commence with the first-ranked firm. If the Village and the first-ranked firm are unable to finalize a contract, then, the negotiation process will move to the second-ranked firm and so forth.

The point system for the evaluation and scoring of responsive proposals will be as follows:

Company Overview	0-10 Points
Similar Project Management Experience	0-20 Points
Fee Schedule	0-50 Points
References	<u>0-20 Points</u>
<b>TOTAL POINT RANGE</b>	<b>0-100 Points</b>

**The Village reserves the right to accept or reject any or all proposals, to waive irregularities, technical errors and formalities, and to select a qualified firm or firms to provide the Services as it deems will best serve the interest of the Village.**



**EXHIBIT A**  
**REQUIRED INSURANCE**

Respondent to the RFP shall, at their own expense, procure and maintain throughout the duration of the Agreement, with insurers acceptable to the Village, the types and amounts of insurance conforming to the minimum requirements set forth herein. With respect to the Professional/Pollution policy(ies), Respondent shall provide to the Village a certified copy of the insurance policy or policies which provide the coverage described below. With respect to all other coverages, as evidence of compliance with the insurance required herein, Respondent shall furnish the Village with:

- A. a fully completed satisfactory Certificate of Insurance evidencing all coverage required herein. Also, a copy of the actual additional insured endorsement as issued on the Commercial General Liability policy, signed by an authorized representative of the insurer(s) verifying inclusion of the Village and the Village's council members, officials, officers and employees as additional insureds in the Commercial General Liability coverage;
- B. the original of the policy/policies); or
- C. other evidence satisfactory to the Village.

Until such insurance is no longer required by this Agreement, Respondent shall provide the Village with renewal or replacement evidence of insurance at least thirty (30) days prior to the expiration or termination of such insurance.

If requested to do so by the Village, Respondent shall, within thirty (30) days after receipt of a written request from the Village, provide the Village with a certified, complete copy of the policies of insurance providing the coverage required.

**Workers' Compensation/Employer's Liability Insurance**

Such insurance shall be no more restrictive than that provided by the Standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employer's Liability Act and any other applicable Federal or State law. The policy must be endorsed to provide the Village with 30 days' notice of cancellation. The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One:	"Statutory"
Part Two:	\$ 1,000,000.00 Each Accident
	\$ 1,000,000.00 Disease – Policy Limit
	\$ 1,000,000.00 Disease – Each Employee

The Workers' Compensation Policy must be endorsed to waive the insurer's right to subrogate against the Village, and its members, officials, officers and employees in the manner which would result from the attachment of the NCCI Waiver Of Our Right To Recover From Others

Endorsement (Advisory Form WC 00 03 13) with the Village, and its council members, officials, officers and employees scheduled thereon.

Commercial General Liability Insurance

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those required by ISO or the state of Florida or those described below. The coverage may include restrictive endorsements which exclude coverage for liability arising out of:

- Mold, fungus, or bacteria
- Terrorism
- Sexual molestation

The Village and the Village's council members, officials, officers, agents and employees shall be included as an "Additional Insureds" on a form no more restrictive than ISO Form CG 20 10 (Additional Insured - Owners, Lessees, or Contractors). The policy must be endorsed to provide the Village with 30 days' notice of cancellation. The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00	General Aggregate
\$ 1,000,000.00	Products/Completed Operations Aggregate
\$ 1,000,000.00	Personal and Advertising Injury
\$ 1,000,000.00	Each Occurrence

Automobile Liability Insurance

Such insurance shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of standard Business Auto Policy (ISO Form CA 00 01) without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in connection with the performance of the work. The policy must be endorsed to provide the Village with 30 days' notice of cancellation. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00	Each Occurrence – Bodily Injury and Property Damage Combined
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Professional Liability Insurance

Such insurance shall be on a form acceptable to the Village and shall cover Respondent for liability arising out of the rendering or failure to render professional services in the performance of the services required in the Agreement including any hold harmless and/or indemnification agreement. The policy must be endorsed to provide the Village with thirty (30) days' notice of cancellation.

The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00 Each Claim  
\$ 1,000,000.00 Annual Aggregate

The insurance provided by Respondent shall apply on a primary basis. Any insurance, or self-insurance, maintained by the Village shall be excess of, and shall not contribute with, the insurance provided by Respondent.

Except where prior written approval has been obtained hereunder, the insurance maintained by Respondent shall apply on a first dollar basis without application of a deductible or self-insured retention. Respondent shall pay on behalf of the Village or the Village's council members, officials, officers, agents and employees any deductible or self-insured retention applicable to a claim against the Village or the Village's council, officials, officers, agents and employees.

Compliance with these insurance requirements shall not limit the liability of Respondent. Any remedy provided to the Village by the insurance provided by Respondent shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of Respondent) available to the Village under the Agreement or otherwise.

Neither approval nor failure to disapprove insurance furnished by Respondent shall relieve Respondent from responsibility to provide insurance as required by this Agreement.

**Certificates of Insurance must be completed as follows:**

1. **Certificate Holder**  
**Islamorada, Village of Islands**  
**86800 Overseas Highway, 3<sup>rd</sup> Floor**  
**Islamorada, Florida 33036**
2. **Additional Insured for Commercial General Liability**  
**Islamorada, Village of Islands and its Council members, officials, officers and employees.**