

Addendum No. 3

Issue Date: 04/29/2024

Project Name: Hybrid Meeting Upgrade to First Floor Conference Room
Project Number: 298-RFP-HybridMtgs-FY24

TO: Prospective Applicants

This addendum forms a part of the **Request for Proposals** and modifies the original Project Number **298-RFP-HybridMtgs-FY24** only to the extent specifically noted below. Failure to acknowledge this addendum in the submittal may subject the submitter to being deemed non-responsive.

This Addendum is posted on the City procurement website at www.ashevillenc.gov/bids. This is *the official source* of this addendum. All addenda and attachments shall be published to the same location.

This Addendum is to address Clarifications/Changes and Responses to Questions

This Addendum consists of 17 pages in total.

All photos and graphics for this Addendum No. 3 can be found in an updated master folder at: <https://drive.google.com/drive/folders/1365u40EKKsu5sCJxRN4uwDlyR0gZNMws?usp=sharing>

Specific links for particular questions are provided in responses when needed.

CHANGE: Addendum 2 indicated on photo “07 back corner preferred camera location” that the preferred camera location was in the back corner of the First Floor Conference Room on the scalloped plaster wall (at the Addendum 2 link provided, <https://drive.google.com/drive/folders/1bmhgr0JxrHyscaUriY9tKGLs7Lc3AP6s?usp=sharing>, see 298-RFP-HybridMtgs-FY24 PHOTOS > 1_First Floor Conference Room > 07 back corner preferred camera location). After consulting with Historic Resources, the location has been moved to the **area above the door adjacent to the corner**. Photos of the new area are provided in the Questions and Responses below.

CHANGE: The RFP (Scope of Work, page 3) was incorrect in stating that the City will provide labor for cable runs. **The City does not provide labor for cable runs.** The vendor must provide labor to pull all cables. Facilities staff can assist with pointing out cable pathways but the vendor is responsible for labor to pull cables.

The deadline for submission of questions has closed.

The deadline to submit proposals is Monday, May 13, 2024, by 5:00 PM EDT.

Answers to Questions

1. **Question:** Is OBS to be provided on a client-provided PC?
Response: Yes, OBS will be provided on a City-provided PC.
2. **Question:** Will the computer to run OBS be provided by the City?
Response: Yes, the City will provide the computer to run OBS.
3. **Question:** Is there access above the ceiling?
Response: Yes, ceiling access is available through a small door on the Mezzanine level, one floor up from the first floor. See *photos 01, 02, 03* at:
<https://drive.google.com/drive/folders/100vsA1iGUjSKkfwmqEJ1UG42t68SEKYX?usp=sharing>
4. **Question:** Can we do anything IN the walls or do they need to be protected?
Response: The walls need to be protected. Nothing can be done inside the walls.
5. **Question:** What networks are available?
Response: We currently have one local wired network jack available in the room. Facilities and I.T. can collaborate to provide more if needed.
6. **Question:** What is the existing Audio DSP manufacturer/model?
Response: Audio appliances in the rack include:
 - Symetrix Solus 16 SymNet DSP
 - Ashly SRA-2075 AmplifierSee *photo 04* at:
<https://drive.google.com/drive/folders/1MK4eGaeelhz1gnHjNIKH6PRynrHk6yN-?usp=sharing>
7. **Question:** Is it desired for this audio system to be reused or replaced?
Response: It is desired that the audio system be replaced.
8. **Question:** What is the existing Crestron model?
Response: The Creston model is TSW-750-TTK-B-S (black).
9. **Question:** Is the Crestron code that is existing available for editing as needed after award?
Response: Yes, the Crestron code can be available for editing as needed.
10. **Question:** For controlling the OBS software is a mouse/keyboard located at the clerk position with a local display sufficient? This would be also shown in the control room for redundancy.

Response: Yes, a mouse and keyboard with a local display would be sufficient at the dais clerk position. See *photo 09* at:

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

NOTE: The conference room is typically locked when not in use but because it may be inadvertently left open to the public, equipment in the room is locked down. A laptop or a workstation and display would need to be secured via cable-lock or bracket to the inside of the dais at the corner clerk location.

A computer and display will also be needed in the basement Control Room for controlling OBS, switching sources in meetings, and controlling and monitoring audio. There are two computer displays in the Control Room that may be used per the vendor's discretion. One is a 23.8" Planar touchscreen display (Planar PCT2485), and one is a standard 22" Dell desktop display (Dell P222211). The PC with the two displays is a Dell D175 OptiPlex with an Intel vPRO i7 processor.

See *photo 12* at:

https://drive.google.com/drive/folders/1X4L08T9Zjjpz7mqZ1uGGMGL5uEmvU_iS?usp=sharing

11. **Question:** Please confirm that we will be able to route cables from the closet to the ceiling.

Response: Yes, ceiling access is available through a small door on the Mezzanine level, one floor up from the first floor. See *photos 01, 02, 03* at:

<https://drive.google.com/drive/folders/100vsA1iGUjSKkfwMQEJ1UG42t68SEKYX?usp=sharing>

12. **Question:** Will we be able to route cables to the new displays within the walls or will they need to be on surface?

Response: Cables cannot be routed within the walls. Cables to the displays will need to be routed on the surface. There is ornate wood molding around the room. We expect it will be possible to unobtrusively tack cabling to the underside of a 3/4" lip in the molding around the room while complying with the aesthetic requirements of Historic Resources. See *photos 15, 16, 17* at:

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

13. **Question:** With the room being on the Historic Directory, will we be required to obtain any special permits or approvals?

Response: Permits or approvals should not be required for mounting a camera or for drilling a small unobtrusive conduit if needed. For anything more extensive, we will need to consult with Historic Resources staff.

14. **Question:** Are there certain camera views required that would create the need for a multi-camera system? If a single camera, is the preference to place it above the door and facing the speaker stations?

Response: The camera view will be simple for this meeting room. One camera only. The camera will provide a static wide shot of the dais. No PTZ. The preferred camera location is near the back corner of the room, mounted over the doors leading to the backroom rack. It is also preferred that the camera be white. See *photos 18, 19, 20, 21* at: <https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

NOTE: Addendum 2 indicated that the preferred camera location was in the back corner of the room on the scalloped plaster wall, however, after consulting with Historic Resources, the location has been moved to the area above the adjacent door indicated above.

15. **Question:** What are the dimensions of the First Floor Conference Room and/or are blueprints/floor plans available? Along with the Control Room details if possible, please?

Response: For a floor plan and dimensions of the First Floor Conference Room, see *image 00* at:

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

For a floor plan, dimensions, and photos of the Control Room, see *images 00-14* at:

https://drive.google.com/drive/folders/1X4L08T9Zjppz7mqZ1uGGMGL5uEmvU_is?usp=sharing

16. **Question:** Are additional site surveys possible if necessary?

Response: No. The only site survey was the optional on-site visit on Monday, April 8, 2024.

17. **Question:** What is the general construction material of the space's walls, floors, and ceiling? Provided pictures show what appear to be (rather nice looking) architectural acoustic paneling and a "hard", non-drop tile ceiling. Or is there access points in the ceiling?

Response: The walls and ceiling are plaster. Ceiling access is available through a small door on the Mezzanine level, one floor up from the first floor. See *photos 01, 02, 03* at:

<https://drive.google.com/drive/folders/100vsA1iGUjSKkfwmqEJ1UG42t68SEKYX?usp=sharing>

18. **Question:** Are there currently cable pathways to all displays, DAIS, podium/lectern, and other relevant locations requiring AV communication cabling?

Response: Cables to the displays will need to be routed on the surface of the walls. There is ornate wood molding on the walls around the room. We expect it will be possible to unobtrusively tack cabling to the underside of a 3/4" lip in the molding while

complying with the aesthetic requirements of Historic Resources.

See photos 15, 16, 17 at:

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

The dais and lectern have a cable pathway via a floor conduit in the base cabinet of the lectern in the conference room that provides a pathway to the backroom rack.

See photos 25-33 at:

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

19. **Question:** If cables pathways are not available, will they be installed prior to installation by the building facilities team?

Response: Cable pathways are available.

20. **Question:** It is called out that “The City of Asheville will provide labor for cable runs from the First Floor Conference Room to the basement-level Control Room.” Is this for all locations; Display locations, DAIS, Lectern, Ceiling, etc.?

Response: NOTE: The RFP was incorrect in stating that the City will provide labor for cable runs. The City does not provide labor for cable runs. The vendor must provide labor to pull all cables. Facilities staff can assist with pointing out cable pathways but the vendor is responsible for labor to pull cables in all locations.

21. **Question:** Is there access to the ceiling above the First Floor Conference Room for cable runs if necessary?

Response: Access to the ceiling above the First Floor Conference Room is available through a small door on the Mezzanine level, one floor up from the first floor.

See photos 01, 02, 03 at:

<https://drive.google.com/drive/folders/100vsA1iGUjSKkfwMQEJ1UG42t68SEKYX?usp=sharing>

22. **Question:** Are there current AV system As-Built drawings available showing the components of the current system and how they are all currently wired/configured?

Response: Yes, those drawings can be made available to the vendor awarded the contract.

23. **Question:** Are the speakers in good working order or would it be preferred to have them replaced?

Response: The speakers appear to be in good working order, however, they are old and listed as “vintage” online. Replacing the speakers is at the discretion of the vendor. The speakers' make and model is Frazier F1482. See images 04, 05, 06 at:

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

24. **Question:** Will an additional equipment rack be required to house AV equipment or is there CFE (Customer Furnished Equipment) equipment racks with adequate rack space/units (RU's) and power for additional equipment?

Response: The current equipment rack should be sufficient to house AV equipment. There are old appliances in the rack that are no longer being used so they can come out to make room for new appliances. The current rack may be replaced at the vendor's discretion. See *photos 03, 04, 05* at:

<https://drive.google.com/drive/folders/1MK4eGaeelhz1gnHjNIKH6PRynrHk6yN-?usp=sharing>

In the event the current rack space is insufficient, there is space for a taller rack in the back room. See *photos 10, 11, 12, 13* at:

<https://drive.google.com/drive/folders/1MK4eGaeelhz1gnHjNIKH6PRynrHk6yN-?usp=sharing>

There is power for additional equipment with four 120V/20A wall plugs in the room, all on one circuit. See *photos 14, 15, 16, 17* at:

<https://drive.google.com/drive/folders/1MK4eGaeelhz1gnHjNIKH6PRynrHk6yN-?usp=sharing>

I.T. staff recommends that UPS battery backup be considered as well. I.T. can provide a UPS unit for the backroom rack, and can also update the UPS unit in the basement Control Room rack if needed.

25. **Question:** What features do each of the new gooseneck microphones on the DAIS require? Touch to mute button on each mic, individual mute control for each microphone from the touch panel(s), only "Mute/Unmute All DAIS Mics" from the touch panel(s), etc.?

Response: The gooseneck microphones around the dais only need a touch-to-mute button. The current Crestron control touchscreen allows for turning mics on and off, controlling all mic levels at once (including muting), or controlling individual mic levels (including muting).

26. **Question:** Would you prefer the mics to be wired and permanently installed or a wireless solution? Both have their Pros vs. Cons.

Response: Our preference is wired and permanently installed, which they currently are.

27. **Question:** Do there need to be microphones to pick up audience members in the room not seated at the DAIS?

Response: No. Audience members wishing to comment step up to the lectern, which has a gooseneck mic. As indicated in the RFP, the lectern mic is new and does not need to be replaced. The other 14 mics around the dais are old and need to be replaced.

28. **Question:** Will each laptop have USB connectivity and if so, will they be capable of USB 3.0 or USB 2?
- Response:** If the City needs to acquire one or more laptops per the vendor proposal, they will be new with whatever connectivity is required in the proposal.
29. **Question:** Is it desired for any video source to be able to be routed to any display or is a single video source only to be routed to all 4 displays at the same time?
- Response:** Each single source is to be routed to all 4 displays at the same time. There will be four switchable sources. Single sources to the four displays will include (1) the wall-mounted camera at the back of the room (static wide shot, no PTZ), (2) presentation content from the lectern using presenter's laptop, (3) document camera content from the lectern, and (4) a Google Meet's virtual meeting screen.
- NOTE:** an HDMI connection and ethernet internet connection for presenters' laptops at the lectern is already in place, as is an HDMI connection to the ELMO document camera. See photos 12, 13 at:
<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>
30. **Question:** Besides the (4) 86" displays in the First Floor Conference Room, is there a requirement for an additional new display (size TBD) in the control room to monitor the First Floor Conference Room?
- Response:** There are two computer displays in the Control Room that may be used, per the vendor's discretion, for monitoring the First Floor Conference Room. One is a 23.8" Planar touchscreen display (Planar PCT2485), and one is a standard 22" Dell desktop display (Dell P222211). The PC with the two displays is a Dell D175 OptiPlex with an Intel vPRO i7 processor. See photo 12 at:
https://drive.google.com/drive/folders/1X4L08T9Zjjpz7mqZ1uGGMGL5uEmvU_iS?usp=sharing
31. **Question:** Will the Laptop in the back of the room that is currently used for the OBS/YouTube feed still be the primary laptop for sharing the stream or are there additional laptops that will use this feature as well?
- Response:** The laptop currently used in the back of the room could be used at the clerk position on the dais at the vendor's discretion. The laptop is a Dell Precision 3551 with an Intel Core i5 processor, 16 GB RAM, and ports including USB-C, USB-A (2), HDMI, and Ethernet.
32. **Question:** Please elaborate on the "Google Meet/PublicInput" application. We are not overly familiar with the "PublicInput" application and how it ties into the Google Meet Platform.
- Response:** The City of Asheville uses PublicInput to make our city government more accessible to the community. City Council and other public meetings are streamed on our portal with live closed-captioning, as well as the ability to listen by phone.

Community members can submit public comments before and during a meeting by phone, email, and text message. We also use PublicInput to gather community input on city projects at all stages of a project, as well as to keep residents informed about the issues they care about. We use Google Meet to conduct remote meetings (and in the future, will use it to conduct hybrid meetings as well) which are then connected to the PublicInput audio “bridge” to allow residents to listen to meetings by phone.

33. **Question:** Are the meetings streaming from the OBS/YouTube feed and Google Meet/PublicInput simultaneously or is it one application or the other depending on the meeting criteria?

Response: Meeting video is always streamed via OBS/YouTube, and the YouTube video is then hosted on the City’s PublicInput page. In addition, the YouTube video is “presented” in a private Google Meet connected to the PublicInput audio bridge which allows PublicInput to broadcast the meeting audio to phone users. If the meeting is fully in-person, the only connection to Google Meet is the City staff member presenting the YouTube video and the PublicInput audio bridge. If the meeting is hybrid or fully virtual, the PublicInput audio bridge connects directly to the Google Meet used by meeting participants.

34. **Question:** Also will need to validate there is a conduit that we can use already in place to get wiring from the conference room to the control room.

Response: Yes, there is a conduit in the floor beside the backroom rack.

See photos 05, 06 at:

<https://drive.google.com/drive/folders/1MK4eGaeelhz1gnHjNIKH6PRynrHk6yN-?usp=sharing>

There is also a floor conduit in the base cabinet of the lectern in the conference room that provides a cable pathway to the backroom rack. *See photos 25-33 at:*

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

Last, there is a floor conduit in the Data Closet that receives cables from the backroom rack. There is also a ceiling cable pathway in the Data Closet to the basement Control Room. *See photos 04, 05, 06 at:*

https://drive.google.com/drive/folders/1_sB5FWJjrcnfY1eMH7qEVsMnpOJuncTa?usp=sharing

35. **Question:** Will need a complete list of all OFE that we will be reusing in the new design. This includes specific brands and models.

Response: The only owner-furnished-equipment in the conference room is an ELMO document camera, model TT-12. **NOTE:** an HDMI connection to the ELMO is already in place. *See photo 13 at:*

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

[sharing](#)

The laptop currently used in the back of the room could be used at the clerk position on the dais at the vendor's discretion. The laptop is a Dell Precision 3551 with an Intel Core i5 processor, 16 GB RAM, and ports including USB-C, USB-A (2), HDMI, and Ethernet.

In the Control Room, there is a Dell D175 OptiPlex desktop PC with an Intel vPRO i7 processor, a 22" Dell desktop display (Dell P222211), and a 23.8" Planar touchscreen display (Planar PCT2485). These may be used at the vendor's discretion for Control Room switching. See *photo 12* at:

https://drive.google.com/drive/folders/1X4LO8T9Zjjpz7mqZ1uGGMGL5uEmvU_iS?usp=sharing

36. **Question:** What is the construction of the room including the walls and ceiling?
Requesting pictures of both the conference room and control room.

Response: The walls and ceiling of the conference room are plaster.

See *photos of the conference room 01, 02, 08* at:

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3qjDI?usp=sharing>

The walls of the Control Room are plaster with a drop ceiling.

See *photos of the Control Room* at:

https://drive.google.com/drive/folders/1X4LO8T9Zjjpz7mqZ1uGGMGL5uEmvU_iS?usp=sharing

37. **Question:** Statement in the bid says proposed system must be able to control OBS streaming to YouTube - need clarification on what this means. Are we trying to control the OBS software itself in some way through a control system or just be able to control the content being fed to the PC that is ingesting for OBS and ultimately YouTube?

Response: Apologies for the vague language in the RFP. We will need some manner of PC that ingests signal to OBS in order to stream to YouTube.

38. **Question:** Is the customer providing all the networking requirements for this system? If not, what are the requirements to be in compliance with the city IT standards?

Response: The City's I.T. Department will provide all networking requirements. The IP network used by Media Services audio-visual infrastructure is a single Class C network, 10.10.15.0/24, provided as a DMZ interface off the City's primary Palo Alto firewall.

There are NO firewall rules blocking traffic from getting out to the Internet.

There is NO inbound NAT access to the Media Services audio-visual network.

This IP subnet is available as an L2 VLAN in various switches in and around City Hall, including the basement Control Room, the first floor, and the second floor.

NOTE: I.T. staff will provide network switching. I.T. will also upgrade the network switch in the basement Control Room rack. I.T. is currently replacing switches throughout City Hall with Cisco 9200 series switches.

39. **Question:** How do you interface audio into the PublicInput system? What are the specific connection requirements?

Response: The PublicInput platform interfaces with Google Meet (or any other virtual meeting platform) for audio. The audio connection requirements are handled by City staff in PublicInput's software interface when they set up PublicInput for each meeting held in the conference room. Our current process for this involves "presenting" the YouTube video in a private Google Meet connected to the PublicInput audio bridge which allows PublicInput to broadcast the meeting audio to phone users. If the meeting is fully in-person, the only connection to the Google Meet is the City staff member presenting the YouTube video and the PublicInput audio bridge. If the meeting is hybrid or fully virtual, the PublicInput audio bridge connects directly to the Google Meet used by meeting participants. The First Floor Conference Room also allows staff to directly connect dais mic audio to Google Meet using the same connection used to stream the meeting on OBS (Shure MVX2U, XLR to USB signal adapter).

40. **Question:** Are there as-built drawing sets available denoting the current audio, video and control system?

Response: Yes, those drawings can be provided to the vendor awarded the contract.

41. **Question:** Please confirm the City will be responsible for all wire runs between the first floor and the basement control room.

Response: **NOTE:** The RFP was incorrect in stating that the City will provide labor for cable runs. The City does not provide labor for cable runs. The vendor must provide labor to pull all cables. Facilities staff can assist with pointing out cable pathways but the vendor is responsible for labor to pull cables.

42. **Question:** Please provide documentation describing the basement control room and infrastructure. Are there as-built drawings for the control room?

Response: Yes, as-built drawings can be provided to the vendor awarded the contract.

Please see Control Room photos and floor plan at:

https://drive.google.com/drive/folders/1X4L08T9Zjjpz7mqZ1uGGMGL5uEmvU_iS?usp=sharing

43. **Question:** Is there available rack space for the new equipment? How many rack units are there for use?

Response: There is one rack unit for use. Yes, there is rack space for new equipment. There are old appliances in the rack that are no longer being used so they can come out to make room for new appliances. The current rack may be replaced at the vendor's discretion. See photos 03, 04, 05 at:

<https://drive.google.com/drive/folders/1MK4eGaeelhz1gnHjNIKH6PRynrHk6yN-?usp=sharing>

In the event the current rack space is insufficient, there is space for a taller rack in the back room. See *photos 10, 11, 12, 13* at:

<https://drive.google.com/drive/folders/1MK4eGaeelhz1gnHjNIKH6PRynrHk6yN-?usp=sharing>

44. **Question:** Will the City also run the required wiring to all displays, microphones and other equipment in the 1st floor room?

Response: **NOTE:** The RFP was incorrect in stating that the City will provide labor for cable runs. The City does not provide labor for cable runs. The vendor must provide labor to pull all cables. Facilities staff can assist with pointing out cable pathways but the vendor is responsible for running wiring to all displays, microphones, and other equipment.

45. **Question:** What is the current means of control for OBS streaming? Is there an operator?

Response: Currently, every Board or Commission has a liaison who uses the laptop in the back corner of the room to control OBS streaming. We are requesting that OBS control be moved to the front left corner clerk position of the dais. See *photo 09* at: <https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3qjDI?usp=sharing>

Control for OBS must also be available in the basement Control Room, along with the basic ability to switch sources, turn the system on and off, including the camera, microphones, and the four large displays, and also monitor and control audio levels. See *photo 12* at:

https://drive.google.com/drive/folders/1X4L08T9Zjppz7mqZ1uGGMGL5uEmvU_iS?usp=sharing

46. **Question:** Does the new 1st floor “system” need to integrate with the existing switching / AV system used on the second floor, or will a single feed (program) from the first floor to the second floor suffice?

Response: The new system does not need to integrate with the existing switching system in the basement Control Room that is used for City Council meetings. For the First Floor Conference Room, we are requesting a simple, basic switching system in the Control Room with sources including (1) the wall-mounted camera at the back of the room (static wide shot, no PTZ), (2) presentation content from the lectern using presenter’s laptop, (3) document camera content from the lectern, and (4) a Google Meet’s virtual meeting screen.

The basement Control Room must also be able to turn the system on and off, including

the camera, microphones, and the four large displays, and also monitor and control audio levels.

47. **Question:** Based on the current Statement of Work, it appears that all signals originating in the 1st-floor room terminate in the basement control room. Please confirm that all wiring pertaining to the new system will be run between the 1st floor and the control room (in the basement).

Response: Power will terminate in the backroom rack, while video/audio signals could terminate in the backroom rack and/or the basement control room. Cabling can run between the first floor and the basement as needed.

48. **Question:** Should the 14 dais mics remain wired, or convert to wireless?

Response: The 14 dais mics should remain wired.

49. **Question:** Is there any SDI or HD-SDI signals that need to be integrated with the new system or does the new system need to supply SDI or HD-SDI to other areas?

Response: There are currently no SDI or HD-SDI signals. Signals to be integrated with the system are at the vendor's discretion.

50. **Question:** Will the City please provide a 15-day extension from when the answers are posted to allow vendors sufficient time to prepare our responses?

Response: As indicated in Addendum 2, the City has extended the number of days to respond to this Addendum (No. 3) from 7 days to 14 days.

51. **Question:** Will the City consider Federal and other state clients as references?

Response: Yes.

52. **Question:** Will the City please provide a copy of the contract referenced in the RFP?

Response: Please find "SAMPLE Contract_City of Asheville" at:

<https://drive.google.com/drive/folders/1365u40EKKsu5sCJxRN4uwDlyR0gZNMws?usp=sharing>

53. **Question:** Will the City accept redline to the sample contract?

Response: The City is open to reviewing redlines. Any contract changes will need to be reviewed before being incorporated into the final agreement, and will add considerably to the overall timeline of finalizing the contract.

54. **Question:** Please confirm the MBE requirement is waived if vendor performs all the services ourselves.

Response: If you are self-performing, meaning you will be performing 100% of the work, then you will need to fill out the first page of the Asheville Business Inclusion forms, the Outreach Documentation form (page 16 of the RFP). You will need to select one of two

options: self-performing or subcontracting. You will also need to complete the other fields on that first page.

If you are self-performing, you only need to complete and submit that first page with the rest of your proposal.

If you are subcontracting, you will need to complete the first page, then complete the Good Faith Effort form, the MWBE Outreach Documentation form, and the MWBE Utilization Commitment form. The last form, the Documentation of Minority Subcontractor Payments form, is not due at the time of proposal. If you are subcontracting, the last form is due when you submit invoices for payment.

Here is the link to the ABI video that walks through the steps and shows the forms step-by-step: <https://www.youtube.com/watch?v=6Lq54Qx81Oo>

55. **Question:** Please confirm any license requirements and what deliverables the City requires.

Response: Technicians are to be CTS certified (Certified Technology Specialist), installers are to be CTS-I certified (Certified Technology Specialist - Installer), and engineers and designers are to be CTS-D certified (Certified Technology Specialist - Designer). Please provide documentation of certifications.

56. **Question:** Is there room in the 1st floor IDF for vendor-supplied Ethernet switches, routers, etc...?

Response: There should be room in the current rack for Ethernet switches, routers, etc. There are old appliances in the rack that are no longer being used so they can come out to make room for new appliances. The current rack may be replaced at the vendor's discretion. Depending on the proposal, we can also discuss other locations for switches, although the backroom rack is probably the most appropriate location.

I.T. staff recommends that UPS battery backup be considered as well. I.T. can provide a UPS unit for the backroom rack, and can also update the UPS unit in the basement Control Room rack if needed. See *photos 03, 04, 05* at:

<https://drive.google.com/drive/folders/1MK4eGaeIhz1gnHjNIKH6PRynrHk6yN-?usp=sharing>

a. Can the City support fiber runs between the 1st-floor IDF and the Control Room (Basement)?

Response: Facilities staff can support fiber runs to the extent that they will point out cable pathways to the vendor. **NOTE:** The RFP was incorrect in stating that the City will provide labor for cable runs. The City does not provide labor for cable runs. The vendor must provide labor to pull all cables.

NOTE: I.T. staff will provide network switching. I.T. will also upgrade the network switch in the basement Control Room rack. I.T. is currently replacing switches throughout City Hall with Cisco 9200 series switches.

57. **Question:** What are the current and or usable wire paths within the 1st floor room?
Response: There is a wire path via a floor conduit in the base cabinet of the lectern in the conference room. See *photos 25-33* at:
<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>
58. **Question:** What are the current and or usable wire paths between the room and 1st floor IDF?
Response: There is a wire path between the conference room and the backroom rack via a floor conduit inside the base cabinet of the lectern. See *photos 25-33* at:
<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>
59. **Question:** Is there a preference for fixed matrix switching (16x16, 32x32 fixed frame) or Audio Video over Internet Protocol (AVoIP) virtual switching?
Response: The intent is to carry signal from the First Floor Conference Room to the basement Control Room for live-switching meetings. I.T. staff prefers AVoIP, although this is at the vendor's discretion.
60. **Question:** What is the make and model of the current loudspeakers? Are these to be replaced? If so, is there a desired type for new loud speakers? Pendant, on wall, in ceiling?
Response: The make and model of the speakers is Frazier F1482.
See *photos 04, 05, 06* at:
<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>
- The speakers appear to be in good working order, however, they are old and listed as "vintage" online. Replacing the speakers is at the discretion of the vendor.
- Because of Historic Resources restrictions, it is best to continue with pendant style speakers using existing ceiling conduits.
61. **Question:** Where do the Google Meet, YouTube interfaces reside? Is it a single PC/Server or multiple dedicated PC/Servers?
Response: The interface will reside (via OBS) on a PC to be located at the corner clerk position on the dais and on a PC in the basement Control Room.
See *photo 09* for *dais clerk location* at:

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

See photo 12 for control room location at:

https://drive.google.com/drive/folders/1X4L08T9Zjjpz7mqZ1uGGMGL5uEmvU_iS?usp=sharing

- a. Can the City elaborate on the current topology feeding these endpoints?

Response: The IP network used by Media Services audio-visual infrastructure is a single Class C network, 10.10.15.0/24, provided as a DMZ interface off the City's primary Palo Alto firewall.

There are NO firewall rules blocking traffic from getting out to the Internet.

There is NO inbound NAT access to the Media Services audio-visual network.

This IP subnet is available as an L2 VLAN in various switches in and around City Hall, including the basement Control Room, the first floor, and the second floor.

- b. What is the current means of control? Automated or Operator assisted?

Response: Operator controlled.

62. **Question:** Is there adequate facility power available? Is there adequate power distribution available in City-supplied equipment racks? Please advise on the type of power available and number of 120V/20A circuits.

Response: There is adequate facility power available for the backroom rack with four 120V/20A wall plugs in the room, all on one circuit. See photos 14, 15, 16, 17 at:

<https://drive.google.com/drive/folders/1MK4eGaeelhz1gnHjNIKH6PRynrHk6yN-?usp=sharing>

I.T. staff recommends that UPS battery backup be considered as well. I.T. can provide a UPS unit for the backroom rack, and can also update the UPS unit in the basement Control Room rack if needed.

63. **Question:** Since it is a designated historic landmark, need to know what we can do and/or what is expected such as can we run wires in walls, install panduit for surface mounted runs, mount items to walls, and are there any health concerns such as asbestos.

Response: We cannot run wires in walls or run panduit for surface-mounted runs. In the instance of running hardwired control to the four 86" displays, we expect it will be possible to unobtrusively tack cabling to the underside of a 3/4" lip in the wood molding around the room while complying with the aesthetic requirements of Historic Resources.

See photos 15, 16, 17 at:

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

Regarding asbestos, areas of the City Hall building are known to contain building materials that used asbestos, a naturally occurring family of fibrous minerals, which for decades was widely used in commercial buildings as a fireproofing and insulation agent. Testing must be performed prior to any work that requires drilling or cutting into the composite walls or floors.

NOTE: The City has scheduled asbestos testing for Tuesday, April 30, 2024, for locations in the First Floor Conference Room where camera mounting, drilling, or cutting may occur for this project.

64. **Question:** I'm going to need a full set of digital scaled drawings for the facility including the floor plans, total building layout, conduit schedules especially between the floors, and reflective ceiling drawings.

Response: Digital-scaled floor plans are provided at the links below for the basement Control Room and the First-Floor Conference Room. Total building layouts, conduit schedules, and reflective ceiling drawings are not available. Floor plans of the entire first floor and of the basement can be made available to the vendor awarded the contract after signing a Non-Disclosure Agreement.

See *Control Room graphic 00* at:

https://drive.google.com/drive/folders/1X4L08T9Zjppz7mqZ1uGGMGL5uEmvU_iS?usp=sharing

See *First-Floor Conference Room graphic 00* at:

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

65. **Question:** Please confirm exact amount of laptop connections/locations required and what their output connections are; HDMI/VGA/DisplayPort/3.5mm audio out/etc.?

Response: Computer/laptop connections required will be at the corner clerk position on the dais and on a computer in the basement Control Room. If the City needs to acquire one or more laptops per the vendor proposal, they will be new with whatever connectivity is required in the proposal.

See *photo 09 for dais clerk location* at:

<https://drive.google.com/drive/folders/1mbMkeBeWTbVg0awAqc8ZR6XeE-A3gjDI?usp=sharing>

See *photo 12 for control room location* at:

https://drive.google.com/drive/folders/1X4L08T9Zjppz7mqZ1uGGMGL5uEmvU_iS?usp=sharing

I understand that failure to confirm the receipt of addenda may be cause for rejection of this Proposal.

Authorized Signature

Company

Date