

# The Maryland-National Capital Park & Planning Commission

## Department of Finance – Purchasing Division

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September 30, 2019

Project: **Wheaton Headquarters Auditorium Audio/Visual Technology**

RFP No.: P 40-105

SUBJECT: Addendum Number Three

The following changes and/or clarifications to the above referenced project are being provided to all prospective offerors.

### **GENERAL INFORMATION**

1. The budget for this project is \$800,000.
2. Clark Construction expects substantial completion of the building in May, 2020.
3. The Go-Live date outlined in the RFP is non-negotiable.
4. All equipment purchased and placed at the Wheaton Headquarters must have a clear title. The equipment must not have any liens.
5. View the renderings of the Wheaton Headquarters building at [www.montgomeryplanningboard.org/wheatonhq](http://www.montgomeryplanningboard.org/wheatonhq).
6. Watch current meetings at [www.montgomeryplanningboard.org](http://www.montgomeryplanningboard.org) to see a sample of a Board meeting. <https://montgomeryplanningboard.org/meetings/watch-online/>
7. There is no use of on-screen graphics now, but The Planning Department (Planning) wants the capability to do this.
8. The last day for questions regarding this solicitation is **October 4, 2019 at 11:00 a.m.**
9. The proposal submission has been **EXTENDED** to **October 11, 2019 at 11:00 a.m.**

### **TECHNICAL INFORMATION**

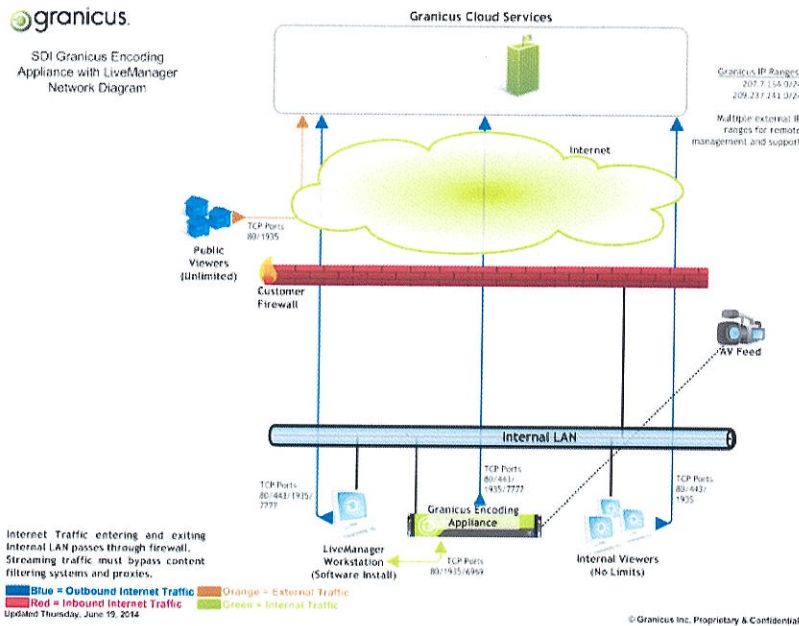
1. Is there an equipment list and/or schematics for the components that require integration (i.e., IT network, broadcast distribution center, mobile smart boards, house lighting, SIP server, Multi-box)? **Planning would just need an external input/air play solution for things like smart boards.**

2. Were the 14 hardwired push to talk mics, and the discussion/voting mics intended to be one and the same? If yes, will they be installed permanently at the dais? **The microphones on the dais should be permanently installed into the dais. Additional tabletop mics on the worktable should be mobile and wireless. Planning would prefer the mobile mics to be rechargeable.**
3. Will the discussion system need to be controllable via the touch panel? **Currently the Board discussion system is controlled through a laptop at the Chairman's seat. This creates some space limitation for that section of the dais. Planning is open to and would prefer a different solution. The current push to talk for the board system is called the Deliberator and are used in conjunction with Push to Talk handsets from Dsan. Whatever the solution is, it has to be able to be accessed from the Clerk's seat as well as the Chairman's.**
4. Do you intend on reinforcing audience speech? If yes, is the preference to control questions and feedback by distributing a handheld microphone, strategically placing a mic on a stand, or would the preference be to keep the attendees live utilizing ceiling mics? **Handheld microphones.**
5. Will all audio sources be controlled at the mixing console? **Currently, a program called BiAmp Canvas is used to control the audio. This is done on the desktop computer at the Clerk's station. Audio is rarely adjusted during a meeting but the ability to do so would be beneficial. The master audio can also be controlled on the Crestron touch panel. Planning wants the master audio to be controlled by whatever switching display that will be installed. The audio mixer on the Sony Anycast that is used to switch the meeting does not control the audio in the room, only the audio output.**
6. Will the room be used in auditorium seating setting only, or will it function as a multipurpose room? **Multipurpose. The primary function will be Planning Board and other meetings at the dais but other activities will occur in the room (i.e., lectures with a podium and community meetings, etc.).**
7. Is the requested lighting control strictly for stage lights, or would house lighting be controlled from the touch panel, as well? **House lights will be installed by the building contractor. For this project, Planning is looking for a lighting solution to light the dais and podium area for Planning Board meetings. It would be preferred if both could be controlled from the touch panel. In the auditorium at the Montgomery Regional Office Building, none of the lights are controlled from the Crestron touch panel. Each set of lights is currently controlled by various light switches.**
8. When conferencing, will the audience be included in the communications with the far-end? **That capability does not exist in the current location, but it is a desirable option.**
9. When conferencing, will you send an isolated feed from the video switcher (i.e., program minus lower-thirds)? **That capability does not exist in the current location, but it is a desirable option to have an isolated feed for conferencing purposes.**
10. Will the PCs be client provided, or should they be accounted for in the proposal? **PC's will be provided by the Commission. PC's will be running on a Windows 10 operating system.**
11. How many channels of video should be accounted for in the recording system? **Currently, there are two systems that record the program out (Granicus and the Sony Anycast), the KiPro records every camera input (three) and the program out individually. The same functionality with the system is wanted in the new auditorium. For example, if there are six cameras Planning would want one of our records to individually record each of those in the event there is a need to use that as a back-up or to allow the use of the raw feed for another production.**
12. You said, "concerts." Will the installed audio system support the concerts or will the concert performers provide their own equipment? If the installed system will be used by these performances what is the largest act that would be supported? What is a typical sized group? **The room needs to be multipurpose with the emphasis on the Planning Board meetings. The audio and lighting system should be able to handle different functions - such as community meetings, speaker series, smaller productions, etc.**
13. Is this correct that a new production switcher and camera set could be specified if additional features and functionality were provided and fit within the budget? **Planning currently uses the Sony Anycast as the switcher for the Auditorium workflow. There is ease of use and reliability with this product. This unit will be re-purposed for remote productions and it will not be a part of the new system for the Wheaton**

**Auditorium. The Offeror needs to provide a solution for an easy to use switcher for the live and recorded productions. The Sony product name is removed as a requirement.**

14. Is the preferred resolution for the 9 - 60" monitors 1080p? 4k (3840 x 2160)
15. What size and resolution for the 14 monitors on the dais? 4k (3840 x 2160)
16. What brightness (Lumens) for the Laser Projector? **1200 Lumens**
17. Monitors and cameras must have 4k resolution. Planning streams through Granicus in 720p and through Ustream in 480.
18. What equipment is coming over to the Wheaton HQ? **Granicus Encoder (currently in Planning's IT server room, need to stream content to this).**
19. Does Planning have a live switch? **Granicus live stream can be run through a computer connected to the switcher (currently Anycast Touch). Network switch is through the IT Department and wouldn't be accessed in the room.**
20. Does Planning still use the Tricaster? **No.**
21. Explain the connection to Granicus – is it over a network or hard-plugged in? **AV Feed is hardwired to encoder. See diagram below.**

### Network Diagram



22. Explain the technology that the technical writer's use. **There is one Technical Writer staffer at every Planning Board meeting. They rely on a Marantz MP3 recorder in order to transcribe the minutes of the meeting. This is an output from the audio feed. The audio is recorded and automatically FTP'ed to a network server. It is also recorded on an SD drive. Planning wants a recommendation on a new, updated piece of hardware to allow for an isolated audio feed that is currently being captured by this device.**
23. Do we have a technical writer and a clerk? **Yes, they are two different functions by two different staff members. The Technical Writer takes note of actions during the Board meeting. The Clerk is live switching the meetings.**
24. Explain the phone system over Microsoft Teams. **Currently, the PA system has an output port that is connected to one of our DID numbers, 301-495-4708. When staff dial that number, and the room is in use and the PA system is on, the audio is heard through that phone number for as long as the person stays on the line.**
25. Explain the VLAN integration. **The auditorium will be on its own dedicated VLAN to isolate it from the rest of our network.**

26. Planning staff will need all drawings, training manuals and documents as well as two sessions of "super users" of the system and a rehearsal of a Planning Board meeting before the Auditorium is "handed over."
27. Provide updated drawings (see attached).
28. Provide the cross-section seating arrangement at the dais for monitor dimensions (see attached).
29. Provide a refracted ceiling plan (see attached).
30. Provide a lighting plan (see attached).
31. Provide the wall plate or floor box situation (see attached).
32. Provide photos of the current rack (see attached).
33. Provide an illustrative workflow concept (see attached).

### **MAINTENANCE INFORMATION**

1. Clarify the support and maintenance portion of the RFP. **Offerors shall provide a rate card of services for on-site troubleshooting, engineering, applying fixes, installing replacements after the auditorium is turned over to Planning. Planning will purchase a block of hours, determined by Planning's budget, for the first year with the option to renew for three years.**
2. On-site response and response time. **This project calls for 24/7 remote monitoring and on-site support in the case of a critical function failure within two hours.**

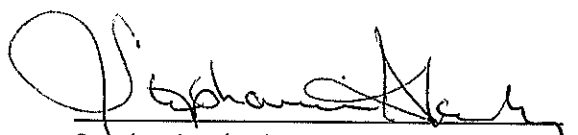
### **PRICING SCHEDULE**

1. A new pricing schedule is attached.
2. The cost of the purchase of the equipment must NOT be included with the proposal. The Commission will reimburse the Consultant for the cost of the equipment. The Consultant will have to provide receipts for each piece of equipment purchased. The Consultant must be an authorized re-seller of the equipment, if applicable.
3. The pricing schedule has been re-done to remove the cost of support and maintenance for three years. The Commission will purchase a block of hours based on the rate card provided. The fees on the rate card provided by the Offeror will be evaluated as part of the cost during the evaluation process.

All other terms and conditions of the request for proposal document apply.

**Offerors must acknowledge receipt of this addendum by signing and returning this letter with your proposal submittal.**

\_\_\_\_\_  
Acknowledge Receipt by  
Authorized Company Official

  
Stephanie Akerley, CPPB  
Principal Procurement Specialist

Attachment(s)

**2.7 PRICING SCHEDULE - REVISED**

**Wheaton Headquarters Auditorium Audio/Visual Technology  
Pricing Schedule  
RFP #40-105**

The Offeror certifies that this cost proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same project, without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud, or other illegal action.

The Commission reserves the right to award all or part of the scope of services of this RFP. Please submit separate cost for each deliverable.

Offeror shall use the following table for submitting their cost proposal for the tasks associated with the **RFP**:

<b>Task 1: Design/Build</b>	<b>Total Cost</b>
Phase 1 – Project Management Plan	\$
Phase 2 - Discover	\$
Phase 3 - Define	\$
Phase 4 – Design	\$
Phase 5 – Develop	\$
Phase 6 – Build	\$
Phase 7 – Deliver	\$
Phase 8 – Close-Out	\$
<b>Task 2: Support and Maintenance</b>	
Rate card for repairs (may be multiple lines)	\$

**Note:** *The cost for each of the Tasks listed above should be inclusive of direct costs. If proposal includes subcontracting for part of the work, please provide a breakdown of the prime costs and the subcontractor costs by Task.*

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
(Print) (Signature)