



Town of Amherst, New Hampshire

2 Main Street, Amherst, NH 03031

August 15, 2023

The Town of Amherst is seeking Requests for Proposals for a build out to replace the current meeting room setup for Broadcast and streaming purposes. (See attached Anticipated Scope of Work.)

Background

Amherst is currently operating out of the historic Amherst Town Hall, second floor with capabilities to broadcast via Comcast with a single SD signal, and broadcast streaming to other sources in HD, such as Zoom. There is currently a multi-camera system (4 remote controlled Cameras) with a switcher.

Questions

Questions about this RFP should be addressed to Christopher Gentry at 603.732.2985.

Build Out Analysis

The Town is currently looking to upgrade current SD and outdated HD systems and integrate Zoom Capabilities directly into the workflow. To include, but not limited to:

- Integrated Screens for both audience and board view for displaying presentations.
- Multi-camera switch with streaming integration.
- Audio for In-room use as well as on Broadcast and Stream.

Scope of Services

The consultant will work directly with the Town Administrator, Amherst Community Access Television, and their designees. The scope of services includes, but is not limited to:

- Preparation of a plan with basic workflow schematics for the meeting room.
- Provision and installation of equipment and testing.
- Clean up of site after work.
- Training of staff on equipment

General Requirements

- In the performance of the services requested, the consultant shall not be considered an employee of the Town of Amherst, but shall be an independent contractor or employee of the company/organization submitting the proposal. The consultant shall perform the services on behalf of the Town and will serve as the Town's agent.
- The consultant shall provide a summary of the firm's current insurance coverage for comprehensive, general liability, professional liability, automotive liability and workers' compensation insurance. Indicate the limits of coverage on each policy.

- The issuance of this RFP is not a guarantee that the Town of Amherst will select any of the applicants that submit a proposal. The Town reserves the right to withdraw this RFP or to reject all proposals received in response to it. The Town reserves the right to waive any non-material irregularities or information in any RFP.
- The Town of Amherst assumes no responsibility or liability for costs incurred by recipients of this RFP in responding to it or in responding to any subsequent information requests.

Submission Requirements

The consultant shall provide the following information for consideration:

- A letter of interest, signed by an individual authorized to bind the offer.
- Statement of qualifications and proposal for consulting services, to include the experience of each company staff person expected to work with the Town, any additional consultants and subcontractors, company history and outline of capabilities, including previous work for municipalities.
- Samples of previous work, including links to websites if available.
- Copies of all applicable certificates of insurance.
- A cost proposal for the project, including all expenses, shipping and cabling included.
- All proposals must be received at the Amherst Town Hall no later than September 1, 2023, at 1:00 p.m. Questions shall be directed to Dean Shankle, Town Administrator.
- Three copies of proposal and one electronic PDF copy clearly marked "Meeting Room Proposal" to:

Town of Amherst
"Meeting Room Proposal"
2 Main Street
Amherst, NH, 03031
dshankle@amherstnh.gov

Proposal review, evaluation and selection process

- Proposals will be reviewed and evaluated following the submission deadline using a quality based evaluation process.
- The Town will select a consultant based upon the submission items listed above, interviews, and any other information deemed pertinent by the Town.
- The Town may select one or more consultants for interviews. The submission of a response does not guarantee an interview.
- The Town will negotiate contract terms upon selection. All contracts are subject to review by Town Counsel and approval by the Board of Selectmen.
- **Opt-Out Provision:** The Town of Amherst may terminate this contract at any time for any reason by giving at least thirty (30) days' notice in writing to the consultant. If the contract is terminated by the Town of Amherst, as provided herein, the consultant will be paid a fair payment as negotiated with the Town of Amherst for the work completed and materials supplied as of the date of termination.

Anticipated Scope of Work

Below is the list of materials related to the scope of work we are anticipating. This is not an exhaustive list but is illustrative of the project scope we envision.

1	Video Switcher with a minimum of 6 inputs and 2 outputs
12	Desktop Monitors: Low profile; 15 inch
2	65" Video Monitors
2	Video Monitor Swinging Wall Mounts
4	Audio Monitors
1	Audio Amplifier
1	AJA U-Tap SDI
1	32" Control Room Monitor
1	Audio Feed Controller