



Meeting Date:	September 28, 2026
Submitter:	Ashley Monroe, Assistant City Administrator/HR Director Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Audio/Visual Project Status and Recommended Next Steps

Summary: In September 2026, the City issued a Request for Proposals (RFP) seeking a qualified vendor to provide a complete AV solution, including system design, equipment procurement, installation, testing, integration, training, and support.

The RFP was distributed to twelve (12) firms based on recommendations and prior experience with a due date of September 14th. Staff has not moved forward with a vendor because firms either declined to submit or they responded and advised staff that there was not enough design information available to develop a proposal.

Following the RFP, staff met independently with three of the qualified AV firms to review the City's goals and learn the information needed to successfully get a vendor to implement this project. Through those meetings, it became apparent that the project is more complex than originally anticipated. Several of our systems have been installed in recent years by different vendors, with varying levels of documentation available regarding connections and setup. Additionally, the City has a mix of old and current hardware, with many components having exceeded their useful life years ago.

All three firms relayed that it is common practice to first obtain an engineered system design before moving into integration. This is an approach similar to what the City does for engineered infrastructure projects.

We learned that based on our current configuration and need, a design-build approach is well suited for a project of this type because it requires consideration of installation requirements, equipment compatibility, cost, and projected long-term support services during the design process. It also inserts a layer of accountability on the part of the design engineer, to ensure that the system will work effectively and timely, especially if they could be the agency responsible for integrating and maintaining the equipment. Alternatively, getting a firm to design the system, create a scope, and then help evaluate proposals, is another option that will be considered.

Next Actions: Staff are in the process of obtaining proposals to evaluate our systems and design a scope of work for the AV system. (Note, some of the potential vendors may submit a design, build, and support, while others may propose a system design separately, that could then be used to get implementation proposals.) If the design, build and support option is chosen, the City would be able to use the selected firm for installation, training, and ongoing service if it is determined to be in the City's best interest, or we can seek proposals from any responding firm to complete the installation and provide services following another's design.

Using a separate engineering consultant remains an option; however, that approach would require an additional professional services contract and may extend the project schedule.

The timeframe to receive proposals would be approximately two weeks, with a selection and approval process in late October. Following review of the proposals, staff will return with a recommendation for Council consideration and requests direction to proceed with issuing the revised solicitation.

Budget Impact: Not yet known.