Request for Information (RFI)

August 18, 2025

Council Chamber Audio/Video Technology Review and Upgrade Options

1. Purpose

The City of Kaukauna is seeking information from qualified audio/video technology vendors and integrators to assess our current Council Chamber AV system and provide upgrade or replacement options. This RFI intends to gather solution proposals, budgetary estimates, and implementation timelines that will improve meeting functionality, public accessibility, and overall reliability.

2. Background

The City's Council Chamber is used for public meetings, committee sessions, and occasional community events. Our current AV system includes microphones, speakers, cameras, and presentation displays, with integration to livestream and archive meetings. While functional, the system is aging and does not fully meet modern accessibility, hybrid meeting, and ease-of-use standards.

3. Project Goals

Proposed solutions should address the following objectives:

Audio & Video

- Clear, reliable in-room and remote audio with echo cancellation and coverage for all seats
- High-quality video (HD or 4K) with smooth pan/tilt/zoom control or auto-tracking cameras to focus on the speaker
- Integration with live streaming and archival platforms (e.g., YouTube, Facebook, Microsoft Teams, etc.)

Meeting Management

- Electronic voting with public display of results
- Automated roll call and quorum tracking
- Real-time meeting minutes generation and annotation tools
- Integration with city document management systems

Accessibility & Public Engagement

- ADA-compliant assistive listening systems and closed captioning
- Options for real-time language translation
- Public-friendly display of agendas, votes, and live video

Ease of Use & Support

- Intuitive control interfaces for staff and elected officials
- Minimal technical training requirements
- Scalable and upgradable platform architecture
- Long-term serviceability, maintenance, and technical support

4. Information Requested

Please provide the following in your response:

A. Company Information

- Name, address, and primary contact
- Years in business and municipal/government experience
- At least three references from similar council chamber projects

B. Proposed Solution(s)

- Detailed description of AV system configuration (hardware and software)
- Meeting management platform capabilities and screenshots or demos
- Integration with existing systems (e.g., agenda software, video archives)
- Accessibility features and compliance standards met
- Security measures and data retention policies
- Expandability for future enhancements

C. Cost Estimates

- Itemized costs for hardware, software, licensing, installation, and training

- Annual maintenance/support and software subscription fees
- Warranty details for all components

D. Implementation

- Estimated installation and configuration timeline
- Minimal disruption plan for ongoing meetings
- Training and onboarding process for city staff and elected officials

5. Submission Details

- **Deadline for RFI responses:** September 18, 2025
- **Submit via email to:** ttaplin@kaukauna.gov
- **Subject line:** "Council Chamber AV RFI – [Vendor Name]"

6. Disclaimer

This RFI is for **informational purposes only** and does not constitute a commitment to purchase or contract. The City may use the information received to develop a formal Request for Proposal (RFP) at a later date.