

ADDENDUM #1
to the
REQUEST FOR PROPOSAL
For
Audio Visual Equipment Upgrade for Council Chambers
RFP No. OBMH 08-2020

To all Respondents:

November 04, 2020

The following changes, additions, and/or deletions are hereby made a part of the Request for Proposal Documents for the District of Oak Bay, Audio Visual Equipment Upgrade for Council Chambers RFP No. OBMH 08-2020 as fully and completely as if the same were fully set forth therein:

Questions and Clarifications

1. Q: How many wireless delegate microphones are required? (1 chair and 8 delegate)

A: Mayor, 6 Councillors, speakers podium, CAO, Corporate Officer and up to 7 more for senior staff in attendance.

We also need the ability to mic the conference phone. This would be used if a participant was connected via phone rather than zoom or teams. Additionally, the proposed solutions should be able to take an audio input from zoom and teams running on a laptop or dedicated PC supplied by the district.

Wireless microphones should be able to be moved in the council chambers and an additional microphone may be required in the hallway or the committee room next door. The proponent should take this into account when designing the solution to ensure there is wireless coverage for all devices.

2. Q: Will the wireless delegate microphones connect to the existing sound system?

A: The intent is to replace the aging sound system with a new solution including microphones. None of the existing amplifiers, mixers or processing units should be used.

3. Q: How many video sources connections are there? (Laptop, Host PC)

A: Currently there are two video sources:

- A camera is mounted on the back wall which faces the council and feeds into a video encoder along with an audio output from the sound system. The existing camera is end of life and needs to be replaced.
- A laptop which is connected via HDMI to TV's mounted both in the council chambers and in the committee room and hallway using HDMI splitters.

The proposed solution should look at whether the existing camera needs to be replaced and allow for multiple sources. As outlined in the RFP, we are looking for a camera that can be programmed to focus on council or move to focus on the podium. We would also accept a solution where multiple cameras are used along with a video switcher.

The goal is to have the ability to have a meeting using Zoom webinar where the video may switch between a live shot of the council, podium and power point running off a laptop. The proponent is expected to design the solution to allow for all of these video sources as well as replace the wireless microphones and allow the audio to be sent over Zoom.

4. Q: How many presentation monitors are there? Are they existing or do you require new ones?

A: 3 in Chambers currently, along with one in the Committee Room and one in the lobby. These would not need to be replaced unless a specific model was required for the proposed system. The existing monitors have HDMI input and are cabled back to the existing sound system where a mini HDMI splitter connects all of the TV's.

The cabling sits on the floor and it would be expected that the proponent determines if the cabling and TV's need to be replaced or relocated.

We would also like recommendations on whether having a TV mounted behind the council and in front of the council would be recommended in order to show participants connected via Zoom.

5. Q: Can you provide the name of the existing agenda management and webcasting software/hardware?

A: Provided in RFP- Scope of Work – Relevant information section

6. Q: Do you have an existing touch screen/control system or is a new one required?

A: There are existing controls mounted on the wall for the audio system. The proponent should determine if these are needed and remove or replace them when installing a new solution. The proposed solution should be as simple to operate as possible. It should also take into account the maintenance and lifecycle of the equipment. For example, If a non-touch screen solution lasts longer and costs less we would rather go that route unless it provides value having a touch screen control.

7. Q: What is the installation timeline?

A: The District would prefer installation in the near future. The installation schedule provided by proponents will form part of the evaluation process.

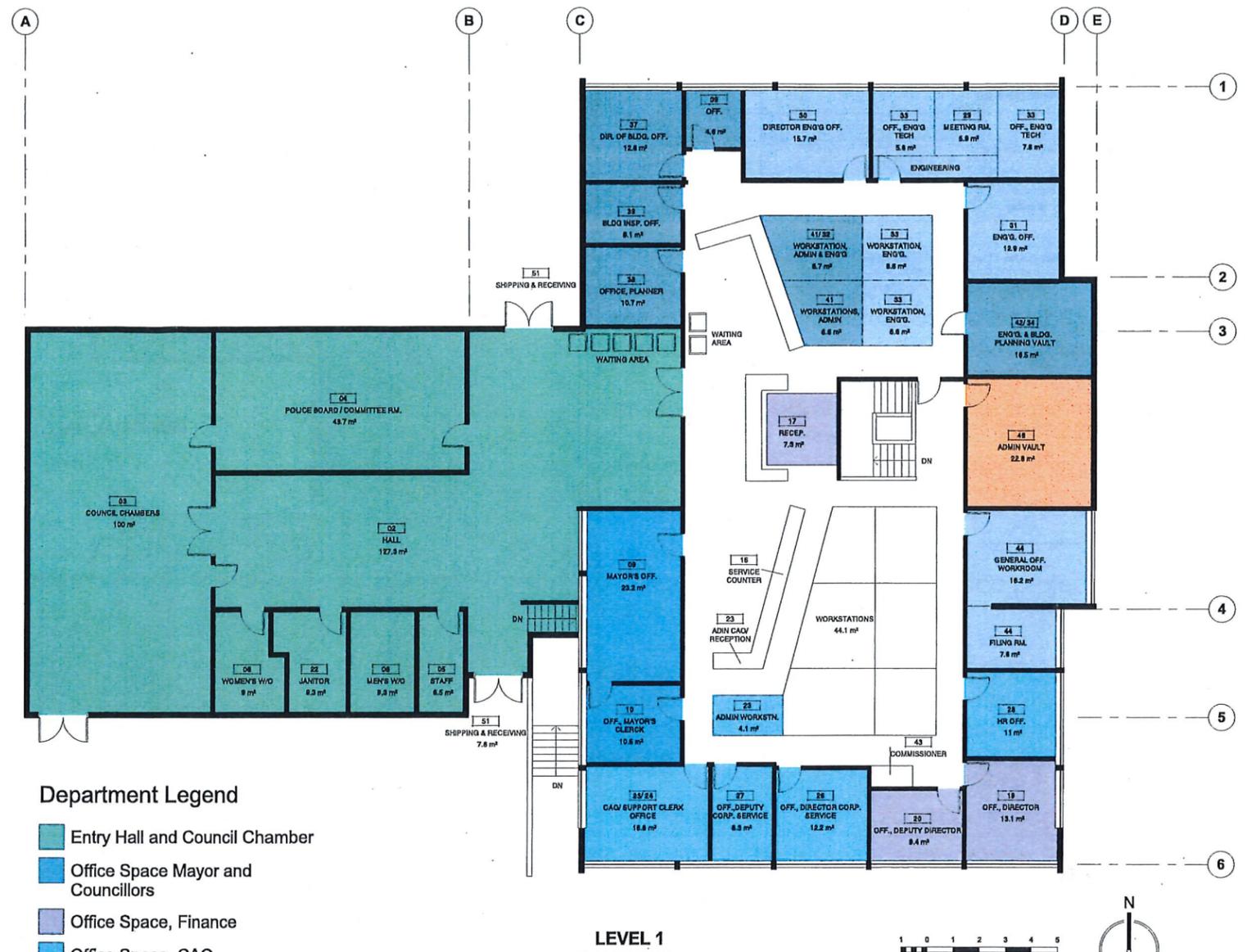
Attachments

1: Floor plan of Municipal Hall

2: Photographs of Council Chambers and existing equipment

End of Addendum

ADDITIONAL FUNCTIONAL NEEDS SPACES NOT PROVIDED IN EXISTING BUILDING	
DEPARTMENT	SPACE
ENTRY HALL & COUNCIL CHAMBER	07 Universal W/C 17 m ²
OFFICE SPACE MAYOR & COUSILLORS	11 Shared Office, Councillors 24 m ²
OFFICE SPACE, FINANCE	18 Meeting Room 12 m ² 21 Workstation, Finance Staff 38.4 m ²
OFFICE SPACE, CAO	25 Meeting Room 12 m ²
OFFICE SPACE, BUILDING & PLANNING	36 Meeting Room 12 m ²



- Department Legend**
- Entry Hall and Council Chamber
 - Office Space Mayor and Councillors
 - Office Space, Finance
 - Office Space, CAO
 - Office Space Engineering
 - Office Space, Building & Planning
 - Office Support

ROOM SCHEDULE			
Number	Name	Area	Proposed Area
LEVEL 1			
0	ENGINEERING	4.1 m ²	12
0	WORKSTATIONS	44.1 m ²	120
02	HALL	127.3 m ²	130
03	COUNCIL CHAMBERS	100 m ²	130
04	POLICE BOARD / COMMITTEE RM.	49.7 m ²	20
05	STAFF	6.5 m ²	12
06	WOMEN'S W/C	9 m ²	15
06	MEN'S W/C	9.3 m ²	15
09	MAYOR'S OFF.	23.2 m ²	20
10	OFF., MAYOR'S CLERK	10.6 m ²	12
16	SERVICE COUNTER	9.2 m ²	12
17	RECEP.	7.3 m ²	6.4
19	OFF., DIRECTOR	13.1 m ²	15
20	OFF., DEPUTY DIRECTOR	9.4 m ²	12.5
22	JANITOR	9.3 m ²	3
23	ADMIN WORKSTN.	4.1 m ²	6.4
23	ADIN CAO/ RECEPTION	4.3 m ²	6.4
23/ 24	CAO/ SUPPORT CLERK OFFICE	16.8 m ²	15
26	OFF., DIRECTOR CORP. SERVICE	12.2 m ²	15
27	OFF., DEPUTY CORP. SERVICE	8.3 m ²	12.5

ROOM SCHEDULE			
Number	Name	Area	Proposed Area
28	HR OFF.	11 m ²	12.5
29	MEETING RM.	5.9 m ²	12
30	DIRECTOR ENG'G OFF.	15.7 m ²	15
31	ENG'G. OFF.	12.9 m ²	12.5
33	OFF., ENG'G TECH	5.8 m ²	6.4
33	OFF., ENG'G TECH	7.8 m ²	6.4
33	WORKSTATION, ENG'G.	6.6 m ²	6.4
33	WORKSTATION, ENG'G.	6.6 m ²	6.4
37	DIR. OF BLDG. OFF.	12.6 m ²	15
38	OFFICE, PLANNER	10.7 m ²	9.2
39	BLDG INSP. OFF.	8.1 m ²	9.2
39	OFF.	4.6 m ²	9.2
41	WORKSTATIONS, ADMIN	6.8 m ²	19.2
41/32	WORKSTATION, ADMIN & ENG'G	8.7 m ²	25.6
42/ 34	ENG'G. & BLDG. PLANNING VAULT	16.5 m ²	40+20
43	COMMISSIONER	1.3 m ²	9.2
44	GENERAL OFF. WORKROOM	16.2 m ²	15
44	FILING RM.	7.8 m ²	
46	ADMIN VAULT	22.8 m ²	22
51	SHIPPING & RECEIVING	7.8 m ²	15
51	SHIPPING & RECEIVING	8.3 m ²	



531 Herald Street, Victoria B.C.
250 384 2131
www.moorewilson.ca

OAK BAY MUNICIPAL HALL
2167 Oak Bay Ave,
Victoria B.C.

OPTION 1

EXISTING MAIN FLOOR PLAN



Council Chamber Looking North









