



RFP 40-24-05 Main Conference Room AV Upgrade

Questions & Answers

- 1.) Currently there are seats for people sitting around the perimeter of the board table along the walls. Is there a necessity for those located in the perimeter to be mic'd up or audio enhancement to be heard?

Generally, there is not a need, but a couple of free-floating wand mics would be helpful.

- 2.) Regarding the multiple screens planned to be installed on the walls, will they be displaying the exact same content all the time (same as the main screen at the front of the room), or do you anticipate needing the capability to display different content on each screen or combination of screens?

The display will be synced for main content.

- 3.) The same with the screens in the adjoining room, should they display board room content only or display the people inside the board room (one displaying the participants, and displaying content). Should there be ability to display other content including live stream or TV, as it may be used as a waiting or overflow rooms as well?

We prefer setting this up as a separate guest for the purposes of meetings so the display shows what remote viewers would see for the board meetings.
A minimum of 2 HDMI connections are needed. One connection for displaying the board room content. A second connection if the adjoining room is used for other ancillary meeting purposes.

- 4.) Is there a necessity for a podium?

- We are willing to keep a podium, but responders should propose best solution.
- The podium is only used for controls now. Using a small portable tablet or wall-mounted controls is acceptable.
- RFP states:
 - The new system should allow for an easy-to-use operation control panel at the podium with similar control capabilities from the center table.
 - 2 HDMI connections at the podium, one for a desktop computer and another one allowing the presenter to share from a laptop, are required.

- 5.) Regarding the backend equipment in the rack, would you like to have that re-purposed and they just re-program new controls to interface with the existing equipment, or would you like to bid a totally new system?

Responders may propose their best solution considering quality and price as driving vectors.

- 6.) Are/were there wireless access points in that room before?

There is one access point located up close to the projector and two more in the hallway. The APs have a bandwidth of 1Gbps (limited by their uplink connection to the network switch). There is a wireless upgrade project slated for the next budget year which will be upgrading these APs to ones that support multi-gigabit uplinks and include more antennas for better throughput.

- 7.) It is proposed that the AV signals (usually audio and video, and controls, are transported together these days) be transmitted via the network, is SURS we ok with having them on your network (wired or wireless), or is there be a separate VLAN dedicated to it?

SURS is fine with this method as long as they are properly segmented and monitored.

- 8.) Is there a need to have cabled power at the tables, were wired data ports also spec'd with the furniture to cable laptops into, or just wireless (related to previous two questions.)

Yes, there is a need to have power and HDMI connectivity at the tables. The ClickShares do not work for all presenters because those from financial institutions sometimes have tight controls, and it will not allow them the access to add the necessary drivers.

- 9.) Do you want to track meeting room participants with the video camera(s), i.e. just basically as a large group, or as close as individual faces (keep that in mind as we consider the recording of these meetings).

We prefer a split camera view in the room to get a better view of the attendees than currently afforded with the single camera. No need to focus on single individual speaking. (Given the nature of many meetings, this would prove to be impractical due to frequent discussions happening in parallel.)

- 10.) It is to be expected that five monitors be used in the design of the main conference room and one additional for an overflow location. Does the same image or source to be displayed on all monitors at the same time or do you require different sources on different monitors?

Per response to Question 2, all monitors should have the capability to be synched to what is displayed in the main monitor at the front of the room.

- Overflow monitor source is only the signal from the main conference and no other source?
 - Per response to Questions 2, an overflow monitor should have the capability to be synched to what is displayed in the main monitor at the front of the room. As space may be used as an ancillary meeting room, the design should be scalable to accept external input that could be switched from the main conference room display.

- Control for this display is to be display provided remote?
 - No additional switching devices are anticipated to be used with the overflow monitor. Overflow monitor and associated remote must have the capability to accept a minimum of two inputs (main conference room and external source).

11.) Connection locations: Lectern, and Two table locations? Are the connections at the table to be mounted the table at the edge of the table or in the cubby provided by the furniture vendor?

Specifications for the center table have not been finalized. Information will be shared with the selected vendor when appropriate.

12.) Multiple cameras for Zoom/Teams meeting: How are the cameras to be controlled? Via the touch panel or do you require a production switcher to PTZ each camera and create transitions between the cameras?

We would seek input from the selected vendor as to best approach. Cameras should not track but should be adjustable for best display depending on type of meeting (large board meeting, smaller team meeting, etc.).

13.) Will there be a staging area as the equipment arrives from the manufacturers?

Yes. There will be a staging area for equipment arrivals.

14.) The existing equipment that is in the room is desired to be re-used. If there is an issue with this equipment, will the service for these items be T/M billing?

A service contract or T/M billing with rates specified may be considered.

15.) Will SURS make the AV system be available via a V-Lan to allow for AV access for remote service?

It depends on the solution and the secure accessibility solution offered by the vendor but currently not planning external access only internal LAN. If proposed, we prefer remote access to be on demand, not always on.

16.) Are there any plans to extend or create satellite rooms connected to the Main Conference Room for audiovisual integration? If so:

- Would these additional rooms need to interact with participants in the main conference room or the far end participants during the calls?
- What specific functionalities are required for these potential satellite rooms?

See responses to Question 3) and Question 10), there is only one overflow room currently anticipated.

17.) In Appendix 1, it's specified that the intent is to reuse the OFE Biamp microphones. If these microphones aren't going to be repurposed: Will they be removed by another party?

The A/V installer would remove the existing OFE Biamp microphones if they were no longer used.

- 18.) Should the integrator that is awarded the project include removal labor costs in their response to the RFP?

Yes

- 19.) What size displays are required for the side walls?

Two 75" LED displays along each side.

- 20.) Please confirm there isn't a requirement for streaming?

Our meetings are often broadcast via common platforms (Zoom, Teams, Webex). We would anticipate any solution to be compatible with such tools.

- 21.) Is there a preference for HDMI connections, Wireless connections, or both for participants to connect their Laptops?

Both

- 22.) Is recording AV meetings a requirement?

It is not a requirement at this time. We record from an external device for all audio of the board/committee meetings, and we can record on Zoom or Teams.

- 23.) What is the ETA for SURS to have the specs for the new conference table?

The furniture vendor has recommended tables from Enwork and HON. The data/power ports would be added to the underside of the table and the top of the table has spaces for power/data/HDMI to be added down the center. A final decision has NOT been made though. **We anticipate having specifications by April 5th.** Please check back here for updates.

- 24.) Can you confirm that the conference room lighting will be separate from the AV system?

The A/V system will be separate from the lighting.

- 25.) Please confirm if motion and voice tracking for the camera(s) is a requirement or if just the view of the entire room is required?

Entire room or segments of the room with a multi-camera solution is preferred. There are usually too many parallel discussions occurring to make voice tracking practical.

There is currently a single camera in the room. The following picture shows the view generated. We are looking for improvements so remote participants have an improved view of all in-room participants.



26.) Is the requirement for the monitors to have the ability to support both different images and the same images or just the same images?

See responses to Question 2) and Question 10)

27.) Please describe the network connected and supporting the conference room in terms of network switch type and speed, bandwidth of WiFi, type of network cabling (CAT6, CAT6A, etc).

- Current Environment: Cisco 3650 PoE switches with 1Gbps switch ports, Cisco 2702i APs (802.11ac), CAT6 cabling
- Future Environment (within next year): Cisco 9200-48PXG PoE 1Gbps switches with some multigigabit ports, Cisco 9130AX APs (802.11ax, WiFi 6, multigigabit uplinks)

28.) Will SURS provide a network switch for the AV rack? Does SURS have a preferred brand or model of networking equipment?

Cisco is the required brand. Cisco 9200-48PXG is the preferred model.

29.) Is there a desire for remote support?

SURS is open to receiving remote support capability if a secure solution is proposed. See response to Question 15) for additional information.

30.) Can you confirm that SURS is satisfied with the currently installed ceiling mics picking up voices from any participant sitting along the sides of the conference room?

The current ceiling mics have been adequate, but we are open to improvements. See response to Question 1), a couple of free-floating wand mics would be a good thing.

31.) How many mics and speakers are currently installed in the ceiling that SURS is keeping? What are the brand and models of the current ceiling mics and speakers?

- 6 Biamp Tesira TCM-1 ceiling mics
- 8 Martin Audio C8.1T ceiling speakers

- 32.) If required, can SURS provide Electricians and/or Low Voltage Installers to install additional electrical outlets, and/or Data Ports to support the new AV System? Or will the Vendor be responsible for doing so?

SURS will coordinate electrical items with the electrical contractor that is working on the renovation project.

- 33.) Is there a desired video resolution and size of monitors?

4K resolution for all monitors. 75" monitors for the side walls.

- 34.) I am inquiring to ask if there is a construction cost estimate or budget associated with the Main Conference Room AV Upgrade (RFP 40-24-05) Project.

Yes, there is a budget in our capital expense portfolio allocated for this project

- 35.) The current equipment list mentions a Lutron Aurora lighting panel. Is Lutron lighting control interfacing with the AV control system to be controlled from the AV touch panel?

See response to Question 24.

- 36.) Is the plan for the in-room PC to be the only source that can host a video conference call?

There should be the ability to plug an external device to display from as well, e.g. laptop.

If not, is SURS open to wireless sharing and conferencing with a second host source for Bring Your Own Meeting (run video conferencing from a laptop)?

Wired or cable connection (e.g. HDMI) seems to be the preferred method.

- 37.) HDMI inputs at the table require video conferencing from the connected laptop, or are these just for content sharing?

HDMI connections at the table should allow for display from a laptop of a seated attendee.

- 38.) Would SURS like additional microphones, other than ceiling mics?

See response to Question 1), a couple of wireless wands or hand-held microphones are desired for attendees sitting at the perimeter of the room.

- 39.) Is the podium remaining in the room? If so, would SURS want a touch panel for control on the podium? Is a confidence monitor for a presenter needed at the podium?

See response to Question 4) for information regarding the podium and controls. A confidence monitor is not needed.

- 40.) Is any of the lighting changing above the table?

Yes, the current pendant lighting will be removed and improved with LED lighting.

41.) Any power protection or battery backup required for the AV system?

Best practice would include power protection and battery backup for the ability to temporarily sustain power to equipment, shut down properly, or protect from surges. The previous system included a UPS battery backup.

There should be a UPS backup included in the rack that can be connected to available outlets in the closet that have power from the backup generator.