

THE CITY OF POTEET, TEXAS

REQUEST FOR PROPOSAL

FOR

AUDIO AND VIDEO TECHNOLOGY UPGRADES – CITY COUNCIL CHAMBERS

I. INTRODUCTION

The City of Poteet, Texas (“City”) is seeking statements of qualifications (SOQs) from qualified and experienced firms specializing in the design, integration, and installation of audio and video (A/V) technology systems for municipal council chambers.

The objective is to modernize and enhance the City Council Chambers’ audio, video, and recording capabilities to support public meetings, hybrid (in-person and virtual) participation, and compliance with accessibility and public transparency standards.

SOQs will be received until **October 15, 2025**, at **3:00 p.m.** at Poteet City Hall, 491 Avenue H, Poteet, Texas 78065. The City of Poteet's normal business days are Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. and are closed on recognized holidays. Central Standard Time. Shortly thereafter, all submitted proposals will be publicly opened and read aloud in the City Hall chambers. Any proposal received after the closing time will not be accepted and will be returned to the submitter unopened. The timely receipt of the proposal by the City Secretary's Office prior to the proposal opening date and time is the responsibility of the submitter. Proposals will not be accepted by electronic transmission, telephone, or facsimile machine. All proposals must bear original signatures and figures. The proposal shall be for:

RFP #2025-1001

AUDIO AND VIDEO UPGRADES - CITY COUNCIL CHAMBERS

II. SCOPE OF SERVICES

The selected firm will be responsible for providing a comprehensive modernization of the audio and video systems in the City Council Chambers. This project will begin with an on-site needs assessment and evaluation of the existing infrastructure. Based on that assessment, the firm will design a fully integrated audio and video system tailored to the City’s requirements, with an emphasis on public transparency, accessibility, and functionality for both in-person and hybrid (virtual) meetings.

The scope of work includes preparing detailed system schematics, specifying and recommending appropriate equipment, and overseeing procurement and installation. The system should incorporate high-definition video displays or projection, microphones and speakers at each Council seat and podium, cameras capable of livestreaming and recording, assistive listening devices that meet ADA standards, and a centralized control interface for staff use. Integration with

video conferencing platforms such as Zoom or Microsoft Teams is also expected to support hybrid meetings.

In addition to hardware and installation, the firm will be expected to provide user training for City Council members and staff to ensure ease of use and operational readiness. The City is also interested in reviewing available options for ongoing support, system maintenance, and potential future upgrades as part of the proposal.

The selected firm will be expected to assess the City's current A/V infrastructure and provide comprehensive services, including but not limited to:

- Needs assessment and site evaluation
- System design and layout schematics
- Equipment specification and procurement recommendations
- Installation, wiring, and integration of A/V components
- Training for City staff and Council on system use
- Ongoing technical support and maintenance options

The final system should include (but is not limited to):

- High-definition video displays or projection
- Microphone and speaker systems for all Council seats and podium
- Cameras with livestreaming and recording capabilities
- Hybrid video conferencing tools (e.g., Zoom/MS Teams integration)
- ADA-compliant assistive listening systems
- Centralized control interface

III. SUBMISSION REQUIREMENTS

Responses to this RFP must be submitted no later than October 15, 2025, at 3:00 P.M. Late submissions will not be considered.

Please submit two (2) hard copies and an electronic copy in PDF format to: City Secretary Abigayle R. Frautschi at afrautschi@poteettexas.gov and take to Poteet City Hall.

Each Statement of Qualifications shall include:

1. **Firm Information:** Company history, contact info, and relevant licenses
2. **Experience:** Relevant municipal or public-sector A/V projects

3. **Team Qualifications:** Key personnel bios and certifications
4. **Project Approach:** Summary of design methodology and timeline
5. **References:** Minimum of two (2) past public clients with contact info
6. **Proof of Insurance:** Current certificate showing general liability and workers' comp coverage
7. **Optional:** Photos or case studies from similar installations
8. **Proposal:** Cost / Quote for upgrades to the audio and video technology upgrades for Council Chambers.

IV. SELECTION CRITERIA

The City will evaluate all statements of qualifications using the following criteria:

- **Relevant Experience:** Demonstrated experience with similar A/V system upgrades for municipal or public-sector spaces, particularly City Council chambers or meeting rooms.
- **Team Qualifications:** The education, certifications, and relevant experience of key personnel who will be assigned to the project.
- **Project Understanding and Approach:** The firm's proposed methodology, understanding of project requirements, anticipated challenges, and implementation strategy.
- **Responsiveness and Quality of Submission:** Clarity, organization, and professionalism of the submitted materials.
- **References and Performance History:** Feedback from previous public agency clients regarding the firm's technical capabilities, communication, timeliness, and overall performance.

The City may, at its discretion, invite one or more firms for interviews or presentations before making a final selection. The City will negotiate a contract with the firm determined to be most qualified and cost-effective.

VI. Additional Information

If you have any questions or require additional information regarding this RFP, please contact City Secretary Abigayle R. Frautschi at afrautschi@poteettexas.gov or at 830-742-3574.

The City of Poteet reserves the right to refuse or reject any or all responses to this RFP, waive any or all formalities or technicalities, and to accept the RFP response deemed most advantageous to the City. The City may hold the RFP responses for a period of 30 days without taking action.

Proposals must be submitted in an envelope sealed with tape and prominently marked on the lower left-hand corner of the envelope with the corresponding RFP number and title.

Please read the requirements/specifications thoroughly and be sure that the proposal offered complies with all of them. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point-by-point basis, attached to and made a part of your proposal. If no exceptions are noted, and you are the successful respondent, it will be required that the services be provided as specified.