



REQUEST FOR PROPOSAL

Audio/Visual Equipment System for Public Meetings

Release Date: December 29, 2025

Submittal Deadline: January 23, 2026

Public Works & Town Clerk
Public Works: 102 School Road
Town Clerk: Town Hall, 1 Main Street
P.O. Box 4100
Frisco, Colorado 80443

Table of Contents

1. Invitation
2. Background
3. Scope of Work
4. Schedule
5. Instructions
6. Proposal Requirements
7. Questions and Answers
8. Selection Process
9. Attachments

1. Invitation

The Town of Frisco (the “Town”) is seeking proposals from qualified Vendors to replace the current Audio/Visual (A/V) Equipment System in Council Chambers of Frisco Town Hall. This equipment is used for public meetings: Town Council, Municipal Court, Planning Commission, and as an auxiliary meeting room for staff. The successful Vendor will demonstrate the ability to uninstall the existing system, recommend appropriate technology, install a high-functioning replacement system, and train Town staff on its use.

The awarded bidder will work with Town staff and the Town’s Information Technology Vendor to:

1. With the currently utilized system: work directly with Town staff to assess and identify needs and opportunities for improvement.
2. Install the new A/V system with user-friendly solutions, usable by one staff member to successfully conduct and livestream a public meeting or event.
3. Provide robust training, support, and warranty services for the newly installed system.

2. Background

The Town of Frisco is a municipality located in the heart of the Colorado Rocky Mountains. Approximately 3,000 year-round residents call Frisco home and expect transparency and accessibility from their local government. An updated, reliable Audio/Visual system that helps facilitate public meetings and events in their Town Council Chambers in their Town Hall will assist in meeting this expectation.

In response to the COVID-19 pandemic, the Town adopted new audio/visual infrastructure in Town Hall’s Council Chambers in 2020. This installation prioritized accessibility, remote participation, and established a new expectation for civic engagement. While an upgrade to the Town, the system was limited to the technology (both hardware and software) that was available at that time. It was the Town’s first venture into procuring and using an Audio/Visual system in their Town Council Chambers, and many lessons and observations have been gained from this experience. Challenges with this aging system have included:

- Lack of technical support from installation vendor due to age
- Numerous points of failure causing unreliability in functioning
- Necessity for multiple operators for functionality
- Lack of automated features, requiring manual operation

The Town’s Strategic Plan identifies community engagement as a foundational element in the delivery of core public services. To sustain and improve upon this goal, the Town is now replacing the aging system installed under pandemic conditions with a more permanent, modern solution.

3. Scope of Work

The Town is seeking a qualified and experienced Vendor to provide an assessment of the Town of Frisco Council Chambers audio/visual system and recommend upgrades that will be integrated into the Town’s public meeting software. The Scope of Work includes the following:

- Removal of Existing Equipment
 - Inventory and document current equipment

- Disconnect and safely uninstall all outdated A/V components (hardware and software) Properly recycle or present options for recycling old equipment, adhering to applicable regulations
- System Design and Procurement
 - Evaluate Town's meeting needs for in-person and remote participation
 - Recommend a comprehensive A/V system including (but not limited to): microphones, speakers, cameras, monitors, displays, integrated control systems, and streaming/broadcast solutions
 - Provide an itemized list of equipment and costs for Town approval
 - Procure and deliver all approved A/V equipment
- System Installation
 - Professionally install equipment in Town Hall Council Chambers, ensuring minimal disruption to daily operations
 - Integrate with existing IT infrastructure (Internet, CivicPlus software, etc.)
 - Conduct full system testing for performance, sound, video clarity, and connectivity
- Training and Documentation
 - Train Town staff on day-to-day use of the system, including camera switching, muting, screen sharing, and livestreaming
 - Provide comprehensive user guides and troubleshooting materials
- Continuous, Ongoing Support
 - Provide maintenance or support service plan proposals for future robust and timely technical support for duration of Town's ownership of equipment.

4. Schedule

- Advertisement of RFP December 29, 2025
- Mandatory Pre-Bid/Site-Visit January 7, 2026 @ 12:00pm
 - *Location: Frisco Town Hall, 1 East Main Street, Frisco, CO 80443*
- Questions Due January 13, 2026 by 2pm
- Question Responses January 16, 2026 by 2pm
- Proposal Deadline January 23, 2026 by 3pm
- Contract Award (*pending Council approval*) February 10, 2026

5. Instructions

One digital copy of the proposal shall be submitted via email to addisonc@townoffrisco.com. There is no limit on the number of pages or proposal size, but concise proposals are encouraged and appreciated. Submissions must be received by the deadline without exception.

The Town will not accept late proposals. The Town reserves the right to reject any or all proposals or accept what is, in its judgment, the proposal which is in the Town's best interest. The Town further reserves the right, in the best interests of the Town, to waive any technical defects or irregularities in any and all proposals submitted.

During the Request for Proposal selection process, all proposals shall remain confidential. The entire selection process (procurement) file shall be opened to the public (which includes all proposers) after an agreement is approved by the Town, except those items for which confidentiality has been requested in writing by the Proposer, and providing that the Town Attorney has reviewed and determined this to be properly confidential under the State Open Records Act and other relevant statutes and regulations.

This solicitation does not commit the Town of Frisco to award a contract, to pay any costs incurred with the preparation of a proposal, or to procure or contract for services or supplies. The Town of Frisco reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the Town to do so. After contract negotiations, prospective consultants may be required to submit revisions to their proposals.

6. Proposal Requirements

6.1 Cover Letter

This letter should identify the proposer's name, mailing address, email address, telephone number, and contact person. The letter should also identify key staff who will be working on the project, and commit them for the duration of the project, if selected. The letter should also state that the firm has read and understands the requirements of the RFP. This letter must be signed by a duly authorized official of the appropriate firm.

6.2 Organizational Information

Provide a statement of the proposer's corporate status and background, organization structure, list of owners and principals, history, type of business conducted, and business locations.

6.3 Qualifications and References

List qualifications and ability of the proposer to meet the terms of the RFP. Include at least three examples of projects completed within the past two years that will confirm the proposer's expertise in providing services listed in this RFP. Any experience with similar mountain towns should be included. Examples must be specific to the key staff identified in section 6.1. Each project shall include the following:

- Client Name
- Address
- Contact Person, Phone Number, and Email
- Project Dates
- Project Description
- Project Budget

6.4 Project Manager and Personnel

List the project manager and other key personnel who will contribute to the project. Describe the qualifications, experience, job title, years of experience, expertise, and availability of the manager and personnel. Additionally, list any sub vendors who will contribute to the project.

6.5 Project Approach

Provide a comprehensive description of the methodology and approach for completing the project scope described above. List milestones, steps, coordination with Developer/vertical vendor, and innovative ideas for the project approach.

6.6 Fee Schedule

Proposer shall complete Exhibit A – Summary of Quantities (Bid Items & Quantities) and submit with proposal. The unit pricing submitted will be used to enter into contract (Exhibit B) with the successful proposer.

6.7 Project Schedule

Proposer shall submit a preliminary timeline of dates and schedule for scope of work from beginning to final completion. This schedule should generally follow the milestone dates in Section 4 of this RFP.

7. Questions and Answers

All questions concerning this RFP must be submitted by email to Addison Canino, Capital Projects Senior Manager for the Town of Frisco, at addisonc@townoffrisco.com by January 13, 2025 by 2pm. Addenda, reports, and responses to questions will be distributed by January 16, 2025 by 2pm. Any written question of a proposer regarding the meaning or interpretation of the RFP, work scope, specifications, etc., must be submitted to the Town prior to the above-specified date. All clarifications given to any prospective proposer shall be similarly furnished to all prospective proposers in summary form as an addendum to this RFP if the lack of such information could reasonably be considered prejudicial towards uninformed proposers.

8. Selection Process

The Town will select the Proposer it deems best for this project with consideration to price, experience, proposed project methodology, proposed timeline, references, and other materials presented by the firm.

The Town may invite Proposers to participate in interviews with the evaluation committee for the purpose of clarifying, confirming, or obtaining additional information on proposals. If interviews are held, they will be scheduled after the proposal deadline.

9. Attachments

Exhibit A Existing Conditions

Exhibit B Sample Goods & Services Agreement