



Boardroom AV Upgrade Project

RFP Vendor Questions & Dakota County Responses

Date: August 22, 2025

Introduction

Thank you for submitting your questions regarding Dakota County's Boardroom Audio Visual Upgrade Request for Proposal (RFP). Dakota County acknowledges and appreciates the time necessary to build comprehensive RFP responses and hopes that the following answers will provide any clarity needed. Below, you will find the responses to all submitted questions.

Vendor Questions and Dakota County Responses

1. I was inquiring if the above project currently has an estimated value?

We do not have an estimated value at this time.

2. I am interested in the bidding, so I have a question of the registration.

My base is not in MN, so can I register if my proposal is negotiated to be award. So I can register upon you request a registration in MN before you give an award.

Please refer to page 15 (Registration and Good Standing) of the RFP.

3. Are there preferred manufacturers for any of the specified functionality requirements?

Computer hardware should be Windows 11 and be Dell desktops or laptops of these standard models:

- Dell Pro Micro Plus desktop - Intel Core Ultra 7 265, 32GB RAM, 1TB SSD.
- Dell Pro Slim desktop - Intel Core Ultra 7 265, 32GB RAM, 1TB SSD.
- Dell Pro 24 All in One desktop - Intel Core Ultra 5 235, 32GB RAM, 1TB SSD, Touchscreen.
- Max Tower T2 workstation - Intel Core Ultra 9 285K, 64GB RAM, 1TB SSD.
- Dell Pro 14 laptop - Intel Core Ultra 7 255U, 32GB RAM, 512GB SSD.

- Dell Pro 16 laptop - Intel Core Ultra 5 235U vPro, 32GB RAM, 512GB SSD.

4. It is mentioned that automated camera tracking is a must have, is there an expectation that a control surface or panel is provided for manual camera controls by a production technician as well?

Yes. The production technician needs to have the ability to manually control cameras.

5. Is the expectation that the AV contractor provide or subcontract all electrical work needed? Or will the owner be providing an electrical contractor that the AV contractor can coordinate with?

The County will be adding electrical outlets behind the TVs in the Boardroom. Additional electrical work will be completed by the vendor or subcontractor of the vendor.

6. Will the owner furnished Granicus system be providing streaming, voting and meeting agenda or will this need to be included in the AV Contractor's proposal? What is the specific Granicus product being provided by the owner?

Granicus video encoder will be provided. Vendor is responsible to integrate the audio video output into the Granicus encoder.

7. Is there a preferred character generator software?

Production technician has experience with Ross Xpression, but vendor can also make recommendations.

8. Can you be more specific in your requirements when you say "Capability of hardware to be locked" Which hardware, what locations?

Any equipment in the Boardroom should have ability to be secured either electronically or physically.

9. Pricing Worksheet calls out "Equipment rack/cabinet" - do you not want to re-use existing equipment rack?

The space allows for them to be reused. Any racking would need to fit into the cubby in the electrical room to allow space for a desk 5'+ away from the electrical panels. Vendor can propose a new racking system.

10. Will dumpsters be available onsite?

Space for dumpsters is available, but the vendor would need to order the dumpster.

11. Can you provide construction documents of the space with reflected ceiling plans? Can you also show us the current configuration of the furniture and seating in this space as well?

If any documents, drawings, and plans are required, please send email to hamza.akram@co.dakota.mn.us

12. Can you provide current AV line drawings with signal paths and rack elevations?

Please refer to question #11.

13. With the ever changing environments around tariffs, equipment pricing can vary wildly, all manufacturers won't guarantee pricing for more than 14-30 days. Are you ok with a guarantee of price 14 days before ordering.?

Please refer to page #13 & #14 (Technical Volume) of the RFP.
Per the technical volume section in the RFP proposal pricing must remain valid for 120 days.

14. Could we conduct a site survey of the proposed location?

Yes. The site survey is scheduled for August 27 from 8:00–10:00 a.m.

If any vendor has questions they must be submitted by the end of the day on August 27.

If questions are received, responses will be posted as an addendum on the County website by August 29.

15. Could we interview the current production team to discuss current workflow along with desired workflow?

It will not be feasible at this time.

16. How many outputs should the press audio connection have?

6 outputs.

17. What size should the main displays be?

Vendor can recommend appropriate size.

18. What is the intended streaming platform/destination for board room video streams?

Granicus Encoder.

19. What are the intended video source devices or video inputs and locations within the board room?

We currently have 4 Cameras, computer for Power Point/Video presentations, ability to have MS Teams for possible remote participants.

Vendor are allowed to make recommendations for the audio and video inputs and locations.

Audio and video integration that allows ASL interpretation.

20. Would any web conferencing be hosted on a county-provided PC, or should a conferencing appliance be included in the system design and if so, what meeting platform should be primary; i.e., Teams, Zoom, Webex?

Primary web conferencing platform is Microsoft Teams and should have the ability to be hosted from a county-provided or approved PC.

Please refer to question #3 for approved computer models. If the vendor wants to provide a conference appliance they can make recommendations.

21. Electrical work - does the RFP suggest that we would need to provide electrical services, or would that be the responsibility of the county?

The County will be adding electrical outlets behind the TVs in the Boardroom. Additional electrical work will be completed by the vendor or subcontractor of the vendor.

22. 1080p is mentioned often. Is there a need or desire for 4K infrastructure?

Information on both would be helpful. Vendor can make recommendations.

23. When will detailed photos of the space be made available?

Please refer to question #11.

24. When will floorplans, reflected ceiling plans, and other drawings of the space be made available?

Please refer to question #11.

25. Can you clarify any preferred AV brands or system specifications beyond those listed in Attachment A?

No, we do not have preferred AV brands.

26. What are the expected milestones and detailed timeline for design, installation, and testing phases?

The vendor should provide a detailed timeline in the proposal.
Please refer page 9 (Timeline and Budget) of RFP.

27. Are there any specific integration requirements with existing IT systems or software platforms?

Audio/video output must integrate with provided Granicus encoder.

28. How will changes in scope or unforeseen issues be managed during the project?

Dakota County has a robust change management process, along with a comprehensive risk and issues management framework, including mitigation plans for addressing scope changes and unforeseen issues. It will be coordinated with the Project Manager.

29. How does the County envision coordination between its staff project manager and the contractor?

The Boardroom AV Upgrade Project Manager is usually available on-site two days a week for direct communications. All other communications will be via MS Teams and MS Outlook (email).
The Project Manager can be available on any day of the week if coordinated in advance for an in-person meeting.

30. Could you provide clarification on budget constraints or allowable expenses detailed in Attachment B?

Please refer to question #1.

31. When will a site visit be scheduled prior to proposal submission?

Please refer to question #14.

32. Microphones for Committee Meetings: gooseneck or boundary mic format?

Vendor can recommend.

33. Dais monitors: Size and format requirements? Will they be installed in an existing niche? If so, what are the dimensions?

Yes, they will be installed in the existing niche. We prefer height adjustable Dais monitors. Vendor recommended size and format.

34. Dais speakers: Ceiling mounted or at each user position?

Ceiling mounted. Vendor can recommend any other solution.

35. Speakers: replicate existing zones or is there a different configuration?

Vendor recommendation.

36. Backup recorder: Video program feed only?

Program video.

37. Main Displays (2): Size requirements and location?

Please refer to question #17.

38. Control Room: No display sizes, quantities, or use cases are described. Can you please provide them?

Control Room will house all the AV control equipment.
Vendor to recommend sizes and quantities.

39. Is MS Teams the primary platform? How often are others used?

MS Teams is a primary communications platform at the County.

40. What streaming platforms are you using?

Granicus Encoder.

41. What model / version is being used?

Encoder Model: Supermicro C7Q67 encoder running Windows 7. However, we will replace the old encoder with a new Granicus Digital Encoder (AMAX) for Windows 11 which will be provided to the vendor to integrate with the audio/video streaming services.

Granicus Live Manager version: 3.6.53.1609.

42. Is it being managed from within the control room? Any other management locations?

Yes, they are managed from the AV control room.

43. Host of voting system?

None.

44. When will the room be available for de-com, installation, programming, testing, and training?

As soon the project is awarded to the vendor. The vendor must ensure that any boardroom meetings are not impacted during the installation, programming, testing, and training. The vendor must remove any equipment, clean, and organize the boardroom a day before the boardroom meetings.

45. How many training hours or sessions are required? What groups will require training?

Number of training hours and sessions will depend on the solution. Training for staff will need to include: Production Manager/Team, County Administration staff, Communications staff, and IT staff.

46. What events need support after completion?

Boardroom and Committee meetings.

47. Being that this work is for Dakota county, I imagine you are tax exempt. Please let me know so I can remove tax. Also I will need a ST3 form

Yes, we are tax exempt.

ST3 form can be downloaded from this link <https://www.revenue.state.mn.us/sites/default/files/2019-07/st3.pdf>

48. Can you tell me where we can get the plans for the Boardroom AV Upgrade project in Hastings.

Please refer to question #11.