



CITY OF DAHLONEGA
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**CITY HALL COUNCIL CHAMBERS A/V
SYSTEM UPGRADES PROJECT #2026-003**

ADDENDUM 1

Addendum Issue Date: October 16, 2026

Addendum Subject: Response to Questions and Answers, Further Clarifications

Addendum Page Numbers: 9 Pages

1. Do we need to submit our registration paperwork to do business with you prior to the bid response?
You only need to submit the vendor forms included in the RFP packet with your proposal. Any additional vendor registration paperwork can be completed later if your firm is selected.
2. **Subcontractor Qualifications and Experience:** May the prime contractor rely upon and include the qualifications, key personnel, project experience, and references of its identified A/V subcontractor in demonstrating the project team's experience and technical qualifications? If so, are there any specific requirements for presenting the subcontractor's qualifications within the proposal?
Yes. The prime contractor may identify and include the qualifications, experience, key personnel, and references of its proposed A/V subcontractor as part of the project team. Please clearly identify which qualifications and experience belong to the subcontractor and describe the subcontractor's role in the project.
3. **Insurance Requirements:** Where the specialized A/V subcontractor will perform the physical installation and technical field work, may applicable insurance requirements—such as commercial general liability, automobile liability, workers' compensation/employer's liability, and other coverage associated with those operations—be satisfied through the subcontractor's policies, including any required additional-insured endorsements?
The prime contractor is responsible for meeting the insurance requirements outlined in section 5.15 of the RFP. Subcontractors performing work under the contract should maintain the required insurance coverage for their work. The prime contractor is responsible for ensuring that its subcontractors meet any applicable insurance requirements.
4. **Prime Contractor Insurance:** If the prime contractor's role is limited to contract administration, project coordination, and oversight, please clarify which insurance policies and limits must nevertheless be maintained directly by the prime contractor, as opposed to coverage that may be maintained by the performing subcontractor.
The prime contractor must maintain the insurance coverage required by the RFP regardless of the extent of its role on the project. Any additional coverage required for the subcontractor's specific operations should be maintained by the subcontractor.
5. **E-Verify / Contractor Affidavits:** Please clarify the E-Verify and Security & Immigration Compliance requirements applicable to the prime contractor and subcontractor, including which registrations or affidavits are required and at what stage they must be submitted.
The prime contractor must submit the required E-Verify affidavit with their proposal. The prime contractor is also responsible for ensuring that any subcontractors performing physical services under the contract are registered and participating in the federal work

authorization program. A subcontractor is not required to submit its E-Verify affidavit to the City with the proposal solely because it is identified as a proposed subcontractor.

6. **Payment and Invoicing:** Please clarify the anticipated invoicing and payment structure under the resulting contract, including whether progress or milestone invoicing is permitted for equipment/material procurement, delivery, installation, system commissioning, and final acceptance, as well as the applicable payment period for approved invoices.

The RFP states payment will be paid on a net 30 basis. Proposers may identify any proposed payment or invoicing structure in their proposal for the City's consideration. Any payment schedule approved by the City will be incorporated into the resulting contract.

7. **Avard Decision Date?/Timeframe.** What is the **target timeframe for the decision to Award a Winner?**

Approximately December 2026

8. **Targeted Project Start Date.** What is the **targeted timeframe to start the Project #2026-003 upgrade?**

Approximately Early 2027

9. **Future cameras.** Do you have any details around what type of cameras you are considering and/or any requirements needed for our infrastructure proposal to support?

The camera system shall support virtual meetings and training sessions. Cameras shall be positioned to capture all dais seating, conference table, and the podium.

10. **Tax Certificate of Exemption.** Please provide all the details for your **Tax Certificate of Exemption.**

The City will provide their Tax-Exempt Certificate to the awarded firm.

11. **Existing IT Standards.** Do you have any IT standards that we should be aware of before responding?

- a. Hardware standards, SW, Platforms **The AV Contractor shall provide a Dell laptop with, at a minimum, Windows Professional edition installed. Windows Home edition will not be accepted. The proposed equipment must be submitted to the City's IT department for review and approval prior to ordering and installation.**

12. **Existing 65" Displays.** Please provide the make, model, age, and **current condition of the four (4) existing 65" displays.**

Existing Displays are Insignia NS-65D550NA15. Age is unknown, and the condition is unreliable. Intermittent display and audio issues have been reported. However, it is unclear whether these issues originate from the existing A/V system or the displays themselves.

13. **Audience Speaker Coverage.** Please provide the existing room floor plan, reflected ceiling plan, or other available drawings showing the room dimensions and ceiling conditions to establish the required quantity/types and locations of distributed ceiling/wall speakers.

The City does not have additional drawings available to provide at this time.

14. **Conferencing Computer / Licensing.** Please confirm that the City will provide the required user accounts, room licenses, application licenses, and credentials for Microsoft Teams, Zoom, Webex, or other conferencing platforms.

The City will provide any license(s) needed for conferencing platforms.

15. **Electrical.** Please confirm whether the GC is responsible for providing new electrical circuits, receptacles, or other electrical modifications required for the AV system.

Yes.

16. **Conduit / Pathways.** Is there existing conduit and cable pathways dedicated to AV systems that are available for reuse?

There are limited pathways which could be reused.

17. **Broadcast.** Please clarify where the program output is intended to be sent. (Cable TV, website, streaming platform) also is there existing broadcast equipment that needs to be considered in the design to be reused?

The City does not intend to broadcast or stream meetings at this time. Recordings will be retained for City records only. No existing broadcast equipment is required to be reused for this purpose.

18. Are you standardized on any AV manufacturers or product lines across the building?

No.

19. When you mention that we need a Cover Letter that includes the following: Brief introduction and statement of interest, including the name, address, and contact information of the company proposing.

Should that be officially the first page of the Proposal, or can that be the second page?

This can be the second page.

20. I did have one question about the evaluation process. I know there are 4 criteria that your team will utilize to assess each of the companies that is providing a system design and a budget proposal. I did wonder that if there are possibly multiple companies that are very close during the assessment process, will it be possible that the team would be interested in visiting the vendors facility or one of their references as part of the evaluation process. **The evaluation committee will score proposals based on the criteria outlined in the RFP. If needed, the City may consider additional reference checks or clarification during the evaluation process.**

21. The RFP does not specifically identify an **Assistive Listening System (ALS)** within the requested AV scope. The 2010 ADA Standards for Accessible Design, Section 219, generally require an assistive listening system in assembly areas where audible communication is integral to the use of the space, and audio amplification is provided. Section 706 establishes technical requirements for such systems.

- a. Does the City currently have an ADA-compliant assistive listening system serving the Council Chambers?

Yes, one that was purchased when the existing system was installed.

- b. If an existing system is present, is it intended to remain and be integrated with the upgraded AV system?

No, as we are not certain it could be integrated with the upgraded system.

- c. If no compliant system currently exists, should proposers include a new assistive listening system as part of the base proposal?

See a and b above.

- d. If a new system is required, please confirm the Council Chambers' seating capacity to establish the required receiver quantity in accordance with ADA Section 219.3.

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- e. Should required assistive listening signage be included within the AV contractor's scope?

Yes

22. Are there any places where we cannot put speakers in the room?

No, however, speakers should not block line of sight to monitors or council/staff seating arrangements.

23. **Official microphone locations:** The RFP specifies 11 official microphones; the walkthrough identified nine center seats and two seats on each side, totaling 13. Which positions require microphones?
Provide 11 microphones for the dais and staff stations, one for the podium, and two for the conference table. 14 microphones in total.
24. **Recording:** Is the contractor to furnish a recording appliance and storage, or provide the specified program output to City-owned equipment? If City-owned, please identify the equipment and required connection. If contractor-furnished, please specify the preferred file format, retention period, and how staff should retrieve recordings.
The firms should propose a recording solution, including the necessary equipment and storage, for retaining meeting recordings for City records. Digital is the preferred file format. The City would like to retain the recordings for as long as possible. However, it is preferable the City be able to access the recording data by a downloadable link.
25. **Live broadcast:** Is live internet streaming included in this project? If so, what platform or destination will the City use, and will the City provide the account and any required subscriptions?
The system must have the capability to support live internet streaming in the future. However, the City does not plan to use this feature at this time. Live streaming accounts and subscriptions are not required in this project.
26. **Future cameras:** Please confirm that current-project acceptance will not require a live camera image or operational camera presets, since cameras and associated equipment are excluded. Are future camera locations or connection requirements already established?
The system must have the capability to support live internet streaming in the future. However, the City does not plan to use this feature at this time. There are no camera locations or connections already established.
27. **Conferencing computer and accounts:** Will the City provide the Zoom/Teams accounts and licenses? Are there required computer specifications, security standards, or IT configuration requirements for the dedicated conferencing computer?
The City will provide any license(s) needed for conferencing platforms.
28. **Microphone alternatives:** Will the City accept integrated conference stations with microphones and built-in speakers as an alternative to separate official microphones and dais speakers? Must the official microphones remain wired and omnidirectional, or may other configurations be proposed if they meet the intended performance?
Yes, we will accept integrated conference stations. Alternative microphones may be proposed for the City's review, provided they meet the RFP's intended performance requirements.
29. **Existing display warranty:** If the four existing displays are retained following our compatibility evaluation, please confirm that the one-year manufacturer-warranty requirement applies to newly furnished equipment, with retained displays covered by our installation and integration obligation.
One year manufacturer warranty will only apply to new firm provided equipment.
30. **Video Presentation:** If the AV Vendor proposes to replace/relocate the Displays for better viewing for the Dais and Gallery, will the City supply electrical services or is that something the AV vendor should budget for?
The vendor should budget for any proposed work that requires electrical services.
31. If the AV Vendor is responsible for Electrical, please provide the name(s) and contact information for the preferred Electricians that the City currently uses, preferably someone that is familiar with the Council Chambers wiring.

The AV vendor is responsible for electrical, and we will provide the city's electrician to the successful vendor.

32. Please clarify if you want/need one (1) "wired" input at the Podium location. Since there is no floor pocket, it will require Floor track to cover the cabling to the equipment rack. There is also a wireless presentation system requested to share content from the Podium which could be used in lieu of the wired connection.

This should be wireless.

33. Please clarify if you want two (2) wired inputs on each side of the Dais (Clerk's Station and City Manager's station). That is what is stated in the RFP.

Yes, two stations. One located at the clerk's station and one located at the City Manager's.

34. Please clarify if you want more than one (1) touch panel for system control. I believe you stated that primary control will be at the Clerk's Desk.

We only need one touch panel located on the City Clerk's station.

35. **Video Conferencing:** Please clarify if the AV Vendor is to provide the dedicated conferencing computer. **The AV Contractor shall provide a Dell computer for the conferencing system. The proposed computer must be submitted to the City's IT department for review and approval prior to ordering and installation. The IT consultant will need to install security measures and connect it to the City's network and server.**

36. If the AV vendor is to provide the dedicated conferencing computer, please specify any brands that are preferred/supported by your IT staff. Since this device will be on your network, we need to confirm if there are any brands/models that are specifically included/excluded by your IT.

The AV Contractor shall provide a Dell computer for the conferencing system. The proposed computer must be submitted to the City's IT department for review and approval prior to ordering and installation. The IT consultant will need to install security measures and connect it to the City's network and server.

37. Under the "Video Conferencing: Remote Participants" section, it states that "ceiling mounted microphone arrays will provide full room audio coverage". Is the intention to capture the Audience/Gallery with these microphones? Due to the high, vaulted ceiling in the room, any ceiling array microphones will need to be suspended to hang no more than 10' - 12' above finished floor. Can you confirm that there is access above the vaulted ceiling for cabling and structure for the hanging microphone arrays?

The intent is to amplify audio to the audience/gallery as well as the dais for remote participants. The City cannot confirm access above the vaulted ceiling or the availability of suitable structural support for suspended microphone arrays.

38. The RFP also states that cameras and associated equipment for video conferencing are not included in the project. Can you specify what the future cameras will be and where they will be located since the RFP states that the AV vendor will provide necessary infrastructure for these cameras?

The system must support live internet streaming in the future, although the City does not plan to use this feature at this time. Vendors should recommend camera locations to best cover the conference table, Council dais, staff stations, and podium.

39. **Recording System:** Does the recording system need to capture the future cameras for Video conferencing or ONLY Audio and presentation content?

Audio is the main focus at this time. We need the ability to record video conferencing (Zoom/Teams meetings) and the capability for live streaming if needed in the future.

40. For the required speakers on the Dais platform, is it acceptable to use microphones with integrated speakers due to the limited desk space at each Dais position?

Yes.

41. Can you please clarify the intention for Acoustic panels? Due to the extremely high ceilings and hard surfaces, the room is very reverberant which makes speech intelligibility a problem. This can be addressed with proper microphones and speaker placement during meetings. However, to treat the room for intelligible speech when NOT using the microphones, the room needs a significant amount of treatment, specifically on the ceiling. Ideally, you would need "clouds" to provide acoustic treatment that hangs below the ceiling surface to be most effective. That would require structural mounting from the ceiling. Typically we would create a full acoustical model for the room to determine placement of new panels/clouds. Is this the intention of the RFP?

The goal is to reduce reverberation and improve speech intelligibility. The City is not specifically requiring suspended ceiling clouds or a full acoustical model. The contractor should recommend appropriate acoustic treatment based on existing conditions.

42. **Infrastructure:** Regarding the removal of existing wire, will the City be responsible for patching/repairing any holes or painting required when wires are removed and/or if new locations are required for AV components? Or will that be the responsibility of the AV contractor?

The A/V contractor will be responsible for patching and repairing any holes or damage resulting from wire removal or installation of new AV components, including painting as necessary to restore affected areas.

43. **Insurance:** Are you requesting a copy of our Certificate of Insurance with the City of Dahlonega as "additional insured" with the Submittal packet? I believe this would be Exhibit E. Typically, we submit a sample form showing our coverage limits and only add the Customer as additional insured once a contract is awarded. The RFP states that the certificate "must be provided prior and incorporated as part of the award contract." Please clarify.

A sample Certificate of Insurance showing your current coverage limits may be submitted with the proposal. The City of Dahlonega should be added as additional insured upon award, with the updated certificate provided before the contract is finalized.

44. **Drug-Free Workplace:** Are you requesting a copy of our Drug-Free Workplace certificate with the Proposal submittal or only once an award has been made?

By submitting a proposal, you certify that you will maintain a drug-free workplace and comply with the terms outlined in Section 5.21 of the RFP. This requirement applies to both the prime contractor and any subcontractors.

45. **Display Requirements.** Will the City accept larger displays than those specified in the RFP?

Yes.

46. **Existing Equipment and Infrastructure.** May existing functional A/V equipment and cabling be reused following inspection and testing?

Yes.

47. **Recording Requirements.** What audio and video sources must be recorded? Is a switched program recording sufficient, or are individual source recordings required?

A switched program recording of the meeting audio and video is sufficient. Individual source recordings are not required. Audio is the main focus at this time.

48. **Video Conferencing.** Which video conferencing platforms must be supported, and who is responsible for providing the associated software licenses?

Microsoft Teams, Zoom, and Webex

49. **Acoustic Treatment.** Is the contractor responsible for determining the quantity and placement of additional acoustic treatment to achieve acceptable room performance?
Yes.
50. **Installation Access and Scheduling.** Will normal business-hour access and scheduled system shutdown periods be available for installation, testing, and commissioning?
Yes. Installation, testing, and commissioning should be coordinated with the City in advance to minimize disruption to normal operations.
51. **Existing System Documentation.** Does the City have any existing A/V system documentation, such as design drawings, as-built drawings, system diagrams, or equipment lists, that can be made available to bidders?
No.
52. Is there a floor plan of the room available that can be shared?
No.
53. Is an AV Drawing available of the existing system that can be shared?
No.
54. For the main displays, do you prefer to use the same articulating mounts as the existing displays, or would another type of mounting solution be preferred?
The city is open to other mounting options. The purpose of the RFP is for the vendor to provide us with their proposed plan based on their technical knowledge/experience to help us improve audio visual aspects/components in the room.
55. Should the new main displays match the existing 65-inch displays, or would you prefer upgrade to 75-inch?
The city is open to changing sizes based on consultant recommendations for the room.
56. Under the Video Conferencing: Remote Participants section of the RFP, ceiling-mounted microphone arrays are mentioned as providing full-room audio coverage. Could you please confirm whether these microphone arrays are intended to be included as part of the overall audio system? Additionally, given the existing ceiling architecture, is there a preferred location or area where these microphones should be installed?
Yes, ceiling-mounted microphone arrays are intended to be part of the overall audio system. The contractor should evaluate the existing conditions and recommend appropriate placement to provide full-room audio coverage.
57. Please confirm the intent for 11 new gooseneck microphones for the dais; plus 11 gooseneck style mics at the conference table- within the overall AV System design.
The intent is to provide 11 gooseneck microphones at the dais and 1-2 microphones at the conference table so seated participants can be heard through the AV system.
58. Cameras are mentioned in the RFP as a future expansion. Could you please clarify future camera needs and how they relate to our design?
The system must support live internet streaming in the future, although the City does not plan to use this feature at this time. Vendors should recommend camera locations to best cover the conference table, Council dais, staff stations, and podium.
59. In the prebid it was mentioned that a single PTZ Camera will be included in the design for the PC Based UC System, mounted above the Clerks Desk to capture the conference table, please confirm and clarify if additional cameras are requested.
Vendors should recommend camera locations to best cover the conference table, Council dais, staff stations, and podium.

60. Could you please clarify the intent of the Recording System: Audio and Presentation Capture requirement? Is a dedicated recording hardware/device expected to record the audio and presentation content, or is the intent simply to provide an output/wall plate that makes the system's audio and video signals available for connection to an external recording device provided by others?
The intent is to include a recording solution capable of capturing meeting audio. A dedicated recording device is preferred over simply providing an output for an external device.
61. For the audience speaker system, should we maintain the existing quantity and locations of the speakers and simply upgrade the speaker specifications, or are we permitted to propose changes to the quantity and/or locations with potential surface mount raceways?
Firms may propose changes to the quantity and/or locations of the audience speakers as they deem appropriate to best meet the project requirements, including the use of surface-mounted raceways if needed.
62. If we propose in-ceiling speakers for the audience area, would installation within the existing soffit be possible?
The city believes there are gutters in the soffit so we cannot verify there would be space to install in the soffits.
63. Is the intent wireless video and wireless mic at the podium?
Yes, there is no chase.
64. Could you please clarify the type and/or category of existing cabling that is intended to be removed as part of the project? If available, could you provide information regarding the existing cable types and their associated systems?
The existing cabling is a mixture of types and we are unable to identify all types.
65. Under section "Video Conferencing" - "Computer" - is the request that the AV Contractor shall quote and provide a dedicated conferencing computer? Or will the City of Dahlongega provide this computer? Or shall this device be a conferencing CODEC (Cisco, Poly, etc.) to support multiple meeting platforms and remote control as described under "System Control"?
The AV Contractor shall provide a dedicated conferencing computer. The City does not require a dedicated conferencing CODEC and prefers a computer-based solution for supporting virtual meetings and the AV System.
66. Under section "Recording System" - "Audio and Presentation Capture" - how shall the recorded audio and presentation content be stored or delivered? Shall recorded content be stored on a hardware device on site or uploaded after every meeting to a server, etc.?
The City prefers content to be stored and delivered digitally. The City has a server available for storage.
67. Does the City of Dahlongega have any interest in a voting system for the Council members that will tally votes discreetly or publicly?
Yes, please include a voting system in your proposals. Publicly.
68. Will the City of Dahlongega be providing and supporting the computer for the Video Conferencing?
The vendor shall provide the primary computer for the A/V system. The system must also accommodate staff-owned devices for content sharing, training, and virtual meetings at the City Clerk's and City Manager's stations.
69. Will the Video Conferencing Audio be concentrated to just the Conference table?
Conference table, council stations, staff stations, and podium to be priced separtely.

70. Is there a need to have microphone coverage in the audience at any time? **Podium microphones are only needed at this time.**
71. What is the City's intent for the recorded audio and presentation content? Is the intent to post content on a Youtube channel, or some other media site?
The recorded audio and presentation content will be retained for the City's records only. The City does not intend to publish or distribute the recordings online at this time.
72. Would it be acceptable to include suggested acoustical treatments for the room as an option in the bid?
Yes.
73. When using the conference table for video conferencing, is the chair at the end of the table on the right when facing the front of the room, left vacant for a clear video image of participants at the table if the camera is mounted on the right wall?
In the past, the chair at the end of the table near the City Clerk's station has typically been left vacant. However, firms may propose the camera placement they feel is best to provide a clear view of conference table participants.
74. You mentioned something at the pre-bid about proof of identification for the documents being signed - what were the options we could provide again?
The acceptable secure and verifiable identification documents are provided on the required SAVE affidavit on page 22 of the RFP packet.

ADDITIONAL INFORMATION FOR REVIEW/CLARIFICATION:

- There is no roof or attic access in the Council Chambers for speaker installation or cable pathways. The contractor shall account for this limitation when developing the proposed installation plan.
- Lighting upgrades are not a part of this project.
- The awarded vendor shall coordinate with the City's IT consulting firm. The proposed computer and related equipment must be reviewed and approved by the City's IT consulting firm prior to ordering and installation. The AV Contractor shall provide the computer to ensure compatibility with the turnkey AV system.

THIS ADDENDUM MUST BE SIGNED BELOW AND INCLUDED WITH YOUR PROPOSAL TO ACKNOWLEDGE RECEIPT AND CONFIRM THAT YOU HAVE READ THE ADDENDUM.

SIGNATURE

DATE

NAME AND TITLE

COMPANY NAME