

WASHINGTON COUNTY  
CONVENTION AND TOURISM OFFICE

Request for Proposals for  
Design Build Services for Dixie Center  
Video Conference System

Send to:

Janet Montgomery  
1835 Convention Center Drive St. George, UT 84790  
JanetM@DixieCenter.com

**Deadline for Submission of Proposal:**  
Tuesday, July 28, 2020

WASHINGTON COUNTY CONVENTION AND  
TOURISM OFFICE  
REQUEST FOR PROPOSALS:  
DESIGN BUILD SERVICES FOR DIXIE CENTER  
VIDEO CONFERENCE SYSTEM

**1. Contract Description**

The Washington County Convention and Tourism Office (“Dixie Center”) is seeking proposals from interested and qualified companies to design build a video conferencing system, audio upgrades and acoustical treatments, to support virtual meetings and conferences. All designs must integrate video signals with existing Crestron video distribution system and audio signals with existing Biamp Tesira DSPs.

The Dixie Center is seeking a system that will enhance the video, audio and acoustical possibilities throughout the Dixie Center. See attached floorplan. More detailed room specs can be found at <https://dixiecenter.com/event-planners/floor-plans/>. Desired features include:

- A small board room, Green Spring, should be outfitted with permanent video conference equipment to support software based video conference services such as, but not limited to, Zoom, Webex, and Microsoft Teams. System should include PTZ camera, microphone system, audio reinforcement for remote side of conference, and computer system. System should include wall mount or tablet style controls. Computer system should be capable of operating video conferencing software as well as software for presenting and screen sharing during presentation.
- Entrada A-C, Sunbrook A-C, the Auditorium and the Garden Room should be outfitted with permanent video conference equipment to support software based video conference services such as, but not limited to, Zoom, Webex, and Microsoft Teams. System should include PTZ camera, microphone system, audio reinforcement for remote side of conference, and computer system. System should include wall mount or tablet style controls. Computer system should be capable of operating video conferencing software as well as software for presenting and screen sharing during presentation. The configuration of these rooms for this design shall be a combined room where Entrada A-C are a single room and Sunbrook A-C are a single room.
- Ballroom A-F should be outfitted with permanent video conference equipment to support software based video conference services such as, but not limited to, Zoom, Webex, and Microsoft Teams. System should include PTZ camera, microphone system, audio reinforcement for remote side of conference, and computer system. System should include wall mount or tablet style controls. Computer system should be capable of operating video conferencing software as well as software for presenting and screen sharing during presentation. Due to the size and multi-use configuration of Ballroom A-F, a number of portable type systems with camera, microphones, and computers may be used. This system shall be easily transported and setup anywhere in this space as necessary. The system should tie into the existing audio and video system for these rooms.

- Every room will receive acoustical treatment panels to reduce the reverberation in the room and increase the intelligibility.
- Ballrooms A-F, Garden Room, Entrada A-C, Sunbrook A-C and the Auditorium will be upgraded with new loudspeakers, amplifiers, wireless microphones, Feedback elimination and Auto Echo Cancellation (AEC). Touch screen control and additional digital signal processors will be required.
- Each Ballroom, A-F will be upgraded with “Stage Lighting” to enhance the use of cameras and presentations. The lighting system will utilize industry standard LED, LEKO style fixtures with shutters. DMX controlled through on wall controllers.
- A portable video conference system shall be designed to be used in the exhibit hall as necessary.
- All systems should provide HD video, intelligible audio, echo free microphone system, and be capable of using a dedicated computer or allowing connection of client laptop as needed.

## 2. Background

The Dixie Center is located at 1835 South Convention Center Drive, St. George, Utah 84790, and hosts conventions, trade shows, and other special events. The Dixie Center consists of a 46,500 square-foot exhibit hall with 30 feet of ceiling height; a 13,205 square-foot ballroom with a 21-foot ceiling height; eleven meeting rooms ranging from 390 to 7,078 square feet. The main entrance connects to a main and north lobby by a 4,300 square-foot concourse.

## 3. Proposal Submittal Procedure

Proposals may be submitted in hardcopy or digital format. Proposals must be marked or the email subject line must read “DESIGN BUILD SERVICES.” They are due in the Dixie Center Administration office by 11:00 a.m. local time on July 28, 2020. A public opening of the proposals will be held at 11:30 a.m. local time on July 28, 2020 in the Dixie Center Administration office. All proposals must be valid until December 1, 2020.

The following factors will be evaluated and scored before making a final selection. The percentage allocation of each factor is also provided.

RFP Checklist and Certificate	2%
Background and Experience	13%
Project Description	30%
System Implementation	20%
Additional Information	5%
Budget	30%

The following comprehensive description of each factor provides the materials that

should be submitted for a complete proposal:

- A. **RFP Checklist and Certificate.** Complete a proposal checklist and sign the certificate.
- B. **Background and Experience.** Provide a brief summary of the history of your company, including the number of years it has been engaged in design build services, number of employees, organization structure, and background of the principal personnel. Provide at least three (3) references from entities for which you have provided design build services. Include the name, title, email, and telephone number of contact persons, as well as a brief description of the scope of each project.
- C. **Project Description.** Provide a written description of the proposed design build, including but not limited to: system features and functions, technical and support requirements, etc.
- D. **System Implementation.** Provide a proposed project plan and schedule for integration.
- E. **Additional Product Information.** Provide a brief description of each of the following:
  - a) A complete itemized list of equipment (with pricing)
  - b) Training resources that will be available;
  - c) Ongoing maintenance and Support;
  - d) Implementation schedule, indicating the estimated number of weeks for each stage of implementation and for completion of the overall project; and
  - e) Describe the nature and level of involvement that you expect will be required from the County IT department during implementation of the system and in ongoing operations.
- F. **Project Budget.** Provide a detailed cost proposal including equipment, labor, programming, etc.

#### 4. Policy and Open Records

This Request for Proposals does not constitute a contract. The Dixie Center reserves the right to accept or reject any proposal and may elect not to proceed with any proposal. No agreement with the Dixie Center is in effect until both parties have signed a contract.

Proposals will be subject to records requests under the Utah Government Records Access and Management Act. Questions about public access to the applicant's full proposal may be directed to the Washington County records management department pursuant to the Government Records Access and Management Act.

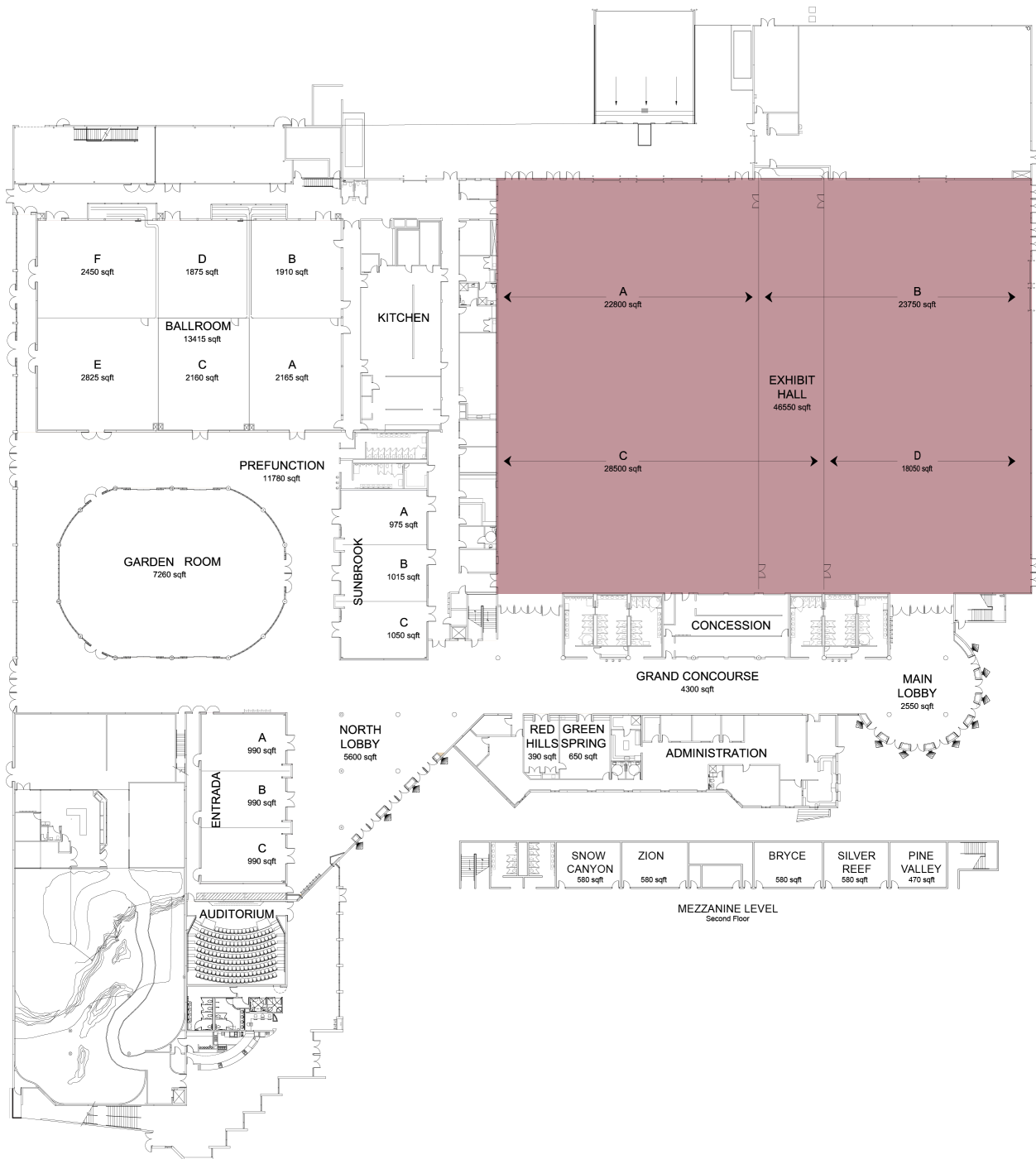
#### 5. Selection Process

No proposal will be opened until after the submission deadline. The contents of the proposals will not be disclosed during the process of negotiation. The Dixie Center may disclose to the public the names of those who have submitted proposals. A register of proposals, including name and proposal price, will be prepared and filed in the Office of the Washington

County Commission and will be open for public inspection after the contract is awarded. Each proposal will be evaluated on the criteria outlined in the Proposal Submittal Procedure section. After an initial review and evaluation of each of the proposals, the firms submitting the most highly rated proposals may be asked to come in for further discussions prior to final selection. The Dixie Center reserves the right to award a contract without holding further discussions in the event the written proposals provide a clear preference on the basis of the criteria described.

Proposals will be accepted until July 28, 2020 at the Dixie Center at St. George, 1835 Convention Center Drive St. George, UT 84770. Proposals may be submitted by email with the subject line Design Build Services to JanetM@DixieCenter.com.

Questions regarding the proposal may be directed to: Janet Montgomery  
Dixie Center at St. George  
(435) 628-7003  
JanetM@DixieCenter.com



RFP CHECKLIST  
Washington County Convention and Tourism Office  
Request for Proposals: Design Build Services for Dixie Center Video  
Conference System

Firm \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_

Email \_\_\_\_\_ Website (optional) \_\_\_\_\_

**To assure that your RFP is complete, please enclose the following items:**

- RFP Checklist and Certificate
- Background and Experience
- Project Description
- Project Implementation
- Additional Product Information
- Project Budget

Certification

I certify that all statements made in regard to this proposal are true to the best of my knowledge under penalty of perjury. I acknowledge that the Washington County Convention and Tourism Office is not liable for loss or damage to work submitted.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Deadline for Submission of Proposal: \_\_\_\_\_ at \_\_\_\_\_ a.m.

Submit to: Dixie Center at St. George  
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