



**REQUEST FOR INFORMATION**  
**For**  
**CITY OF SANDY COUNCIL CHAMBERS AUDIO/VISUAL SYSTEMS**

RESPONSES DUE: May 1, 2026 by 4:00 p.m.

SUBMITTAL INFORMATION

Submit the Responses to:

City of Sandy  
Information Technology Department  
Attn: Gregory Brewster, IT Director  
[gbrewster@ci.sandy.or.us](mailto:gbrewster@ci.sandy.or.us)

Refer questions to:

Gregory Brewster, IT Director  
Phone: 503-489-0937  
Email: [gbrewster@ci.sandy.or.us](mailto:gbrewster@ci.sandy.or.us)

## **INTRODUCTION**

The City of Sandy is seeking information from the market on those who specialize in audio/visual technologies, preferably in the area of meeting space/classrooms, presentation and communication platforms and systems. The City of Sandy is seeking to identify a solution or technology that can be used to replace its existing meeting/presentation system for City of Sandy Council Meetings.

## **BACKGROUND**

The City of Sandy has broadcasted its council meetings to the public over several mediums. In the early 2000's, council meetings were broadcasted over Sandy's public access channel, to those with access to cable television. In the mid 2010's, the City of Sandy began to broadcast its meetings live, over the internet to YouTube, which then archived prior meetings for years to come. Videos were also streamed to an on-premises Granicus system, where the packet and meeting timestamps were matched up with online agenda items. In the late 2010's the Granicus system/platform was retired for a CivicWeb iCompass meeting system that used a YouTube API to create live stream events. That iCompass system was retired for a Municode Meetings platform in 2023, which does not have current integrations with video hosting services.

Under the restrictions for public gathering during the COVID 19 pandemic, the City of Sandy conducted its meetings first in a virtual format, and subsequently in a hybrid virtual/in-person format. During that time, the City's IT Department put together an audio/visual system that could support hybrid meetings. Those meeting platforms also allowed the public to attend, and speak, and allowed presenters to share screens and engage directly with the Council. Existing sound systems and cameras were integrated into a Zoom Rooms platform which would manage meetings.

Since the end of the COVID-19 pandemic, that same video system has remained in place, largely untouched. While meetings are now back to in-person attendance, the ability for Council Members, staff, the public, and other presenters to remote in and participate is still an active requirement for current and future meetings.

Current challenges with the existing system include feedback issues, and difficulty projecting audio within the Chambers for audience members. Additionally, the audio-visual system has been pieced together with several different technologies, which work in their current state, but have become obsolete when compared to newer meeting room solutions.

The system that was designed back in 2020 was an in-house custom solution created by staff to meet the rapidly changing requirements and needs for a virtual and hybrid meeting space. Since then, newer meeting systems and platforms have become widely available for other meeting spaces and classrooms. Various platforms now offer better integration with existing hardware, or options for upgrading hardware to more effective technology and functionality.

The City of Sandy's IT Department is seeking information on new modern platforms that will help streamline and make Sandy City Council meetings more integrated for the future. Ideally, those running public meetings will have the ability to easily manage audience members, audio controls, camera switching and angles, screen presenting layouts and automating other requirements and laws set in place by the State of Oregon, such as ADA live transcription compliance and meeting recording and retention.

Staff are aware that the layout of the room may contribute to the audio and visual problems and respondents are encouraged to provide feedback on the layout of the room and any necessary or required changes required to implement a better audio and visual system.

### **RFI REQUIREMENTS**

A contract will NOT directly result from this Request for Information (RFI). A separate competitive solicitation may occur following the City's review of the Responses submitted. This RFI in no manner obligates the City of Sandy or its departments to issue an RFP or to the eventual purchase of any services that may be described or proposed.

If a future RFP or other type of solicitation results from this RFI, Respondents to this RFI are hereby notified that all information, documentation and any specific content or approaches included in the RFI Responses may be analyzed, may appear in various reports, and may be used in any resulting solicitation.

### **RFI CLARIFICATION**

Questions and requests for clarification regarding this RFI must be directed in writing, via email to the person listed below. The deadline for submitting such questions/clarifications is March 26, 2024. An addendum will be issued no later than March 29, 2024 to all recorded holders of the RFI if a substantive clarification is in order.

Gregory Brewster, IT Director  
City of Sandy  
Email: [gbrewster@ci.sandy.or.us](mailto:gbrewster@ci.sandy.or.us)  
Phone: 503-489-0937

### **RESPONSES DUE**

Responses must be received no later than the date and time specified on cover of this solicitation. It is the Respondent's responsibility to ensure that their response is received prior to the specified closing date and time. Responses received after the specified closing date and/or time may not be considered. The City shall not be responsible for the proper identification and handling of any responses submitted to an incorrect location.

### **RESPONSE SUBMISSION**

Responses should be clear and concise and not exceed ten pages in length (omitting cover page and appendices). Responses shall be submitted as either a PDF or Microsoft Word Document via email.

**REDACTION FOR PUBLIC RECORDS:** If the respondent requests redactions, Respondents are required to submit one complete redacted copy in the same format as the original. If no reactions are requested in a response, please state that clearly in the Cover Letter section of your submittal. Any portion of a responses that the respondent claims as exempt from disclosure must meet the requirements of ORS 192.501(2), ORS 192.502(4) and or ORS 646.461 et seq. “Redaction” means the careful editing of a document to obscure confidential references; a revised or edited document thereby obscuring the exempt information but otherwise leaving the formatted document fully intact. The redacted copy must be a complete copy of the submitted response, in which all information the Respondent deems to be exempt from public disclosure has been identified.

If a respondent fails to submit a redacted copy of the responses as required, the City may release the respondent’s original response without redaction. If the entire response is marked as constituting a “trade secret” or being “confidential”, at the City’s sole discretion, such a response may be rejected as non-responsive.

Unless expressly provided otherwise in this RFI, or in a separate written communication, the City does not agree to withhold from public disclosure any information submitted in confidence by a respondent unless the information is otherwise exempt under Oregon law. The City agrees not to disclose responses until the City has completed its evaluation of all responses and publicly announces the results.

## **COST OF RESPONDING**

All costs incurred by the Respondent in preparation of responses to this solicitation, including presentation to the City and/or for participation in an interview shall be borne solely by the Respondent; the City shall not be liable for any of these costs. At no time will the City provide reimbursement for submission of a response unless otherwise stated.

## **ORGANIZATION OF RESPONSE**

Respondents are encouraged to provide all information as required in this RFI. Please address them in the following manner:

1. Cover Letter
2. Understanding of City of Sandy’s Needs
3. Respondent’s Capabilities

## **RESPONSE SUBMITTAL**

1. Cover Letter

- Project title
- Full legal name of responding business entity
- Structure or type of business entity
- Name(s) of the person(s) authorized to represent the Respondent in discussions
- Contact person's name, mailing or street address, phone, and email address
- Statement that no redactions are requested, if applicable

2. Understanding the City of Sandy's Needs

- Please describe your understanding of the City of Sandy's needs for the Council Chambers audio/video meeting platform/system
- Other key considerations include the following
  - i. Handling microphone feedback in a room with poor acoustics
  - ii. Multi-camera switching for live broadcasting
  - iii. Capability of handling several microphone channels and inputs
  - iv. Ability for remote presenters and public to view and engage with Council and staff, such as Zoom integration
  - v. Simplicity and ease of system operation for staff members with relatively limited technical experience

2. Respondent's Capabilities

- Your firm's legal structure, area of expertise, length of time in business, number of employees and other information that would be helpful in characterizing the firm
- Directly relevant experience your firm has on similar or related projects with other government agencies. For each project mentioned, include the name, address and phone number of a person who can be contacted for further information about the project
- Project management and organizational capabilities





