REQUEST FOR PROPOSALS

Town of St. James
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Council Chambers and Event Center

Technology Project

Date of Issue: October 28, 2026
Sealed Proposals Due: November 19, 2026 at 3:00pm

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SCHEDULE

The Town of St. James reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

Advertisement of RFP	October 28, 2026
Sealed Proposals Due	November 19, 2026 by 3:00pm
Town Council Approval (*Anticipated Date if all meets Council approval*)	December 2, 2026

OVERVIEW

The purpose of this project is to modernize the audio-visual technology systems serving the Council Chambers and Event Center of the Town of St. James ("Town") so they function as a unified, reliable, and supportable platform for Town meetings, presentations, and community events.

The Town seeks to replace a fragmented environment of partial upgrades and unrelated systems with a more consistent and intentional user experience across both facilities. The final solution should improve communication clarity, simplify day-to-day operation, improve reliability, and support long-term serviceability.

The Town is searching for a vendor to provide various services in the town facilities, including a complete design and planning of a new system including proper equipment and acoustics. The vendor will also install the new system and train Town staff. Finally, the vendor will ensure proper support and maintenance procedures are in place.

This RFP and related documents may be obtained on the Town website at www.townofstjamesnc.org. Click on icon listed under "News and Updates". The Town of St. James **encourages all qualified businesses, including DBE, Minority, and Women owned and operated businesses to respond to this RFP.**

Scope Narrative for Council Chambers and Event Center Technology Project

Project Purpose

The purpose of this project is to modernize the audio-visual technology systems serving the Council Chambers/Conference Room and Event Center, so they function as a unified, reliable, and supportable platform for Town meetings, presentations, and community events.

The Town seeks to replace a fragmented environment of partial upgrades and unrelated systems with a more consistent and intentional user experience across both facilities.

The final solution should improve communication clarity, simplify day-to-day operation, improve reliability, and support long-term serviceability.

Council Chambers Requirements

The Council Chambers shall support formal council meetings, public sessions, staff presentations, and related civic use in a professional and easy-to-operate manner.

The room shall include a complete and dependable AV/control backbone supporting audio processing, video distribution, user control, and integration of related room technologies.

The dais system shall provide an individual microphone position for each council seat (5 total), appropriate support for staff and guest participants at the front of the room, and a means of providing close-proximity visual content to all five (5) council members through integration with or replacement of existing dais display positions.

The room audio system shall provide clear and consistent speech reinforcement throughout the audience area and shall support audio needs for recording and streaming workflows.

The Council Chambers shall also support portable table or roundtable discussion configurations through flexible microphone solutions suitable for temporary in-room setups.

The room shall include a primary large-format display solution at the front of the space for agendas, presentations, and other public meeting content.

The Council Chambers shall include camera capability sufficient to capture the dais, presenter area, and general audience view for recording and streaming of public .

SITE PHOTO



The adjacent conference room shall support small group meetings, presentations, and web conferencing, including display, in-room audio, and simple user connectivity.

SITE PHOTO



Motorized shades and related room controls shall support daytime usability, presentation visibility, and simple operation by Town staff.

Event Center Requirements

The Event Center shall support meetings, presentations, community events, and other multi- purpose programming with a system that is flexible, reliable, and simple to operate.

The space shall include a core infrastructure supporting processing, control, routing, and communication between all connected technologies in the room.

The audio system shall provide clear speech intelligibility for meetings and presentations and full-range sound support for broader event use.

The Event Center shall include sufficient wired and wireless microphone capability to support presenters, panel-style events, and other common community uses, including a minimum of 12 channels of wireless microphone capability.

The space shall include camera capability sufficient to capture front-of-room activity and a general audience view for recording and live streaming.

The Event Center shall include a two (2) large-format display solution suitable for presentations, events, and community engagement. The displays shall be located on the front and rear wall of the main ball room.

Associated meeting rooms shall support routine meetings and content sharing with wall- mounted displays, in-room audio, and simple user connectivity.

Lighting and motorized shade systems shall support presentations, events, and regular room use through practical and integrated control functions.

SITE PHOTO





Infrastructure and Delivery Requirements

The Council Chambers and Event Center shall be connected by a fiber backbone to support AV transport, control, and related inter-building system communications.

The AV integrator shall provide a unified network infrastructure serving both facilities, with the goal of creating a consistent, supportable, and centrally managed technology platform across the project. Meetings in the Council Chambers shall be capable of being shown on the display screens in the main ball room and other rooms at the Event Center.

The selected firm shall provide final system design, field verification, coordination, installation, programming, testing, commissioning, training, and documentation required for a complete and functional result.

The project shall include the electrical and infrastructure work necessary to support the final system implementation and transition away from obsolete or incomplete control elements as required.

RFP Response Expectations

The final result should operate as one intentional and supportable technology platform across both facilities rather than as a collection of unrelated upgrades.

Responding firms should describe how their proposed solution meets the Town's goals for each space and identify the major systems they propose to provide.

Responding firms should explain their design approach, system functionality, user control strategy, implementation plan, and service/support capabilities.

Responding firms should provide a complete proposal for design, equipment, installation, integration, commissioning, training, and closeout documentation necessary to deliver the project.

Responding firms should clearly identify any exceptions, exclusions, or deviations from these owner requirements within their proposal.

System/Equipment Specifications

Council Chambers:

- Equipment Racks - existing. If additional rack is needed, same manufacturer as Event Center
- Video over IP - same manufacturer as Event Center
- UPS for all rack equipment other than power amplify er
- Wireless Access Points - same as Event Center
- Control system - same as Event Center (QSys or Crestron - same overall system across all buildings)
- (2) wall mounted touch screen controllers
- 12 channels wireless, Sennheiser EW-DX or better, with a minimum of (8) hand- held transmitters and table-top stands. Belt-packs to include both lavaliere and head-worn mics. Sennheiser and/or RF Venue antennas and antenna distribution.
- Rechargeable batteries and chargers for wireless
- Ceiling speakers - same manufacturer as Meeting Rooms (Martin C series or better)
- (10) goose neck condenser microphones
- (1) desktop touchscreen controller, 10" or larger, on Dias
- Tabletop beam forming microphone
- Wireless BYOD connectivity and routing
- (2) wall mounted PTZ cameras, same as in Event Center
- Networked video encoder/recorder, with 400GB or larger SSD capacity
- Must be able to live stream and record simultaneously
- LED wall behind Dias, same size, manufacturer, and model as Event Center.
- Dedicated display monitors for each council member, routed via touch screen controller
- Motorized shades for (6) upper windows, same make/model as Event Center

Conference Room:

- Single 65" or larger interactive, conferencing display - same manufacturer and model as Meeting Rooms.
- Wall mounted touchscreen controller, QSys or Crestron
- Ceiling mounted beam-forming microphone array

Event Center

Audio System:

- 12 channels wireless, Sennheiser EW-DX or better, with a minimum of (8) hand- held transmitters and table-top stands. Belt-packs to include both lavaliere and head-worn mics. Sennheiser and/or RF Venue antennas and antenna distribution.
- Rechargeable batteries and chargers for wireless
- Speaker system with subwoofers - capable of 90dBA plus headroom, 40Hz- 18kHz, even coverage (+/- 2dB at 4kHz average). Speaker brands - Danley, JBL, Fulcrum, TW Audio, Martin, or equivalent

● Audio DSP - QSys or Biamp Tisera
● Power amplifiers to be Powersoft or Linea Research (or other brands that are OEM'ed by these two)
● Audio system to be phase aligned and tuned with SmaartLive or equivalent dual channel FFT software (not RTA)
● Two speaker systems, one at either end, so the room may be divisible and used open with either A or B head end, or closed into two separate rooms, each with its own system
● Equipment rack, if necessary - Middle Atlantic BGR or ERK

Control System:
● QSys or Crestron
● QSys or Crestron wall touch panels, 10", quantity 2.
● Optional additional iPad

Front and Rear LED Walls:
● 11.5' wide minimum, 16:9 aspect ratio, 1.95mm pixel pitch or finer.
● Spare modules to be included, plus as long as possible advance replacement warranty

Video System:
● Video over IP, either Crestron, Aurora Multimedia, Visionary Solutions, or Bluetream. 1080P or 4K.
● Networked video encoder/recorder, with 400GB or larger SSD capacity
●Must be able to live stream and record simultaneously
● PTZ cameras - quantity 2, 1080P minimum, 12x optical zoom minimum (30x preferred)
● Wireless BYOD connectivity and routing

Architectural Lighting:
● Existing dimmer system, Crestron Greenlight, to either be tested, repaired if necessary, and integrated; OR replaced with ETC.
● Existing ceiling light fixtures to remain.
● New LED tape lighting, dimmable with color picker, in ceiling coves to up-graze ceiling. LED tape to be RGBA, RGBW, RGBAW, RGBAWL, or better (not simply RGB)

Motorized shades:
● New motorized shades for all upper windows in room (22 total)

Network:
● All network switches to be Netgear M4250/M4350, Cisco Catalyst, or Luminex
● Fiber trunking between switches
● Dedicated switches in both the Event Center and Council Chambers
● New Wireless Access Points, for full coverage in Event Center, Meeting Rooms, Entry, Council Chambers, and Conference Room. WiFi-6 or better. Ubiquiti, Meraki, or Ruckus WAPs
● All fiber to be single mode, LC duplex

● UPS battery backup on all critical components (DSP, network switches, lighting control processor, etc). UPS not required for audio power amplifiers or user- accessible devices.
● New internet Router, to be fed from facility LAN

Meeting Rooms: Quantity (3)
● Each room to have a 65" or larger display
● Permanent wall-mounted touch screen controller (QSys or Crestron)
● Video over IP - same manufacturer across facility
● (4) ceiling speakers per room - Martin C8.1 or better (no JBL Control, Sonance, etc level)
● Displays to have video and audio conferencing capabilities, with ceiling or integrated microphone array, touch control, virtual whiteboard, and wireless BYOD

QUESTIONS

Only written questions will be considered and must be submitted via email to jrepp@stjames.town. Questions will be accepted throughout the advertisement period and answered as soon as reasonably possible until Monday, November 16, 2026. Note that complex questions submitted close to the due date or last minute questions may not be able to be addressed. Submit questions as soon as possible to allow time for a thorough response. Questions and corresponding answers will be published on the Town website as soon as possible.

Companies who intend to respond to this RFP may request a tour of the facilities by contacting the Town Manager and may provide an email address for updates as a courtesy. However, Proposers are ultimately responsible for monitoring the Town website for updated Questions and Answers, as well as Addenda. Both a written record of all questions and answers will be provided by email to all Proposers who have notified the Town of their intent to submit a Proposals, as well as on the Town website.

SUBMISSION INSTRUCTIONS

Proposal should be presented in the general format specified below:

1. **Introduction:** Description of the professional qualifications of the company and staff proposed for the assessment services. Identification of the Proposer's business name, registration, licensure, structure, officers, location, and other formation information as may be requested by the Town. Explain each staff members' role in the project. Identify an individual for Proposer who will be the Town's main point of contact for questions regarding the Proposal, contract negotiations, and performance of services in the event of selection. Include information about all applicable company professional registrations, certifications, and/or licenses held in North Carolina.
2. **Work Plan:** A detailed description of equipment and services based on the RFP System/Equipment specification to be provided and schedule of estimated timeframes for

installation and implementation.

3. **Fee Schedule:** Breakdown of potential fixed and/or variable costs to be incurred for equipment and services, with a total price for completion of this contract. All proposals should include all necessary brochures and/or specifications of proposed equipment. Provide as much detail as possible, as the Town reserves the right to accept the proposal in full or in part. Multiple solutions/options may be provided.
4. **References:** A brief description of at least 3-5 projects that are similar in scope and size. For each project listed, please include the name of the entity and the name and contact information for personnel who would be familiar with the work performed. Preference is to list similar North Carolina projects first.
5. **Contract:** This RFP will result in a contract for services entered into between the selected Proposer and the Town of St. James. The precise terms of the contract for services to the Town will be negotiated between the selected Proposer and the Town, and the Town will provide the selected Proposer with the draft contract upon selection.
6. **IRS W-9 Form:** Current (within last 3 months) completed W-9 form which will be required to be set up as a vendor in our system.
7. **Insurance:** Copy of all certificates of insurance identifying current levels of coverage, dates of coverage, and companies providing coverage. Proposers must maintain all lawfully required insurance including but not limited to North Carolina Workers Compensation Employer's Liability Insurance, comprehensive general liability coverage, commercial automobile liability insurance, and errors and omissions policies. The Town shall be listed as additional insureds on all such policies for the selected Proposer.
8. **Proposal Form:** Complete and return Attachment 1 included here with submission.
9. **Certification Regarding Suspension and Debarment:** Complete and return Attachment 2 included here with submission.
10. **Non-Collusion Affidavit:** Complete and return Attachment 3 included here with submission.
11. If a proposal includes any propriety data or information, such data or information must be specifically identified as such **on every page** on which it is found. Data or information so identified will remain confidential to the extent allowed by North Carolina law pursuant to N.C.G.S. 132-1.2 and will be used by Town personnel solely for the purposes of evaluating proposals and conducting contract negotiations.
12. All prices quoted must be valid for a period of 120 (one hundred twenty) days following the proposal deadline unless otherwise specified on the proposal.

Sealed Proposals must be labeled ***Town Hall and Event Center RFP*** on the outside of the package. Proposals are due no later than November 19, 2026 at 3:00 pm and should be delivered to the following appropriate address:

St. James Town Hall
ATTN: Jeff Repp, Town Manager
By Mail: 4140-A Southport-Supply Road,

St. James, NC 28461
By Courier: 4140-A Southport-Supply Road, St. James, NC 28461
Electronic copy: jrepp@stjames.town

Proposals should be submitted bound, using standard paper, and sections should be appropriately labeled for easy reference. Proposers may submit proposals via email. If proposers submit a hard copy, it must be sealed and an electronic file must additionally be submitted. The hard copy submission must be received at the address above prior to the deadline for consideration. The electronic proposal may be provided on a USB drive or emailed to jrepp@stjames.town. Any Proposals received after the deadline will not be considered. The Town of St. James reserves the right to award in part or in full, as well as reserves the right to reject all proposals.

EVALUATION AND SELECTION

The Town will select from responding Proposers the best overall proposal as permitted by N.C.G.S. 143-129.8 Purchase of Information Technology Goods and Services, or will determine that no Proposer has met the Town's criteria. Proposals will be evaluated by a committee comprised of members of Town Staff and/or other stakeholders in this project, and will in turn provide a recommendation to the St. James Town Council for award of this contract. Recommendations will be made based on the following criteria and weighted percentages:

Completeness, Quality, and Feasibility of Proposal Solution	25 %
Relevant Experience and Qualifications	15 %
Timeline for Completion	20 %
Cost-effectiveness	25 %
References – Prior experience and performance with Pender Town or similar	15 %

References may be contacted along with other evaluations the Town feels necessary to accurately determine the criteria listed above in the selection criteria. Scoring and ranking of the submissions will be based on the criteria above. The Town reserves the right to interview companies who are being considered. In addition, the Town reserves the right to reject all submissions.

The Town reserves the right to reject any or all Proposals, to waive any non-material irregularities or informalities in any Proposal, to request additional clarification of Proposals, to be the sole judge of suitability of the services for its intended use and further, to award in part or in full, and the Town specifically reserves the right to make the award in the best interest of the Town.

RFP PROVISIONS

1. The Request for Proposals' Provisions, Scope of Services and Terms and Conditions are integral parts of this RFP. The Proposer, by submitting a Proposal, agrees to comply with all provisions and conditions of this document.

2. The Town reserves the right to amend, at any time, any part of this RFP upon written notification to Proposers; and to change any of the scheduled dates, including the Proposal due date. All changes will become part of this RFP.

3. Proposals should provide a straightforward description of the vendor's ability to meet the requirements of this RFP. Responses should be concise and understandable by a "non-technical" audience.

4. The Town is not liable for any costs or expenses incurred by the Proposers in the preparation of their Proposals or submissions related to this RFP.

5. All materials submitted with the Proposal become the property of the Town and may be returned only at the discretion of the Town Manager.

6. By submitting a Proposal, the Proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and is capable of providing and licensed to provide and perform quality work to achieve the Town objectives. Further, the party signing and submitting the Proposal thereby attests that he/she/they have authority on behalf of the Proposer to submit the same and bind the Proposer to said Proposal.

7. The Proposer accepts full responsibility for assuring the prompt and timely submission of the Proposal. The Town will make no allowances for late delivery of mail. The Proposal may be hand-delivered or by courier to the physical location specified in the "**SCHEDULE**" section.

8. If a Proposer desires to take exception to any part of the specifications of this RFP, please include a letter stating any exceptions along with a thorough explanation. All exceptions will be taken into consideration when evaluating and scoring Proposals.

9. The Town reserves the right to reject any or all Proposals received or to negotiate separately with competing Proposers to this RFP and to award a contract based on services other than those set forth in this RFP. After reviewing the Proposals, the Town may elect to withdraw the RFP, make changes, waive technicalities, and issue a modified RFP in any part thereof deemed to be in the best interest of the Town.

10. No assignment of the resulting contract may take place without the express written permission from the Town. This includes assignment or sale of the Proposer to another institution.

11. The Proposer will assume responsibility for all services offered, whether provided by the Proposer or a subcontractor. The Proposer will identify any subcontractors in its Proposal by providing a list of the company's and/or individual's names, addresses and contact information, as well as all licenses, certifications, or other registrations as an attachment to the RFP. The Town will consider the Proposer to be the sole point of contact and responsible matter for all purposes of the contract between the Town and the selected Proposer. The Town reserves the right to approve or reject any subcontractor at any time. All references to Proposer requirements throughout this RFP apply equally to subcontractors. Nothing contained in any contract resulting from this RFP shall create any contractual relationship between any subcontractor and the Town of St. James.

12. All procurement documents and contracts of the selected Proposer will be subject to audit. The selected Proposer will give full and free access to all records and materials necessary to perform audit fieldwork, including data stored on computer systems, for the Town and its authorized representatives. This provision applies to any subcontractor as well. These documents will be deemed "public records" consistent with Chapter 132, North Carolina General Statutes.

13. Any material submitted in response to this RFP will become a "public record" once the Proposer's document(s) is(are) opened and the Proposer is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina General Statutes. Proposals submitted under this section shall not be subject to public inspection until a contract is awarded N.C.G.S 143-129.8(d).

14. Trade secrets or proprietary information submitted by a company in connection with a procurement transaction shall not be subject to the public disclosure under the North Carolina Public Records Act pursuant to N.C.G.S. §66-152(3). However, the company must invoke the protection of this section prior to or upon submission of the data or other materials and must identify the data on other materials to be protected and state the reasons why protection is necessary. **Each individual page considered a trade secret or proprietary information must be labeled "Confidential" in the top right corner.** This right of privacy will be construed as narrowly as possible to protect the interests of the individual responding to the RFP while attempting to maximize the availability of information to the public.

15. All submissions should be valid for acceptance for at least 90 days from the date of submission. The "Town Council Approval" Date listed in the "SCHEDULE" above is the anticipated award date.

TERMS AND CONDITIONS

Terms & Conditions as they apply are:

1. **Indemnification:** Proposer agrees to defend, indemnify, and hold harmless the Town for all loss, liability, claims, or expense (including reasonable attorney's fees) arising from bodily injury, including death or property damage, to any person or persons caused in whole or in part by the

negligence or misconduct of the Proposer, except to the extent same are caused by the negligence or willful misconduct of the Town. It is the intent of this section to require Proposer to indemnify the Town of St. James to the greatest extent permitted under North Carolina law.

2. **E-Verify:** By responding to this RFP, Proposer agrees to comply with the requirements of Article 2 of Chapter 64 of the General Statutes, as applicable.

3. **Availability of Funds:** Any resulting contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such goods and/or services. The Town's extended obligations on contracts that include funding through successive fiscal periods shall be contingent upon actual appropriations for the successive periods (additional years).

4. **Conflict of Interest:** All parties (including subconsultants) must maintain compliance with conflicts of interest guidelines that meet or exceed those required under 2 C.F.R. § 200.318(c)(1) for all projects funded in part or whole with federal or State financial assistance (direct or reimbursed). In addition to the prohibition against self-benefiting from a public contract under N.C.G.S. 14-234, no officer, employee, elected official, governing body member, or agent of the Town may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal or State award if he or she has a real or perceived conflict of interest. A real or perceived conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from award of a contract: the officer, employee, elected official, governing body member, or agent involved in the selection, award, or administration of a contract; as well as any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of these parties. Any such conflict shall be disclosed in writing and included with the Proposal. Contractors that are related to Town personnel having any influence over the decisions to consider or award a contract are strictly prohibited from bidding/responding or accepting award of Town contracts. Accepting gifts and favors from vendors and contractors is prohibited under N.C.G.S. 133-32, additionally officers, employees, elected officials, governing body members, and agents of the Town are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Violating this policy will result in disciplinary action for the employee and termination of the contract and violating companies/persons may not be eligible for future contract awards

ATTACHMENT 1
PROPOSAL FORM – Town Hall and Event Center Technology Project

To the Town of St. James, North Carolina:

By submitting a response to this Request for Proposals, the responding company represents that it has read and understands the RFP, its terms and requirements, including but not limited to the Scope of Work set forth therein, and has familiarized itself with all federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect the cost, progress, or responding party's performance of the specified work.

I have carefully examined the Request for Proposals and any other documents, to include addenda, accompanying or make a part of this Request for Proposals to perform the necessary services.

I certify that all information contained in this Proposal is truthful to the best of my knowledge and belief.

I hereby acknowledge receipt of any Addenda issued by Town. It is the responsibility of the undersigned to ensure that all addenda have been received.

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

Email: _____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

ATTACHMENT 2

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned applicant certifies to the best of his or her knowledge and belief, that the applicant and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal Department or agency;

(b) have not within a 3-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted or otherwise criminally or civilly charged by a governmental entitle (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) have not within a 3-year period preceding this application/Proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation to this Proposal.

Applicant Business Name: _____

Address: _____

City/State/Zip: _____

Signature: _____

Individual's Name: _____

Title: _____

Date: _____

ATTACHMENT 3

NON-COLLUSION AFFIDAVIT

The applicant submitting a Proposal, under penalty of perjury under the laws of the United States, certifies that neither it, nor any official, agent, owner or employee of the applicant has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract.

By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any collusion has been offered, accepted, or promised by any employees of your organization.

APPLICANT COMPANY NAME:_____

RESPONSIBLE INDIVIDUAL:

_____

Print Title

_____

Sign Date