

REQUEST FOR PROPOSALS CITY OF VILLA PARK



Audio Visual Upgrade to City Council Chambers/Conference Room

City of Villa Park
17855 Santiago Boulevard
Villa Park, CA 92861

The City of Villa Park is soliciting proposals for qualified AV installation consulting firms to provide upgrades to the Council Chambers and Conference Room.

Request for proposals may be obtained at City Hall or may be downloaded from the City's website at www.villapark.org.

DESCRIPTION: The City of Villa Park hereby invites qualified AV installation consulting firms to submit a proposal to upgrade the City's Council Chambers and Conference Room audio visual systems.

TERM: The length of the proposed shall remain and continue in effect until tasks described herein are completed.

CONTRACT START DATE: The City Council will consider the award at the March 24, 2020 City Council meeting. The proposed start date for the contract is April 1, 2020.

PROPOSAL DUE DATE: All proposals are due to the City of Villa Park no later than **3 PM on Friday, February 28, 2020**. The City of Villa Park is located at 17855 Santiago Boulevard, Villa Park, CA 92861.

SELECTION CRITERIA: A contract will be awarded based upon the following criteria: price quote, equipment inventory, the organization's demonstrated ability to provide the described services, and positive references or letters of recommendation. The City of Villa Park reserves the right to reject any or all proposals, waive informalities, and make an award in the best interest of the City.

SCOPE OF WORK: The City of Villa Park requires AV upgrades per the following:

Council Chambers:

- *Audio Sources:*
 - 1 Listen Tech LA-326**
Universal Rack Mounting Kit
 - 4 Listen Tech LA-404**
Universal Single Ear Bud
 - 4 Listen Tech LR-4200-216**
Intelligent DSP RF Receiver (216 MHz)
 - 1 Listen Tech LT-800-216-01**
RF Transmitter (216 MHz)
- *Cameras:*
 - 2 LOGITECH Rally Camera**
Rally Camera (Black) Includes wall bracket
- *Computers & Computer Equipment:*
 - 1 APPLE Mac Mini**
BTO MAC MINI I7/3.2 8GB 256GB SPGR

- *Control Systems:*
1 CRESTRON TSW-1060-LB-B
Room Availability Light Bar for TSS-10 and TSW-1060 Series, Black
- *Display Devices:*
3 SAMSUNG QM75N
75"4K UHD LED LCD 6000:1 8 ms, 500 nits Mfg TAA Country
- *Disturbed Video:*
1 CRESTRON DMPS3-4K-250-C-AIRMEDIA
3-Series® 4K DigitalMedia™ Presentation System 250 with AirMedia®
- *DSPs:*
3 BIAMP TesiraFORT AI
TesiraFORTE AI
- *Microphones:*
14 SHURE MX418D/S
Supercardioid-18" Desktop Gooseneck Condenser Microphone, Attached 10' XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base
2 SHURE MXA910W
24" Ceiling array microphone with DSP utilities - white finish
1 SHURE MXW1/O
Bodypack Transmitter with Integrated Omnidirectional Microphone and 4-Pin Mini Connector (TA4M) (Includes One SB901A Battery)
1 SHURE MXW2/SM58
Handheld Transmitter with SM58® Microphone (Includes one SB902 Battery)
2 SHURE MXWANI8
8-Channel Network Interface
2 SHURE MXWAPT8
8-Channel Access Point Transceiver
- *Mounts:*
2 Chief PDRUB
Large Dual Arm w/Universal
3 Chief XTM1U
Extra Large tilt mount assembly
1 CRESTRON TSW-1060-RMB-4
Retrofit Mounting Bracket – Converts TPS-3100L to TSS-10 or TSW-1060
1 CRESTRON TSW-1060-TTK-B-S
Tabletop Kit for TSS-10 and TSW-1060, Black Smooth
3 VADDIO 535-2000-251
Thin Profile Wall Mount PR60/HD Eagle Eye

- *Networking:*
1 PAKEDGE SX-24P16
24 Port High Powered Gigabit With 24 Port Full Poe Switch
- *Power Hardware:*
1 Listen Tech LA 482 DOCKING STATION 4
- *Speakers:*
1 Crown CDi 1000
Two-channel, 500W @ 4, 70V/140V Power Amplifier
9 Tannoy CVS 6
CVS 6 COMPACT 6" FULL RANGE CEILING SPEAKER
- *Structured Cabling:*
1 Misc Material
Cables, USB extenders, wall plates, mounting hardware
- *Unassigned:*
2 SAMSUNG QM85F
85IN Commercial UHD LCD Display
- *Wire & Cable:*
75 Listen Tech LA 113 RG-8 50 OHM LOW-LOSS COAXIAL CABLE

Conference Room

- *Cameras:*
1 LOGITECH Meetup
MeetUp
1 LOGITECH Rally Camera
Rally Camera (Black) 1/2 Includes wall bracket
- *Control Systems:*
1 AVOCOR AVO-OPS-PC-I7
Avocor AVO OPS PC (i7) Win10 Pro
1 AVOCOR VTF-7510
75" 4K Interactive Display with Built-In PC - Windows 10
- *Mounts:*
1 LOGITECH MEETUP XL MOUNT
TV MOUNT XL

AV Install Consultant Requirements:

1. AV Install Consultant shall provide all engineering, labor, commissioning, materials, transportation and equipment to provide a complete functional system in accordance with the documents provided.
2. AV Install Consultant is responsible for all coordination with other trades (including electrical) as applicable to ensure a functional complete system. AV Install Consultant is responsible for resolution of conflicts with connection of and/or interaction of other systems including conduit, back boxes, floor boxes and pull boxes.
3. AV Install Consultant is responsible to ensure that all means of support, suspension, attachment, fastening, bracing and seismic restraints used on the project are in accordance with all local, state and federal building codes.
4. The system is not a complete functional system until all equipment is tested and functioning without defect.

Design Change Proposals:

1. The AV Install Consultant may propose design and/or system alternatives. These may include essential items believed to be missing from the specified system or changes to make the system more efficient or easier to operate. The AV Install Consultant is to provide a brief description of the recommendations along with technical specifications and a breakdown of costing to the City and Project Design Consultant. These proposals may enhance the system performance or reduce costs without loss of performance. The City and Project Design Consultant will determine if the design change is acceptable.
2. The AV Install Consultant may recommend eliminating implementation of non-priority items and/or certain features that are not deemed extremely necessary in order to reduce costs.

Rubbish Removal, Recycling, & Equipment Boxes:

1. It is the responsibility of the AV Install Consultant to remove all rubbish generated by the installation from the site.
 - a. This includes all wiring and materials not being reused.
2. It is expected that where appropriate, recycling of materials will be done. All recycling is to be done in compliance with local, state, and federal laws.

PROPOSAL SUBMITTAL REQUIREMENTS: Two (2) copies of the proposal must be submitted in a sealed envelope clearly marked on the outside “RFP for AV Upgrade to City of Villa Park Council Chambers and Conference Room.”

RFPs will be accepted until Friday, February 28, 2020, at 3:00 pm. Late copies will not be accepted.

All proposals and documents submitted become the property of the City of Villa Park. The City reserves the right to make use of any information or ideas in the Proposals. The City shall not, in any event, be liable for any pre-contractual expenses incurred by responders in the preparation of their proposal. Proposals shall include:

1. General information about consultant (i.e. company size, location of office(s), size of staff, etc.);
2. Identification of project manager and other key personnel anticipated to be assigned to this project;
3. Description of both qualifications and responsibilities of key personnel and plan for coordination in the event of changes to key personnel during the term of the contract;
4. List three (3) or more references for prior work of similar scope;
5. Identification of any anticipated sub-consultants;
6. Statement describing extent of familiarity with Villa Park and the Orange County area;
7. Statement that the firm(s) has sufficient staff resources and capability to perform the work contained with the request for proposal within the specified time frame.
8. A not to exceed contract price for deliverables.

Please submit proposals to the attention of:

Steve Franks
City Manager
City of Villa Park
17855 Santiago Boulevard
Villa Park, CA 92861

JOB WALK: There will be a pre-proposal meeting and Job Walk on **Monday, February 10, 2020 at 9:00 AM**, at the City of Villa Park City Hall 17855 Santiago Boulevard, Villa Park, CA 92861. All prospective Responders to this Proposal are welcome to attend this Job Walk. The Job Walk and pre-proposal meeting is intended to provide an opportunity to discuss and clarify this Request for Proposal (RFP), submission requirements, and will include a tour of the site.

However, nothing said or represented during this conference shall be deemed to modify the requirements of this RFP unless followed by a written addendum. Individuals attending the job walk must be employees of the firm responding to this RFP.

PROJECT FUNDING/NOT-TO-EXCEED AMOUNT: The City has funding currently budgeted and available for this project. The not-to-exceed amount of \$75,000 shall comprise the entire and final amount required for a fully delivered system as stipulated throughout this RFP. Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance that all specifications and requirements of this project can and shall be met within the not-to-exceed amount.

The City also reserves the right to exclude one or more components of the project if the City determines that to do so would be in the best interest of the project. The City expects any cost-savings through decreased professional services shall be passed on to the City as a reduction in the "not-to-exceed" amount. Submission of a proposal shall constitute acknowledgement and acceptance that these goals will be adhered to.

All equipment must meet California and County of Orange safety requirements. The equipment shall be the latest model and shall not have been used as a demonstrator.

In order to ensure that all interested firms have access to the same information, all questions must be submitted by e-mail to the City Manager, Steve Franks, at sfranks@villapark.org. If you would like to receive responses to questions, please provide your e-mail address.

The City reserves the right to take all proposals received under advisement for a period not to exceed ninety (90) days from the date proposals are received. All proposals submitted shall remain valid during that period of time.

The City of Villa Park reserves the right to reject, modify, or cancel any or all proposals, in whole or in part, submitted in response to this RFP.

CONTRACTUAL REQUIREMENTS: Prior to awarding any work, the selected consultant will be required to execute a Consultant Contract with the City.