

NEW CARROLL COUNTY JUDICIAL CENTER

REQUEST FOR QUALIFICATIONS

**AUDIO VISUAL PACKAGE AT THE NEW CARROLL COUNTY
JUDICIAL CENTER
(Solicitation 11-A014)**



**CARROLL COUNTY BOARD OF COMMISSIONERS
423 COLLEGE STREET
CARROLLTON, GA 30117
770-830-5868
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AUDIO VISUAL PACKAGE AT THE NEW CARROLL COUNTY
JUDICIAL CENTER
(Solicitation No 11-A014)

“County” in all instances refers to Carroll County Government

I. Introduction

A. Purpose: The Carroll County Board of Commissioners is soliciting qualifications from qualified firms to provide equipment, installation and training on the Audio Visual (AV) portion of the new Carroll County Judicial Center. The purpose of this Request for Qualifications (herein after referred to as RFQ) is to obtain qualifications to assist the County in the selection of a provider, installer, programmer and trainer for AV related equipment. The minimum requirements are described on the following pages.

B. Project Description: Judicial Center: The five story County Judicial Center will house the Clerk of Superior Court, State Court, Probate Court, District Attorney, Public Defender, Drug Court, Juvenile Court, Sheriff Courthouse Security, County Coroner and other judicial functions. The fifth floor will be used for future expansion and will not be built-out with offices or courtrooms at this time.

C. Construction: The County began construction of the new Judicial in June 2010 and anticipates occupancy of the building in mid-November 2011. The County will be gaining occupancy, in stages, beginning with the first 2 floors in mid-November with the occupancy of the remaining floors by mid-December. The County will begin moving offices as soon as possible in this period with the goal of a January 2012 opening.

D. Schedule: The County plans installation of the AV systems beginning in this November period and possibly earlier. Installation work will be coordinated between the GC, Architect, IT Consultant and the County’s Project Manager (Owner’s Representative).

E. Objective: The primary objective of this process is to identify a list of qualified AV companies/firms that can serve as the County’s provider for AV equipment, installation, set-up and training. Once the County has narrowed its field of qualified providers, a RFP with specific specifications for equipment and services will be released.

II. Submittal Requirements/Format

To be considered, prospective companies/firms must submit a complete response as required by the RFQ. Companies/firms must submit evidence of their ability to provide complete, thorough and comprehensive responses and information for each of the following components of the RFQ. All work to be performed shall be carried out by certified and experienced personnel. Qualified submittals shall include the following:

Three (3) copies of the sealed qualifications must be delivered to:

Carroll County Board of Commissioners
Purchasing Department, Room 410
423 College Street
Carrollton, GA 30117
Attn: Russ Benedict, Purchasing Manager

The qualifications shall be delivered no later than **3:00 PM on Friday, May 6, 2011**. Each response should be marked on the outside of the envelope with **“Sealed Qualifications – AUDIO VISUAL PACKAGE AT THE NEW CARROLL COUNTY JUDICIAL CENTER (Solicitation No 11-A014), May 6, 2011”**.

It is the County’s intent to minimize the cost to proposing companies/firms in responding to this solicitation, so you are encouraged to be brief and succinct. Thick volumes of background and general marketing material will not be appreciated and will not curry favor with the reviewers. We are seeking thoughtful, tightly focused qualifications packages that document your firm’s suitability for this project and understanding the project and needs of the County.

Format: Qualifications shall be on 8 ½ x 11 inch paper and organized in sections following the order specified under contents. Ensure all pictures, exhibits, etc. fit appropriately in your package.

Contents: Proposal shall contain the following information:

1. A letter of transmittal signed by an individual authorized to bind the proposing entity.
2. A Table of Contents listing the material by section and by page number.
3. Provide a description of the firm.

- Describe the ownership and current principles of your firm and other firms that you propose to become part of your team.
 - Where is your firm headquartered? From what office will this project be administered? What resources are available at the submitting office?
 - Describe your firm's range of services relative to this RFQ.
 - Describe your firm's history relative to providing AV equipment and services for Courthouses or Judicial Facilities. Company/firm shall have a minimum of 5 years of experience with similar scope, scale and complexity of the technology presented herein.
 - Provide a company organizational chart.
4. Provide a listing (minimum 8) of previous experience in work at Judicial/Justice Facilities (Courts, Jails and related facilities).
- Provide a brief description of systems and project cost.
 - Provide a reference familiar with your performance on the project. Ensure all contacts have current contact information.
 - List the individual from your firm who served as the Project Coordinator/Manager. Is this individual still employed with your firm?
 - List the equipment and services provided and their relevance to the Carroll County project.
 - Indicate the budget established at the planning phase and the final budget upon completion.
5. Provide documentation showing the following membership, in good standing, in the following:
- InfoComm International
 - National Association of Broadcasters
 - National Systems Contractors Association
 - Other related audio visual associations
6. Provide documentation showing the company is a fully authorized direct dealer of any and all major AV systems components. These brands shall include Crestron, Tannoy, Lab-Gruppen, Biamp, Audia, Christi Digital, Draper, Middle Atlantic and Rane Products.
7. Show documentation indicating the company holds and is current in the following certifications for programming, installation, set-up and configuration of all major components where applicable for

the equipment company listed in 6 above. The following certifications are required:

- CTS (InfoComm)
- DMC-D (Crestron)
- Audiaflex Programming (Biamp)
- Certified Programmer (Crestron)

The following are optional but beneficial:

- CTS-I (InfoComm)
- C-EST (ESPA-NSCA)

Related certifications from ISF or others will also be considered.

* If C.A.P.E is being used for control systems programming, they will need to be listed as a sub-contractor and will also be required to be certified in good standing.

8. Provide a conceptual plan for equipment and services that you believe are appropriate for the Carroll County project. Indicate how the resources of your firm (e.g. number and type of personnel) will be allocated for this project.

- Designate specific individuals to fill the following key roles on your team.
 - Project Manager/Coordinator
 - Installation Supervisor
 - Other (please describe, if applicable)
- Provide resumes listing relevant project experience for the individuals listed above.
- Identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your company/firm and the County. This individual's competence, leadership and ability to achieve customer satisfaction will be heavily considered in the selection.
- Provide an organizational chart showing the lines of responsibility and accountability for your team. Show all pertinent personnel who will be assigned to this project along with their certifications.

- Show any subcontractor work anticipated for this project. Provide primary contact information, lead on-site personnel and area of responsibility as it relates to the job for all subcontractors. All subcontractors and their work are required to meet the same qualifications as the primary contractor for their area of responsibility. Primary bidding company personnel will be required to be on-site during all subcontracted work.
9. Statement of Suitability – Provide any information that may serve to differentiate the company/firm from other companies in suitability for the project. Provide evidence of the firm’s fit to the project and/or needs of the Board of Commissioners, any special or unique qualifications for the project; Provide current and projected workloads, the proximity of office to project location, and any services offered by the company they may be particularly suitable for this project. Limit the response to one page.
 10. Attach a copy of a valid insurance certificate for the firm’s general liability, automobile insurance, and proof of adequate worker’s compensation coverage for employees.

III. County Point of Contact

Technical, policy and procedural questions relating to this RFQ must be submitted via email to the Purchasing Manager. The deadline for submission of questions shall be May 2, 2011. All questions submitted via email prior to the deadline will be compiled and answered in writing. A copy of all questions and answers will be made available to any interested party.

Contact Information: Russ Benedict at (770) 830-5868 or email: rbenedict@carrollcountygga.com.

IV. Minimum Criteria Used to Determine Responsibility and Responsiveness of Qualifications

1. Does the Firm/Company demonstrate an understanding of the County’s needs?
2. Does the Firm/Company possess the ability, capacity, skill, and financial resources to provide the requested equipment and services?
3. Can the Firm/Company take upon itself the responsibilities set forth in the RFQ and produce the required outcomes in this RFQ?

4. Has the Firm/Company performed satisfactorily on previous projects of similar size and scope; has it otherwise demonstrated its capacity to provide the equipment and services the County seeks to establish through this RFQ?
5. Does the Company/Firm have all necessary certifications to perform stated work?
6. Does the Consultant meet all insurance requirements?

V. Scope of Services

The Scope of Work, as may be modified through negotiation and/or by written addendum issued by the County, will be made a part of the Agreement.

Scope of Work shall include, but not be limited to, the following:

1. Providing AV Equipment, Installation, Set-Up and Training in the following rooms in the new judicial center.

Location	Quantity
Courtroom with Jury AV Equipment	6
Courtroom without Jury AV Equipment	1
Grand Jury Room AV Equipment	1
Conference Room AV Equipment	6
Public Spaces AV Equipment	1
Camera Option for Courtrooms	7
Video Conferencing Option	3
Room Connectivity	1
Digital Signage	1

VI. Terms

The Term of the Agreement will be for the duration and completion of the project.

VII. Insurance

Company/Firm shall procure and maintain insurance for the duration of the contract against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of services hereunder by Company/Firm, its agents, representatives, or employees.

Types of Insurance Required: As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Company/Firm in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Company/Firm agrees to amend, supplement or endorse the policies to do so.

- (a) General Liability: \$1,000,000.00 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property damage, and underground, explosion and collapse hazard. Defense costs shall be paid in addition to the limits.
- (b) Automobile Liability Insurance: \$1,000,000.00 combined single limit per accident for bodily injury and property damage including owned, hired and non-owned.
- (c) Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of State of Georgia and Employers Liability of \$100, 000.00 per accident.

A "Certificate of Liability Insurance" showing Carroll County Board of Commissioners, as the Certificate Holder, will be provided.

VIII. Safety Measures

Company/Firm shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and progress of the work, all necessary safeguards for the protection of the workmen and public.

IX. Notice to Bidder

Each company/firm, before submitting qualifications, shall become fully informed as to the extent and character of the work required. No consideration will be granted for any alleged misunderstanding of the equipment to be furnished, nor work to be done; it should be understood that the submission of a package is an agreement with all the items and conditions referred to herein.

X. Qualification and Proposal Acceptance

Qualifications will be reviewed and evaluated by the Carroll County Board of Commissioners. An award, if made, will be made to the firm whose qualifications are most advantageous to the County while meeting the above specifications and requirements. At the conclusion of the review, the County will create a list of companies qualified to bid on the specifications for the AV Package for the New Judicial Center.

Carroll County reserves the right to waive any informality, to reject any and all qualifications, to evaluate all qualifications, to accept portions of any qualification and to accept any qualification which in its opinion may be in the best interest of the County.

R. Benedict
Purchasing Manager